



Library Board of Trustees

Unusual Meeting

May 12, 2008

3:30 P.M.

**Placentia Library
History Room**

Goodson

CALL TO ORDER

- 1. Call to Order Library Board President
- 2. Roll Call Administrative Services Manager
- 3. Adoption of Agenda

all present

*M1 - R.D.
M2 - B.E.*

exclude 47/48/50

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

Presentation: Library Director
Recommendation: Adopt by Motion

- 4. Oral Communications *Arnie Pike addressed the Board
Re: Restroom accessibility*

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

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

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

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

TRUSTEE & ORGANIZATIONAL REPORTS

- 5. Board President Report *A.S. spent time/stay*

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

Recognition of Camille Himes for two terms of service as Placentia Library District's System Advisory Board Representative to the Santiago Library System.

Recognition of Librarian II Toby Silberfarb as the Library's nominee to the American Business Women's Association Placentia Stars Chapter Business Associates Awards on April 22, 2008.

- 6. Trustee Reports *GW. Ø
J.T. Chair - Breakfast STEAMs (Stacy Aldridge), PLIF Annual Mtg, Authors Event 5/1/08
R.D. HR Reception
Re: PLIF Annual Mtg*

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

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

JT reported

8. Upcoming Trustee meetings and events.

CONSENT CALENDAR (Items 9 – 43)

Presentation: Library Director
Recommendation: Approve by Motion

M1 GW
M2 J.T

Items 9 – 43 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the March 18, 2008 Library Board of Trustees Regular Meeting and the April 1, 2008 Special Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

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

No Nonstandard Claims were processed during this report period.

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

Claims 5101 and 5102 by Minter/Escobosa; Claims 5103, 5104, 5105, 5106 and 5107 by Minter/Shkoler; and Claims 5108, 5109, 5110, 5111 and 5112 by Minter/DeVecchio, for a total Claims Forwarded by the Library Director and Library Trustees of \$96,364.18; and Payrolls #23 (05/07/08) for \$52,472.00 and #24 (05/21/08) for \$52,472.00 for a total for Payrolls of \$104,944.00; for a combined total of Claims and Payrolls forwarded by the Library Director and Library Trustees for Fiscal Year 2007-2008 of \$201,308.18 from Fund 707.

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

Current Claim for Fiscal Year 2007-2008: 5113, 5114, 5115, 5116, 5117 and 5118 for a total Current Claims of \$88,858.19; and Payrolls #25 (06/04/08) for \$59,472.00 and #26 (06/18/08) for \$59,472.00 for a total for Payrolls of \$111,944.00, for a combined total of Current Claims and Payrolls for Fiscal Year 2007-2008 of \$200,802.19 from Fund 707.

13. FY2007-2008 Cash Flow Analysis through May 19, 2008; the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 14 – 19)

14. Financial Reports for March and April 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
15. Office General Ledger & Check Registers for March and April 2008. (Receive & File)
16. Acquisitions Report for March and April 2008. (Receive & File)

- 17. Entrepreneurial Activities Report for March and April 2008. (Receive & File)
- 18. Collection Agency Report for March and April 2008. (Receive & File)
- 19. Donor Report for March and April 2008. (Receive & File)

GENERAL CONSENT REPORTS (Items 20 – 33A)

- 20. Building Maintenance Report for March and April 2008. (Receive & File)
 - 21. Personnel Report for March and April 2008. (Receive, File, and Ratify Appointments)
 - 22. Volunteer Reports for March and April 2008. (Receive & File)
 - 23. Circulation Report for March and April 2008. (Receive & File)
 - 24. Legislative Reports from the California Special Districts Association. (Receive & File)
 - 25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
 - 26. Status Report on Partnerships with Community Organizations. (Receive & File)
 - 27. Status Report on Active Grant Applications. (Receive & File)
 - 28. Poet Laureate Report. (Receive & File)
 - 29. Placentia Library District Policies (Series 2300) that were reviewed at the Library Board Work Session on January 15, 2008, passed as a first reading on February 19, 2008 and adopted by the Library Board of Trustees on March 18, 2008:
 - 2300 – Job Description – Library Director
 - 2303 – Job Description – Manager of Administrative Services
 - 2315 – Job Description – Librarian II
 - 2317 – Job Description – Librarian
 - 2319 – Job Description – Library Assistant
 - 2320 – Job Description – Coordinator of Development and/or Volunteer Services
 - 2321 – Job Description – Clerk II
 - 2323 – Job Description – Clerk I
- (Receive & File)

30. Placentia Library District Policies (Series 6000) that were reviewed at the Library Board Work Session on January 15, 2008, passed as a first reading on February 19, 2008 and adopted by the Library Board of Trustees on March 18, 2008:

6010 – Materials Selection Policy

6060 -- Patron Behavior and Unattended Children Policy

6067 – Client Service Policy

(Receive & File)

31. Council of Independent Special Library Districts Meeting Notes for February 16, 2008. (Receive & File)
32. Public Service Recognition Week, 2008 Awards Nomination Form as submitted to the Greater Los Angeles Federal Executive Board on April 1, 2008, nominating Placentia Library Literacy Services for the Community Service Award Category. (Receive & File)
33. Public Library Staff Education Program Grant Application to the State Library of California for Fiscal Year 2008/2009 for Yesenia Gomez. (Receive & File)
- 33A. Renewal of Placentia Library District Certificate of Deposit at California National Bank that was purchased on January 27, 2003, matured on April 27, 2009 and rolled over for thirteen months at 2.42% until May 27, 2009. (Receive & File)

STAFF REPORTS (Items 34 – 43)

34. Library Director's Report. (Minter)
35. Program Committee Report for March and April 2008. (Roberts)
36. Children's Services Report for March and April 2008. (Gurkweitz)
37. Placentia Library Literacy Services Report for January and March and April 2008. (Roberts)
38. Reference and Adult Services Report for March and April 2008. (Strazdas)
39. Placentia History Room Report for March and April 2008. (Bell)
40. Placentia Library Web Site Report for March and April 2008. (Napier)
41. Technology Report for March and April 2008. (Napier)
42. Publicity Materials Produced in March and April 2008. (Gomez)
43. Safety Committee Minutes for March and April 2008. (Goodson)

CONTINUING BUSINESS

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

Presentation: Library Director

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

45. Word of Mouth Marketing Topic for May and June 2008 – Summer Reading Program and Placentia History Room.

Presentation: Manager of Public Services

46. Review of Placentia Library District Policies 6030 – Circulation Policy and 6065 – Public Behavior Policy, that were reviewed at the Library Board Work Session on January 15, 2008, passed as a first reading on February 19, 2008 and revised at the meeting on March 17, 2008. Adopt the amended policies as a revised first reading.

Presentation: Library Director

Recommendation: Review and adopt Placentia Library District Policies 6060 – Circulation Policy and 6065 -- Public Behavior Policy, as a revised first reading, and refer them to staff for further comments.

SRP

as revised - MI-RD - WZ-BE GW JT

47. Budget for Fiscal Year 2008-2009. The Library Board will make determinations on revenue, personnel and other expenditure issues for the Fiscal Year 2008-2009 Budget. The Fiscal Year 2008-2009 Budget may be set for Public Hearing.

Presentation: Library Director

Recommendation: Determine whether to accept the Library Director's recommendation to change the level of dental coverage through the Special District Risk Management Authority from the Medium Plan to the High Plan for Fiscal Year 2008-2009; and

Determine whether to accept the Library Director's recommendation to change the level of vision coverage through the Special District Risk Management Authority from Option 3, Plan B to Option 5, Plan C for Fiscal Year 2008-2009; and

Determine whether to incorporate the Library Director's recommendations for organizational changes and reclassification of staff positions into the Fiscal Year 2008-2009 Budget; and

Approve the Fiscal Year 2008-2009 Budget as presented for a first reading and set it for Public Hearing at the next Regular Meeting of the Library Board of Trustees.

X

- 48. Establish the Placentia Library District Organization Chart and Personnel Allocation for Fiscal Year 2008-2009 and adopt as a first reading the new and amended Job Descriptions necessary to implement the new Organization Chart.

Presentation: Library Director
 Recommendation: Adopt the Placentia Library District Organization Chart for Fiscal Year 2008-2009; and

Adopt the Personnel Allocation Chart for Fiscal Year 2008-2009; and

Adopt Placentia Library District Policy 2302 – Job Description – Assistant Library Director as a first reading and refer to staff for comments; and

Amend and adopt Placentia Library District Policy 2303 – Job Description – Manager of Administrative Services as a first reading and refer to staff for comments; and

Adopt Placentia Library District Policy 2306 – Job Description – Manager of Community Services as a first reading and refer to staff for comments; and

Adopt Placentia Library District Policy 2311 – Job Description – Coordinator of Electronic Services as a first reading and refer to staff for comments; and

Amend and adopt Placentia Library District Policy 2320 – Job Description – Coordinator of Volunteer Services as a first reading and refer to staff for comments.

- 49. Motion to change Placentia Library District’s Pension Plan from a Money Purchase Pension Plan with National Retirement Services to a Government Profit Sharing Pension Plan with PARS (Public Agency Retirement Services) with a contribution for Fiscal Year 2008-2009 of 9.0% for full time employees and 8.5% for part time employees.

Presentation: Library Director
 Recommendation: Motion to change Placentia Library District’s Pension Plan from a Money Purchase Pension Plan with National Retirement Services to a Government Profit Sharing Pension Plan with PARS (Public Agency Retirement Services) with a contribution for Fiscal Year 2008-2009 of 9.0% for full time employees and 8.5% for part time employees; and

TRX to PARS @ 9%
 M1 G.W.
 M2 J.T.
 Roll call PARS
 Abstain BE

ZMK'S
 staff
 JUNE 1, 2008

Authorize the Library Director to notify National Retirement Services of Placentia Library District’s decision to change pension plans and service providers; and

M1-R.D
 M2 G.W

NO

Appoint a Trustee to work with the Library Director, the Manager of Administrative Services and the representative from PARS, to finalize the specific elements of the Government Profit Sharing Plan for presentation to the Library Board at its Regular Meeting in June; and

No: B.E.
 Aff will set in

Authorize the Library Director and Manager of Administrative Services to coordinate the execution of the Pension Fund changes.

- 50. Establish the Exempt and Non Exempt Salary schedules for Fiscal Year 2008-2009, effective July 1, 2008, by adopting Placentia Library District Resolution 08-09.

Presentation: Library Director
Recommendation: Read Resolution 08-09 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2008-2009; and

Adopt Resolution 08-09.

Valerie Poole entered the Mtg 4:25

- 51. Authorize staff to request bids for two (2) self-check circulation units to be installed in Fiscal Year 2008-2009. Authorize the Library Director to prepare and present a request to the Placentia Library Friends Foundation Board of Directors to purchase one of the machines.

Presentation: Library Director
Recommendation: Authorize the Library Director to prepare and release a Request for Quotes for two (2) self check circulation units; and

Authorize the Library Director to prepare and present a request to the Placentia Library Friends Foundation Board of Directors for purchasing one of the self-check circulation units for the Library.

Jeff entered the meeting @ 4:35

Handwritten notes and initials: MI, JT, MZ, GW, RD, NO, N

NEW BUSINESS

- 52. Date for the June Library Board Meeting

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

- 53. Discussion on the procedures, schedule and information regarding the potential adoption of a Library Facilities Impact Fees.

Presentation: Jeff Ferre, JD, Best, Best & Krieger
Recommendation: Action to be determined by the Library Board of Trustees

Handwritten notes: All agreed, BK, RD

- 54. Consideration and possible action to set a public hearing and to implement the applicable notification procedures for a potential Library Facilities Impact Fee.

Presentation: Jeff Ferre, JD, Best, Best & Krieger
Recommendation: Motion to set the public hearing for the proposed adoption of Resolution 08-10 to Establish a Library Facilities Impact Fee to take place on Monday, June 16, 2008 at 6:30 P.M. in the Placentia History Room of Placentia Library District; and

Make sure for June 26th

26th

Authorize staff to provide the legal notice to the Placentia News Times and to take any and all applicable action to provide notice and publication of the public hearing.

Handwritten notes: MI, JT, MI, RD

55. Report on staff meetings with Human Resources Consultant Valerie J. Poole and recommendations for Fiscal Year 2008-2009.

Presentation: Library Director

Recommendation: Receive & File the quarterly report from Valerie J. Poole, Human Resources Consultant, for May 8, 2008; and

*M2 RD
M2 J.T.*

Approve a Human Resources contract for staff development services with Valerie J. Poole, Human Resources Consultant, for Fiscal Year 2008-2009 in the amount of \$3,230.

56. Renew of Employee Medical & Dental Deductible/Co-Pay Reimbursement Program for calendar year 2007, and establish an automatic renewal provision unless changed or revised by the Library Board of Trustees.

Presentation: Library Director

Recommendation: Motion to approve renewal of the Deductible/Co-Pay Reimbursement Program for staff who receive District medical benefits, at a rate of \$500 per calendar year, pro-rated by their employment status; and

*M1 GW
M2 BE*

Motion to set the Deductible/Co-Pay Reimbursement Program as automatically renewed unless canceled or amended by the Library Board of Trustees.

57. Trustee activities for the American Library Association Conference in Anaheim, June 28 through July 2, 2008.

Presentation: Library Director

Recommendation: Determine if anyone wants to attend the American Library Trustee Association (ALTA) luncheon on Sunday, June 29, 2008 and authorize the purchase of tickets at \$50 per person; and

*FLUSA - A.S.
BE J.T.*

*A. Chikara
#1011*

*M1 GW
M2 BE*

Determine if anyone wants to help staff the Orange County Booth in the Exhibit Hall on Saturday, June 28 from 9:00 A.M. until 1:00 P.M. This is Placentia Library's time in the booth; and

*9-10 GW
10-11 J.T.
11-12 B.E.
12-1 R.D.*

Determine if anyone wants to help staff the Conference Information Booth (local sightseeing and dining information).

58. Appoint a System Advisory Board Representative for Placentia Library District to the Santiago Library System and its successor organization for a term from July 1, 2008 to June 30, 2010.

Presentation: Library Director

Recommendation: Appoint Glennis Clancy as the System Advisory Board (SAB) Representative for Placentia Library District to the Santiago Library System and its successor organization, for a term from July 1, 2008 to June 30, 2010.

157

114

- 59. Report on proposed Santiago Library System merger with Metropolitan Cooperative Library System.

Presentation: Library Director
Recommendation: Motion to endorse the merger of the Santiago Library System with the Metropolitan Cooperative Library System effective July 1, 2009.

M1-RD
M2-BW

- 60. Selection and instruction of the District's voting delegate to the Independent Special Districts of Orange County (ISDOC) Selection Committee meeting scheduled for May 29, 2008, for the election of a regular special district Commissioner to the Local Area Formation Commission (LAFCO) for a two-year term beginning July 1, 2008.

Presentation: Library Director
Recommendation: Motion to identify who will represent Placentia Library District to cast the vote at the Independent Special Districts of Orange County Selection Committee Meeting on May 29, 2008; and

A.S. will go
& will vote for Arlene

Authorize Placentia Library District to vote for Arlene Schafer or any other candidate who the representative selects.

- 61. Amendment of Placentia Library District Policy 5020 – Board Meeting Agenda. Adopt the amended Policy as a revised first reading.

Presentation: Library Director
Recommendation: Adopt Placentia Library District Policy 5020 – Board Meeting Agenda as revised as a first reading and refer to staff for comments.

as amended
M1-BW
M2-JIT

- 62. Establishing a calendar and process for decisions about capital expenditures for facility activities.

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

closed session - facilities
Jun 26 th
5:00pm

6:05pm

CLOSED SESSION

- 63. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

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

ADJOURNMENT

- 63. Agenda Preparation for the June Regular Meeting which will be held on Monday, June 16, 2008 unless re-scheduled by the Library Board of Trustees.

Schedule presentation on the Placentia/Yorba Linda Unified School District Bond Election.

Placentia Library Board Calendar

May 2008 - April 2009

May 2008

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Jun 2008

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Jul 2008

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Aug 2008

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Sep 2008

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May

- 8 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 12 6:30 PM Library Board Meeting
- 18 1:00 PM 2nd Sunday Book Sale (3rd Sunday in May)
- 19 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 26 Library Closed for Memorial Day/Staff Holiday
- 29 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

June

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

July

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

Nov 2008

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Jan 2009

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Placentia Library Board Calendar

May 2008 - April 2009

May 2008

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Jun 2008

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Jul 2008

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Aug 2008

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Sep 2008

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Oct 2008

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July

31 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

August

10 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

14 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

18 6:30 PM Library Board Meeting

28 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

September

1 Library Closed for Labor Day/Staff Holiday

2 Placentia Library District Established in 1919 by OC Board of Supervisors

8 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

11 5:30 PM Chamber Mixer

7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

14 Placentia Library Foundation Incorporated in 1994

1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

23 6:30 PM Library Board Meeting

25 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

7:15 AM Placentia Chamber of Commerce Breakfast

October

9 5:30 PM Chamber Mixer

7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

11 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30

12 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

13 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

20 6:30 PM Library Board Meeting

23 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

7:15 AM Placentia Chamber of Commerce Breakfast

Nov 2008

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Jan 2009

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Feb 2009

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Mar 2009

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Apr 2009

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Placentia Library Board Calendar

May 2008 - April 2009

May 2008

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Jun 2008

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Jul 2008

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Aug 2008

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October

30 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

November

9 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

11 Library Closed for Veterans Day/Staff Holiday

13 5:30 PM Chamber Mixer

7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

17 6:30 PM Library Board Meeting

27 Library Closed for Thanksgiving/Staff Holiday

December

5 12:00 PM Trustee terms begin

8 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

11 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

12 6:30 PM Chamber of Commerce Citizen of the Year Breakfast

14 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

15 6:30 PM Library Board Meeting

25 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

January

8 5:30 PM Chamber Mixer

7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

11 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

12 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

19 6:30 PM Library Board Meeting

Library Closed for Martin Luther King Holiday/Staff Holiday.

22 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

7:15 AM Placentia Chamber of Commerce Breakfast

23 ALA Midwinter Meeting, Denver, through Jan 28

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Placentia Library Board Calendar

May 2008 - April 2009

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January

29 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

February

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

26 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

7:15 AM Placentia Chamber of Commerce Breakfast

March

- 7 9:30 AM Friends of Placentia Library Author's Luncheon , ALL TRUSTEES
- 8 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

9 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

12 5:30 PM Chamber Mixer

7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

16 6:30 PM Library Board Meeting

26 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

7:15 AM Placentia Chamber of Commerce Breakfast

April

9 5:30 PM Chamber Mixer

7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

12 Easter, Library Closed, not staff holiday

National Library Week through Apr 18

1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

13 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

Nov 2008						
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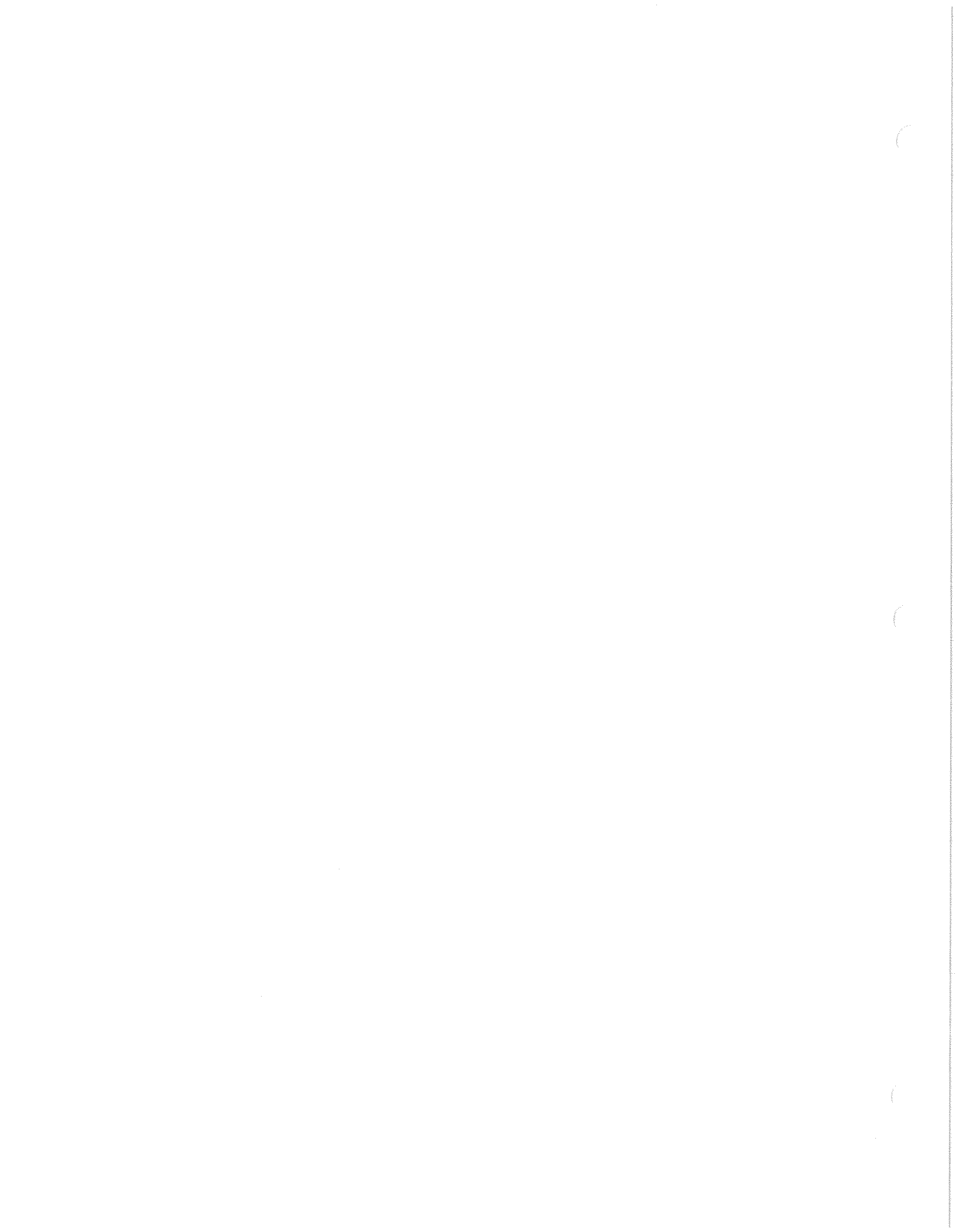
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Placentia Library Board Calendar

May 2008 - April 2009

April

- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

May 2008

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Aug 2008

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Feb 2009

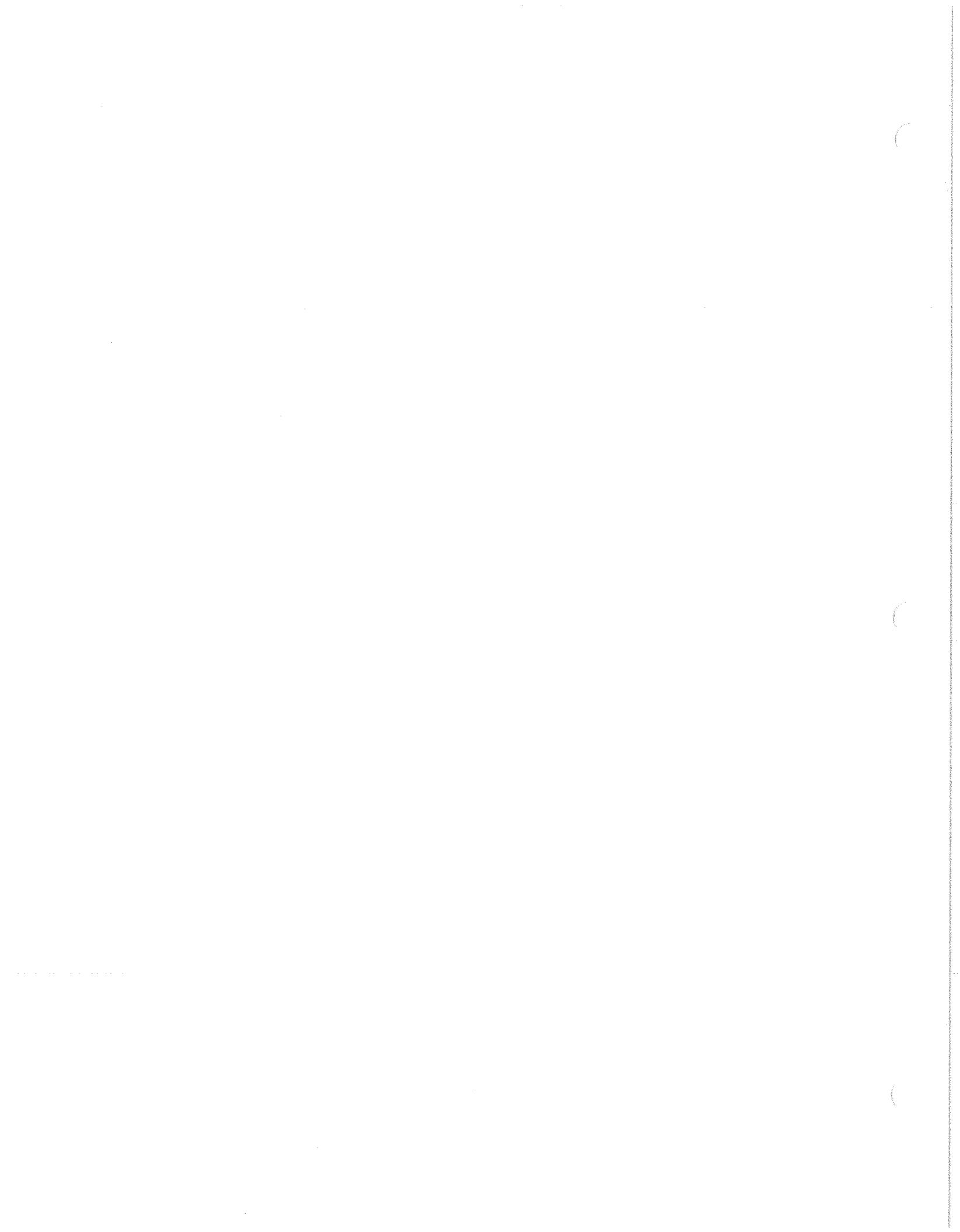
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**PLACENTIA LIBRARY DISTRICT
LIBRARY DIRECTOR'S OFFICE**

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Recognition of Camille Himes as Placentia Library Districts System Advisory Board Representative to the Santiago Library System (SLS), July 1, 2004 through June 30, 2008.**
DATE: May 12, 2008

Camille Himes has served as the appointed representative of the Placentia Library District to the System Advisory Board of the Santiago Library System (SLS) from July 1, 2004 through June 30, 2008.

The System Advisory Board is the lay advisory group for the Santiago Library System Executive Council as established by the California Library Services Act.

Camille has represented Placentia Library by attending meetings of the SLS Executive Council on a quarterly basis. She has been regular in her attendance and has spoken on behalf of the Library's users.

Camille has also served for over twenty years on the Board of Directors of the Friends of Placentia Library and has provided leadership in its merger with the Placentia Library Foundation. While Camille has given up her seat on the Placentia Library Friends Foundation she has agreed to remain on its Membership Committee and to be active in its activities.

TOBY SILBERFARB

Assistant Literacy Coordinator



Toby Silberfarb was born in Bronx, N.Y., attended the City College of New York earning a degree in education & became an elementary school teacher in the Bronx.

Toby lived in Scottsdale, AZ for 16 years and continued her teaching career in southwest Phoenix. She earned graduate degrees from Arizona State University. She moved to Yorba Linda in 2003 and joined the staff of the Placentia Library District, as the Assistant Literacy Coordinator, in November of that year. Toby says she enjoys working in the literacy department because she is able to have a positive impact on the lives of both adults and children in her community. Toby says she is using everything she has learned in school.

She currently resides in Placentia. Toby is the grandmother of 6; 2 of whom live in Yorba Linda and visit her and Placentia Library District frequently. Toby's hobbies include gourmet cooking and league bowling.



April 22, 2008

Good evening and welcome to our Annual Business Associates Awards Night, sponsored by the Placentia Stars Chapter of the American Business Women's Association. The business associates event is designed to build an enhanced relationship between ABWA and our local businesses and organizations. Each year, it gives us great pleasure to recognize those businesses and community organizations that have made a difference in each of our lives, whether it is through volunteering, working or all the efforts brought forth on a daily basis to make our world a better place.

We would like to thank all who have volunteered their time and talents in making this evening a special event. A special thanks goes to the corporations, ABWA members, family and friends who have come together to celebrate and honor our business associates for their contributions and success of working professionals.

The mission of the American Business Women's Association is to bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support and national recognition.

This evening we are privileged to honor you....."The Shining Stars Among Us."

In ABWA Friendship,

Carol Peterson & Carol Smith

2008 Business Associates Awards Night C/O Chairs

INVOCATION

***LORD, IN THE QUIET OF THIS HOUR,
WE COME TO THEE FOR WISDOM AND
FOR POWER, TO VIEW THY WORLD THROUGH
ONLY LOVE FILLED EYES, TO GROW IN
UNDERSTANDING TO BE WISE AND SURE
TO SEE THY GUIDING LIGHT, AND THUS TO KNOW
EACH OTHER AS THOU KNOWEST US,
AMEN.***

PLACENTIA LIBRARY FRIENDS FOUNDATION
MINUTES March 10 2008

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

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

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

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

FINANCIAL REPORTS

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

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

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

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

The motion carried.

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

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

Motion carried.

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

LIBRARY STAFF REPORTS

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

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

COMMITTEE CHAIR REPORTS

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

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

Board Development- Brenda Benner: No report.

Program- Ginny Sanatar: Report given under Financial Secretary.

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

Trustees- No report.

Finance: Report given under Financial above.

Investments- No report

Trustee's Meeting: Camille Himes no report

Announcements:

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

The meeting was adjourned at 9:00 PM

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY FRIENDS FOUNDATION
MINUTES ~~March 19 2008~~ April 14, 2008

The meeting was called to order at 7:00 pm by President, Carole Fizzard. The following Members were present: Brenda Benner, , Ben Boelman, Glennis Clancy, Bill Dooley, Carol Fizzard, Ginny Haussmann, Barbara Hemmerling, Karen Iverson, Nancy Lone-Tollefson, and Ginny Sanatar. The representative from the Trustees was Jean Turner. Library Staff present: Elizabeth Minter, Yesinia Gomez, Jim Roberts. Nadine Blansett was excused..

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

Carol Fizzard read a letter from Pat Irot thanking The Friends Foundation for their support and help with the History Room's West Atwood Yacht Club Reunion.

FINANCIAL REPORTS

1) Richard DeVecchio reported for the Finance/Investment Committee. He presented the following recommendations: 1. A brokerage account be established with Smith Barney Investments. This will allow us to accept gifts of stock. The account is to be opened with \$10,000. Barbara Hemmerling made a motion to approve this recommendation. This was seconded and passed. 2. Recommend that a portion not to exceed a total of 10 to 15% of the funds in the two Mutual Funds managed by Vanguard, be placed in a broadly based international fund. A motion was made by Brenda Benner and seconded. The motion was approved. 3. Request to transfer \$5,000 from Placentia Library Friends Foundation General Fund to ING Investment Fund. Ben Boelman moved that this be done. It was seconded and approved.

2) Elizabeth Minter explained the format of the financial reports.

3) Total Assets as of April 14, 2008, \$240,137.28

4) Net revenue from Author's Luncheon \$13,674.28

5) Net revenue from Western Dinner (\$1,966.23)

FINANCIAL SECRETARY: Ginny Sanatar. Total deposits for March \$3,490.60.

Complete financial figures filed with these minutes.

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

1) Office Depot: Card Stock, Author's Luncheon Thank You's \$65.56.

2) SDR Consulting: Design Notations \$300.00

3) OmniGrafix Printing: Author's Luncheon Thank You's \$203.65

4) Ingram: Author's Luncheon -Books \$265.80

5) John Walcek Photography: Author's Luncheon \$156.24

6) OmniGrafix Printing: Notations \$1,267.92

7) Alta Vista Country Club: Deposit for 2009 Author's Luncheon

PRESIDENT'S REPORT: Carol Fizzard— 1) We were asked to place prospective events/happenings on a monthly calendar that was passed around. 2) The Fundraising Committee plans to develop a form that will be filled out by entities wishing our support. 3) Brenda will soon be looking for Board Officers. Let her know if you have a suggestion. 4) Not all job descriptions have been turned in. 5) How shall we honor the list

of 25 top donors? A discussion followed with several possible ideas. No firm decision was made.

LIBRARY STAFF REPORTS

Elizabeth Minter: 1) Some staff reorganization will be necessary since Vernon Napier is retiring.

Yesenia Gomez: 1) Thanked the PLFF Board Members for their help in writing and mailing the Thank You Notes after the Author's Luncheon.

Jim Roberts: 1) Introduced Mary Strazdas who presented a plan for a Summer Reading Program for Adults and a program of movie viewings for teens and adults. She, also, reviewed nine programs (five more are upcoming) that her department planned for this fiscal year, plus a series of six as partners with Placentia Linda Hospital.

She requested \$2000.00 for the fiscal year 2008-2009. Ben Boelman made a motion to approve this request. Ginny Sanatar seconded it. The motion carried.

2) Introduced Caroline Gurkweitz, Children's Librarian. She explained with words and pictures how many children attend the summer programs. This summer she plans to double the number of shows, having one in the daytime and one in the evening. These would be identical. She also plans a show a month the rest of the year, as well as Camp Library. From the \$10,000 she requests she will have funds available in the beginning of the calendar year to purchase books. Ben Boelman made a motion to approve this request. Nancy Lone-Tollefson seconded it. The motion carried.

COMMITTEE CHAIR REPORTS

Bookstore Nancy Lone-Tollefson- 1) The Silent Auction made \$45.00 in March. 2) Antique fashion magazines and picture plates that were donated were sold for \$884 on e-bay. 3) We voted by paper ballot to name the bookstore.

Membership -Ginny Haussmann: No report

Board Development- Brenda Benner: 1) She will be meeting with Carol Stone this month. 2) There are several names for prospective members. 3) She will introduce the Board Members at the Annual Meeting.

Program- Ginny Sanatar: Annual Meeting plans are well under control..

Legacy -Ben Boelman: The Annual Giving Campaign will begin in July. Dixie Shaw will be the Honorary Chairperson.

Trustees- Jean Turner said the Trustees are reviewing their Policy Manual.

Next meeting— Monday May 12, 2008 at 7 P.M.

The meeting was adjourned at 8:50 PM

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY FRIENDS FOUNDATION

411 E CHAPMAN AVE.

PLACENTIA, CA 92870

plff@placentialibrary.org

BOARD OF DIRECTORS

2008

Brenda Benner 1820 Ranchero Way Placentia, CA 92870	(714) 528-4565	lrbenner@att.net Bd.Development Committee-Chair Legacy Committee
Nadine Blansett 625 Solano Cir Placentia, CA 92870	(714) 993-0774	nqblansett@juno.com Bookstore Committee
Ben Boelman-Vice President 1220 Naples Ave Placentia, CA 92870	(714) 528-3089	benanna1@sbcglobal.net Legacy Committee-Chair
Glennis Clancy 607 Valley Forge Dr Placentia, CA 92870	(714) 528-4713	clancyprinting@aol.com Membership Committee
Richard DeVecchio, EdD 619 Cooper Placentia, CA 92870	(714) 524-5020	rcdpad@aol.com Investment Committee-Chair
Bill Dooley 5571 Clubview Drive Yorba Linda, CA 92886	home: (714) 777-1310 office: (714) 635-5250	dycorp4@msn.com Finance Committee Legacy Committee
Carol Fizzard-President 1812 Geeting Place Placentia, CA 92870	(714) 524-2761	cfizzgo@roadrunner.com Legacy Committee Bd.Development Committee Membership Committee Program Committee
Ginny Haussmann 1830 Kelleher Pl Placentia, CA 92870	(714) 528-5854	virginialdh@aol.com Membership Committee-Chair Program Committee
Barbara Hemmerling-Secretary 1740 Heritage Ave Placentia, CA 92870	(714) 528-5375	edhemmerling@aol.com

Ginny Sanatar-Financial Secretary (714) 993-0223
2842 Treeview Pl
Fullerton, CA 92835

patandginny@yahoo.com
Program Committee-Chair
Legacy Committee
Finance Committee

Nancy Lone-Tollefson (714) 524-7318
1028 Rashford Drive
Placentia, CA 92870

njhlone@aol.com
Bookstore Committee-Chair
Legacy Committee

Karen Ivers
700 San Anselmo
Placentia, CA 92870
home: (714) 993-0593
work (714) 278-2011

kivers@fullertonedu.org

Jean A. Turner (714) 579-3324
530 Lyons Way
Placentia, CA 92870
Trustee Appointed

biturner2226@sbcglobal.net

Elizabeth Minter, Library Director	(714) 528-1925 ext. 203	eminter@placentialibrary.org
Yesenia Gomez, Development Director	(714) 528-1925 ext. 201	ygomez@placentilibrary.org
Lynda Baker, Public Relations	(714) 528-4592	lyndabak@sbcglobal.net
Pat Irot, Book Sales	(714) 996-8390	acirot@sbcglobal.net

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *adm*
SUBJECT: Upcoming Trustee Events and Meetings
DATE: May 12, 2008

Trustee Events and Meetings

May 12, Monday, 3:30 P.M.	Library Board Meeting
May 18, Sunday, 1:00 – 4:30P.M.	PLFF Book Sale
May 19, Monday, 7:00 P.M.	PLFF Board of Directors Meeting, Library Meeting Room, Secretary DeVecchio and Trustee Turner
May 22, Thursday, 7:15 A.M.	Chamber of Commerce Breakfast, program will be on the John Wayne Airport expansion and airport transportation issues.
9:00 A.M.	Orange County Council of Governments, OC Sanitation District, Trustee Wood
May 23-Jun 15	Library Director on Vacation
May 26	Library Closed for Memorial Day, Staff Holiday
May 29, Thursday, 11:30 A.M.	ISDOC Quarterly Membership Meeting and Selection Committee Election for LAFCO Commissioner, Orange County Water District, Fountain Valley
Jun 8, Sunday, 1:00 – 4:30 P.M.	PLFF 2 nd Sunday Book Sale
Jun 9, Monday, 7:00 P.M.	PLFF Board of Directors Meeting, Library Meeting Room, Secretary DeVecchio and Trustee Turner
Jun 12, Thursday, 5:30 P.M.	Chamber Mixer, Bon Voyage Party for Miss Placentia. <i>(This may be at Placentia Library.)</i>

Jun 16, Monday, 6:30 P.M.

Library Board of Trustee Meeting, Placentia
History Room

Jun 26, Thursday, 7:15 A.M.

Chamber of Commerce Breakfast, program will
be the installation of officers for 2008-2009.

9:00 A.M.

Orange County Council of Governments, OC
Sanitation District, Trustee Wood

Jun 27-Jul 2

American Library Association Conference,
Anaheim Convention Center

**MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL MEETING OF THE BOARD OF TRUSTEES
March 18, 2008**

CALL TO ORDER President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on March 18, 2008, at 6:30 P.M.

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

Members Absent: Betty Escobosa

Managers Absent: None

Others Present: Placentia Library District Staff Gary Bell, Yesenia Gomez, Alex Hernandez

ADOPTION OF AGENDA It was moved by Secretary DeVecchio and seconded Trustee Turner by to adopt the Agenda as printed.

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

ORAL COMMUNICATIONS No members of the public addressed the Board.

PRESIDENT REPORT President Shkoler reported that he attended the Placentia Library's Author's Luncheon on March 1, 2008, the Placentia City Council Meeting on March 4, 2008, the California Association of Library Trustees and Commissioners (CALTAC) meeting on March 15, 2008, and the Placentia Chamber of Commerce State of the City Breakfast on February 28, 2008.

TRUSTEES' REPORTS Trustee Turner that she attended the Placentia Library's Author's Luncheon on March 1, 2008, the California Association of Library Trustees and Commissioners on March 15, 2008, and the Placentia Chamber of Commerce State of the City Breakfast on February 28, 2008.

Secretary DeVecchio reported he attended the Placentia Library's Author's Luncheon on March 1, 2008 and the Placentia Chamber of Commerce State of the City Breakfast on February 28, 2008.

Trustee Wood Trustee Turner that she attended the Placentia Library's Author's Luncheon on March 1, 2008, the California Association of Library Trustees and Commissioners on March 15, 2008, and the Placentia Chamber of Commerce State of the City Breakfast on February 28, 2008.

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

**FRIENDS
FOUNDATION (PLFF)
REPORT**

Secretary DeVecchio reported that he attended the PLFF Finance Committee Meeting on March 11, 2008.

**CONSENT
CALENDAR**

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

MINUTES

Minutes of the February 19, 2008 Library Board of Trustees Regular Meeting.

CLAIMS

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

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

FY2007-2008 Cash Flow Analysis through March 18, 2008 and the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

**FINANCIAL
REPORTS**

Financial Reports for February 2008

Office General Ledger & Check Registers for February 2008

Acquisitions Report for February 2008

Entrepreneurial Report for February 2008

Collection Agency Report for February 2008

Gifts Report for February 2008

**GENERAL CONSENT
CALENDAR**

Building Maintenance for February 2008

Personnel Report for February 2008

Volunteer Report for February 2008

Circulation Report for February 2008

Legislative Reports from the California Special Districts Association

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

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Library of California Board Actions, February 28, 2008

Letter from Arlene Schafer, Costa Mesa Sanitary District,
requesting support of her candidacy for an independent special
district representative to the Orange County Local Area Formation
Commission (LAFCO)

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

STAFF REPORTS

Director's Report for February 2008

Program Committee Report for February 2008

Children's Services Report for February 2008

Placentia Library Literacy Services Report for February 2008

Reference and Adult Services Report for February 2008

History Room Report for February 2008

Placentia Library Web Site Report for February 2008

Technology Report for February 2008

Publicity Materials produced for February 2008

Safety Committee Minutes for February 2008

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

LEGISLATIVE ISSUES

Library Director attended the North Orange County Legislative Alliance meeting on March 13, 2008 featuring speaker Lucy Dunn, Executive Director of the Orange County Business Council (OCBC). She also attended the CALTAC meeting on March 15, 2008. State Librarian Susan Hildreth reported at this meeting that the Public Library Fund may be affected by the Governor's May Revisions to the State Budget.

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

**WORD OF MOUTH
MARKETING**

Public Services Manager Roberts reported that the topic of the month for April is the Volunteer Program. Badges will be distributed on April 1st, 2008.

POLICY SERIES 2000

It was moved by Trustee Wood and seconded by Secretary DeVecchio to adopt amended Placentia Library District Policies 2300- Job Description – Library Director, 2303- Job Description – Manager of Administrative Services; 2315 – Job Description – Librarian II; 2317 – Job Description – Librarian; 219 – Job Description – Library Assistant; 2320- Job Description – Coordinator of Development and Volunteer Services; 2321 – Job Description – Clerk II; and 2323 – Job Description – Clerk I, that were reviewed at the Library Board Work Session on January 15, 2008 and passed as a first reading on February 19, 2008.

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

POLICY SERIES 6000

It was moved by Secretary DeVecchio and seconded by Trustee Wood to Adopt amended Placentia Library District Policies 6010 – Materials Selection; 6060 – Patron Behavior and Latchkey Children; 6067 – Client Service and bring 6030 – Circulation, and 6065 – Public Behavior back to the next regular Board meeting.

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

IMPACT FEES

It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve the Engagement Letter with Best, Best & Krieger, LLP for services of Scott C. Smith, JD as Special Counsel for the preparation of the resolutions and other matters related to the establishment of impact fees for Placentia Library District with the City of Placentia and the County of Orange.

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

It was moved by Trustee Wood and seconded by Secretary DeVecchio to authorize the Library Director to sign the Engagement Letter on behalf of Placentia Library District

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

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

Trustee Escobosa entered the meeting at 7:56P.M.

**BUDGET PREVIEW
FY08-09**

The Board scheduled a Special Meeting for April 1, 2008 at 4:00P.M to preview the Budget for Fiscal Year 2008-2009.

**TRAVEL
AUTHORIZATIONS**

It was moved Secretary DeVecchio and seconded by Trustee Turner to authorize Library Director Minter and Library Assistant David Ferrari to attend the Special District Risk Management Authority Safety Claims Education Seminar in Sacramento, March 24 and 25, 2008 at a cost not to exceed \$900, to be paid from the General Fund.

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

**AGENDA
PREPARATION**

Agenda Preparation for the May Meeting will be held on Monday, May 12, 2008 at 3:30 P.M. as the April Regular Meeting is canceled.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for March 18, 2008 adjourned at 8:15 P.M.

NEXT MEETING

The April Library Board Special Meeting will be held on Tuesday, April 1, 2008 at 4:00 P.M. in the Library History Room.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES WORK SESSION
April 1, 2008**

ROLL CALL

Members Present: President Al Shkoler, Secretary Richard DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood; and Library Director Elizabeth Minter, Vernon Napier, Jim Roberts and Wendy Goodson.

**ADOPTION OF
AGENDA**

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

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

Trustee Turner entered the meeting at 4:09 P.M.

**BUDGET PREVIEW
2008-2009**

The Library Director presented the Budget Preview for Fiscal Year 2008-2009 to include revenue, personnel and other budget issues.

**BOARD TRUSTEE
POLICY**

Secretary DeVecchio suggested drafting a directive requiring all agenda items and content be included in the Board Book in order for Board discussion at the Board Meeting.

**AGENDA
PREPARATION**

Agenda Preparation for the May Board of Trustees Meeting will be held on Monday, May 12, 2008 at 3:30 P.M.

ADJOURNMENT

The Special Meeting of the Placentia Library District for April 1, 2008 adjourned at 5:20 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
May 12, 2008

TYPE	REPORT NUMBER	AMOUNT
------	------------------	--------

None

TOTAL

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Trustees
May 12, 2008

	DATE	CLAIM	FUND	AMT	SIGNATURE/S
LIBRARY DIRECTOR					
FUND 707	April 1, 2008	5101	707	11,155.97	Minter/Escobosa
	April 1, 2008	5102	707	13,715.62	Minter/Escobosa
	April 10, 2008	5103	707	19,863.15	Minter/ Shkoler
	April 14, 2008	5104	707	6,420.14	Minter/ Shkoler
	April 14, 2008	5105	707	6,471.68	Minter/ Shkoler
	April 15, 2008	5106	707	1,681.88	Minter/ Shkoler
	April 15, 2008	5107	707	3,108.44	Minter/ Shkoler
	April 26, 2008	5108	707	4,116.91	Minter/DeVecchio
	April 26, 2008	5109	707	1,575.14	Minter/DeVecchio
	April 26, 2008	5110	707	5,368.80	Minter/DeVecchio
	April 26, 2008	5111	707	12,111.37	Minter/DeVecchio
	April 26, 2008	5112	707	10,776.08	Minter/DeVecchio
		CLAIM SUBTOTAL		96,365.18	
PAYROLL					
	May 7, 2008			52,472.00	
	May 21, 2008			52,472.00	
		PAYROLL TOTAL		104,944.00	
TOTAL BY LIBRARY DIRECTOR & TRUSTEES				201,309.18	

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/01/08
REPORT NO 5101

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X04841 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	3-13-08/0001510-IN		0306	00		9,755.39		
	3-17-08/0024996-IN		0352	00		1,400.58		
						11,155.97		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$11,155.97) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

[Signature]
APPROVED BY

[Signature]
COUNTERSIGNED BY

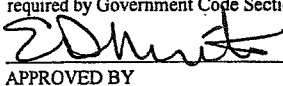
ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00706 The Gas Company PO Box C Monterey Park, CA 91756	3-24-08/05391188009		2802	00		1,331.70		
X00887 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	3-21-08/3128039		2803	00		480.93		
X00976-4 AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	2-17-0/T7711075 2-17-08/T7711060		0700	01		67.50		
			0700	00		381.59		
						449.09		
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	3-24-08/70553080		0100	00		1,298.32		
X04523 Amy Paino 5882 Amberdale Dr Yorba Linda CA 92886	3-26-08/Storytime off-site		1900	08		1,125.00	"2"	
X04556 Paychex PO Box 25159 Santa Ana CA 92799-5159	3-31-08/452625 3-17-08/450202		1900	00		228.11		
			1900	08		76.04		
			1900	00		258.31		
			1900	08		86.10		
						648.56		
X04706 Lindsay Whipple 13292 Marshall Ln Tustin CA 92780	3-26-08/Storytime Lib		1900	08		400.00	"2"	
X04789 Georgette Baker 15696 Altamira Drive Chino Hills, CA 91709 x8721	3-27-08/Mar 08 Storytime		1900	00		400.00	"2"	
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	3-13-08/7330591-JA08 3-13-08/7330591		2100	00		29.00		
			2100	00		7.22		
						36.22		
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	April Postage Refill		1803	00		500.00		
N29440 Citizens Business Bank 701 North Haven Ave., Ste. 350 Ontario, CA 91764	4-1-08/03-095		2200	00		7,044.80		

The claims listed above (totaling \$13,714.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

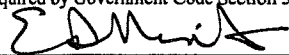
DATE 04/10/08
REPORT NO 5103

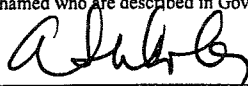
Placentia Library/District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X04841 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	4-3-08/1581-IN		0306	00		9,755.39		
	4-1-08/1550-IN		0308	00		1,027.39		
			0310	00		382.81		
			1900	00		52.32		
			0309	00		616.46		
			0319	00		188.67		
						12,023.04		
X04015 US Bank/ Purchasing Card Program PO Box 790428 St Louis MO 61379-0428	3-24-08/X2860		1000	00		232.78		
			1800	00		2,794.79		
			2400	02		88.90		
			2400	04		115.20		
			2700	00		700.44		
			2700	01		3,908.00		
					7,840.11			

The claims listed above (totaling \$19,863.15) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

19,863.15

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

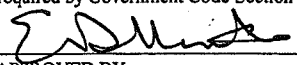
DATE 04/14/08
REPORT NO 5104

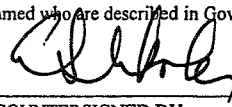
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00611-3 Office Depot PO Box 70025 Los Angeles CA 90074-0025	2-22-08/419898534		1800	00		168.06		
	2-22-08/419718820		1800	00		7.53		
	3-14-08/423092120		1800	00		56.64		
	3-14-08/423092132		1800	00		64.64		
	3-14-08/422749401		1800	00		47.40		
	3-14-08/423480508		1800	00		31.00		
	3-14-08/422720581		1800	00		447.26		
	3-21-08/423603371		1800	00		382.40		
	3-21-08/424107850		1800	00		64.13		
	3-28-08/424381438		1800	00		120.60		
	4-4-08/425880638		1800	00		8.61		
	4-4-08/425013949		1800	00		205.57		
	4-4-08/425506773		1800	00		31.71		
						1,635.55		
X00659-1 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	3-28-08/102985		1900	00		45.00		
X00839-1 Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	4-7-08/AN359552		1400	00		311.26		
	4-2-08/AN360431		1400	00		212.10		
					523.36			
X00976-4 AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	3-4-08/T7782544		0700	08		62.46		
	3-7-08/T7797999		0700	01		270.14		
					332.60			
X01112-4 Sprint/Nextel PO Box 79357 City of Industry CA	3-7-08X8545		0700	01		165.89		
			0700	08		55.30		
					221.19			
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	4-1-08/153061		1800	00		33.00		
X04905 Legacy Integrative Solutions 1800 Studebaker Rd Suite 700 Cerritos CA 90703	2-29-08/10145		1300	00		392.33		
	3-26-08/10161		1300	00		599.06		
					991.39			
X04907 First American Trust 5 First American Way 3rd Floor Santa Ana CA 92707	4-1-08/1958		1900	00		2,453.05		
X04901 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	4-1-08/27		1900	00		185.00		

The claims listed above (totaling \$6,420.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

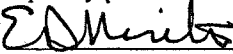
DATE 04/14/08
REPORT NO 5105

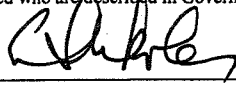
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: X3104	4-7-08/331737		1400	00		1,350.00		
MuniFinacial 27368 Via Industria Suite 110 Temecula CA 92590	3-14-08/44986		1900	00		2,675.00		
X05221 Signature Designs 101 S Kraemer Blvd Ste 203 Placentia CA 92870	2-16-08/5327		1900	00		193.53		
N03997H Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	3-4-08/X8994		1000	00		30.55		
X00653-1 OCLC PO Box 951488 Cleveland OH 44193	3-31-08/576516 2-29-08/570162		1900	00		3.69 3.69 7.38		
(need vendor #) All American Window Cleaning 21101 Pennington Lane Trabuco Canyon CA 92679	3-19-08/22188		1000	00		135.00		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	3-20-08/IFP492-5667-53011 3-9-08/IFP481-5580-52802 2-29-08/IFP4772-5486-52628		2700	01		75.00 75.00 75.00 225.00		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	3-26-08/08-03-2006		1400	00		183.00		
N13034A OmniGrafix Printing 2486 N Glassell Orange, CA 92865	3-27-08/A37440		1800	00		1,104.44		
N30465 SDR Consulting PO Box 580 Placentia CA 92871 22-3863301	3-9-08/X3-08		1900	00		500.00		
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	Travel Reimb; Jan-Feb 08		2600	01		67.78		

The claims listed above (totaling \$6,471.68) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

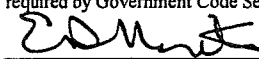
ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X01112-4 Sprint/Nextel PO Box 79357 City of Industry CA	4-7-08X8545		0700	01		160.25		
			0700	08		53.42		
						213.66		
N15508 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	3-7-05/200803-22		1900	00		5.00		
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	3-25-08/1508483 3-13-08/147123		1800	00		59.68		
			1800	00		25.05		
						84.73		
N24885A Signarama 1092 N Tustin Ave Anaheim, CA 92807	2-26-08/11025		1800	00		231.64		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	3-14-08/846046		4000	00		146.20		
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb. Dec-Feb08		2600	01		15.84		
N31383 Par 6 780 North Euclid St 205 Anaheim CA 92801	4-2-08/25		1900	00		180.00		
N09141 Dick's Lock & Safe 3486 E Orangethorpe Ave Anaheim CA 92806	4-8-08/96889		1400	00		219.81		
(need vendor #) Department of General Services PO Box 989053 West Sacramento CA 95798-9053	3-3-08/477271		1900	00		271.00		
(need vendor #) Counting Technologies 4009 Alegre Way Suite 101 Davis CA 95618-7127	2-5-08/8Q-1214		1800	00		164.00		
N30465 SDR Consulting PO Box 580 Placentia CA 92871 22-3863301	3-9-08/X3-08		1900	00		150.00		

The claims listed above (totaling \$1,681.88) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

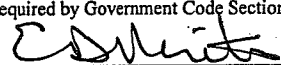
ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N32127 Carol Ann Helsel 12861 West Sp 113 Garden Grove CA 92840	4-10-8/Storytime Mar 08		1900	08		200.00	"2"	
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb Feb 08 -		2600	01		13.13		
	Travel Reimb Mar 08		2700	00		116.34		
	Supply Reimb Mar 08		1800	00		20.00		
						149.47		
N30587 JART Direct 1210 N Jefferson St Ste H Anaheim CA 92807	3-14-08/026821		1800	00		431.27		
N30347 Pcorp Associates 18340 Yorba Linda Blvd Ste 107-PMB 108 Yorba Linda, CA 92886	4-2-08/1843		1300	01		319.06		
N30960 Patricia Fellous-Gibbons c/o Placentia Library District 411 E Chapman Aven Placentia CA 92870	Travel Reimb Jan-Mar 08		2600	01		19.55		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	3-14-08/21603		1800	00		106.65		
	3-27-08/21642		1800	00		35.56		
	3-25-08/21627		1800	00		269.75		
	3-31-08/21660		1800	00		159.47		
	4-10-08/21716		1800	00		39.87		
						611.30		
Anna Irot c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Supply Reimb. Mar 08 History Room		1800	00		177.79		
N31429 Ferrari Philanthropic Consultants, Inc. 30025 Alicia Parkway, #158 Laguna Niguel, CA 92677	2-5-08/115		1900	08		1,200.00		

The claims listed above (totaling \$3,108.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

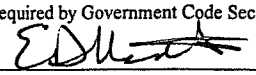
ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00706 The Gas Company PO Box C Monterey Park, CA 91756	4-22-08/X88009		2802	00		1,362.97		
X00773-1 Demco P.O. Box 8048 Madison, WI 53708-8048	3-20-08/3147187 3-3-08/3125834 1-31-08/3092151		1800	00		28.38 505.82 57.83		
X00887 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	4-21-08/312083-9		2803	00		609.87		
X00976-4 AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	3-17-08/T7838620 3-17-08/T7838635		0700	00		380.67 46.11		
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	3-12-08/5		2400	01		120.00		
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	3-20-08/11323		1800	00		50.00		
X03239 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	4-1-08/171812		1900	00		62.65		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	4-22-08/08-04-2108		1400	00		145.50		
X04556 Paychex PO Box 25159 Santa Ana CA 92799-5159	4-11-08/454783		1900	00		239.33 79.78		
X04789 Georgette Baker 15696 Altamira Drive Chino Hills, CA 91709 x8721	4-24-08/Storytime Apr 08		1900	00		400.00	"2"	
X05152 Placentia Chamber of Commerce 201 C East Yorba Linda Blvd. Placentia, CA 92870	4-26-08/500		2700	00		14.00 14.00		
						28.00		

The claims listed above (totaling \$4,116.91) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

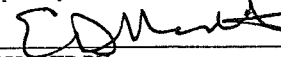
ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	4-13-08/7330591		2100	00		154.09		
N15508 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	4-7-08/200804-06		1900	00		5.00		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: X8389)	4-4-08/Sp Lit Apr 08		1900	01		320.28	"2"	
N23569 Placentia Disposal PO Box 79036 Phoenix AZ 85062-9036	4-1-08/X6916		1001	00		40.90		
N28784 Caroline Gurkweitz c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Supply Reimb- Apr 08		1800	00		21.51		
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb Mar-Apr 08		2600	01		16.16		
N29842 Toby Silberfarb c/o Placentia Library 411 E. Chapman Avenue Placentia CA 92870	Travel Reimb Apr 08		2600	01		25.76		
N30636 Nadia Dallstream c/o Placentia Library District 411 E. Chapman Placentia CA 92870	Travel Reimb May 07- Apr 08		2600	01		190.40		
N30884 Guadalupe Arreola 1353 W Baker Ave Fullerton CA 92833	4-4-08/Sp Lit Apr 08		1900	01		201.04	"2"	
N31429 Ferrari Philanthropic Consultants, Inc. 30025 Alicia Parkway, #158 Laguna Niguel, CA 92677	4-15-08/117		1900	08		600.00		

The claims listed above (totaling \$1,575.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N31969 Kristen Hoffman c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Travel Reimb Apr 08		2600	00		32.83		
X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	3-11-08/88739400		2400	02		42.04		
	3-11-08/88051760		2400	02		82.45		
	3-10-08/86989590		2400	02		110.72		
	9-26-06/4005915125		2400	01		138.35		
	9-26-06/4005915124		2400	01		133.58		
	9-26-06/4005915123		2400	01		90.47		
	3-25-08/4007344095		2400	05		21.22		
	3-29-08/4007569086		2400	01		208.76		
	3-29-08/4007569085		2400	01		141.39		
	3-29-08/4007569084		2400	01		24.51		
	3-29-08/4007569083		2400	01		16.23		
	3-29-08/4007569082		2400	01		40.64		
	3-29-08/4007569081		2400	01		18.59		
	3-24-08/4007579686		2400	01		43.69		
	3-14-08/4007547348		2400	01		32.79		
	3-14-08/4007412653		2400	01		99.57		
	3-14-08/4007412652		2400	01		166.45		
	3-14-08/4007412651		2400	01		138.48		
	3-14-08/4007412650		2400	01		15.57		
	3-14-08/4007412649		2400	01		19.18		
	3-14-08/4007412648		2400	01		37.10		
	3-14-08/4007412647		2400	01		131.09		
	3-14-08/4007412646		2400	01		51.52		
	3-14-08/4007412645		2400	01		128.75		
	3-14-08/4007412644		2400	01		38.30		
	3-12-08/4007498365		2400	01		194.62		
	3-12-08/4007498364		2400	01		1,057.70		
	3-12-08/4007498363		2400	01		139.39		
	3-12-08/4007498362		2400	01		322.00		
	3-12-08/4007498361		2400	01		74.25		
	3-12-08/4007498360		2400	01		93.56		
	3-12-08/4007498359		2400	01		127.51		
	3-12-08/4007498358		2400	01		36.52		
	3-12-08/4007498357		2400	01		20.96		
	3-12-08/4007498356		2400	01		34.18		
	3-12-08/4007498355		2400	01		38.37		
	3-12-08/4007498354		2400	01		18.56		
	3-13-08/4007483892		2400	01		256.18		
	3-13-08/4007483891		2400	01		92.24		
	3-13-08/4007483890		2400	01		103.15		
	3-13-08/4007483889		2400	01		34.80		
	3-13-08/4007483888		2400	01		37.10		
	3-13-08/4007483887		2400	01		56.29		
	3-13-08/4007483886		2400	01		68.98		
	3-13-08/4007483885		2400	01		126.42		
	3-13-08/4007483884		2400	01		38.89		
	3-13-08/4007483883		2400	01		58.99		
	3-13-08/4007483882		2400	01		19.74		
	3-13-08/4007483881		2400	01		18.56		
	3-25-08/4007527478		2400	01		27.45		
	3-25-08/4007527477		2400	01		268.12		
						5,335.97		

The claims listed above (totaling \$5,368.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

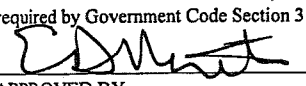
ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					Rept Cat	AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev				Doc Number	SC
X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	3-25-08/4007527476		2400	01		16.82			
	3-25-08/4007527475		2400	01		346.29			
	3-25-08/4007527474		2400	01		115.32			
	3-25-08/4007527473		2400	01		77.77			
	3-25-08/4007527472		2400	01		22.02			
	3-25-08/4007527471		2400	01		38.32			
	3-25-08/4007527470		2400	01		53.32			
	3-25-08/4007527469		2400	01		55.10			
	3-25-08/4007527468		2400	01		20.75			
							745.71		
X02301 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	3-28-08/3938782		2400	05		611.49			
	3-17-08/3934016		2400	05		520.22			
						1,131.71			
X02768-1 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	4-7-08/1084660444		2400	05		71.12			
	4-1-08/1084627944		2400	05		71.12			
	3-11-08/1084554799		2400	05		90.00			
	3-19-08/1084582885		2400	05		66.00			
	3-25-08/1084606420		2400	05		88.36			
						386.60			
X02898 Midwest Tape PO Box 820 Holland OH 43528	3-28-08/5459653		2400	02		133.20			
	3-12-08/5448833		2400	02		17.64			
	3-12-08/5448832		2400	02		60.92			
	3-20-08/5453249		2400	02		174.76			
	3-20-08/5453250		2400	02		45.28			
	3-20-08/5453252		2400	02		512.44			
						944.24			
N03642A NewsBank P.O. Box 1130 Chester, VT 05413	3-24-08/RN529276		2400	03		7,845.00			
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	3-24-08/35269980		2400	01		23.08			
	3-24-08/35269979		2400	01		210.97			
	3-24-08/35269978		2400	01		14.18			
	3-12-08/35065313		2400	01		10.20			
	3-12-08/35065312		2400	01		41.79			
	3-12-08/35065311		2400	01		23.08			
	3-11-08/35050237		2400	01		10.42			
	3-11-08/35050236		2400	01		44.69			
	3-11-08/35050235		2400	01		9.91			
	3-11-08/35050234		2400	01		14.54			
	3-10-08/35023385		2400	01		129.26			
	3-10-08/35023384		2400	01		36.54			
	3-10-08/35023383		2400	01		38.29			
	3-10-08/35023382		2400	01		25.26			
	3-9-08/35002853		2400	01		78.43			
	3-9-08/35002852		2400	01		60.73			
	3-13-08/35101547		2400	01		100.71			
	3-13-08/35101546		2400	01		24.70			
	4-1-08/35425453		2400	01		116.10			
4-1-08/35425452		2400	01		25.07				
4-1-08/35425451		2400	01		20.16				
						1,058.11			

The claims listed above (totaling \$12,111.37) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

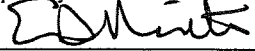
ATTESTED AND/OR COUNTERSIGNED BY

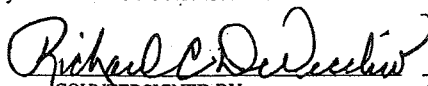
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	4-1-08/35416081		2400	01		58.64		
	4-1-08/35416080		2400	01		35.83		
	3-31-08/35396931		2400	01		26.33		
	3-31-08/35396930		2400	01		88.85		
	3-31-08/35396929		2400	01		5.03		
	4-3-08/35466726		2400	01		134.75		
	4-2-08/35448143		2400	01		148.89		
	4-2-08/35448142		2400	01		66.62		
	4-2-08/35448181		2400	01		6.87		
	4-4-08/35489007		2400	01		35.82		
	4-4-08/35489006		2400	01		10.41		
	4-4-08/35489005		2400	01		27.39		
	4-10-08/35595332		2400	01		69.16		
	4-10-08/35588448		2400	01		170.77		
	4-8-08/35540757		2400	01		117.35		
	4-8-08/35549378		2400	01		12.52		
	4-8-08/35549379		2400	01		65.60		
4-7-08/35518529		2400	01		12.93			
4-7-08/35518528		2400	01		13.51			
4-7-08/35518527		2400	01		18.42			
					1,125.69			
N04948 Information Publications, Inc 2995 Woodside Rd Ste 400-182 Woodside CA 94062	4-7-08/9859A		2400	01		137.23		
N23659 Scholastic, Inc. PO Box 6024 Jefferson City, MO 65102-6014	4-7-08/11243878		2400	01		376.05		
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	3-11-08/15640909		2400	03		8,958.89		
	3-26-08/15662870		2400	01		88.67		
	4-2-08/15673263		2400	01		60.26		
	4-4-08/15681291		2400	01		29.29		
					9,137.11			

The claims listed above (totaling \$10,776.08) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 52,472.00 on 5 | 7 | 08

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121042882
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #23

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE - COMPLETE IN DETAIL												A-C USI
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						48,798.96	
707	707			200	00						3,673.04	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	52,472.00
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY:				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
<i>E. Minter</i> 4/16/2008				<i>[Signature]</i>				DATE				
CLAIMANT				AUTHORIZED SIGNER				DEPUTY				

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



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 52,472.00 on 5 | 21 | 08

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121042882
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #24

Description:

Department / Agency

Contact: Elizabeth D. Minter, Library Director

Name and Title
714-528-1925 714-528-8236
 Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE - COMPLETE IN DETAIL												A-C USE			
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD			
707	707			0100	00						48,798.96				
707	707			200	00						3,673.04				
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	52,472.00			
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY-				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDBLUM, Auditor-Controller							
<i>E. Minter</i> 4/14/2008				<i>[Signature]</i>											
CLAIMANT				DATE				AUTHORIZED SIGNER				DATE			

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



PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
May 12, 2008

TYPE	REPORT NUMBER	AMOUNT
Regular	5113	49,099.77
	5114	4,070.94
	5115	11,713.06
	5116	3,815.50
	5117	7,498.38
	5118	12,660.54
Subtotal for Regular		88,858.19
	6/4/2008	59,472.00
	6/18/2008	52,472.00
Subtotal for Payroll		111,944.00
TOTAL CURRENT CLAIMS & PAYROLL		200,802.19

Prepared by: Wendy Goodson

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X04841 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	5-2-08/1635-IN		0306	00		9,755.39		
	5-1-08/1605-IN		0308	00		1,027.39		
			0310	00		382.81		
			0309	00		616.46		
			0319	00		188.67		
			1900	00		52.32		
						12,023.04		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: X3104	5-5-08/331738		1400	00		1,300.00		
N00018A City of Anaheim P.O. Box 3222 Anaheim, CA 92805	4-23-08/LI000123		1900	00		33,534.89		
N30636 Nadia Dallstream c/o Placentia Library District 411 E. Chapman Placentia CA 92870	Supply Reimb. 3/1/2008		1800	08		40.43		
N32018 JJ Marketing PO Box 238 Placentia CA 92870	12-4-07/1058		1900	08		200.60		
X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	4-29-08/4007706214		2400	01		18.58		
	4-29-08/4007706213		2400	01		110.80		
	4-29-08/4007706212		2400	01		21.52		
	4-29-08/4007706211		2400	01		59.71		
	4-29-08/4007706210		2400	01		147.28		
	4-29-08/4007706209		2400	01		76.64		
	4-29-08/4007706208		2400	01		58.12		
	4-29-08/4007706207		2400	01		38.30		
	4-29-08/4007706206		2400	01		20.11		
	4-29-08/4007679440		2400	01		39.84		
	4-29-08/4007679439		2400	01		148.93		
	4-29-08/4007679438		2400	01		86.25		
	4-29-08/4007679437		2400	01		130.25		
	4-29-08/4007679436		2400	01		27.43		
	4-29-08/4007679435		2400	01		69.98		
	4-29-08/4007679434		2400	01		69.51		
	4-26-08/4007624716		2400	01		51.38		
	4-26-08/4007624716		2400	01		18.56		
	4-26-08-4007624715		2400	01		37.10		
	4-26-08/4007624713		2400	01		106.99		
4-26-08/4007624712		2400	01		15.61			
4-26-08/4007624711		2400	01		219.16			
4-26-06/4007624710		2400	01		155.04			
4-26-08/4007624709		2400	01		15.58			
4-26-08/4007624708		2400	01		110.11			
4-26-08/4007624707		2400	01		130.51			
4-26-08/4007624706		2400	01		17.52			
						2,000.81		

The claims listed above (totaling \$49,099.77) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	4-26-08/4007624705		2400	01		18.56		
	4-22-08/4007651698		2400	01		18.56		
	4-22-08/4007651697		2400	01		83.72		
	4-22-08/4007651696		2400	01		99.98		
	4-22-08/4007651695		2400	01		35.35		
	4-22-08/4007651694		2400	01		110.17		
	4-22-08/4007651693		2400	01		42.27		
	4-22-08/4007651692		2400	01		53.95		
	4-22-08/4007651691		2400	01		18.56		
	4-22-08/4007651690		2400	01		94.02		
	4-22-08/4007651689		2400	01		91.72		
	4-22-08/4007608002		2400	01		20.13		
	4-8-08/4007554305		2400	01		39.29		
	4-8-08/4007554304		2400	01		255.98		
	4-8-08/4007554303		2400	01		19.15		
	4-8-08/4007554302		2400	01		19.15		
	4-8-08/4007554301		2400	01		193.23		
	4-8-08/4007554300		2400	01		37.10		
	4-8-08/4007554299		2400	01		56.29		
	4-8-08/4007554298		2400	01		238.41		
	4-8-08/4007554297		2400	01		53.95		
	4-8-08/4007554296		2400	01		167.68		
	4-8-08/4007554295		2400	01		52.07		
	4-8-08/4007554294		2400	01		19.18		
	4-8-08/4007554293		2400	01		89.86		
	4-8-08/4007554292		2400	01		19.74		
	4-8-08/4007554291		2400	01		18.56		
	4-12-08/4007597687		2400	01		17.99		
	4-12-08/4007597686		2400	01		37.13		
	4-12-08/4007597685		2400	01		18.83		
	4-12-08/4007597684		2400	01		275.36		
	4-12-08/4007597683		2400	01		49.08		
	4-12-08/4007597682		2400	01		33.62		
4-12-08/4007597681		2400	01		183.15			
4-12-08/4007597680		2400	01		91.62			
4-12-08/4007597679		2400	01		84.59			
4-12-08/4007597678		2400	01		49.51			
4-12-08/4007597677		2400	01		145.67			
4-12-08/4007597676		2400	01		37.74			
4-12-08/4007597675		2400	01		63.11			
4-12-08/4007597674		2400	01		37.18			
4-12-08/4007597673		2400	01		90.44			
					3,181.65			
X00611-3 Office Depot PO Box 70025 Los Angeles CA 90074-0025	4-18-08/426827432		1800	00		53.85		
	4-18-08/426824378		1800	00		51.20		
	4-18-08/426816986		1800	00		6.49		
	4-18-08/426816142		1800	00		81.42		
	4-18-08/426816568		1800	00		27.59		
	4-18-08/426827299		1800	00		169.86		
					390.41			
X00631 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	4-22-08/15713218		2400	01		59.40		
	4-21-08/15709207		2400	01		327.58		
	4-14-08/15696199		2400	01		28.40		
	4-11-08/15693747		2400	01		55.95		
	4-10-08/15691578		2400	01		27.55		
					498.88			

The claims listed above (totaling \$4,070.94) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

4,070.94

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00631 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	4-17-08/15704373		2400	01		60.26		
X00659-1 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	4-25-08/10366		1900	00		45.00		
X00976-4 AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	4-4-08/T906786		0700	08		42.32		
	4-7-08/T7922257		0700	01		270.14		
						312.46		
X02301 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	4-14-08/3978449		2400	05		293.30		
X02768-1 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	4-29-08/1084756466		2400	05		113.36		
	4-11-08/1084684676		2400	05		62.50		
	4-28-08/1084754471		2400	05		36.64		
						212.50		
X02802-1 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	4-16-08/321430		2400	05		349.30		
	4-24-08/322539		2400	05		44.92		
						394.22		
X02898 Midwest Tape PO Box 820 Holland OH 43528	4-29-08/5479025		2400	02		18.64		
	4-29-08/6479026		2400	05		465.28		
	4-29-08/5479024		2400	02		396.71		
	4-29-08/5479023		2400	02		149.12		
	4-21-08/5473909		2400	02		360.08		
	4-21-08/5473911		2400	02		416.05		
	4-21-08/5473914		2400	02		35.28		
	4-21-08/5473913		2400	02		102.84		
	4-21-08/5473912		2400	02		99.20		
	4-21-08/5473910		2400	02		270.95		
	4-21-08/5473908		2400	02		82.56		
	4-18-08/5473640		2400	02		4,239.56		
	4-11-08/5459294		2400	02		213.20		
	3-20-08/5453251		2400	02		931.96		
	4-11-08/5459295		2400	02		24.64		
	4-11-08/5468944		2400	02		62.56		
	4-11-08/5468945		2400	02		113.48		
	4-15-08/5469696		2400	02		935.54		
	4-15-08/5469697		2400	02		1,172.15		
	4-15-08/5469699		2400	02		114.48		
4-15-08/5469698		2400	02		52.92			
4-15-08/5469703		2400	02		90.20			
4-15-08/5469700		2400	02		35.28			
4-15-08/5469702		2400	02		12.64			
						10,395.32		

The claims listed above (totaling \$11,713.06) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

11,713.06

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X03052 Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	4-18-08/R789789		2400	01		21.50		
X03719-1 Proquest Information and Learning 6216 Paysphere Circle Chicago, IL 60674	4-30-08/40138024RI		2400	01		178.05		
X04307-1 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	4-21-08/35767316		2400	01		143.52		
	4-210-8/35767315		2400	01		10.27		
	4-13-08/35622238		2400	01		97.96		
	4-22-08/35795738		2400	01		164.65		
	4-22-08/35795737		2400	01		14.77		
	4-22-08/35788262		2400	01		45.86		
	4-24-08/35841864		2400	01		164.31		
	4-24-08/35841863		2400	01		67.49		
	4-24-08/35834711		2400	01		22.68		
	4-17-08/35718363		2400	01		23.64		
	4-17-08/35718362		2400	01		75.85		
	4-17-08/35718361		2400	01		20.69		
	4-15-08/35671099		2400	01		25.93		
	4-15-08/35671098		2400	01		186.54		
	4-15-08/35671097		2400	01		16.65		
	4-15-08/35671096		2400	01		11.92		
	4-15-08/35662587		2400	01		31.51		
	4-15-08/35662586		2400	01		51.51		
	4-14-08/35643122		2400	01		279.60		
	4-29-08/35920936		2400	01		104.86		
5-1-08/35968902		2400	01		37.47			
5-1-08/35968903		2400	01		73.61			
4-27-08/35872604		2400	01		71.20			
						1,742.49		
X04523 Amy Paino 5882 Amberdale Dr Yorba Linda CA 92886	4-30-08/Off-site Story time		1900	08		1,300.00	"2"	
X04556 Psychex PO Box 25159 Santa Ana CA 92799-5159	4-28-08/457348		1900	00		236.90		
			1900	08		78.97		
						315.86		
X04594 Anna Irot c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Supply Reimb. Apr 08		1800	00		88.52		
X04808 Richard DeVecchio 619 Cooper Dr Placentia CA 92870	Travel Reimb. Mar 08		2700	03		169.08		

The claims listed above (totaling \$3,815.50) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,815.50

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X04904 Carol Ann Helsel 12861 West Sp 113 Garden Grove CA 92840	5-7-08/Off-Site Story - Jan 08		1900	08		150.00	"12"	
	5-7-08/Offi Site Story- Apr 08		1900	08		250.00	"12"	
						400.00		
X04942 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	4-17-08/2456		2400	03		576.20		
X04905 Legacy Integrative Solutions 1800 Studebaker Rd Suite 700 Cerritos CA 90703	5-6-08/10183		1300	00		329.17		
X06110 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	5-5-08/21795		1800	00		32.33		
	4-3-08/21784		1800	00		39.87		
						72.20		
N09238 Scholastic Book Fairs 1210 N. Red Gum St Anaheim CA 92806	4-1-08/33767		2400	08		686.73		
N068081 Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	4-21-08/Postage Refill		1803	00		500.00		
(need vendor #) Creative Business Concepts 130 Vantis, Suite 160 Aliso Viejo CA 92656	4-21-08/SFCL		1300	01		2,064.49		
(need vendor #) Project Independence 3505 Cadillac Ave Ste P-101 Costa Mesa CA 92626	4-10-08/Mar 08		1400	00		400.00		
(need vendor #) Medialab Solutions Aquabrowser North America 460 S Marion Pkwy Denver CO 80209	4-3-08/2008.MS.073		1300	01		2,250.00		
N03997H Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	4-21-08/X8994		1000	00		50.55		
(need vendor #) Gressco PO Box 339 Waunakee WI 53597-0339	4-18-08/S0209759		1800	00		169.04		

The claims listed above (totaling \$7,498.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____ COUNTERSIGNED BY _____ ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total 7,498.38

F003-124 (8/93)

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
(need vendor # Hoang Computer Servcies 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	4-14-08/08-00004		1300	01		6,000.00		
	4-16-08/08-00012		4000	00		587.19		
						6,587.19		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	5-6-08/08-05/2178		1400	00		291.09		
N06685 HSM Dept CH 10651 Palatine IL 60055	4-1-08/1350137269		2100	00		177.78		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb Apr-May 08		2600	01		29.80		
(need vendor #) Finadaway World, LLC 31999 Aurora Road Solon OH 44139	4-18-08/9122		2400	05		2,349.00		
N06771 The H.W. Wilson Company 23419 Network Place Chicago I L60673-1234	4-2-08/57712034		2400	04		367.18		
N20858 Wendy Goodson c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reim. Mar 08		2700	00		619.28		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Reimb Apr-May 08		1000	00		19.39		
			1803	00		23.15		
						42.54		
N03660 Elizabeth D. Minter (Petty Checks) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Checks Reimb. Mar-Apr 08		0900	00		114.00		
			0900	08		651.08		
			1000	00		386.72		
			2700	01		131.08		
			2700	03		200.54		
			2700	08		130.00		
		4000	00		583.26			
						2,196.68		

The claims listed above (totaling \$12,660.54) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

12,660.54



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 59,472.00 on 6 | 4 | 08

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121042882
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #25

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL													A-C USF	
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD		
707	707			0100	00						55,308.96			
707	707			200	00						4,163.04			
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	59,472.00		
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY					EXPENDITURES AUTHORIZED AND APPROVED BY					APPROVED DAVID E. SUNDBLUM, Auditor-Controller				
CLAIMANT				DATE		AUTHORIZED SIGNER				DATE		DEPUTY		DATE

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



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 52,472.00 on 6 | 18 | 08

Send To: **Bank Name:** Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #26

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641A

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

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: May 12, 2008

BACKGROUND:

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

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

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2007-2008 through May 12, 2008 and the Property Tax Apportionment Schedule for Fiscal Year 2007-2008.

Placentia Library District
FY2007-2008 General Fund Cash Flow

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

Placentia Library District
FY2007-2008 General Fund Cash Flow

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

Placentia Library District
FY2007-2008 General Fund Cash Flow

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

Placentia Library District
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/28/08	5083	General by Library Director & DeVecchio		1,312.38	703,808.74
01/28/08	5084	General by Library Director & Shkoler		2,886.03	730,026.16
01/31/08		6970-02: State Library CA Literacy Campaign	26,217.42		731,529.96
01/31/08		7670:00 Local Revenue, Fines & Fees	1,503.80		737,574.96
01/31/08		7670:01 Local Revenue, Passport	6,045.00		729,076.36
02/11/08	5085	General by Library Director & Wood		8,498.60	733,572.75
02/13/08		6250: SDAF #1	4,496.39		734,913.62
02/13/08		6280-00: Supplemental #7	1,340.87		739,451.52
02/15/08		6610:00 Interest Orange County Investment Pool	4,636.37	98.47	729,017.71
02/19/08	5086	General by 3 Trustee signatures		10,433.81	707,700.97
02/19/08	5087	General by 3 Trustee signatures		21,316.74	705,054.71
02/19/08	5088	General by 3 Trustee signatures		2,646.26	697,285.78
02/19/08	5089	General by 3 Trustee signatures		7,768.93	691,944.95
02/19/08	5090	General by 3 Trustee signatures		5,340.83	689,979.66
02/19/08	5091	General by 3 Trustee signatures		1,965.29	637,507.66
02/19/08		Payroll #19 to wire March 12, 2008		52,472.00	585,035.66
02/19/08		Payroll #20 to wire March 26, 2008		52,472.00	585,054.06
02/19/08		6610:00 Interest Bank of the West	18.40		573,404.41
02/20/08	5092	General by 2 Trustee signatures		11,649.65	553,895.94
02/25/08	5093	General by Library Director & DeVecchio		19,508.47	560,731.97
02/29/08		7670:00 Local Revenue, Fines & Fees	6,836.03		577,202.93
02/29/08		7670:01 Local Revenue, Passport	16,470.96		598,355.93
02/29/08		6970-01: State Library PLF	21,153.00		595,563.28
03/07/08	5094	General by Library Director & DeVecchio		2,792.65	592,249.24
03/07/08	5095	General by Library Director & DeVecchio		3,314.04	588,532.30
03/07/08	5096	General by Library Director & DeVecchio		3,716.94	590,217.77
03/12/08		6280-00: Supplemental #8	1,685.47		593,578.73
03/13/08		6610:00 Interest Orange County Investment Pool	3,444.00	83.04	584,255.14
03/18/08	5097	General by 3 Trustee signatures		9,323.59	581,493.10
03/18/08	5098	General by 3 Trustee signatures		2,762.04	568,033.54
03/18/08	5099	General by 3 Trustee signatures		13,459.56	521,663.42
03/18/08	5100	General by 3 Trustee signatures		46,370.12	469,191.42
03/18/08		Payroll #21 to wire April 9, 2008		52,472.00	416,719.42
03/18/08		Payroll #22 to wire April 23, 2009		52,472.00	508,914.35
03/20/08		6210-00: Secured #5	92,425.99	231.06	510,875.09
04/18/00		6970-00: State Library Interlibrary Loan	1,960.74		499,719.12
04/01/08	5101	General by Library Director & Escobosa		11,155.97	486,004.50
04/01/08	5102	General by Library Director & Escobosa		13,714.62	466,141.35
04/10/08	5103	General by Library Director & Shkoler		19,863.15	459,721.21
04/14/08	5104	General by Library Director & Shkoler		6,420.14	453,249.53
04/14/08	5105	General by Library Director & Shkoler		6,471.68	451,567.65
04/15/08	5106	General by Library Director & Shkoler		1,681.88	448,459.21
04/15/08	5107	General by Library Director & Shkoler		3,108.44	395,987.21
04/16/08		Payroll #23 to wire May 7, 2009		52,472.00	343,515.21
04/16/08		Payroll #24 to wire May 21, 2009		52,472.00	351,867.31
04/16/08		6280-00: Supplemental #8	8,352.10		936,749.97
04/17/08		6210-00: Secured #6	595,202.18	10,319.52	936,780.42

Placentia Library District
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
04/18/08		6610:00 Interest Bank of the West	30.45		947,661.27
04/18/08		7670:00 Local Revenue, Fines & Fees	10,880.85		976,199.32
04/18/08		7670:01 Local Revenue, Passport	28,538.05		979,063.51
04/21/08		6610:00 Interest Orange County Investment Pool	2,944.68	80.49	974,946.60
04/26/08	5108	General by Library Director & DeVecchio		4,116.91	973,371.46
04/26/08	5109	General by Library Director & DeVecchio		1,575.14	968,002.66
04/26/08	5110	General by Library Director & DeVecchio		5,368.80	955,891.29
04/26/08	5111	General by Library Director & DeVecchio		12,111.37	945,115.21
04/26/08	5112	General by Library Director & DeVecchio		10,776.08	896,015.44
05/12/08	5113	General by 3 Trustee signatures		49,099.77	891,944.50
05/12/08	5114	General by 3 Trustee signatures		4,070.94	880,231.44
05/12/08	5115	General by 3 Trustee signatures		11,713.06	876,415.94
05/12/08	5116	General by 3 Trustee signatures		3,815.50	868,917.56
05/12/08	5117	General by 3 Trustee signatures		7,498.38	856,257.02
05/12/08	5118	General by 3 Trustee signatures		12,660.54	796,785.02
05/12/08		Payroll #25 to wire Jun 4, 2009		59,472.00	737,313.02
05/12/08		Payroll #26 to wire Jun 18, 2009		59,472.00	737,313.02
					737,313.02
					737,313.02

Home > Property Tax Accounting

Property Tax Accounting

[Apportionment Schedule Letter]

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

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

↑ May

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

May

June

[Apportionment Schedule Letter]

at stake

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Treasurer's Reports for March and April 2008 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger, Agenda Items 14 through 19.
DATE: May 12, 2008

Summary of Cash and Investments as of April 30, 2008

Cash with Orange County Treasurer Fund 702	149,359.77
Cash with Orange County Treasurer Fund 703	11,760.01
Cash with Orange County Treasurer Fund 706	187,563.23
Cash with Orange County Treasurer Fund 707	1,368,667.43
Cash with Orange County Treasurer Fund 708	11,475.25
County Exempt Checking – Bank of the West	14,894.56 ✓
County Exempt Savings – Bank of the West	15,200.44 ✓
General Fund Checking – Bank of the West	5,630.43 ✓
General Fund Savings – Bank of the West	13,300.11 ✓
Literacy Fund Savings – Bank of the West	14,282.70 ✓
Payroll Checking – Wells Fargo Bank	1,515.28 ✓
Payroll Emergency CD – California National Bank	23,624.58 ✓

June 30
 150,180.09
 11,824.60
 188,593.36
 932,562.29
 1,728,825.69

rating 907

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency CD is held by California National Bank and was purchased on January 27, 2003 and the maturity date is May 27, 2009.

ED Minter
 Elizabeth D. Minter
 Library Director

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

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

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

- 📖 County Exempt Checking account (Bank of the West) is used to process Passport checks, all District credit card receipts (with monthly transfers of credit card General Fund receipts to the General Fund Savings Account, effective in April 2008), Placentia Library Friends Foundation Grants for the Director's Fund and programs for children and adults, Library Board discretionary funds and other expenses not covered by the General Fund. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
- 📖 County Exempt Savings account (Bank of the West) is used to process Meeting Room and other miscellaneous income and to pay the expenses of the Meeting Room. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
- 📖 General Fund Checking account (Bank of the West) functions as the petty cash checking account with a basic balance of \$10,000. This account is reimbursed through the Orange County Auditor on a monthly basis. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500. All District credit card revenues were deposited into this account and then transferred to the appropriate account on a monthly basis, until April 2008. The credit card transactions are now processed through the County Exempt Checking Account since the bulk of the transactions remain in that account.
- 📖 General Fund Savings account (Bank of the West) is used for all revenue deposits. Money is transferred to the Orange County Auditor twice a month. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
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- 📖 Payroll Checking account (Wells Fargo) is used to process all paychecks and payroll expenses. Money is transferred by the Orange County Treasurer on a bi-weekly basis. The Library

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director


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

DATE: May 12, 2008





Summary of Cash and Investments as of April 30, 2008

Cash with Orange County Treasurer Fund 702	149,359.77
Cash with Orange County Treasurer Fund 703	11,760.01
Cash with Orange County Treasurer Fund 706	187,563.23
Cash with Orange County Treasurer Fund 707	1,368,667.43
Cash with Orange County Treasurer Fund 708	11,475.25
County Exempt Checking – Bank of the West	14,894.56
County Exempt Savings – Bank of the West	15,200.44
General Fund Checking – Bank of the West	5,630.43
General Fund Savings – Bank of the West	13,300.11
Literacy Fund Savings – Bank of the West	14,282.70
Payroll Checking – Wells Fargo Bank	1,515.28
Payroll Emergency CD – California National Bank	23,624.58







I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency CD is held by California National Bank and was purchased on January 27, 2003 and the maturity date is May 27, 2009.


 Elizabeth D. Minter
 Library Director


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Director has signatory authority up to \$500 with two signatures required for all checks over \$500.

 Payroll Certificate of Deposit (California National Bank) is an emergency fund to be used if payroll funds cannot be transferred by the Orange County Treasurer. The original purchase date of the CD was January 27, 2003 and the maturity date is May 27, 2009.

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

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

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

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

RECOMMENDATION:

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

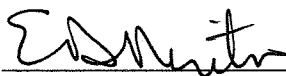
SUBJECT: Treasurer's Reports for March 2008 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger, Agenda Items 14 through 19.

DATE: April 21, 2008

Summary of Cash and Investments





Cash with Orange County Treasurer Fund 702	148,833.14
Cash with Orange County Treasurer Fund 703	11,722.49
Cash with Orange County Treasurer Fund 706	186,964.69
Cash with Orange County Treasurer Fund 707	893,158.90
Cash with Orange County Treasurer Fund 708	11,438.63
County Exempt Checking – Bank of the West	2,495.40
County Exempt Savings – Bank of the West	14,540.58
General Fund Checking – Bank of the West	6,663.27
General Fund Savings – Bank of the West	40,419.65
Literacy Fund Savings – Bank of the West	14,282.70
Payroll Checking – Wells Fargo Bank	56,409.88
Payroll Emergency CD – California National Bank	23,624.58

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










Elizabeth D. Minter
Library Director

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

RECOMMENDATION:

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

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

May 12, 2008

Fiscal Year 2007-2008							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11	345,515.67
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37	348,535.98
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96	348,506.33
10/31/2007	145,803.61	11,479.88	183,095.17	614,387.66	11,201.88	965,968.20	351,580.54
11/30/2007	145,791.21	11,478.90	173,079.60	640,461.89	11,200.93	982,012.53	341,550.64
12/31/2007	147,059.93	11,578.79	184,672.81	1,175,090.44	11,298.40	1,529,700.37	354,609.93
1/31/2008	147,693.04	11,628.79	185,470.20	1,080,418.86	11,347.19	1,436,558.08	356,139.22
2/28/2008	148,303.62	11,676.86	186,236.95	984,004.71	11,394.11	1,341,616.25	357,611.54
3/31/2008	148,883.14	11,722.49	186,964.69	893,158.90	11,438.63	1,252,167.85	359,008.95
4/30/2008	149,359.77	11,760.01	187,563.23	1,368,667.43	11,475.25	1,728,825.69	360,158.26
5/31/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6/30/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

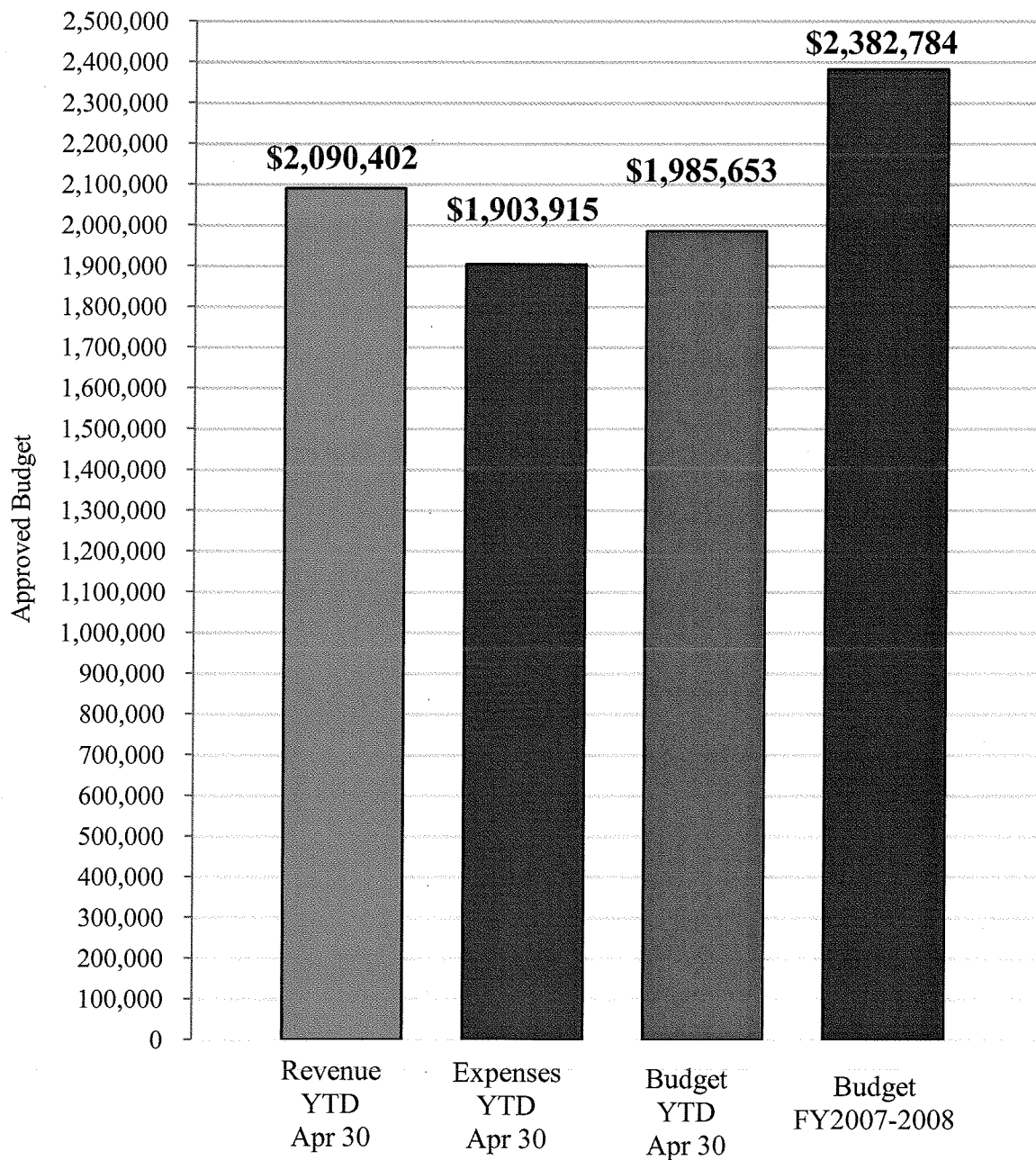
Fiscal Year 2006-2007							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74
07/31/06	113,971.05	10,778.51	171,908.95	1,027,689.84	10,517.51	1,334,865.86	307,176.02
08/31/06	114,419.01	10,820.87	172,584.63	839,652.60	10,558.85	1,148,035.96	308,383.36
09/30/06	114,887.46	10,865.18	173,291.22	750,624.35	10,602.08	1,060,270.29	309,645.94
10/31/06	115,364.52	10,910.29	174,010.80	545,230.76	10,646.10	856,162.47	310,931.71
11/30/06	115,836.48	10,954.92	174,722.68	627,854.80	10,689.65	940,058.53	312,203.73
12/31/06	116,326.09	11,001.23	175,461.19	1,034,744.25	10,734.83	1,348,267.59	313,523.34
01/31/07	116,316.17	11,000.29	175,446.22	978,426.84	10,733.91	1,291,923.43	313,496.59
02/28/07	117,314.54	11,094.71	176,952.11	933,463.67	10,826.04	1,249,651.07	316,187.40
03/31/07	117,305.50	11,093.86	176,938.48	820,992.07	10,825.21	1,137,155.12	316,163.05
04/30/07	142,218.47	11,187.07	178,425.10	1,283,067.88	10,916.16	1,625,814.68	342,746.80
05/31/07	142,207.33	11,186.15	178,410.37	1,266,963.01	10,915.26	1,609,682.12	342,719.11
06/30/07	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

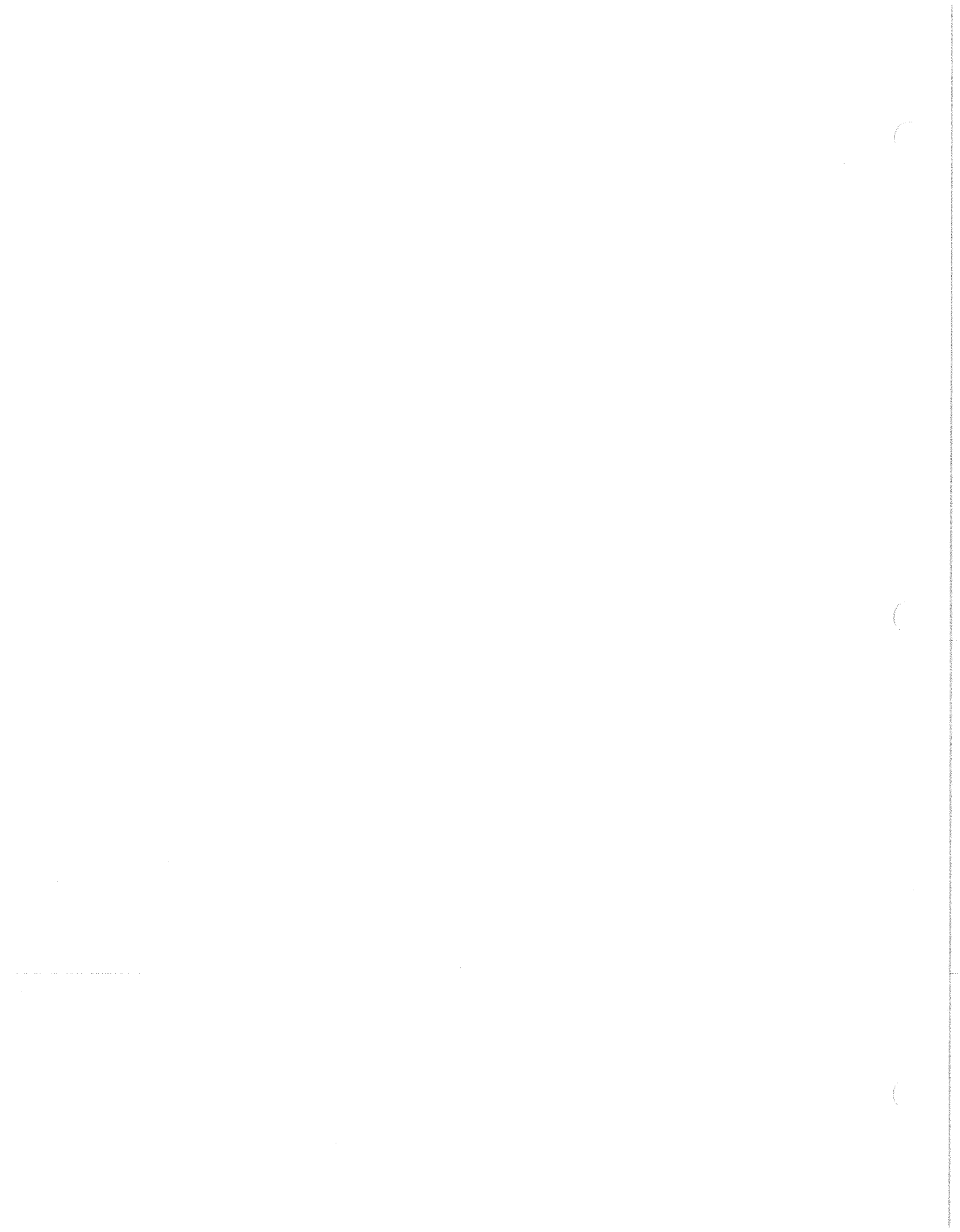
Fiscal Year 2005-2006							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87
07/31/05	122,741.64	10,382.49	165,592.69	760,016.26	10,131.05	1,068,864.13	308,847.87
08/31/05	123,044.94	10,408.15	166,001.88	601,465.37	10,156.09	911,076.43	309,611.06
09/30/05	123,366.14	10,435.32	166,435.23	629,662.56	10,182.61	940,081.86	310,419.30
10/31/05	123,699.64	10,463.53	166,885.16	511,382.72	10,210.14	822,641.19	311,258.47
11/30/05	124,033.15	10,491.74	167,335.11	534,616.78	10,237.67	846,714.45	312,097.67
12/31/05	124,393.83	10,522.25	167,821.70	861,368.68	10,267.44	1,174,373.90	313,005.22
01/31/06	111,512.01	10,553.35	168,317.80	977,684.72	10,297.80	1,278,365.68	300,680.96
02/28/06	111,927.45	10,588.46	168,877.74	942,809.05	10,332.05	1,244,534.75	301,725.70
03/31/06	112,329.88	10,623.61	169,438.33	885,128.36	10,366.35	1,187,886.53	302,758.17
04/30/06	112,686.17	10,657.30	169,975.76	1,119,221.16	10,399.23	1,422,939.62	303,718.46
05/31/06	113,086.59	10,695.17	170,579.77	1,235,981.36	10,436.19	1,540,779.08	304,797.72
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2007 - 2008

General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
 REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 May 12, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 APR 2008	FY2006-2007 APR 2007	FY2007-2008 % REV BUD
6210-00	Prop. Taxes - current secured	1,665,302.00	1,603,674.74	1,511,506.20	595,202.18	548,232.46	96.30%
6210-01	Public Utility	21,000.00	13,214.23	11,834.12	0.00	0.00	62.92%
6210-04	Teeter Plan - current delinquent	18,000.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,704,302.00	1,616,888.97	1,523,340.32	595,202.18	548,232.46	94.87%
6220	PROP. TAXES - CURRENT UNSECURED	67,582.00	68,129.57	66,628.03	0.00	0.00	100.81%
6230-00	Prop. Taxes - Prior Secured	17,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	17,715.24	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout	0.00	0.00	22,608.66	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	17,000.00	0.00	40,323.90	0.00	0.00	0.00%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	6,500.00	4,496.39	4,187.60	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	55,250.00	52,752.09	34,129.22	8,352.10	7,225.26	95.48%
6280-01	Final supplemental for prior years	0.00	0.00	32,946.51	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	55,250.00	52,752.09	67,075.73	8,352.10	7,225.26	95.48%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	0.00	2,626.84	0.00	0.00	0.00%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,852,784.00	1,742,267.02	1,704,182.42	603,554.28	555,457.72	94.04%

REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 May 12, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 APR 2008	FY2006-2007 APR 2007	FY2007-2008 % REV BUD
6610-00	Interest	44,000.00	33,528.12	34,720.98	2,975.13	4,346.20	76.20%
6610-01/02	Interest - old bond fund	0.00	1,760.06	5,596.89	0.00	1,898.13	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	44,000.00	35,288.18	40,317.87	2,975.13	6,244.33	80.20%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	8,106.97	8,279.27	0.00	0.00	47.69%
6970-00	State - ILL & Direct Loan Reimbursement	17,000.00	9,454.29	13,606.57	1,960.74	0.00	55.61%
6970-01	State - CA Foundation Funds	35,000.00	21,153.00	31,740.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	57,000.00	56,217.42	54,384.00	0.00	0.00	98.63%
6970-03	State - LSTA Grant, HIS House	0.00	0.00	9,864.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0.00	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	10,000.00	0.00	11,873.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	119,000.00	86,824.71	121,467.57	1,960.74	0.00	72.96%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	80,000.00	57,666.07	59,323.21	10,880.85	14,161.83	72.08%
7670-01	Local Revenue -- Passport	250,000.00	144,904.35	176,818.64	28,538.05	56,153.80	57.96%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	20,000.00	15,340.07	12,500.00	0.00	0.00	
	TOTAL LOCAL REVENUE	350,000.00	217,910.49	248,641.85	39,418.90	70,315.63	62.26%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	8.90	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	2,382,784.00	2,090,397.37	2,122,897.88	647,909.05	632,017.68	87.73%

5/8/2008

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 May 12, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 APR 2008	FY2006-2007 APR 2007	FY2007-2008 % REV BUD
0100-00	Salaries & Wages	1,171,248	962,801.85	902,773.89	71,202.80	88,277.91	82.20%
0200-00	Retirement (Social Security & Pension Contribution)	182,824	75,876.78	130,527.69	7,346.08	7,480.04	41.50%
0301-00	Unemployment Insurance	0	0.00	125.00	0.00	0.00	
0306-00	Health Insurance	105,000	75,334.04	77,991.87	7,869.75	-570.60	71.75%
0308-00	Dental Insurance	11,000	8,825.37	8,830.80	0.00	1,805.40	80.23%
0309-00	Life Insurance	1,000	5,831.42	1,579.63	0.00	162.00	583.14%
0310-00	Accidental Death & Dismemberment Insurance	4,052	3,451.51	3,074.12	0.00	350.38	85.18%
0319-00	Vision Insurance	2,550	1,739.83	2,536.72	0.00	259.20	68.23%
	Total Employee Insurance	123,602	95,182.17	94,138.14	7,869.75	2,006.38	77.01%
0350	Workers Compensation - General	8,000	3,566.58	19,789.24	1,400.58	2,101.00	44.58%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,485,674	1,137,427.38	1,147,228.96	87,819.21	99,865.33	76.56%
0700-00	Communications - Telephone	4,000	3,554.76	3,383.06	381.59	0.00	88.87%
0700-01	Communications - Modem/Fax	5,200	4,770.56	4,799.14	550.93	979.61	91.74%
0700-02	Communications - Internet/Database	3,800	1,251.43	2,565.18	0.00	254.90	
0700-05	Communications - Cataloging & Acquisitions Vendor	0	0.00	0.00	0.00	0.00	
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,400	889.38	870.40	0.00	126.89	63.53%
	Total Communications	14,400	10,466.13	11,617.78	932.52	1,361.40	72.68%
0900-00	Food - General Fund	500	319.01	822.81	7.87	127.66	63.80%
0900-07	Food - ELLI Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	4,500	1,514.26	4,169.05	0.00	0.00	33.65%
0090-09	Food - Families for Literacy	0	0.00	405.80	0.00	405.80	36.67%
	Total Food	5,000	1,833.27	5,397.66	7.87	533.46	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 May 12, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 APR 2008	FY2006-2007 APR 2007	FY2007-2008 % REV BUD
1000-00	Household Expense	15,000	10,063.15	16,707.18	12.38	694.44	67.09%
1001-00	Trash	0	0.00	0.00	0.00	40.08	
	Household and Trash	15,000	10,063.15	16,707.18	12.38	734.52	
1100-00	Insurance - Liability	13,750	14,923.59	0.00	0.00	0.00	108.54%
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	7,500	5,743.75	6,411.07	0.00	0.00	76.58%
1300-01	Maintenance of Equipment - General Fund (Computer)	37,500	27,895.67	33,487.03	0.00	11,825.56	74.39%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	898.00	1,048.50	0.00	0.00	179.60%
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	45,500	34,537.42	40,946.60	0.00	11,825.56	75.91%
	HVAC	7,500	7,559.05	3,882.91	0.00	0.00	100.79%
	Carpet Cleaning	2,750	1,657.50	0.00	0.00	0.00	60.27%
	Groundskeeping, City of Placentia	16,000	14,388.67	13,581.74	0.00	0.00	89.93%
	Plumbing	2,500	3,395.26	1,004.26	0.00	372.68	135.81%
	Electrical	7,000	6,371.02	7,320.10	0.00	3,676.62	91.01%
	Cleaning Service	18,000	10,525.00	13,000.00	0.00	2,600.00	58.47%
	Locksmith	1,000	0.00	73.50	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Extinguishers)	8,000	2,097.79	6,276.67	0.00	0.00	26.22%
1400-00	Total Maintenance of Building & Grounds	62,750	45,994.29	45,139.18	0.00	6,649.30	73.30%
1600-00	Memberships - General Fund	4,000	5,967.95	3,359.00	138.00	78.00	149.20%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	1,000	180.00	750.00	0.00	0.00	18.00%
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	5,000	6,147.95	4,109.00	138.00	78.00	122.96%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	#DIV/0!

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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 May 12, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 APR 2008	FY2006-2007 APR 2007	FY2007-2008 % REV BUD
	Library Supplies	22,000	25,741.20	16,732.52	90.44	1,966.86	117.01%
	Printing	14,000	23,581.12	7,622.01	0.00	1,217.93	168.44%
	[Unassigned]	0	0.00	0.00	0.00	0.00	
	Publications	1,100	849.00	74.97	0.00	0.00	77.18%
	Paper	700	632.53	0.00	0.00	0.00	90.36%
	Drinking Water Service	350	293.00	320.00	0.00	32.00	83.71%
	Other Office Supplies	20,000	16,130.30	9,279.12	0.00	1,062.98	80.65%
1800-00	Total Office Supply Expense - General Fund	58,150	67,227.15	34,028.62	90.44	4,279.77	115.61%
1800-07	ELLI Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,000	1,813.24	1,086.25	0.00	961.26	90.66%
	Publications	2,500	213.00	519.45	0.00	0.00	8.52%
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,000	3,154.54	10,379.44	0.00	422.04	105.15%
1800-08	Total Adult Literacy Office Supply Expense	7,500	5,180.78	11,985.14	0.00	1,383.30	69.08%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	67,650	72,407.93	46,013.76	90.44	5,663.07	107.03%
1803-00	Postage Expense - General Fund	6,800	4,227.47	5,009.16	508.59	1,018.44	62.17%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	150.00	0.00	0.00	0.00	150.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	6,900	4,377.47	5,009.16	508.59	1,018.44	63.44%

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

May 12, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 APR 2008	FY2006-2007 APR 2007	FY2007-2008 % REV BUD
	Employee Assistance Program	1,200	291.68	350.00	0.00	35.00	24.31%
	Pension Contribution & Operating Expenses	11,000	85,554.91	9,801.67	0.00	2,187.32	777.77%
	Anaheim Consortium Automated Library System	32,000	1,121.96	33,274.13	0.00	0.00	3.51%
	Library Board Consultants & Legal	10,000	10,545.00	10,278.91	0.00	6,172.96	105.45%
	Clipping Service	600	315.00	360.00	0.00	45.00	52.50%
	Interest Allocation & Tax Collection Charges by Orange County	10,000	4,327.97	13,338.47	0.00	1,383.06	43.28%
	Advertising & Marketing (Including WEB Site)	5,000	5,790.95	3,885.00	425.17	150.00	115.82%
	Medical Exams	2,000	2,677.00	1,944.00	240.00	0.00	133.85%
	Collection Services - Accounts Receivable	2,000	1,199.30	1,270.65	143.20	143.20	59.97%
	Audit & Accounting Services	10,000	8,650.00	8,320.00	0.00	0.00	86.50%
	Payroll Preparation	5,500	6,097.85	2,891.26	486.42	445.13	110.87%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	4,000	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Contract Storyteller & OCLC)	14,000	25,586.24	11,717.87	800.00	900.00	182.76%
1900-00	Total Specialized Services - General Fund	107,300	152,157.86	97,431.96	2,094.79	11,461.67	141.81%
1900-01	Specialized Services - Spanish Literacy	5,000	4,316.58	4,220.37	0.00	0.00	86.33%
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	14,000	17,604.36	12,302.78	1,687.14	2,025.00	125.75%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	9,000	10,716.09	6,658.34	10,319.52	6,495.40	119.07%
1912-00	Total Specialized Services	135,300	184,794.89	120,613.45	14,101.45	19,982.07	136.58%
1912-00	Investment Administrative fees for Orange County	3,000	720.26	2,539.61	80.49	85.19	24.01%
2000-00	Legal Notices - General Fund	1,000	489.24	517.72	0.00	0.00	48.92%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,000	489.24	517.72	0.00	0.00	48.92%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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 May 12, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 APR 2008	FY2006-2007 APR 2007	FY2007-2008 % REV BUD
2100-00	Rents/Leases-Equipment	1,800	1,256.36	1,003.81	36.22	29.00	69.80%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	110,300	111,687.08	118,731.08	45,276.34	7,044.80	101.26%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	54.04	3,500.44	0.00	0.00	
2400-01	Special Department Expense- Books	245,760	95,106.56	72,542.31	22,740.88	5,950.00	
2400-02	Special Department Expense - Video		8,514.43	28,012.82	728.32	5,160.46	
2400-03	Special Department Expense - Electronic		33,972.08	36,551.74	(2,217.52)	0.00	
2400-04	Special Department Expense - Periodicals		7,941.57	6,376.80	17.98	0.00	
2400-05	Special Department Expense - Audio		11,717.05	22,021.66	659.72	2,425.14	
2400-07	Special Department Expense - ELLI Grant		408.05	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	754.69	1,922.71	0.00	77.47	37.73%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	247,760	158,468.47	170,928.48	21,929.38	13,613.07	63.96%
2600-00	Transportation/Travel - Local Mileage	2,500	1,271.59	1,857.58	46.46	245.32	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	10,500	8,079.05	9,108.47	0.00	1,719.15	76.94%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	6,348.23	6,840.78	18.00	44.00	84.64%
2700-02	Transportation/Travel - Meetings, Board Out of Town	3,000	2,074.97	1,394.70	0.00	0.00	69.17%
2700-03	Transportation/Travel - Meetings, Board Local	1,500	3,413.80	1,058.71	72.00	84.00	227.59%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	185.26	592.40	17.86	10.00	
2700-09	Transportation/Travel - Meetings - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	23,500	20,101.31	18,995.06	107.86	1,857.15	85.54%
2801-00	Electricity	65,000	43,190.46	50,718.17	0.00	0.00	66.45%
2802-00	Gas	9,000	7,618.02	6,682.20	1,331.70	619.28	84.64%
2803-00	Water	6,000	4,912.50	5,135.69	480.93	250.35	81.88%
	Total Utilities	80,000	55,720.98	62,536.06	1,812.63	869.63	69.65%
	TOTAL SUPPLIES & SERVICES	841,110	735,549.30	672,970.97	85,080.63	71,589.98	87.45%

PLACENTIA LIBRARY DISTRICT
 EXPENDITURE REPORT FOR FUND 5071
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 May 12, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 APR 2008	FY2006-2007 APR 2007	FY2007-2008 % REV BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	4,062.62	5,408.91	0.00	0.00	67.71%
4000-00	Equipment - General Fund	50,000	21,650.22	89,529.86	0.00	3,012.34	43.30%
4000-07	Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	5,225.88	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	50,000	26,876.10	89,529.86	0.00	3,012.34	53.75%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	50,000	26,876.10	89,529.86	0.00	3,012.34	53.75%
5200	PROVISION FOR CONTINGENCIES	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	2,382,784	1,903,915.40	1,915,138.70	172,899.84	174,467.65	79.90%
	Spanish Literacy	5,000	4,316.58	4,220.37	0.00	0.00	86.33%
	ELLI Grant Summary Object Code 07	0	408.05	0.00	0.00	0.00	101.82%
	CLC Summary Object Code 08	32,000	32,582.61	33,640.98	1,705.00	3,622.66	0.00%
	FFL Grant Summary Object Code 09	2,000	0.00	405.80	0.00	405.80	
	TOTAL LITERACY (Excluding Personnel)	39,000	37,307.24	38,267.15	1,705.00	4,028.46	95.66%

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

April 17, 2008

Fiscal Year 2007-2008

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11	345,515.67
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37	348,535.98
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96	348,506.33
10/31/2007	145,803.61	11,479.88	183,095.17	614,387.66	11,201.88	965,968.20	351,580.54
11/30/2007	145,791.21	11,478.90	173,079.60	640,461.89	11,200.93	982,012.53	341,550.64
12/31/2007	147,059.93	11,578.79	184,672.81	1,175,090.44	11,298.40	1,529,700.37	354,609.93
1/31/2008	147,693.04	11,628.79	185,470.20	1,080,418.86	11,347.19	1,436,558.08	356,139.22
2/28/2008	148,303.62	11,676.86	186,236.95	984,004.71	11,394.11	1,341,616.25	357,611.54
3/31/2008	148,883.14	11,722.49	186,964.69	893,158.90	11,438.63	1,252,167.85	359,008.95
4/30/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5/31/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6/30/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fiscal Year 2006-2007

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

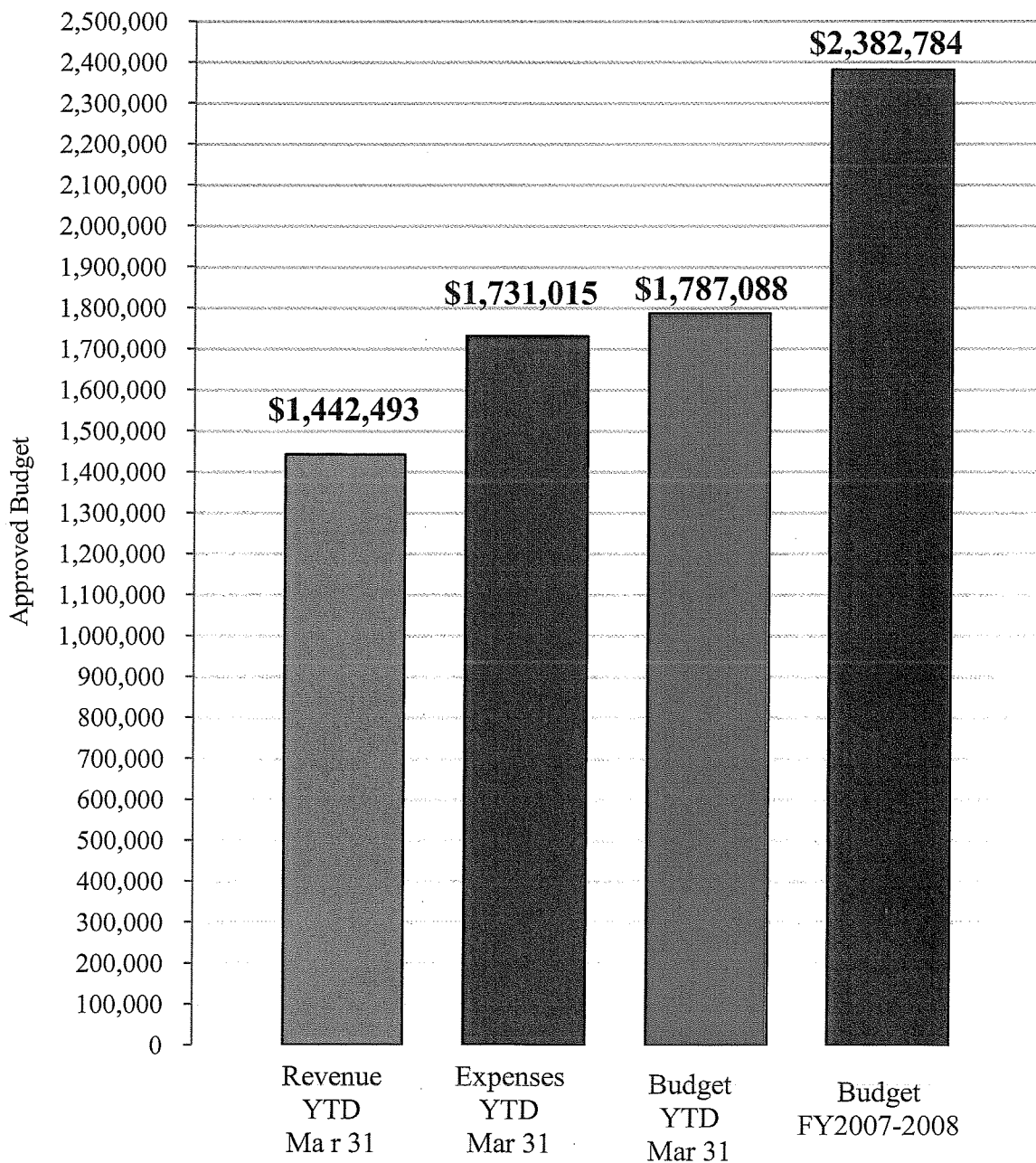
Fiscal Year 2005-2006

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

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2007 - 2008

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
 REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
 April 21, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 MAR 2008	FY2006-2007 MAR 2007	FY2007-2008 % REV BUD
6210-00	Prop. Taxes - current secured	1,665,302.00	1,008,472.56	963,273.74	92,425.99	95,717.13	60.56%
6210-01	Public Utility	21,000.00	13,214.23	11,834.12	0.00	0.00	62.92%
6210-04	Teeter Plan - current delinquent	18,000.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,704,302.00	1,021,686.79	975,107.86	92,425.99	95,717.13	59.95%
6220	PROP. TAXES - CURRENT UNSECURED	67,582.00	68,129.57	66,628.03	0.00	0.00	100.81%
6230-00	Prop. Taxes - Prior Secured	17,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	17,715.24	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout	0.00	0.00	22,608.66	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	17,000.00	0.00	40,323.90	0.00	0.00	0.00%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	6,500.00	4,496.39	4,187.60	0.00	4,187.60	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	55,250.00	44,399.99	26,903.96	1,685.47	0.00	80.36%
6280-01	Final supplemental for prior years	0.00	0.00	32,946.51	0.00	2,936.31	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	55,250.00	44,399.99	59,850.47	1,685.47	2,936.31	80.36%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	0.00	2,626.84	0.00	0.00	0.00%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,852,784.00	1,138,712.74	1,148,724.70	94,111.46	102,841.04	61.46%

REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 April 21, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 MAR 2008	FY2006-2007 MAR 2007	FY2007-2008 % REV BUD
6610-00	Interest	44,000.00	30,552.99	30,374.78	3,444.00	4,175.15	69.44%
6610-01/02	Interest - old bond fund	0.00	1,760.06	3,698.76	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	44,000.00	32,313.05	34,073.54	3,444.00	4,175.15	73.44%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	8,106.97	8,279.27	0.00	0.00	47.69%
6970-00	State - ILL & Direct Loan Reimbursement	17,000.00	7,493.55	13,606.57	0.00	3,504.97	44.08%
6970-01	State - CA Foundation Funds	35,000.00	21,153.00	31,740.00	0.00	31,740.00	
6970-02	State - CA Literacy Campaign	57,000.00	56,217.42	54,384.00	0.00	24,384.00	98.63%
6970-03	State - LSTA Grant, HIS House	0.00	0.00	9,864.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0.00	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	10,000.00	0.00	11,873.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	119,000.00	84,863.97	121,467.57	0.00	59,628.97	71.31%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	80,000.00	46,785.22	45,161.38	0.00	3,545.27	58.48%
7670-01	Local Revenue -- Passport	250,000.00	116,366.30	120,664.84	0.00	16,309.40	46.55%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	20,000.00	15,340.07	12,500.00	0.00	0.00	
	TOTAL LOCAL REVENUE	350,000.00	178,491.59	178,326.22	0.00	19,854.67	51.00%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	8.90	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	2,382,784.00	1,442,488.32	1,490,880.20	97,555.46	186,499.83	60.54%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 21, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 MAR 2008	FY2006-2007 MAR 2007	FY2007-2008 % REV BUD
0100-00	Salaries & Wages	1,171,248	891,599.05	722,535.98	104,572.92	47,265.79	76.12%
0200-00	Retirement (Social Security & Pension Contribution)	182,824	68,530.70	116,063.65	7,871.08	6,059.04	37.48%
0301-00	Unemployment Insurance	0	0.00	125.00	0.00	0.00	
0306-00	Health Insurance	105,000	67,464.29	61,818.45	0.00	8,086.71	64.25%
0308-00	Dental Insurance	11,000	8,825.37	7,025.40	1,027.39	623.70	80.23%
0309-00	Life Insurance	1,000	5,831.42	1,255.63	616.46	55.22	583.14%
0310-00	Accidental Death & Dismemberment Insurance	4,052	3,451.51	2,121.91	382.81	353.83	85.18%
0319-00	Vision Insurance	2,550	1,739.83	2,018.32	188.67	259.20	68.23%
	Total Employee Insurance	123,602	87,312.42	74,364.71	2,215.33	9,378.66	70.64%
0350	Workers Compensation - General	8,000	2,166.00	17,688.24	125.00	0.00	27.08%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,485,674	1,049,608.17	930,652.58	114,784.33	62,703.49	70.65%
0700-00	Communications - Telephone	4,000	3,173.17	3,383.06	0.00	157.19	79.33%
0700-01	Communications - Modem/Fax	5,200	4,219.63	3,494.16	451.81	0.00	81.15%
0700-02	Communications - Internet/Database	3,800	1,251.43	2,058.48	0.00	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	0	0.00	0.00	0.00	0.00	
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,400	889.38	685.50	169.51	35.36	63.53%
	Total Communications	14,400	9,533.61	9,621.20	621.32	192.55	66.21%
0900-00	Food - General Fund	500	311.14	409.76	0.00	0.00	62.23%
0900-07	Food - ELLI Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	4,500	1,514.26	2,648.39	362.19	0.00	33.65%
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	5,000	1,825.40	3,058.15	362.19	0.00	36.51%

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

April 21, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 MAR 2008	FY2006-2007 MAR 2007	FY2007-2008 % REV BUD
1000-00	Household Expense	15,000	10,050.77	15,195.00	227.71	1,907.24	67.01%
1001-00	Trash	0	0.00	0.00	0.00	0.00	
	Household and Trash	15,000	10,050.77	15,195.00	227.71	1,907.24	
1100-00	Insurance - Liability	13,750	14,923.59	0.00	0.00	0.00	108.54%
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	7,500	5,743.75	6,411.07	1,300.00	0.00	76.58%
1300-01	Maintenance of Equipment - General Fund (Computer)	37,500	27,895.67	21,341.47	0.00	8,041.47	74.39%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	898.00	1,048.50	0.00	0.00	179.60%
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	45,500	34,537.42	28,801.04	1,300.00	8,041.47	75.91%
	HVAC	7,500	7,559.05	3,190.80	739.81	238.84	100.79%
	Carpet Cleaning	2,750	1,657.50	0.00	0.00	0.00	60.27%
	Groundskeeping, City of Placentia	16,000	14,388.67	10,792.26	5,351.07	1,619.74	89.93%
	Plumbing	2,500	3,395.26	422.58	0.00	0.00	135.81%
	Electrical	7,000	6,371.02	3,643.48	0.00	215.00	91.01%
	Cleaning Service	18,000	10,525.00	9,100.00	1,300.00	0.00	58.47%
	Locksmith	1,000	0.00	73.50	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Extinguishers)	8,000	2,097.79	6,276.67	424.08	0.00	26.22%
	Total Maintenance of Building & Grounds	62,750	45,994.29	33,499.29	7,814.96	2,073.58	73.30%
1400-00							
1600-00	Memberships - General Fund	4,000	5,829.95	2,701.00	345.00	415.00	145.75%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	1,000	180.00	590.00	150.00	310.00	18.00%
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	5,000	6,009.95	3,291.00	495.00	725.00	120.20%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	#DIV/0!

PLACENTIA LIBRARY DISTRICT
 EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 April 21, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 MAR 2008	FY2006-2007 MAR 2007	FY2007-2008 % REV BUD
1800-00	Library Supplies	22,000	25,650.76	10,421.24	667.55	127.01	116.59%
	Printing	14,000	23,581.12	5,887.38	1,372.82	886.89	168.44%
	[Unassigned]	0	0.00	0.00	0.00	0.00	
	Publications	1,100	849.00	74.97	0.00	29.97	77.18%
	Paper	700	632.53	0.00	0.00	0.00	90.36%
	Drinking Water Service	350	293.00	256.00	66.00	32.00	83.71%
	Other Office Supplies	20,000	16,130.30	7,336.66	2,042.64	198.47	80.65%
	Total Office Supply Expense - General Fund	58,150	67,136.71	23,976.25	4,149.01	1,274.34	115.45%
1800-07	ELLI Grant Supply Expense	0	0.00	0.00	0.00	0.00	
1803-00	Printing	2,000	1,813.24	124.99	0.00	0.00	90.66%
	Publications	2,500	213.00	308.80	0.00	0.00	8.52%
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,000	3,154.54	9,857.27	0.00	1,736.36	105.15%
	Total Adult Literacy Office Supply Expense	7,500	5,180.78	10,291.06	0.00	1,736.36	69.08%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	67,650	72,317.49	34,267.31	4,149.01	3,010.70	106.90%
1803-00	Postage Expense - General Fund	6,800	3,718.88	3,772.42	0.00	18.48	54.69%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	150.00	0.00	0.00	0.00	150.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	6,900	3,868.88	3,772.42	0.00	18.48	56.07%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 April 21, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 MAR 2008	FY2006-2007 MAR 2007	FY2007-2008 % REV BUD
	Employee Assistance Program	1,200	291.68	280.00	52.32	35.00	24.31%
	Pension Contribution & Operating Expenses	11,000	85,554.91	7,614.35	0.00	0.00	777.77%
	Anaheim Consortium Automated Library System	32,000	1,121.96	1,460.02	0.00	1,460.02	3.51%
	Library Board Consultants & Legal	10,000	10,545.00	2,660.95	0.00	0.00	105.45%
	Clipping Service	600	315.00	270.00	0.00	45.00	52.50%
	Interest Allocation & Tax Collection Charges by Orange County	10,000	4,327.97	11,716.12	0.00	0.00	43.28%
	Advertising & Marketing (Including WEB Site)	5,000	5,365.78	3,725.00	5.00	1,530.00	107.32%
	Medical Exams	2,000	2,437.00	1,552.50	462.50	0.00	121.85%
	Collection Services - Accounts Receivable	2,000	1,056.10	912.65	170.05	0.00	52.81%
	Audit & Accounting Services	10,000	8,650.00	8,320.00	0.00	0.00	86.50%
	Payroll Preparation	5,500	5,611.43	2,446.13	248.56	0.00	102.03%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	4,000	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Contract Storyteller & OCLC)	14,000	24,786.24	8,945.38	1,290.00	500.00	177.04%
1900-00	Total Specialized Services - General Fund	107,300	150,063.07	49,903.10	2,228.43	3,570.02	139.85%
1900-01	Specialized Services - Spanish Literacy	5,000	4,316.58	3,340.77	376.86	0.00	86.33%
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	14,000	15,917.22	7,155.12	957.85	1,900.00	113.69%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	9,000	396.57	162.94	231.06	0.00	4.41%
1900-18	Total Specialized Services	135,300	170,693.44	60,561.93	3,794.20	5,470.02	126.16%
1912-00	Investment Administrative fees for Orange County	3,000	639.77	2,376.55	83.04	91.57	21.33%
2000-00	Legal Notices - General Fund	1,000	489.24	517.72	0.00	0.00	48.92%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
2000-01	Total Legal Notices	1,000	489.24	517.72	0.00	0.00	48.92%

PLACENTIA LIBRARY DISTRICT
 EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 April 21, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 MAR 2008	FY2006-2007 MAR 2007	FY2007-2008 % REV BUD
2100-00	Rent/Leases-Equipment	1,800	1,220.14	974.81	0.00	307.67	67.79%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	110,300	66,410.74	66,409.94	0.00	0.00	60.21%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	54.04	3,500.44	0.00	0.00	
2400-01	Special Department Expense- Books	245,760	72,365.68	39,572.39	21,198.29	362.83	
2400-02	Special Department Expense - Video		7,786.11	15,869.65	601.00	0.00	
2400-03	Special Department Expense - Electronic		36,189.60	28,186.74	0.00	0.00	
2400-04	Special Department Expense - Periodicals		7,923.59	6,289.85	0.00	0.00	
2400-05	Special Department Expense - Audio		11,057.33	11,439.67	2,918.97	0.00	
2400-07	Special Department Expense - ELLI Grant		408.05	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	754.69	957.52	18.31	142.92	37.73%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	247,760	136,539.09	105,816.26	24,736.57	505.75	55.11%
2600-00	Transportation/Travel - Local Mileage	2,500	1,225.13	1,517.49	171.47	168.86	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	10,500	8,079.05	6,780.04	0.00	0.00	76.94%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	6,330.23	5,512.87	174.79	0.00	84.40%
2700-02	Transportation/Travel - Meetings, Board Out of Town	3,000	2,074.97	1,394.70	0.00	0.00	69.17%
2700-03	Transportation/Travel - Meetings, Board Local	1,500	3,341.80	926.71	212.00	0.00	222.79%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	167.40	552.40	14.00	0.00	
2700-09	Transportation/Travel - Meetings - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	23,500	19,993.45	15,166.72	400.79	0.00	85.08%
2801-00	Electricity	65,000	43,190.46	40,858.61	10,755.09	3,986.03	66.45%
2802-00	Gas	9,000	6,286.32	5,378.17	0.00	948.77	69.85%
2803-00	Water	6,000	4,431.57	3,873.99	389.49	277.29	73.86%
	Total Utilities	80,000	53,908.35	50,110.77	11,144.58	5,212.09	67.39%
	TOTAL SUPPLIES & SERVICES	841,110	650,468.67	435,225.32	55,300.84	27,724.98	77.33%

PLACENTIA LIBRARY DISTRICT
 EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 April 21, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 MAR 2008	FY2006-2007 MAR 2007	FY2007-2008 % REV BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	4,062.62	4,637.91	0.00	43.16	67.71%
4000-00	Equipment - General Fund	50,000	21,650.22	75,358.96	0.00	4,590.32	43.30%
4000-07	Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	5,225.88	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	50,000	26,876.10	75,358.96	0.00	4,590.32	53.75%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	50,000	26,876.10	75,358.96	0.00	4,590.32	53.75%
5200	PROVISION FOR CONTINGENCIES	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	2,382,784	1,731,015.56	1,445,874.77	170,085.17	95,061.95	72.65%
	Spanish Literacy	5,000	4,316.58	3,340.77	376.86	0.00	86.33%
	ELLI Grant Summary Object Code 07	0	408.05	0.00	0.00	0.00	
	CLC Summary Object Code 08	32,000	30,877.61	23,928.49	1,671.86	4,124.64	96.49%
	FFL Grant Summary Object Code 09	2,000	0.00	0.00	0.00	0.00	0.00%
	TOTAL LITERACY (Excluding Personnel)	39,000	35,602.24	27,269.26	2,048.72	4,124.64	91.29%

Placentia Library District
Balance Sheet
 As of April 30, 2008

	<u>Apr 30, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	14,894.56
County Exempt - Savings	15,200.44
General Fund - Checking	5,630.43
General Fund - Savings	13,300.11
Literacy Fund - Savings	14,282.70
Payroll Checking - Wells Fargo	1,515.28
Payroll Checking (CDs)	
0028205565	<u>23,624.58</u>
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>88,448.10</u>
Total Current Assets	88,448.10
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	<u>-584,086.00</u>
Total Fixed Assets	<u>1,238,956.00</u>
TOTAL ASSETS	<u><u>1,327,404.10</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	<u>1,496.00</u>
Total Other Current Liabilities	<u>116,679.00</u>
Total Current Liabilities	116,679.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	<u>144,932.12</u>
Total Long Term Liabilities	<u>292,903.74</u>
Total Liabilities	409,582.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	-47,626.35
Total Capital	68,737.80
Net Income	<u>-1,391.18</u>
Total Equity	<u>917,821.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,327,404.10</u></u>

4:02 PM
05/08/08
Accrual Basis

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

Agenda Items 15
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	<u>County Exempt Fund</u>	<u>General Fund</u>	<u>Literacy Fund</u>	<u>Payroll Fund</u>	<u>Unclassified</u>	<u>TOTAL</u>
Net Ordinary Income	11,533.57	2,414.73	671.26	-16,010.74	0.00	-1,391.18
Net Income	<u>11,533.57</u>	<u>2,414.73</u>	<u>671.26</u>	<u>-16,010.74</u>	<u>0.00</u>	<u>-1,391.18</u>

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 04/30/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,075.40
Cleared Transactions						
Checks and Payments - 70 items						
Check	3/29/2008	7894	U.S. Department of ...	X	-135.00	-135.00
Check	3/29/2008	7893	U.S. Department of ...	X	-60.00	-195.00
Check	3/29/2008	7895	U.S. Department of ...	X	-60.00	-255.00
Check	3/29/2008	7892	U.S. Department of ...	X	-20.00	-275.00
Check	3/31/2008	7899	U.S. Department of ...	X	-150.00	-425.00
Check	3/31/2008	7897	U.S. Department of ...	X	-135.00	-560.00
Check	3/31/2008	7898	U.S. Department of ...	X	-120.00	-680.00
Check	3/31/2008	7900	U.S. Department of ...	X	-75.00	-755.00
Check	4/1/2008	7903	U.S. Department of ...	X	-75.00	-830.00
Check	4/1/2008	7901	U.S. Department of ...	X	-75.00	-905.00
Check	4/1/2008	7902	U.S. Department of ...	X	-60.00	-965.00
Check	4/3/2008	7910	U.S. Department of ...	X	-180.00	-1,145.00
Check	4/3/2008	7911	U.S. Department of ...	X	-75.00	-1,220.00
Check	4/3/2008	7908	U.S. Department of ...	X	-75.00	-1,295.00
Check	4/3/2008	7909	U.S. Department of ...	X	-75.00	-1,370.00
Check	4/5/2008	7914	U.S. Department of ...	X	-240.00	-1,610.00
Check	4/5/2008	7915	U.S. Department of ...	X	-151.25	-1,761.25
Check	4/5/2008	7912	U.S. Department of ...	X	-150.00	-1,911.25
Check	4/5/2008	7917	U.S. Department of ...	X	-75.00	-1,986.25
Check	4/5/2008	7913	U.S. Department of ...	X	-75.00	-2,061.25
Check	4/5/2008	7916	U.S. Department of ...	X	-75.00	-2,136.25
Check	4/7/2008	7918	U.S. Department of ...	X	-180.00	-2,316.25
Check	4/7/2008	7922	U.S. Department of ...	X	-135.00	-2,451.25
Check	4/7/2008	7920	U.S. Department of ...	X	-75.00	-2,526.25
Check	4/7/2008	7921	U.S. Department of ...	X	-75.00	-2,601.25
Check	4/7/2008	7936	Minuteman Press	X	-64.66	-2,665.91
Check	4/7/2008	7919	Sam's Club	X	-24.06	-2,689.97
Check	4/8/2008	7925	U.S. Department of ...	X	-75.00	-2,764.97
Check	4/8/2008	7924	U.S. Department of ...	X	-75.00	-2,839.97
Check	4/8/2008	7923	U.S. Department of ...	X	-75.00	-2,914.97
Check	4/9/2008	7927	U.S. Department of ...	X	-195.00	-3,109.97
Check	4/9/2008	7926	U.S. Department of ...	X	-75.00	-3,184.97
Check	4/9/2008	7928	U.S. Department of ...	X	-60.00	-3,244.97
Check	4/10/2008	7932	ABWA	X	-280.00	-3,524.97
Check	4/10/2008	7931	U.S. Department of ...	X	-150.00	-3,674.97
Check	4/10/2008	7929	U.S. Department of ...	X	-120.00	-3,794.97
Check	4/10/2008	7934	U.S. Department of ...	X	-120.00	-3,914.97
Check	4/10/2008	7930	U.S. Department of ...	X	-75.00	-3,989.97
Check	4/10/2008	7933	U.S. Department of ...	X	-60.00	-4,049.97
Check	4/12/2008	7940	U.S. Department of ...	X	-120.00	-4,169.97
Check	4/12/2008	7941	U.S. Department of ...	X	-120.00	-4,289.97
Check	4/12/2008	7939	U.S. Department of ...	X	-120.00	-4,409.97
Check	4/12/2008	7935	U.S. Department of ...	X	-75.00	-4,484.97
Check	4/12/2008	7938	Gretchen Estes	X	-50.00	-4,534.97
Check	4/12/2008	7937	Nancy Estes	X	-50.00	-4,584.97
Check	4/14/2008	7944	U.S. Department of ...	X	-210.00	-4,794.97
Check	4/14/2008	7943	U.S. Department of ...	X	-150.00	-4,944.97
Check	4/14/2008	7942	U.S. Department of ...	X	-75.00	-5,019.97
Check	4/15/2008	7945	U.S. Department of ...	X	-180.00	-5,199.97
Check	4/15/2008	7946	U.S. Department of ...	X	-75.00	-5,274.97
Check	4/17/2008	7947	U.S. Department of ...	X	-150.00	-5,424.97
Check	4/19/2008	7949	U.S. Department of ...	X	-150.00	-5,574.97
Check	4/19/2008	7950	U.S. Department of ...	X	-120.00	-5,694.97
Check	4/19/2008	7948	U.S. Department of ...	X	-75.00	-5,769.97
Check	4/20/2008	7952	U.S. Department of ...	X	-75.00	-5,844.97
Check	4/20/2008	7951	U.S. Department of ...	X	-60.00	-5,904.97
Check	4/21/2008	7953	Sam's Club	X	-12.12	-5,917.09
Check	4/22/2008	7956	U.S. Department of ...	X	-180.00	-6,097.09
Check	4/22/2008	7955	U.S. Department of ...	X	-120.00	-6,217.09
Check	4/23/2008	7959	U.S. Department of ...	X	-180.00	-6,397.09
Check	4/23/2008	7958	U.S. Department of ...	X	-75.00	-6,472.09
Check	4/23/2008	7960	U.S. Department of ...	X	-75.00	-6,547.09
Check	4/23/2008	7961	Margo's Flowers	X	-62.50	-6,609.59
Check	4/23/2008	7957	Tall Mouse Arts & C...	X	-14.70	-6,624.29
Check	4/24/2008	7962	U.S. Department of ...	X	-75.00	-6,699.29

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 04/30/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Check	4/26/2008	7966	U.S. Department of ...	X	-195.00	-6,894.29
Check	4/26/2008	7964	U.S. Department of ...	X	-195.00	-7,089.29
Check	4/26/2008	7963	U.S. Department of ...	X	-150.00	-7,239.29
Check	4/26/2008	7965	U.S. Department of ...	X	-150.00	-7,389.29
Check	4/30/2008		Bank of the West	X	-7.50	-7,396.79
Total Checks and Payments					-7,396.79	-7,396.79
Deposits and Credits - 36 items						
Deposit	3/26/2008			X	180.00	180.00
Deposit	3/27/2008			X	150.00	330.00
Deposit	3/31/2008			X	170.00	500.00
Deposit	3/31/2008			X	270.00	770.00
Deposit	3/31/2008			X	405.00	1,175.00
Deposit	4/1/2008			X	60.00	1,235.00
Deposit	4/2/2008			X	2,490.00	3,725.00
Deposit	4/5/2008			X	330.00	4,055.00
Deposit	4/7/2008			X	180.00	4,235.00
Deposit	4/7/2008			X	315.00	4,550.00
Deposit	4/8/2008			X	150.00	4,700.00
Deposit	4/9/2008			X	270.00	4,970.00
Deposit	4/10/2008			X	75.00	5,045.00
Deposit	4/12/2008			X	255.00	5,300.00
Deposit	4/15/2008			X	120.00	5,420.00
Deposit	4/17/2008			X	315.00	5,735.00
Deposit	4/18/2008			X	1,821.25	7,556.25
Check	4/21/2008	7954	Bank of the West	X	0.00	7,556.25
Deposit	4/21/2008			X	120.00	7,676.25
Deposit	4/21/2008			X	10,000.00	17,676.25
Deposit	4/22/2008			X	35.00	17,711.25
Deposit	4/22/2008			X	75.00	17,786.25
Deposit	4/22/2008			X	120.00	17,906.25
Deposit	4/23/2008			X	35.00	17,941.25
Deposit	4/23/2008			X	255.00	18,196.25
Deposit	4/24/2008			X	75.00	18,271.25
Deposit	4/24/2008			X	85.00	18,356.25
Deposit	4/25/2008			X	75.00	18,431.25
Deposit	4/28/2008			X	300.00	18,731.25
Deposit	4/28/2008			X	1,155.00	19,886.25
Check	4/29/2008	7974	U.S. Department of ...	X	0.00	19,886.25
Check	4/29/2008	7976	U.S. Department of ...	X	0.00	19,886.25
Deposit	4/29/2008			X	10.00	19,896.25
Deposit	4/29/2008			X	185.00	20,081.25
Deposit	4/29/2008			X	240.00	20,321.25
Deposit	4/30/2008			X	575.00	20,896.25
Total Deposits and Credits					20,896.25	20,896.25
Total Cleared Transactions					13,499.46	13,499.46
Cleared Balance					13,499.46	15,574.86
Uncleared Transactions						
Checks and Payments - 8 items						
Check	4/28/2008	7967	U.S. Department of ...		-150.00	-150.00
Check	4/29/2008	7970	U.S. Department of ...		-120.00	-270.00
Check	4/29/2008	7974	U.S. Department of ...		-75.00	-345.00
Check	4/29/2008	7975	U.S. Department of ...		-75.00	-420.00
Check	4/29/2008	7972	U.S. Department of ...		-60.00	-480.00
Check	4/29/2008	7971	U.S. Department of ...		-60.00	-540.00
Check	4/30/2008	7978	U.S. Department of ...		-155.00	-695.00
Check	4/30/2008	7977	U.S. Department of ...		-75.00	-770.00
Total Checks and Payments					-770.00	-770.00

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 04/30/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 3 items						
Check	4/29/2008	7968	Game Stop			0.00
Check	4/29/2008	7969	Game Stop			0.00
Deposit	4/30/2008				75.00	75.00
Total Deposits and Credits					75.00	75.00
Total Uncleared Transactions					-695.00	-695.00
Register Balance as of 04/30/2008					12,804.46	14,879.86
New Transactions						
Checks and Payments - 18 items						
Check	5/1/2008	7981	U.S. Department of ...		-195.00	-195.00
Check	5/1/2008	7984	U.S. Department of ...		-135.00	-330.00
Check	5/1/2008	7983	U.S. Department of ...		-135.00	-465.00
Check	5/1/2008	7985	U.S. Department of ...		-75.00	-540.00
Check	5/1/2008	7980	U.S. Department of ...		-75.00	-615.00
Check	5/1/2008	7979	U.S. Department of ...		-60.00	-675.00
Check	5/3/2008	7990	U.S. Department of ...		-135.00	-810.00
Check	5/3/2008	7987	Barnes & Noble		-115.21	-925.21
Check	5/3/2008	7988	Target		-96.85	-1,022.06
Check	5/3/2008	7989	U.S. Department of ...		-60.00	-1,082.06
Check	5/5/2008	7994	U.S. Department of ...		-135.00	-1,217.06
Check	5/5/2008	7992	U.S. Postmaster, A...		-75.00	-1,292.06
Check	5/5/2008	7991	U.S. Department of ...		-75.00	-1,367.06
Check	5/5/2008	7993	U.S. Department of ...		-75.00	-1,442.06
Check	5/5/2008	7982	Stater Bros.		-36.15	-1,478.21
Check	5/6/2008	7995	U.S. Department of ...		-60.00	-1,538.21
Check	5/7/2008	7996	U.S. Department of ...		-75.00	-1,613.21
Check	5/8/2008	7997	U.S. Department of ...		-75.00	-1,688.21
Total Checks and Payments					-1,688.21	-1,688.21
Deposits and Credits - 7 items						
Deposit	5/1/2008				545.00	545.00
Check	5/3/2008	7986	Sam's Club		0.00	545.00
Check	5/5/2008	7992	U.S. Postmaster, A...		75.00	620.00
Deposit	5/5/2008				135.00	755.00
Deposit	5/5/2008				135.00	890.00
Deposit	5/6/2008				135.00	1,025.00
Deposit	5/6/2008				135.00	1,160.00
Total Deposits and Credits					1,160.00	1,160.00
Total New Transactions					-528.21	-528.21
Ending Balance					12,276.25	14,351.65

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 04/30/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,440.58
Cleared Transactions						
Checks and Payments - 1 item						
Check	4/1/2008	1584	Greg's Carpet & Up...	X	-174.96	-174.96
Total Checks and Payments					-174.96	-174.96
Deposits and Credits - 15 items						
Deposit	3/26/2008			X	35.00	35.00
Deposit	3/31/2008			X	65.00	100.00
Deposit	4/2/2008			X	140.00	240.00
Deposit	4/3/2008			X	65.00	305.00
Deposit	4/5/2008			X	69.88	374.88
Deposit	4/8/2008			X	30.00	404.88
Deposit	4/10/2008			X	35.00	439.88
Deposit	4/12/2008			X	89.94	529.82
Deposit	4/16/2008			X	35.00	564.82
Deposit	4/17/2008			X	35.00	599.82
Deposit	4/21/2008			X	35.00	634.82
Deposit	4/24/2008			X	65.00	699.82
Deposit	4/28/2008			X	30.00	729.82
Deposit	4/29/2008			X	170.00	899.82
Deposit	4/30/2008			X	9.68	909.50
Total Deposits and Credits					909.50	909.50
Total Cleared Transactions					734.54	734.54
Cleared Balance					734.54	15,175.12
Uncleared Transactions						
Deposits and Credits - 1 item						
Deposit	4/30/2008				35.00	35.00
Total Deposits and Credits					35.00	35.00
Total Uncleared Transactions					35.00	35.00
Register Balance as of 04/30/2008					769.54	15,210.12
New Transactions						
Checks and Payments - 1 item						
Check	5/3/2008	1585	Greg's Carpet & Up...		-174.96	-174.96
Total Checks and Payments					-174.96	-174.96
Deposits and Credits - 2 items						
Deposit	5/1/2008				35.00	35.00
Deposit	5/5/2008				60.00	95.00
Total Deposits and Credits					95.00	95.00
Total New Transactions					-79.96	-79.96
Ending Balance					689.58	15,130.16

*2008
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**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 04/30/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,405.46
Cleared Transactions						
Checks and Payments - 15 items						
Check	2/25/2008	5674	CALTAC	X	-228.00	-228.00
Check	3/13/2008	5683	Alicia Drozd, Health...	X	-40.00	-268.00
Check	3/13/2008	5680	Placentia Library Di...	X	-30.00	-298.00
Check	3/26/2008	5686	El Torito	X	-15.00	-313.00
Check	4/1/2008	5687	Placentia Library Di...	X	-2,490.00	-2,803.00
Check	4/1/2008	5688	Smart & Final	X	-335.29	-3,138.29
Check	4/1/2008		Bank of the West	X	-298.88	-3,437.17
Check	4/3/2008	5689	Sam's Club	X	-228.96	-3,666.13
Check	4/3/2008	5690	Ralph's	X	-155.36	-3,821.49
Check	4/3/2008	5692	Starbucks	X	-114.00	-3,935.49
Check	4/3/2008	5691	Smart & Final	X	-31.43	-3,966.92
Check	4/8/2008	5693	Fry's Electronics	X	-258.50	-4,225.42
Check	4/16/2008	5695	Placentia Library Di...	X	-1,821.25	-6,046.67
Check	4/16/2008	5694	El Torito	X	-27.08	-6,073.75
Check	4/22/2008		Bank of the West	X	-4.50	-6,078.25
Total Checks and Payments					-6,078.25	-6,078.25
Deposits and Credits - 26 items						
Deposit	3/31/2008			X	0.00	0.00
Deposit	4/1/2008			X	87.43	87.43
Deposit	4/1/2008			X	310.00	397.43
Deposit	4/2/2008			X	125.00	522.43
Deposit	4/3/2008			X	105.00	627.43
Deposit	4/4/2008			X	24.29	651.72
Deposit	4/4/2008			X	160.00	811.72
Deposit	4/7/2008			X	24.29	836.01
Deposit	4/7/2008			X	105.00	941.01
Deposit	4/7/2008			X	530.00	1,471.01
Deposit	4/8/2008			X	355.00	1,826.01
Deposit	4/9/2008			X	24.29	1,850.30
Deposit	4/9/2008			X	360.00	2,210.30
Deposit	4/10/2008			X	25.00	2,235.30
Deposit	4/11/2008			X	180.00	2,415.30
Deposit	4/12/2008			X	325.00	2,740.30
Deposit	4/14/2008			X	200.00	2,940.30
Deposit	4/15/2008			X	530.00	3,470.30
Deposit	4/16/2008			X	261.25	3,731.55
Deposit	4/17/2008			X	64.60	3,796.15
Deposit	4/17/2008			X	245.86	4,042.01
Deposit	4/18/2008			X	290.00	4,332.01
Deposit	4/21/2008			X	105.00	4,437.01
Deposit	4/23/2008			X	87.43	4,524.44
Deposit	4/29/2008			X	34.00	4,558.44
Deposit	4/30/2008			X	48.57	4,607.01
Total Deposits and Credits					4,607.01	4,607.01
Total Cleared Transactions					-1,471.24	-1,471.24
Cleared Balance					-1,471.24	5,934.22
Uncleared Transactions						
Checks and Payments - 2 items						
Check	12/27/2006	5457	Evergreen Books		-429.19	-429.19
Check	4/29/2008	5696	Sam's Club		-177.98	-607.17
Total Checks and Payments					-607.17	-607.17
Total Uncleared Transactions					-607.17	-607.17
Register Balance as of 04/30/2008					-2,078.41	5,327.05
New Transactions						
Checks and Payments - 1 item						
Check	5/2/2008	5697	MWDOC		-55.00	-55.00
Total Checks and Payments					-55.00	-55.00

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Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 04/30/2008

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Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 1 item						
Check	5/3/2008	5698	Sam's Club			0.00
Total Deposits and Credits					0.00	0.00
Total New Transactions					-55.00	-55.00
Ending Balance					-2,133.41	5,272.05

*2008
5/4/08*

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 04/30/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						35,832.51
Cleared Transactions						
Checks and Payments - 6 items						
Check	4/11/2008		Bank of the West	X	-25.00	-25.00
Check	4/11/2008		Bank of the West	X	-4.00	-29.00
Check	4/17/2008	1297	Orange County Aud...	X	-69,103.53	-69,132.53
Check	4/21/2008		Bank of the West	X	-77.00	-69,209.53
Check	4/21/2008		Bank of the West	X	-5.00	-69,214.53
Check	4/21/2008		Bank of the West	X	-4.00	-69,218.53
Total Checks and Payments					-69,218.53	-69,218.53
Deposits and Credits - 40 items						
Deposit	3/26/2008			X	632.20	632.20
Deposit	3/27/2008			X	930.00	1,562.20
Deposit	3/31/2008			X	500.40	2,062.60
Deposit	3/31/2008			X	695.95	2,758.55
Deposit	3/31/2008			X	735.00	3,493.55
Deposit	3/31/2008			X	1,093.59	4,587.14
Deposit	4/1/2008			X	639.50	5,226.64
Deposit	4/2/2008			X	659.00	5,885.64
Deposit	4/3/2008			X	348.85	6,234.49
Deposit	4/5/2008			X	94.75	6,329.24
Deposit	4/5/2008			X	186.65	6,515.89
Deposit	4/5/2008			X	595.95	7,111.84
Deposit	4/7/2008			X	965.70	8,077.54
Deposit	4/7/2008			X	1,024.30	9,101.84
Deposit	4/7/2008			X	1,550.00	10,651.84
Deposit	4/8/2008			X	712.00	11,363.84
Deposit	4/9/2008			X	699.60	12,063.44
Deposit	4/10/2008			X	799.25	12,862.69
Deposit	4/12/2008			X	89.10	12,951.79
Deposit	4/12/2008			X	694.28	13,646.07
Deposit	4/12/2008			X	1,546.77	15,192.84
Deposit	4/14/2008			X	717.70	15,910.54
Deposit	4/15/2008			X	1,074.90	16,985.44
Deposit	4/16/2008			X	961.23	17,946.67
Deposit	4/17/2008			X	17,795.51	35,742.18
Deposit	4/18/2008			X	741.25	36,483.43
Deposit	4/18/2008			X	1,276.40	37,759.83
Deposit	4/21/2008			X	342.05	38,101.88
Deposit	4/21/2008			X	605.55	38,707.43
Deposit	4/21/2008			X	1,220.00	39,927.43
Deposit	4/22/2008			X	641.80	40,569.23
Deposit	4/22/2008			X	963.90	41,533.13
Deposit	4/23/2008			X	691.25	42,224.38
Deposit	4/24/2008			X	514.50	42,738.88
Deposit	4/28/2008			X	446.75	43,185.63
Deposit	4/28/2008			X	474.35	43,659.98
Deposit	4/28/2008			X	960.00	44,619.98
Deposit	4/29/2008			X	570.65	45,190.63
Deposit	4/29/2008			X	932.70	46,123.33
Deposit	4/30/2008			X	25.09	46,148.42
Total Deposits and Credits					46,148.42	46,148.42
Total Cleared Transactions					-23,070.11	-23,070.11
Cleared Balance					-23,070.11	12,762.40
Uncleared Transactions						
Deposits and Credits - 1 item						
Deposit	4/30/2008				562.80	562.80
Total Deposits and Credits					562.80	562.80
Total Uncleared Transactions					562.80	562.80
Register Balance as of 04/30/2008					-22,507.31	13,325.20

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 04/30/2008**

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 8 Items						
Deposit	5/1/2008				563.05	563.05
Deposit	5/5/2008				557.65	1,120.70
Deposit	5/5/2008				724.60	1,845.30
Deposit	5/5/2008				746.20	2,591.50
Deposit	5/6/2008				585.40	3,176.90
Deposit	5/6/2008				668.44	3,845.34
Deposit	5/7/2008				644.55	4,489.89
Deposit	5/8/2008				672.15	5,162.04
Total Deposits and Credits					<u>5,162.04</u>	<u>5,162.04</u>
Total New Transactions					<u>5,162.04</u>	<u>5,162.04</u>
Ending Balance					<u><u>-17,345.27</u></u>	<u><u>18,487.24</u></u>

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Placentia Library District Reconciliation Detail

Literacy Fund - Savings, Period Ending 04/30/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,282.70
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	4/30/2008			X	9.37	9.37
Total Deposits and Credits					9.37	9.37
Total Cleared Transactions					9.37	9.37
Cleared Balance					9.37	14,292.07
Register Balance as of 04/30/2008					9.37	14,292.07
Ending Balance					9.37	14,292.07

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Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 04/30/2008

Type	Date	Num	Name	Clr	Amount	Balance
						68,094.96
Beginning Balance						
Cleared Transactions						
Checks and Payments - 86 items						
Check	2/6/2008	8579	Kayla Kawile	X	-125.60	-125.60
Check	2/6/2008	8591	Luz Lizaola	X	-104.69	-230.29
Check	2/20/2008	8612	Kayla Kawile	X	-147.76	-378.05
Check	3/4/2008	8677	Tax Deferred Servic...	X	-2,305.21	-2,683.26
Check	3/5/2008	8676	Nationwide Retirem...	X	-1,153.45	-3,836.71
Check	3/5/2008	8674	Orange County Aud...	X	-471.41	-4,308.12
Check	3/5/2008	8670	Evelyn Soqui	X	-204.11	-4,512.23
Check	3/5/2008	8660	Raquel Galarza	X	-107.02	-4,619.25
Check	3/5/2008	8647	Kayla Kawile	X	-96.04	-4,715.29
Check	3/5/2008	8653	Andra Schaefer	X	-72.09	-4,787.38
Check	3/5/2008	8675	Placentia Library Di...	X	-19.94	-4,807.32
Check	3/19/2008	8703	Christina Perez	X	-475.85	-5,283.17
Check	3/19/2008	8680	Larry Cummings	X	-331.76	-5,614.93
Check	3/19/2008	8700	Melissa Lara	X	-278.04	-5,892.97
Check	3/19/2008	8690	Andra Schaefer	X	-192.23	-6,085.20
Check	3/19/2008	8696	Denisse Curiel	X	-190.18	-6,275.38
Check	3/19/2008	8701	Melissa Manzanarez	X	-150.62	-6,426.00
Check	3/19/2008	8684	Kayla Kawile	X	-147.76	-6,573.76
Check	3/19/2008	8698	Danielle Koliboski	X	-96.80	-6,670.56
Check	3/25/2008	8715	Tax Deferred Servic...	X	-2,368.49	-9,039.05
Check	3/25/2008	8714	Nationwide Retirem...	X	-1,153.45	-10,192.50
Check	3/25/2008	8711	Orange County Aud...	X	-471.41	-10,663.91
Check	3/25/2008	8713	Prepaid Legal Servi...	X	-147.50	-10,811.41
Check	3/25/2008	8712	Placentia Library Di...	X	-19.94	-10,831.35
Check	4/2/2008		Paychex	X	-27,009.25	-37,840.60
Check	4/2/2008		Paychex	X	-12,364.40	-50,205.00
Check	4/2/2008	8744	Tax Deferred Servic...	X	-1,954.15	-52,159.15
Check	4/2/2008	8716	Gary Bell	X	-1,588.01	-53,747.16
Check	4/2/2008	8743	Nationwide Retirem...	X	-1,153.45	-54,900.61
Check	4/2/2008	8726	Beatrice V. Quintanar	X	-991.06	-55,891.67
Check	4/2/2008	8719	Diane Cunningham	X	-913.54	-56,805.21
Check	4/2/2008	8720	David Ferrari	X	-855.96	-57,661.17
Check	4/2/2008	8727	Hilda Rivera	X	-755.00	-58,416.17
Check	4/2/2008	8721	Alexander Hernandez	X	-594.52	-59,010.69
Check	4/2/2008	8741	Orange County Aud...	X	-471.41	-59,482.10
Check	4/2/2008	8739	Sothavy Ton	X	-344.62	-59,826.72
Check	4/2/2008	8718	Larry Cummings	X	-327.66	-60,154.38
Check	4/2/2008	8730	Wendy Sun	X	-315.83	-60,470.21
Check	4/2/2008	8738	Thomas Sheridan	X	-313.90	-60,784.11
Check	4/2/2008	8717	Dorothy J. Cummings	X	-297.95	-61,082.06
Check	4/2/2008	8735	Patricia Narez	X	-278.49	-61,360.55
Check	4/2/2008	8736	Christina Perez	X	-277.66	-61,638.21
Check	4/2/2008	8733	Josephine Labib	X	-265.92	-61,904.13
Check	4/2/2008	8732	Denisse Curiel	X	-190.18	-62,094.31
Check	4/2/2008	8732	Denisse Curiel	X	-147.76	-62,242.07
Check	4/2/2008	8725	Joe Queriapa	X	-123.87	-62,365.94
Check	4/2/2008	8734	Melissa Manzanarez	X	-117.71	-62,483.65
Check	4/2/2008	8737	Araceli Ramirez	X	-96.80	-62,580.45
Check	4/2/2008	8745a	Natalie Ponce	X	-95.10	-62,675.55
Check	4/2/2008	8731	Anna Cox	X	-80.16	-62,755.71
Check	4/2/2008	8724	Noreth Men	X	-67.92	-62,823.63
Check	4/2/2008	8740	Joseph Von Regius	X	-64.54	-62,888.17
Check	4/2/2008	8722	Gabriel Hernandez	X	-23.27	-62,911.44
Check	4/2/2008	8728	Kelleny Rivera	X	-19.94	-62,931.38
Check	4/2/2008	8742	Placentia Library Di...	X	-113.95	-63,045.33
Check	4/9/2008	8746a	Kelleny Rivera	X	-651.49	-63,696.82
Check	4/10/2008	8747a	Alexander Hernandez	X	-25,025.50	-88,722.32
Check	4/16/2008		Paychex	X	-12,159.17	-100,881.49
Check	4/16/2008		Paychex	X	-2,379.67	-103,261.16
Check	4/16/2008	8779	Tax Deferred Servic...	X	-1,588.01	-104,849.17
Check	4/16/2008	8745b	Gary Bell	X	-1,513.10	-106,362.27
Check	4/16/2008	8749	Wendy G. Goodson	X	-1,153.45	-107,515.72
Check	4/16/2008	8778	Nationwide Retirem...	X	-991.06	-108,506.78
Check	4/16/2008	8754	Beatrice V. Quintanar	X	-855.96	-109,362.74
Check	4/16/2008	8748	David Ferrari	X	-755.00	-110,117.74
Check	4/16/2008	8755	Hilda Rivera	X		

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 04/30/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Check	4/16/2008	8759	Clarice Cooper	X	-485.88	-110,603.62
Check	4/16/2008	8775	Orange County Aud...	X	-471.41	-111,075.03
Check	4/16/2008	8768	Christina Perez	X	-402.44	-111,477.47
Check	4/16/2008	8772	Evelyn Soqui	X	-369.16	-111,846.63
Check	4/16/2008	8765	Luz Lizaola	X	-341.73	-112,188.36
Check	4/16/2008	8746b	Larry Cummings	X	-327.66	-112,516.02
Check	4/16/2008	8757	Wendy Sun	X	-315.83	-112,831.85
Check	4/16/2008	8747b	Diane Cunningham	X	-291.87	-113,123.72
Check	4/16/2008	8764	Josephine Labib	X	-290.16	-113,413.88
Check	4/16/2008	8770	Araceli Ramirez	X	-252.67	-113,666.55
Check	4/16/2008	8767	Patricia Narez	X	-196.99	-113,863.54
Check	4/16/2008	8773	Sothavy Ton	X	-179.97	-114,043.51
Check	4/16/2008	8760	Anna Cox	X	-163.02	-114,206.53
Check	4/16/2008	8774	Joseph Von Regius	X	-142.64	-114,349.17
Check	4/16/2008	8761	Denisse Curiel	X	-122.26	-114,471.43
Check	4/16/2008	8758	Tiffany Armstrong	X	-108.67	-114,580.10
Check	4/16/2008	8766	Melissa Manzanarez	X	-103.80	-114,683.90
Check	4/16/2008	8753	Joe Queriapa	X	-97.89	-114,781.79
Check	4/16/2008	8752	Noreth Men	X	-80.16	-114,861.95
Check	4/16/2008	8750	Gabriel Hernandez	X	-64.54	-114,926.49
Check	4/16/2008	8763	Danielle Koliboski	X	-32.26	-114,958.75
Total Checks and Payments					-114,958.75	-114,958.75
Deposits and Credits - 2 items						
Deposit	4/9/2008			X	52,472.00	52,472.00
Deposit	4/23/2008			X	52,472.00	104,944.00
Total Deposits and Credits					104,944.00	104,944.00
Total Cleared Transactions					-10,014.75	-10,014.75
Cleared Balance					-10,014.75	58,080.21
Uncleared Transactions						
Checks and Payments - 47 items						
Check	12/26/2007	8510	Amanda Evans		-386.52	-386.52
Check	2/6/2008	8594	Buckner Nesheim		-467.21	-853.73
Check	4/2/2008	8729	Andra Schaefer		-156.19	-1,009.92
Check	4/2/2008	8723	Kayla Kawile		-147.76	-1,157.68
Check	4/16/2008	8769	Loan Quang		-502.50	-1,660.18
Check	4/16/2008	8771	Thomas Sheridan		-210.46	-1,870.64
Check	4/16/2008	8756	Andra Schaefer		-210.26	-2,080.90
Check	4/16/2008	8777	Prepaid Legal Servi...		-147.50	-2,228.40
Check	4/16/2008	8762	Raquel Galarza		-142.68	-2,371.08
Check	4/16/2008	8751	Kayla Kawile		-73.88	-2,444.96
Check	4/16/2008	8776	Placentia Library Di...		-19.94	-2,464.90
Check	4/30/2008		Paychex		-27,017.42	-29,482.32
Check	4/30/2008		Paychex		-12,410.91	-41,893.23
Check	4/30/2008	8813	Tax Deferred Servic...		-2,366.05	-44,259.28
Check	4/30/2008	8780	Gary Bell		-1,588.01	-45,847.29
Check	4/30/2008	8812	Nationwide Retirem...		-1,153.45	-47,000.74
Check	4/30/2008	8783	David Ferrari		-1,036.44	-48,037.18
Check	4/30/2008	8788	Beatrice V. Quintanar		-991.06	-49,028.24
Check	4/30/2008	8784	Alexander Hernandez		-911.81	-49,940.05
Check	4/30/2008	8789	Hilda Rivera		-755.00	-50,695.05
Check	4/30/2008	8782	Diane Cunningham		-606.02	-51,301.07
Check	4/30/2008	8794	Clarice Cooper		-485.88	-51,786.95
Check	4/30/2008	8801	Luz Lizaola		-405.02	-52,191.97
Check	4/30/2008	8810	Natalia Wingert		-384.57	-52,576.54
Check	4/30/2008	8806	Thomas Sheridan		-331.73	-52,908.27
Check	4/30/2008	8791	Wendy Sun		-315.83	-53,224.10
Check	4/30/2008	8805	Araceli Ramirez		-309.93	-53,534.03
Check	4/30/2008	8781	Larry Cummings		-262.12	-53,796.15
Check	4/30/2008	8807	Evelyn Soqui		-257.60	-54,053.75
Check	4/30/2008	8787	Joe Queriapa		-232.23	-54,285.98
Check	4/30/2008	8800	Melissa Lara		-229.59	-54,515.57
Check	4/30/2008	8802	Melissa Manzanarez		-210.80	-54,726.37
Check	4/30/2008	8808	Sothavy Ton		-209.96	-54,936.33
Check	4/30/2008	8803	Christina Perez		-184.05	-55,120.38

Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 04/30/2008

Type	Date	Num	Name	Clr	Amount	Balance
					-183.40	-55,303.78
Check	4/30/2008	8799	Josephine Labib		-163.02	-55,466.80
Check	4/30/2008	8796	Denisse Curiel		-163.02	-55,629.82
Check	4/30/2008	8795	Anna Cox		-147.18	-55,777.00
Check	4/30/2008	8790	Andra Schaefer		-130.86	-55,907.86
Check	4/30/2008	8785	Kayla Kawile		-129.06	-56,036.92
Check	4/30/2008	8798	Danielle Koliboski		-115.48	-56,152.40
Check	4/30/2008	8793	Tiffany Armstrong		-108.67	-56,261.07
Check	4/30/2008	8797	Rosa De Alba		-108.67	-56,369.74
Check	4/30/2008	8809	Joseph Von Regius		-80.16	-56,449.90
Check	4/30/2008	8786	Noreth Men		-54.34	-56,504.24
Check	4/30/2008	8792	Robert Almanza		-40.75	-56,544.99
Check	4/30/2008	8804	Marlene Perez		-19.94	-56,564.93
Check	4/30/2008	8811	Placentia Library Di...			
Total Checks and Payments					-56,564.93	-56,564.93
Total Uncleared Transactions					-56,564.93	-56,564.93
Register Balance as of 04/30/2008					-66,579.68	1,515.28
New Transactions						
Deposits and Credits - 2 Items						
Deposit	5/7/2008				52,472.00	52,472.00
Deposit	5/21/2008				52,472.00	104,944.00
Total Deposits and Credits					104,944.00	104,944.00
Total New Transactions					104,944.00	104,944.00
Ending Balance					38,364.32	106,459.28

2008/5/8/α

**Placentia Library District
 Balance Sheet
 As of March 31, 2008**

	<u>Mar 31, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	2,495.40
County Exempt - Savings	14,540.58
General Fund - Checking	6,663.27
General Fund - Savings	40,419.65
Literacy Fund - Savings	14,282.70
Payroll Checking - Wells Fargo	56,409.88
Payroll Checking (CDs) 0028205565	<u>23,624.58</u>
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>158,436.06</u>
Total Current Assets	158,436.06
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	<u>-584,086.00</u>
Total Fixed Assets	<u>1,238,956.00</u>
TOTAL ASSETS	<u><u>1,397,392.06</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	<u>1,496.00</u>
Total Other Current Liabilities	<u>116,679.00</u>
Total Current Liabilities	116,679.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	<u>144,932.12</u>
Total Long Term Liabilities	<u>292,903.74</u>
Total Liabilities	409,582.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	-47,626.35
Total Capital	68,737.80
Net Income	<u>68,596.78</u>
Total Equity	<u>987,809.32</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,397,392.06</u></u>

Placentia Library District
Profit & Loss by Class

July 2007 through March 2008

Table with 7 columns: Category, County Exempt Fund, General Fund, Literacy Fund, Payroll Fund, Unclassified, TOTAL. Rows include Ordinary Income/Expense, Income (COE Directors Fund, COE Friends, etc.), Expense (COE Bank fees, COE Child'n's Strytime, etc.), and Net Ordinary Income.

2:37 PM
04/17/08
Accrual Basis

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

Agenda Items 15
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	<u>County Exempt Fund</u>	<u>General Fund</u>	<u>Literacy Fund</u>	<u>Payroll Fund</u>	<u>Unclassified</u>	<u>TOTAL</u>
Net Income	<u>-1,780.45</u>	<u>30,822.11</u>	<u>671.26</u>	<u>38,883.86</u>	<u>0.00</u>	<u>68,596.78</u>

Placentia Library District
Reconciliation Detail
 County Exempt - Checking, Period Ending 03/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,361.60
Cleared Transactions						
Checks and Payments - 66 items						
Check	2/28/2008	7829	Dreamshapers	X	-550.00	-550.00
Check	2/28/2008	7830	U.S. Department of ...	X	-240.00	-790.00
Check	3/1/2008	7832	U.S. Department of ...	X	-120.00	-910.00
Check	3/1/2008	7833	U.S. Department of ...	X	-75.00	-985.00
Check	3/1/2008	7831	U.S. Department of ...	X	-60.00	-1,045.00
Check	3/3/2008	7834	U.S. Department of ...	X	-135.00	-1,180.00
Check	3/4/2008		Bank of the West	X	-235.00	-1,415.00
Check	3/5/2008	7835	U.S. Department of ...	X	-135.00	-1,550.00
Check	3/5/2008	7837	U.S. Department of ...	X	-75.00	-1,625.00
Check	3/5/2008	7836	U.S. Department of ...	X	-75.00	-1,700.00
Check	3/6/2008	7840	U.S. Department of ...	X	-150.00	-1,850.00
Check	3/6/2008	7838	U.S. Department of ...	X	-75.00	-1,925.00
Check	3/6/2008	7841	U.S. Department of ...	X	-75.00	-2,000.00
Check	3/6/2008	7842	U.S. Department of ...	X	-75.00	-2,075.00
Check	3/6/2008	7839	U.S. Department of ...	X	-60.00	-2,135.00
Check	3/8/2008	7844	U.S. Department of ...	X	-150.00	-2,285.00
Check	3/8/2008	7843	U.S. Department of ...	X	-120.00	-2,405.00
Check	3/8/2008	7845	U.S. Department of ...	X	-75.00	-2,480.00
Check	3/8/2008	7847	U.S. Department of ...	X	-70.00	-2,550.00
Check	3/8/2008	7846	U.S. Department of ...	X	-60.00	-2,610.00
Check	3/10/2008	7848	U.S. Department of ...	X	-180.00	-2,790.00
Check	3/11/2008	7853	U.S. Department of ...	X	-150.00	-2,940.00
Check	3/11/2008	7851	U.S. Department of ...	X	-135.00	-3,075.00
Check	3/11/2008	7852	U.S. Department of ...	X	-120.00	-3,195.00
Check	3/11/2008	7850	U.S. Department of ...	X	-95.00	-3,290.00
Check	3/11/2008	7849	U.S. Department of ...	X	-95.00	-3,385.00
Check	3/11/2008	7854	U.S. Department of ...	X	-60.00	-3,445.00
Check	3/12/2008	7855	U.S. Department of ...	X	-135.00	-3,580.00
Check	3/12/2008	7856	U.S. Department of ...	X	-60.00	-3,640.00
Check	3/13/2008	7858	U.S. Department of ...	X	-135.00	-3,775.00
Check	3/13/2008	7857	U.S. Department of ...	X	-75.00	-3,850.00
Check	3/15/2008	7859	U.S. Department of ...	X	-75.00	-3,925.00
Check	3/17/2008	7860	U.S. Department of ...	X	-75.00	-4,000.00
Check	3/18/2008	7861	U.S. Department of ...	X	-135.00	-4,135.00
Check	3/18/2008	7863	U.S. Department of ...	X	-95.00	-4,230.00
Check	3/18/2008	7864	U.S. Department of ...	X	-75.00	-4,305.00
Check	3/18/2008	7862	U.S. Department of ...	X	-60.00	-4,365.00
Check	3/18/2008	7865	U.S. Department of ...	X	-60.00	-4,425.00
Check	3/19/2008	7867	U.S. Department of ...	X	-75.00	-4,500.00
Check	3/19/2008	7868	U.S. Department of ...	X	-75.00	-4,575.00
Check	3/19/2008	7869	U.S. Department of ...	X	-75.00	-4,650.00
Check	3/19/2008	7866	U.S. Department of ...	X	-60.00	-4,710.00
Check	3/20/2008	7870	U.S. Department of ...	X	-225.00	-4,935.00
Check	3/20/2008	7872	U.S. Department of ...	X	-95.00	-5,030.00
Check	3/20/2008	7871	U.S. Department of ...	X	-75.00	-5,105.00
Check	3/22/2008	7876	U.S. Department of ...	X	-210.00	-5,315.00
Check	3/22/2008	7874	U.S. Department of ...	X	-135.00	-5,450.00
Check	3/22/2008	7875	U.S. Department of ...	X	-75.00	-5,525.00
Check	3/22/2008	7877	U.S. Department of ...	X	-60.00	-5,585.00
Check	3/24/2008	7878	U.S. Department of ...	X	-75.00	-5,660.00
Check	3/24/2008	7873	Sam's Club	X	-33.30	-5,693.30
Check	3/25/2008	7880	U.S. Department of ...	X	-95.00	-5,788.30
Check	3/25/2008	7879	U.S. Department of ...	X	-75.00	-5,863.30
Check	3/25/2008	7881	U.S. Department of ...	X	-75.00	-5,938.30
Check	3/25/2008	7882	U.S. Department of ...	X	-75.00	-6,013.30
Check	3/26/2008	7883	U.S. Department of ...	X	-75.00	-6,088.30
Check	3/27/2008	7887	U.S. Department of ...	X	-150.00	-6,238.30
Check	3/27/2008	7889	U.S. Department of ...	X	-120.00	-6,358.30
Check	3/27/2008	7884	U.S. Department of ...	X	-120.00	-6,478.30
Check	3/27/2008	7885	U.S. Department of ...	X	-75.00	-6,553.30
Check	3/27/2008	7890	U.S. Department of ...	X	-75.00	-6,628.30
Check	3/27/2008	7888	U.S. Department of ...	X	-75.00	-6,703.30
Check	3/27/2008	7886	U.S. Department of ...	X	-75.00	-6,778.30
Check	3/29/2008	7891	U.S. Department of ...	X	-150.00	-6,928.30

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 03/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Check	3/29/2008	7896	U.S. Department of ...	X	-60.00	-6,988.30
Check	3/31/2008			X	-11.00	-6,999.30
Total Checks and Payments					-6,999.30	-6,999.30
Deposits and Credits - 22 items						
Deposit	2/27/2008			X	180.00	180.00
Check	2/29/2008		Bank of the West	X	0.00	180.00
Deposit	3/3/2008			X	240.00	420.00
Deposit	3/4/2008			X	135.00	555.00
Deposit	3/6/2008			X	345.00	900.00
Deposit	3/10/2008			X	75.00	975.00
Deposit	3/10/2008			X	255.00	1,230.00
Deposit	3/11/2008			X	180.00	1,410.00
Deposit	3/11/2008			X	465.00	1,875.00
Deposit	3/12/2008			X	220.00	2,095.00
Deposit	3/13/2008			X	75.00	2,170.00
Deposit	3/14/2008			X	1,820.00	3,990.00
Deposit	3/17/2008			X	75.00	4,065.00
Deposit	3/18/2008			X	75.00	4,140.00
Deposit	3/18/2008			X	75.00	4,215.00
Deposit	3/20/2008			X	60.00	4,275.00
Deposit	3/20/2008			X	303.10	4,578.10
Deposit	3/24/2008			X	135.00	4,713.10
Check	4/3/2008	7906	Smart & Final	X	0.00	4,713.10
Check	4/3/2008	7904	Sam's Club	X	0.00	4,713.10
Check	4/3/2008	7905	Ralph's	X	0.00	4,713.10
Check	4/3/2008	7907	Starbucks	X	0.00	4,713.10
Total Deposits and Credits					4,713.10	4,713.10
Total Cleared Transactions					-2,286.20	-2,286.20
Cleared Balance					-2,286.20	2,075.40
Uncleared Transactions						
Checks and Payments - 8 items						
Check	3/29/2008	7894	U.S. Department of ...		-135.00	-135.00
Check	3/29/2008	7893	U.S. Department of ...		-60.00	-195.00
Check	3/29/2008	7895	U.S. Department of ...		-60.00	-255.00
Check	3/29/2008	7892	U.S. Department of ...		-20.00	-275.00
Check	3/31/2008	7899	U.S. Department of ...		-150.00	-425.00
Check	3/31/2008	7897	U.S. Department of ...		-135.00	-560.00
Check	3/31/2008	7898	U.S. Department of ...		-120.00	-680.00
Check	3/31/2008	7900	U.S. Department of ...		-75.00	-755.00
Total Checks and Payments					-755.00	-755.00
Deposits and Credits - 5 items						
Deposit	3/26/2008				180.00	180.00
Deposit	3/27/2008				150.00	330.00
Deposit	3/31/2008				170.00	500.00
Deposit	3/31/2008				270.00	770.00
Deposit	3/31/2008				405.00	1,175.00
Total Deposits and Credits					1,175.00	1,175.00
Total Uncleared Transactions					420.00	420.00
Register Balance as of 03/31/2008					-1,866.20	2,495.40

Placentia Library District Reconciliation Detail County Exempt - Checking, Period Ending 03/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 42 items						
Check	4/1/2008	7903	U.S. Department of ...		-75.00	-75.00
Check	4/1/2008	7901	U.S. Department of ...		-75.00	-150.00
Check	4/1/2008	7902	U.S. Department of ...		-60.00	-210.00
Check	4/3/2008	7910	U.S. Department of ...		-180.00	-390.00
Check	4/3/2008	7911	U.S. Department of ...		-75.00	-465.00
Check	4/3/2008	7908	U.S. Department of ...		-75.00	-540.00
Check	4/3/2008	7909	U.S. Department of ...		-75.00	-615.00
Check	4/5/2008	7914	U.S. Department of ...		-240.00	-855.00
Check	4/5/2008	7915	U.S. Department of ...		-151.25	-1,006.25
Check	4/5/2008	7912	U.S. Department of ...		-150.00	-1,156.25
Check	4/5/2008	7916	U.S. Department of ...		-75.00	-1,231.25
Check	4/5/2008	7917	U.S. Department of ...		-75.00	-1,306.25
Check	4/5/2008	7913	U.S. Department of ...		-75.00	-1,381.25
Check	4/7/2008	7918	U.S. Department of ...		-180.00	-1,561.25
Check	4/7/2008	7922	U.S. Department of ...		-135.00	-1,696.25
Check	4/7/2008	7920	U.S. Department of ...		-75.00	-1,771.25
Check	4/7/2008		U.S. Department of ...		-75.00	-1,846.25
Check	4/7/2008	7936	Minuteman Press		-64.66	-1,910.91
Check	4/7/2008	7919	Sam's Club		-24.06	-1,934.97
Check	4/8/2008	7923	U.S. Department of ...		-75.00	-2,009.97
Check	4/8/2008	7924	U.S. Department of ...		-75.00	-2,084.97
Check	4/8/2008	7925	U.S. Department of ...		-75.00	-2,159.97
Check	4/9/2008	7927	U.S. Department of ...		-195.00	-2,354.97
Check	4/9/2008	7926	U.S. Department of ...		-75.00	-2,429.97
Check	4/9/2008	7928	U.S. Department of ...		-60.00	-2,489.97
Check	4/10/2008	7932	ABWA		-280.00	-2,769.97
Check	4/10/2008	7931	U.S. Department of ...		-150.00	-2,919.97
Check	4/10/2008	7929	U.S. Department of ...		-120.00	-3,039.97
Check	4/10/2008	7934	U.S. Department of ...		-120.00	-3,159.97
Check	4/10/2008	7930	U.S. Department of ...		-75.00	-3,234.97
Check	4/10/2008	7933	U.S. Department of ...		-60.00	-3,294.97
Check	4/12/2008	7940	U.S. Department of ...		-120.00	-3,414.97
Check	4/12/2008	7941	U.S. Department of ...		-120.00	-3,534.97
Check	4/12/2008	7939	U.S. Department of ...		-120.00	-3,654.97
Check	4/12/2008	7935	U.S. Department of ...		-75.00	-3,729.97
Check	4/12/2008	7937	Nancy Estes		-50.00	-3,779.97
Check	4/12/2008	7938	Gretchen Estes		-50.00	-3,829.97
Check	4/14/2008	7944	U.S. Department of ...		-210.00	-4,039.97
Check	4/14/2008	7943	U.S. Department of ...		-150.00	-4,189.97
Check	4/14/2008	7942	U.S. Department of ...		-75.00	-4,264.97
Check	4/15/2008	7945	U.S. Department of ...		-180.00	-4,444.97
Check	4/15/2008	7946	U.S. Department of ...		-75.00	-4,519.97
Total Checks and Payments					-4,519.97	-4,519.97
Deposits and Credits - 10 items						
Deposit	4/1/2008				60.00	60.00
Deposit	4/2/2008				2,490.00	2,550.00
Deposit	4/5/2008				330.00	2,880.00
Deposit	4/7/2008				180.00	3,060.00
Deposit	4/7/2008				315.00	3,375.00
Deposit	4/8/2008				150.00	3,525.00
Deposit	4/9/2008				270.00	3,795.00
Deposit	4/10/2008				75.00	3,870.00
Deposit	4/12/2008				255.00	4,125.00
Deposit	4/15/2008				120.00	4,245.00
Total Deposits and Credits					4,245.00	4,245.00
Total New Transactions					-274.97	-274.97
Ending Balance					-2,141.17	2,220.43

Edmunds
4/16/2008

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 03/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,135.89
Cleared Transactions						
Checks and Payments - 1 item						
Check	3/13/2008	1583	Greg's Carpet & Up...	X	-174.96	-174.96
Total Checks and Payments					-174.96	-174.96
Deposits and Credits - 10 items						
Deposit	2/27/2008			X	30.00	30.00
Deposit	2/28/2008			X	35.00	65.00
Deposit	3/6/2008			X	35.00	100.00
Deposit	3/12/2008			X	30.00	130.00
Deposit	3/13/2008			X	35.00	165.00
Deposit	3/18/2008			X	65.00	230.00
Deposit	3/20/2008			X	35.00	265.00
Deposit	3/24/2008			X	30.00	295.00
Deposit	3/24/2008			X	175.00	470.00
Deposit	3/31/2008			X	9.65	479.65
Total Deposits and Credits					479.65	479.65
Total Cleared Transactions					304.69	304.69
Cleared Balance					304.69	14,440.58
Uncleared Transactions						
Deposits and Credits - 2 items						
Deposit	3/26/2008				35.00	35.00
Deposit	3/31/2008				65.00	100.00
Total Deposits and Credits					100.00	100.00
Total Uncleared Transactions					100.00	100.00
Register Balance as of 03/31/2008					404.69	14,540.58
New Transactions						
Checks and Payments - 1 item						
Check	4/1/2008	1584	Greg's Carpet & Up...		-174.96	-174.96
Total Checks and Payments					-174.96	-174.96
Deposits and Credits - 7 items						
Deposit	4/2/2008				140.00	140.00
Deposit	4/3/2008				65.00	205.00
Deposit	4/5/2008				69.88	274.88
Deposit	4/8/2008				30.00	304.88
Deposit	4/10/2008				35.00	339.88
Deposit	4/12/2008				89.94	429.82
Deposit	4/16/2008				35.00	464.82
Total Deposits and Credits					464.82	464.82
Total New Transactions					289.86	289.86
Ending Balance					<u>694.55</u>	<u>14,830.44</u>

EDM
3/16/2008

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 03/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,837.60
Cleared Transactions						
Checks and Payments - 10 items						
Check	1/30/2008	5668	ISDOC	X	-12.00	-12.00
Check	3/3/2008		Bank of the West	X	-322.22	-334.22
Check	3/12/2008	5677	Sam's Club	X	-244.14	-578.36
Check	3/12/2008	5678	El Torito	X	-40.00	-618.36
Check	3/13/2008	5681	Placentia Library G...	X	-4,104.61	-4,722.97
Check	3/13/2008	5679	Placentia Library Di...	X	-1,820.00	-6,542.97
Check	3/13/2008	5682	City of Costa Mesa	X	-65.00	-6,607.97
Check	3/19/2008	5684	El Torito	X	-25.29	-6,633.26
Check	3/20/2008	5685	Fry's Electronics	X	-324.76	-6,958.02
Check	3/21/2008		Bank of the West	X	-4.50	-6,962.52
Total Checks and Payments					-6,962.52	-6,962.52
Deposits and Credits - 33 items						
Deposit	3/3/2008			X	150.00	150.00
Deposit	3/3/2008			X	211.25	361.25
Deposit	3/4/2008			X	85.00	446.25
Deposit	3/4/2008			X	111.72	557.97
Deposit	3/5/2008			X	35.00	592.97
Deposit	3/6/2008			X	545.00	1,137.97
Deposit	3/7/2008			X	100.00	1,237.97
Deposit	3/10/2008			X	24.29	1,262.26
Deposit	3/10/2008			X	718.40	1,980.66
Deposit	3/11/2008			X	70.00	2,050.66
Deposit	3/12/2008			X	34.00	2,084.66
Deposit	3/12/2008			X	75.00	2,159.66
Deposit	3/13/2008			X	205.00	2,364.66
Deposit	3/13/2008			X	909.00	3,273.66
Deposit	3/14/2008			X	266.25	3,539.91
Deposit	3/17/2008			X	260.00	3,799.91
Deposit	3/18/2008			X	97.15	3,897.06
Deposit	3/18/2008			X	391.00	4,288.06
Deposit	3/19/2008			X	375.00	4,663.06
Deposit	3/20/2008			X	460.00	5,123.06
Deposit	3/21/2008			X	185.00	5,308.06
Deposit	3/24/2008			X	745.00	6,053.06
Deposit	3/25/2008			X	68.00	6,121.06
Deposit	3/25/2008			X	174.87	6,295.93
Deposit	3/25/2008			X	505.00	6,800.93
Deposit	3/26/2008			X	85.00	6,885.93
Deposit	3/27/2008			X	240.00	7,125.93
Deposit	3/28/2008			X	116.58	7,242.51
Deposit	3/28/2008			X	370.00	7,612.51
Deposit	3/31/2008			X	121.43	7,733.94
Deposit	3/31/2008			X	121.44	7,855.38
Deposit	3/31/2008			X	255.00	8,110.38
Deposit	3/31/2008			X	420.00	8,530.38
Total Deposits and Credits					8,530.38	8,530.38
Total Cleared Transactions					1,567.86	1,567.86
Cleared Balance					1,567.86	7,405.46
Uncleared Transactions						
Checks and Payments - 5 items						
Check	12/27/2006	5457	Evergreen Books		-429.19	-429.19
Check	2/25/2008	5674	CALTAC		-228.00	-657.19
Check	3/13/2008	5683	Alicia Drozd, Health...		-40.00	-697.19
Check	3/13/2008	5680	Placentia Library Di...		-30.00	-727.19
Check	3/26/2008	5686	El Torito		-15.00	-742.19
Total Checks and Payments					-742.19	-742.19

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 03/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 1 item						
Deposit	3/31/2008				121.44	121.44
Total Deposits and Credits					121.44	121.44
Total Uncleared Transactions					-620.75	-620.75
Register Balance as of 03/31/2008					947.11	6,784.71
New Transactions						
Checks and Payments - 7 items						
Check	4/1/2008	5687	Placentia Library Di...		-2,490.00	-2,490.00
Check	4/1/2008	5688	Smart & Final		-335.29	-2,825.29
Check	4/3/2008	5689	Sam's Club		-228.96	-3,054.25
Check	4/3/2008	5690	Ralph's		-155.36	-3,209.61
Check	4/3/2008	5692	Starbucks		-114.00	-3,323.61
Check	4/3/2008	5691	Smart & Final		-31.43	-3,355.04
Check	4/8/2008	5693	Fry's Electronics		-258.50	-3,613.54
Total Checks and Payments					-3,613.54	-3,613.54
Deposits and Credits - 19 items						
Deposit	4/1/2008				87.43	87.43
Deposit	4/1/2008				87.43	174.86
Deposit	4/1/2008				310.00	484.86
Deposit	4/1/2008				310.00	794.86
Deposit	4/2/2008				125.00	919.86
Deposit	4/3/2008				105.00	1,024.86
Deposit	4/4/2008				24.29	1,049.15
Deposit	4/4/2008				160.00	1,209.15
Deposit	4/7/2008				24.29	1,233.44
Deposit	4/7/2008				105.00	1,338.44
Deposit	4/7/2008				530.00	1,868.44
Deposit	4/8/2008				355.00	2,223.44
Deposit	4/9/2008				24.29	2,247.73
Deposit	4/10/2008				25.00	2,272.73
Deposit	4/11/2008				180.00	2,452.73
Deposit	4/12/2008				325.00	2,777.73
Deposit	4/14/2008				200.00	2,977.73
Deposit	4/15/2008				530.00	3,507.73
Check	4/16/2008	5694	El Torito			3,507.73
Total Deposits and Credits					3,507.73	3,507.73
Total New Transactions					-105.81	-105.81
Ending Balance					841.30	6,678.90

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4/16/2008*

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 03/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57,703.43
Cleared Transactions						
Checks and Payments - 4 items						
Check	1/22/2008	1292	Vauna Armstrong	X	-15.00	-15.00
Check	2/23/2008	1296	Orange County Aud...	X	-44,478.39	-44,493.39
Check	2/23/2008	1295	Casey Marshall	X	-54.95	-44,548.34
Check	3/11/2008		Bank of the West	X	-50.00	-44,598.34
Total Checks and Payments					-44,598.34	-44,598.34
Deposits and Credits - 29 items						
Deposit	2/27/2008			X	621.10	621.10
Deposit	2/28/2008			X	392.64	1,013.74
Deposit	3/3/2008			X	494.55	1,508.29
Deposit	3/3/2008			X	511.60	2,019.89
Deposit	3/3/2008			X	1,088.66	3,108.55
Deposit	3/4/2008			X	50.95	3,159.50
Deposit	3/4/2008			X	598.90	3,758.40
Deposit	3/5/2008			X	355.20	4,113.60
Deposit	3/6/2008			X	794.35	4,907.95
Deposit	3/7/2008			X	60.60	4,968.55
Deposit	3/10/2008			X	461.94	5,430.49
Deposit	3/10/2008			X	1,183.05	6,613.54
Deposit	3/11/2008			X	639.75	7,253.29
Deposit	3/11/2008			X	1,191.00	8,444.29
Deposit	3/12/2008			X	725.10	9,169.39
Deposit	3/13/2008			X	517.30	9,686.69
Deposit	3/14/2008			X	6,241.13	15,927.82
Deposit	3/17/2008			X	208.40	16,136.22
Deposit	3/17/2008			X	529.30	16,665.52
Deposit	3/17/2008			X	725.00	17,390.52
Deposit	3/18/2008			X	560.75	17,951.27
Deposit	3/18/2008			X	719.15	18,670.42
Deposit	3/20/2008			X	526.15	19,196.57
Deposit	3/20/2008			X	611.49	19,808.06
Deposit	3/24/2008			X	520.90	20,328.96
Deposit	3/24/2008			X	546.05	20,875.01
Deposit	3/24/2008			X	1,105.00	21,980.01
Deposit	3/25/2008			X	726.64	22,706.65
Deposit	3/31/2008			X	20.77	22,727.42
Total Deposits and Credits					22,727.42	22,727.42
Total Cleared Transactions					-21,870.92	-21,870.92
Cleared Balance					-21,870.92	35,832.51
Uncleared Transactions						
Deposits and Credits - 6 items						
Deposit	3/26/2008				632.20	632.20
Deposit	3/27/2008				930.00	1,562.20
Deposit	3/31/2008				500.40	2,062.60
Deposit	3/31/2008				695.95	2,758.55
Deposit	3/31/2008				735.00	3,493.55
Deposit	3/31/2008				1,093.59	4,587.14
Total Deposits and Credits					4,587.14	4,587.14
Total Uncleared Transactions					4,587.14	4,587.14
Register Balance as of 03/31/2008					-17,283.78	40,419.65

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 03/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 18 items						
Deposit	4/1/2008				639.50	639.50
Deposit	4/2/2008				659.00	1,298.50
Deposit	4/3/2008				348.85	1,647.35
Deposit	4/5/2008				94.75	1,742.10
Deposit	4/5/2008				186.65	1,928.75
Deposit	4/5/2008				595.95	2,524.70
Deposit	4/7/2008				965.70	3,490.40
Deposit	4/7/2008				1,024.30	4,514.70
Deposit	4/7/2008				1,550.00	6,064.70
Deposit	4/8/2008				712.00	6,776.70
Deposit	4/9/2008				699.60	7,476.30
Deposit	4/10/2008				799.25	8,275.55
Deposit	4/12/2008				89.10	8,364.65
Deposit	4/12/2008				694.28	9,058.93
Deposit	4/12/2008				1,546.77	10,605.70
Deposit	4/14/2008				717.70	11,323.40
Deposit	4/15/2008				1,074.90	12,398.30
Deposit	4/16/2008				961.23	13,359.53
Total Deposits and Credits					13,359.53	13,359.53
Total New Transactions					13,359.53	13,359.53
Ending Balance					<u>-3,924.25</u>	<u>53,779.18</u>

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4/16/2008*

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Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 03/31/2008

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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,273.03
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	3/31/2008			X	9.67	9.67
Total Deposits and Credits					9.67	9.67
Total Cleared Transactions					9.67	9.67
Cleared Balance					9.67	14,282.70
Register Balance as of 03/31/2008					9.67	14,282.70
Ending Balance					9.67	14,282.70

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4/16/2008

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 03/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						55,449.53
Cleared Transactions						
Checks and Payments - 66 items						
Check	1/23/2008	8566	Loan Quang	X	-217.36	-217.36
Check	2/6/2008	8596	Loan Quang	X	-217.36	-434.72
Check	2/6/2008	8590	Danielle Koliboski	X	-193.60	-628.32
Check	2/6/2008	8587	Denisse Curiel	X	-27.17	-655.49
Check	2/20/2008	8632	Evelyn Soqui	X	-177.36	-832.85
Check	2/20/2008	8621	Denisse Curiel	X	-135.85	-968.70
Check	2/20/2008	8619	Tiffany Armstrong	X	-27.17	-995.87
Check	2/20/2008	8617	Wendy Sun	X	-16.38	-1,012.25
Check	3/5/2008		Paychex	X	-26,784.33	-27,796.58
Check	3/5/2008		Paychex	X	-12,446.04	-40,242.62
Check	3/5/2008	8641b	Gary Bell	X	-1,588.01	-41,830.63
Check	3/5/2008	8650	Beatrice V. Quintanar	X	-991.06	-42,821.69
Check	3/5/2008	8651	Hilda Rivera	X	-931.28	-43,752.97
Check	3/5/2008	8644	David Ferrari	X	-788.18	-44,541.15
Check	3/5/2008	8645	Alexander Hernandez	X	-622.39	-45,163.54
Check	3/5/2008	8669	Thomas Sheridan	X	-546.04	-45,709.58
Check	3/5/2008	8673	Natalia Wingert	X	-500.99	-46,210.57
Check	3/5/2008	8643	Diane Cunningham	X	-369.71	-46,580.28
Check	3/5/2008	8665	Patricia Narez	X	-346.41	-46,926.69
Check	3/5/2008	8666	Christina Perez	X	-311.10	-47,237.79
Check	3/5/2008	8654	Wendy Sun	X	-279.31	-47,517.10
Check	3/5/2008	8662	Josephine Labib	X	-278.04	-47,795.14
Check	3/5/2008	8656	Clarice Cooper	X	-271.99	-48,067.13
Check	3/5/2008	8672	Joseph Von Regius	X	-217.36	-48,284.49
Check	3/5/2008	8663	Melissa Lara	X	-217.36	-48,501.85
Check	3/5/2008	8664	Melissa Manzanarez	X	-204.11	-48,705.96
Check	3/5/2008	8667	Marlene Perez	X	-204.02	-48,909.98
Check	3/5/2008	8659	Rosa De Alba	X	-190.18	-49,100.16
Check	3/5/2008	8668	Araceli Ramirez	X	-156.95	-49,257.11
Check	3/5/2008	8671	Sothavy Ton	X	-149.98	-49,407.09
Check	3/5/2008	8661	Danielle Koliboski	X	-129.06	-49,536.15
Check	3/5/2008	8642	Dorothy J. Cummings	X	-128.25	-49,664.40
Check	3/5/2008	8652	Kelleny Rivera	X	-127.79	-49,792.19
Check	3/5/2008	8649	Joe Queriapa	X	-96.04	-49,888.23
Check	3/5/2008	8657	Anna Cox	X	-95.10	-49,983.33
Check	3/5/2008	8658	Denisse Curiel	X	-88.30	-50,071.63
Check	3/5/2008	8648	Noreth Men	X	-80.16	-50,151.79
Check	3/5/2008	8646	Gabriel Hernandez	X	-64.54	-50,216.33
Check	3/5/2008	8655	Robert Almanza	X	-54.34	-50,270.67
Check	3/19/2008		Paychex	X	-26,912.63	-77,183.30
Check	3/19/2008		Paychex	X	-12,808.02	-89,991.32
Check	3/19/2008	8678	Gary Bell	X	-1,588.01	-91,579.33
Check	3/19/2008	8687	Beatrice V. Quintanar	X	-991.06	-92,570.39
Check	3/19/2008	8682	David Ferrari	X	-855.96	-93,426.35
Check	3/19/2008	8688	Hilda Rivera	X	-755.00	-94,181.35
Check	3/19/2008	8683	Alexander Hernandez	X	-639.82	-94,821.17
Check	3/19/2008	8706	Thomas Sheridan	X	-546.04	-95,367.21
Check	3/19/2008	8702	Patricia Narez	X	-434.71	-95,801.92
Check	3/19/2008	8694	Clarice Cooper	X	-374.94	-96,176.86
Check	3/19/2008	8681	Diane Cunningham	X	-350.25	-96,527.11
Check	3/19/2008	8691	Wendy Sun	X	-315.83	-96,842.94
Check	3/19/2008	8699	Josephine Labib	X	-302.26	-97,145.20
Check	3/19/2008	8697	Rosa De Alba	X	-285.28	-97,430.48
Check	3/19/2008	8705	Araceli Ramirez	X	-214.02	-97,644.50
Check	3/19/2008	8708	Sothavy Ton	X	-209.96	-97,854.46
Check	3/19/2008	8704	Marlene Perez	X	-197.95	-98,052.41
Check	3/19/2008	8709	Joseph Von Regius	X	-190.18	-98,242.59
Check	3/19/2008	8679	Dorothy J. Cummings	X	-168.84	-98,411.43
Check	3/19/2008	8695	Anna Cox	X	-163.02	-98,574.45
Check	3/19/2008	8685	Noreth Men	X	-160.32	-98,734.77
Check	3/19/2008	8689	Kelleny Rivera	X	-148.53	-98,883.30
Check	3/19/2008	8686	Joe Queriapa	X	-147.76	-99,031.06
Check	3/19/2008	8707	Evelyn Soqui	X	-123.87	-99,154.93
Check	3/19/2008	8692	Robert Almanza	X	-81.51	-99,236.44

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 03/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Check	3/19/2008	8693	Tiffany Armstrong	X	-61.14	-99,297.58
Check	3/25/2008	8710	Natalia Wingert	X	-500.99	-99,798.57
Total Checks and Payments					-99,798.57	-99,798.57
Deposits and Credits - 3 items						
Deposit	3/12/2008			X	52,472.00	52,472.00
Deposit	3/24/2008			X	7,500.00	59,972.00
Deposit	3/26/2008			X	52,472.00	112,444.00
Total Deposits and Credits					112,444.00	112,444.00
Total Cleared Transactions					12,645.43	12,645.43
Cleared Balance					12,645.43	68,094.96
Uncleared Transactions						
Checks and Payments - 26 items						
Check	12/26/2007	8510	Amanda Evans		-386.52	-386.52
Check	2/6/2008	8594	Buckner Nesheim		-467.21	-853.73
Check	2/6/2008	8579	Kayla Kawile		-125.60	-979.33
Check	2/6/2008	8591	Luz Lizaola		-104.69	-1,084.02
Check	2/20/2008	8612	Kayla Kawile		-147.76	-1,231.78
Check	3/5/2008	8677	Tax Deferred Servic...		-2,305.21	-3,536.99
Check	3/5/2008	8676	Nationwide Retirem...		-1,153.45	-4,690.44
Check	3/5/2008	8674	Orange County Aud...		-471.41	-5,161.85
Check	3/5/2008	8670	Evelyn Soqui		-204.11	-5,365.96
Check	3/5/2008	8660	Raquel Galarza		-107.02	-5,472.98
Check	3/5/2008	8647	Kayla Kawile		-96.04	-5,569.02
Check	3/5/2008	8653	Andra Schaefer		-72.09	-5,641.11
Check	3/5/2008	8675	Placentia Library Di...		-19.94	-5,661.05
Check	3/19/2008	8703	Christina Perez		-475.85	-6,136.90
Check	3/19/2008	8680	Larry Cummings		-331.76	-6,468.66
Check	3/19/2008	8700	Melissa Lara		-278.04	-6,746.70
Check	3/19/2008	8690	Andra Schaefer		-192.23	-6,938.93
Check	3/19/2008	8696	Denisse Curiel		-190.18	-7,129.11
Check	3/19/2008	8701	Melissa Manzanarez		-150.62	-7,279.73
Check	3/19/2008	8684	Kayla Kawile		-147.76	-7,427.49
Check	3/19/2008	8698	Danielle Koliboski		-96.80	-7,524.29
Check	3/25/2008	8715	Tax Deferred Servic...		-2,368.49	-9,892.78
Check	3/25/2008	8714	Nationwide Retirem...		-1,153.45	-11,046.23
Check	3/25/2008	8711	Orange County Aud...		-471.41	-11,517.64
Check	3/25/2008	8713	Prepaid Legal Servi...		-147.50	-11,665.14
Check	3/25/2008	8712	Placentia Library Di...		-19.94	-11,685.08
Total Checks and Payments					-11,685.08	-11,685.08
Total Uncleared Transactions					-11,685.08	-11,685.08
Register Balance as of 03/31/2008					960.35	56,409.88
New Transactions						
Checks and Payments - 71 items						
Check	4/2/2008		Paychex		-27,009.25	-27,009.25
Check	4/2/2008		Paychex		-12,364.40	-39,373.65
Check	4/2/2008	8744	Tax Deferred Servic...		-1,954.15	-41,327.80
Check	4/2/2008	8716	Gary Bell		-1,588.01	-42,915.81
Check	4/2/2008	8743	Nationwide Retirem...		-1,153.45	-44,069.26
Check	4/2/2008	8726	Beatrice V. Quintanar		-991.06	-45,060.32
Check	4/2/2008	8719	Diane Cunningham		-913.54	-45,973.86
Check	4/2/2008	8720	David Ferrari		-855.96	-46,829.82
Check	4/2/2008	8727	Hilda Rivera		-755.00	-47,584.82
Check	4/2/2008	8721	Alexander Hernandez		-594.52	-48,179.34
Check	4/2/2008	8741	Orange County Aud...		-471.41	-48,650.75
Check	4/2/2008	8739	Sothavy Ton		-344.62	-48,995.37
Check	4/2/2008	8718	Larry Cummings		-327.66	-49,323.03
Check	4/2/2008	8730	Wendy Sun		-315.83	-49,638.86
Check	4/2/2008	8738	Thomas Sheridan		-313.90	-49,952.76
Check	4/2/2008	8717	Dorothy J. Cummings		-297.95	-50,250.71
Check	4/2/2008	8735	Patricia Narez		-278.49	-50,529.20
Check	4/2/2008	8736	Christina Perez		-277.60	-50,806.80

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 03/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Check	4/2/2008	8733	Josephine Labib		-265.92	-51,072.72
Check	4/2/2008	8732	Denisse Curiel		-190.18	-51,262.90
Check	4/2/2008	8729	Andra Schaefer		-156.19	-51,419.09
Check	4/2/2008	8725	Joe Queriapa		-147.76	-51,566.85
Check	4/2/2008	8723	Kayla Kawile		-147.76	-51,714.61
Check	4/2/2008	8734	Melissa Manzanarez		-123.87	-51,838.48
Check	4/2/2008	8737	Araceli Ramirez		-117.71	-51,956.19
Check	4/2/2008	8745a	Natalie Ponce		-96.80	-52,052.99
Check	4/2/2008	8731	Anna Cox		-95.10	-52,148.09
Check	4/2/2008	8724	Noreth Men		-80.16	-52,228.25
Check	4/2/2008	8740	Joseph Von Regius		-67.92	-52,296.17
Check	4/2/2008	8722	Gabriel Hernandez		-64.54	-52,360.71
Check	4/2/2008	8728	Kelleny Rivera		-23.27	-52,383.98
Check	4/2/2008	8742	Placentia Library Di...		-19.94	-52,403.92
Check	4/9/2008	8746a	Kelleny Rivera		-113.95	-52,517.87
Check	4/10/2008	8747a	Alexander Hernandez		-651.49	-53,169.36
Check	4/16/2008		Paychex		-25,025.50	-78,194.86
Check	4/16/2008		Paychex		-12,159.17	-90,354.03
Check	4/16/2008	8779	Tax Deferred Servic...		-2,379.67	-92,733.70
Check	4/16/2008	8745b	Gary Bell		-1,588.01	-94,321.71
Check	4/16/2008	8749	Wendy G. Goodson		-1,513.10	-95,834.81
Check	4/16/2008	8778	Nationwide Retirem...		-1,153.45	-96,988.26
Check	4/16/2008	8754	Beatrice V. Quintanar		-991.06	-97,979.32
Check	4/16/2008	8748	David Ferrari		-855.96	-98,835.28
Check	4/16/2008	8755	Hilda Rivera		-755.00	-99,590.28
Check	4/16/2008	8769	Loan Quang		-502.50	-100,092.78
Check	4/16/2008	8759	Clarice Cooper		-485.88	-100,578.66
Check	4/16/2008	8775	Orange County Aud...		-471.41	-101,050.07
Check	4/16/2008	8768	Christina Perez		-402.44	-101,452.51
Check	4/16/2008	8772	Evelyn Soqui		-369.16	-101,821.67
Check	4/16/2008	8765	Luz Lizaola		-341.73	-102,163.40
Check	4/16/2008	8746b	Larry Cummings		-327.66	-102,491.06
Check	4/16/2008	8757	Wendy Sun		-315.83	-102,806.89
Check	4/16/2008	8747b	Diane Cunningham		-291.87	-103,098.76
Check	4/16/2008	8764	Josephine Labib		-290.16	-103,388.92
Check	4/16/2008	8770	Araceli Ramirez		-252.67	-103,641.59
Check	4/16/2008	8771	Thomas Sheridan		-210.46	-103,852.05
Check	4/16/2008	8756	Andra Schaefer		-210.26	-104,062.31
Check	4/16/2008	8767	Patricia Narez		-196.99	-104,259.30
Check	4/16/2008	8773	Sothavy Ton		-179.97	-104,439.27
Check	4/16/2008	8760	Anna Cox		-163.02	-104,602.29
Check	4/16/2008	8777	Prepaid Legal Servi...		-147.50	-104,749.79
Check	4/16/2008	8762	Raquel Galarza		-142.68	-104,892.47
Check	4/16/2008	8774	Joseph Von Regius		-142.64	-105,035.11
Check	4/16/2008	8761	Denisse Curiel		-122.26	-105,157.37
Check	4/16/2008	8758	Tiffany Armstrong		-108.67	-105,266.04
Check	4/16/2008	8766	Melissa Manzanarez		-103.80	-105,369.84
Check	4/16/2008	8753	Joe Queriapa		-97.89	-105,467.73
Check	4/16/2008	8752	Noreth Men		-80.16	-105,547.89
Check	4/16/2008	8751	Kayla Kawile		-73.88	-105,621.77
Check	4/16/2008	8750	Gabriel Hernandez		-64.54	-105,686.31
Check	4/16/2008	8763	Danielle Koliboski		-32.26	-105,718.57
Check	4/16/2008	8776	Placentia Library Di...		-19.94	-105,738.51
Total Checks and Payments					-105,738.51	-105,738.51
Deposits and Credits - 1 item						
Deposit	4/9/2008				52,472.00	52,472.00
Total Deposits and Credits					52,472.00	52,472.00
Total New Transactions					-53,266.51	-53,266.51
Ending Balance					-52,306.16	3,143.37

*500000
4/16/2008*

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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	\$22,973	1,595	\$2,721	185	\$25,694	1780	\$213	14	\$25,907	1794
Adult Circulating Non-Fiction	\$33,621	1,600	\$6,388	308	\$40,009	1908	\$219	12	\$40,228	1920
Adult Reference	\$14,570	196	\$361	7	\$14,931	203	\$0	0	\$14,931	203
Adult magazines	\$7,682	0	\$0	0	\$7,682	0	\$90	0	\$7,772	0
Adult on-line databases	\$51,861	0	\$0	0	\$51,861	0	\$0	0	\$51,861	0
Total Adult Non-Fiction	\$107,734	1796	\$6,749	315	\$114,483	2111	\$309	12	\$114,791	2123
TOTAL ADULT PRINT MATERIALS	\$130,708	3391	\$9,469	500	\$140,177	3891	\$521	26	\$140,698	3917
Adult Music CDs	\$221	14	\$0	0	\$221	14	\$0	0	\$221	14
Adult Audio Books (Incl. Overdrive)	\$17,360	273	\$831	13	\$18,191	286	\$15	1	\$18,206	287
Adult DVDs	\$8,142	497	\$545	28	\$8,687	525	\$1,205	22	\$9,892	547
TOTAL ADULT NON-PRINT MATERIALS	\$25,723	634	\$1,377	41	\$27,099	825	\$1,220	23	\$28,319	848
TOTAL ADULT MATERIALS	\$156,430	4025	\$10,846	541	\$167,276	4,716	\$1,741	49	\$169,017	4,765
Juvenile Fiction	\$8,666	1,291	\$967	206	\$9,633	1497	\$295	36	\$9,928	1533
Juvenile Circulating Non-Fiction	\$23,912	1,295	\$3,196	233	\$27,108	1528	\$25	2	\$27,133	1530
Juvenile Reference	\$164	1	\$0	0	\$164	1	\$0	0	\$164	1
Juvenile Magazines	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile on-line databases	\$399	0	\$0	0	\$399	0	\$0	0	\$399	0
Total Junior Non-Fiction	\$24,475	1296	\$3,196	233	\$27,671	1529	\$25	2	\$27,696	1531
TOTAL JUVENILE PRINT MATERIALS	\$33,141	2,587	\$4,163	439	\$37,304	3,026	\$320	38	\$37,624	3,064
Juvenile Music CDs	\$103	13	\$0	0	\$103	13	\$27	2	\$130	15
Juvenile Audio Books	\$249	8	\$0	0	\$249	8	\$37	1	\$286	9
Juvenile DVDs	\$3,620	188	\$0	0	\$3,620	188	\$0	0	\$3,620	188
TOTAL JUVENILE NON-PRINT MATERIALS	\$3,972	111	\$0	0	\$3,972	209	\$64	3	\$4,036	212
TOTAL JUVENILE MATERIALS	\$37,112	2698	\$4,163	439	\$41,276	3235	\$384	41	\$41,660	3276
Total Fiction	\$23,790	2,234	\$3,687	391	\$27,477	2625	\$508	50	\$28,085	2675
Total Non-Fiction	\$100,744	2,605	\$9,945	548	\$110,689	3153	\$333	14	\$111,022	3167
Total Music CDs	\$324	27	\$0	0	\$324	27	\$27	2	\$351	29
Total Audio Books	\$12,327	178	\$831	13	\$13,158	191	\$52	2	\$13,679	204
Total Video DVDs	\$7,616	476	\$545	28	\$8,161	504	\$1,205	22	\$9,366	526
TOTAL MATERIALS	\$193,543	6723	\$15,009	980	\$208,552	7703	\$2,125	90	\$210,677	8041

Outstanding Orders as of April 2008
General Fund \$29,051
Adopt-a-book \$0

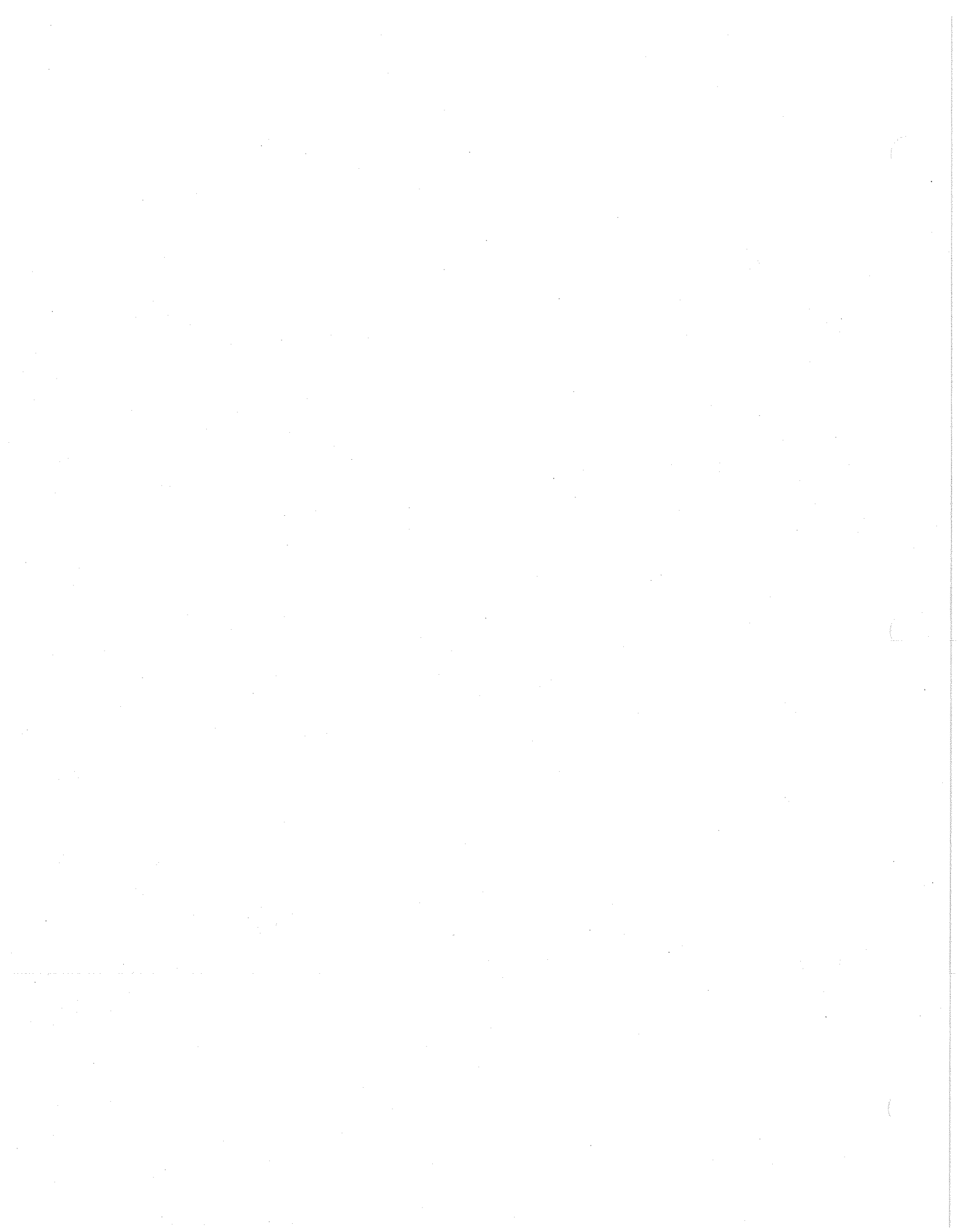
TOTAL \$29,051

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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	\$20,321	1,423	\$2,721	185	\$23,041	1608	\$198	13	\$23,239	1621
Adult Circulating Non-Fiction	\$31,171	1,495	\$6,388	308	\$37,559	1803	\$190	10	\$37,748	1813
Adult Reference	\$13,794	159	\$361	7	\$14,154	166	\$0	0	\$14,154	166
Adult magazines	\$7,315	1	\$0	0	\$7,315	1	\$90	0	\$7,405	1
Adult on-line databases	\$51,285	7	\$0	0	\$51,285	7	\$0	0	\$51,285	7
Total Adult Non-Fiction	\$103,564	1662	\$6,749	315	\$110,313	1977	\$280	10	\$110,592	1987
TOTAL ADULT PRINT MATERIALS	\$123,885	3085	\$9,469	500	\$133,354	3585	\$477	23	\$133,831	3608
Adult Music CDs	\$221	14	\$0	0	\$221	14	\$0	0	\$221	14
Adult Audio Books (incl. Overdrive)	\$13,442	198	\$831	13	\$14,274	201	\$15	1	\$14,289	210
Adult DVDs	\$7,984	491	\$545	28	\$8,529	519	\$1,205	22	\$9,734	541
TOTAL ADULT NON-PRINT MATERIALS	\$21,648	634	\$1,377	41	\$23,024	742	\$1,220	23	\$24,244	765
TOTAL ADULT MATERIALS	\$145,532	3719	\$10,846	541	\$156,378	4,327	\$1,697	46	\$158,075	4,373
Juvenile Fiction	\$7,206	1,114	\$967	206	\$8,173	1320	\$238	33	\$8,411	1353
Juvenile Circulating Non-Fiction	\$23,282	1,243	\$3,196	233	\$26,479	1476	\$25	2	\$26,504	1478
Juvenile Reference	\$164	1	\$0	0	\$164	1	\$0	0	\$164	1
Juvenile Magazines	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile on-line databases	\$399	0	\$0	0	\$399	0	\$0	0	\$399	0
Total Junior Non-Fiction	\$23,845	1244	\$3,196	233	\$27,042	1477	\$25	2	\$27,067	1479
TOTAL JUVENILE PRINT MATERIALS	\$31,052	2,358	\$4,163	439	\$35,215	2,797	\$263	35	\$35,478	2,832
Juvenile Music CDs	\$103	13	\$0	0	\$103	13	\$0	0	\$103	13
Juvenile Audio Books	\$249	8	\$0	0	\$249	8	\$37	1	\$286	9
Juvenile DVDs	\$953	49	\$0	0	\$953	49	\$0	0	\$953	49
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,304	111	\$0	0	\$1,304	70	\$37	1	\$1,341	71
TOTAL JUVENILE MATERIALS	\$32,356	2469	\$4,163	439	\$36,519	2867	\$300	36	\$36,819	2903
Total Fiction	\$23,790	2,234	\$3,687	391	\$31,214	2928	\$436	46	\$31,650	2974
Total Non-Fiction	\$100,744	2,605	\$9,945	548	\$137,354	3454	\$305	12	\$137,659	3466
Total Music CDs	\$324	27	\$0	0	\$324	27	\$0	0	\$324	27
Total Audio Books	\$12,327	178	\$631	13	\$14,522	217	\$52	2	\$14,574	219
Total Video DVDs	\$7,616	476	\$545	28	\$9,482	568	\$1,205	22	\$10,687	590
TOTAL MATERIALS	\$177,888	6188	\$15,009	980	\$192,897	7194	\$1,997	82	\$194,894	7276

Outstanding Orders as of March 2008

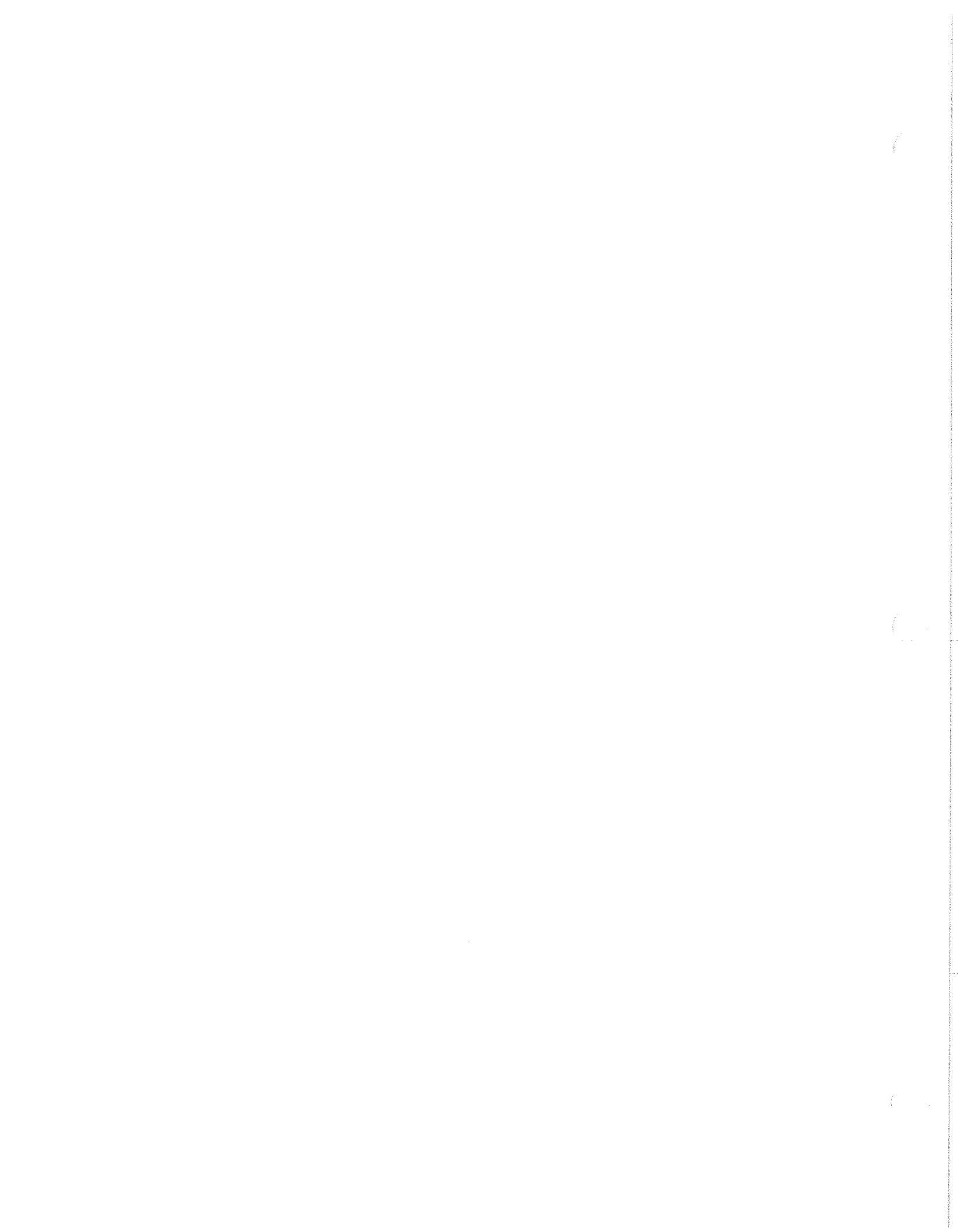
General Fund	\$14,132
Adopt-a-book	\$0
TOTAL	\$14,132



Entrepenurial Activities Report
Net Revenue Summary
May-08

	Apr-08	Apr-07	YTD 2007-2008	YTD 2006-2007
Passport	19,672.42	33,299.30	148,965.64	193,121.20
Passport Photos	2,770.00	3,398.00	19,190.00	22,458.00
Notary Public	190.00	380.00	2,520.00	3,310.00
Test Proctor	120.00	210.00	1,268.80	1,373.60
Total	22,752.42	37,287.30	171,944.44	220,262.80

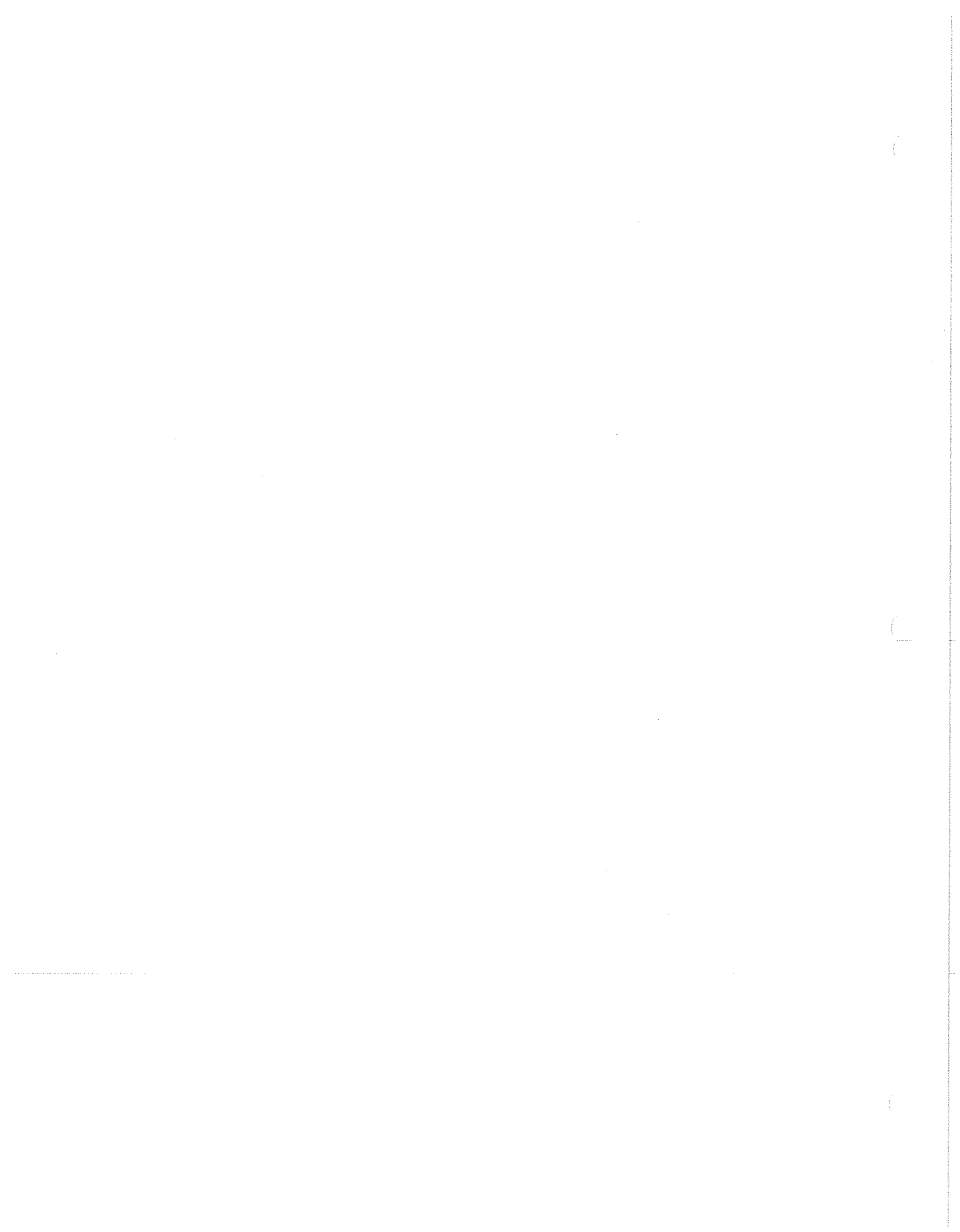
Prepared by: Wendy Goodson



Entrepenurial Activities Report
Net Revenue Summary
April-08

	Mar-08	Mar-07	YTD 2007-2008	YTD 2006-2007
Passport	17,562.26	36,878.60	129,293.22	159,821.90
Passport Photos	2,540.00	3,970.00	16,420.00	19,060.00
Notary Public	210.00	400.00	2,330.00	2,930.00
Test Proctor	30.00	120.00	1,148.80	1,163.60
Total	20,342.26	41,368.60	149,192.02	182,975.50

Prepared by: Wendy Goodson



Summary of Current Status Of Unique Management Accounts
May 12, 2008

Agenda Item 18
Page 1 of 4

FY 07-08	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	14	1,041	9	464.90	0
August	14	1,050	2	395.19	0
September	14	1,054	2	274	0
October	12	1,059	3	390.64	0
November	9	1,068	2	88.95	0
December	13	1,076	2	144.2	0
January	18	1,089	5	837.27	0
February	16	1,094	7	384.14	0
March	7	1,103	5	353.94	0
April	9	1,109	1	363.2	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	126	10743	38	3696.43	0

UNIQUE MANAGEMENT SERVICES, INC.

ATED: 05/01/2008 12:46 AM J2

SUMMARY STATUS REPORT

PAGE: 297

MS YESENIA GOMEZ

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 04/30/2008

Accounts Submitted	: 1,668	Dollars Submitted	: 161,521.75	Dollars Received	: 56,006.70
Bankruptcies	: 6	Dollars in Bankruptcy	: 492.35	Material Returned	: 25,274.15
Incorrect Addresses	: 218	Dollars in Skips	: 14,410.61	Dollars Waived	: 6,302.77
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 109,845.07
Accounts in Process	: 1,443	Dollars in Process	: 140,435.70	% of Dollars Activated	: 78.22%
# of Accounts Activated	: 1,109				
% of Accounts Activated	: 76.85%				

Summary of Current Status Of Unique Management Accounts
April 1, 2008

Agenda Item 18
Page 3 of 4

FY 07-08	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	14	1,041	9	464.90	0
August	14	1,050	2	395.19	0
September	14	1,054	2	274	0
October	12	1,059	3	390.64	0
November	9	1,068	2	88.95	0
December	13	1,076	2	144.2	0
January	18	1,089	5	837.27	0
February	16	1,094	7	384.14	0
March	7	1,103	5	353.94	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	117	9634	37	3333.23	0

UNIQUE MANAGEMENT SERVICES, INC.

DATE: 04/01/2008 1:32 AM J2

SUMMARY STATUS REPORT

PAGE: 288

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 03/31/2008

Accounts Submitted	: 1,659	Dollars Submitted	: 160,363.57	Dollars Received	: 55,643.50
Bankruptcies	: 6	Dollars in Bankruptcy	: 492.35	Material Returned	: 25,088.02
Incorrect Addresses	: 219	Dollars in Skips	: 14,496.40	Dollars Waived	: 6,238.77
on Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 109,173.35
Accounts in Process	: 1,433	Dollars in Process	: 139,198.87	% of Dollars Activated	: 78.43%
# of Accounts Activated	: 1,103				
% of Accounts Activated	: 76.97%				

Donor Report For April 2008 Placentia Library Friends Foundation

Full Name	Total Cash Donation
-----------	---------------------

Albertsons	
AL Archuleta	
Mr. & Mrs. William E. Backes	
Margarete Barnes	
The Rev. David M. Baumann	
Boeing Gift Matching Program	
Leland & Mary Castner	
Mr. & Mrs. Edward M. Castro	
Margaret Anne Cooper	
Dottie Cummings	
Carolyn H. Davis	
John & Nancy Haagen	
Kristie Hagar	
Barbara Hatch	
Isabelle Hlavac	
Shirley M. Hunt	
Anna C (Pat) Irot	
Sandra Jeffers	
Jerry & Pat Jertberg	
Elizabeth Langmore	
Marilyn Lasker	
Mrs. & Mr. Hillary Maddox	
James & Florence McGillivray	
Fred & Elizabeth Minter	
Tuong C. Nguyen	
Jean Pappas	
Placentia Round Table Women`s Club	
Ralphs	
Marie Schmidt	
Jan Schwartzkopf	
Margaret Sevre	
Dixie Shaw	
Lachlan Shon	
Allen & Carole Sypherd	
Clairee Tynes	
George & Mary Ziegler	
Munson, Cronick & Associates	
Rmc Facilities Services	

\$5,520.86

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

Full Name	Total Cash Donation
Ms. Paula Smith	
Debi J. Walker & Roger Jensen	
Ms. Dianne Adams	
Josephine Anderson	
Ms. Peggy Andrews	
Mrs. Lynda Baker	
Eleanor Barbour	
Dale & Colleen Bartley	
Zoe Berry	
Ben & Marge Boelman	
Gillian D. Botha	
Mr. & Mrs. David Brewer	
Ms. Regina Burt	
Mr. & Mrs. Turgut Cakiraga	
Mr. & Mrs. Frank H. Campbell	
Mr. & Mrs. Kellie Castillo	
Leland & Mary Castner	
Abby T Cook	
Mrs. Diane Cooper	
Mrs. Dottie Cummings	
Ms. Bryna Dambrowski	
Ms. Karen Debaitolomeis	
Mr. & Mrs. Phil Dee	
Ms. Kim Deweese	
Mr. & Mrs. James Dinsmore	
Dr. & Mrs. Thomas L. Dressel	
Mr. & Mrs. Jim Engen	
Ms. Suzanne Enoch	
Lillian Betty Escobosa	
Excalibur Extrusions	
Stacy Farkas	
Theodore & Anita Farkas	
Shirley Fishel	
Carol Fizzard	
Ms. Jeanette Gardner	
Mr. & Mrs. Charles F. Geeter	
Ms. Janet R. Genow-Klein	
Nita Godwin	
Andrea Goode	

Patricia Grimm
Barbara Hatch
Ms. Maria Hemmerling
Mr. & Mrs. Theodore Hetherington
Mrs. Carol Holland
Ms. Carolyn Holmes
Margaret Horrocks
Mr. & Mrs. Joseph Husovsky
Anna C (Pat) Irot
Sandra Jeffers
Mr. & Mrs. John Jermanis
Ms. Judy Kallal
Ms. Kay Kerby
Ms. Caraveo Kristi
Elizabeth Langmore
Ms. Angela Lewis
Placentia Disposal
Ms. Mary Kay McMahan
Elizabeth E. Mead
Mrs. Nancy Mikoloski
Frederick & Elizabeth Minter
Peggy L. Minter
Ms. Andrea P Murray
Mr. & Mrs. Ernest G. Murray
Nancy Murray
Ms. Robin M Nelson
Terese H. Niebuhr
Shirlianne Olsen
Mrs. Jane Overall
Mr. & Mrs. Arnold R. Peterson
Eleanore Rankin
Mr. & Mrs. Doug Rascher
James A. Roberts
Charlene Rose
Rotary Club of Placentia
Ms. Amanda Rozzana
Mr. & Mrs. Pat Sanatar
Ms. Laurie Sanchez
Jan Schwartzkopf
Al & Gloria Shkoler
Ms. Julie Shook
Ralph Shook
Ms. Jackie Shumway
Allan & Sandra Stark

Ms. Jan Steinlietner
Mr. & Mrs. Algimantas Strazdas
Margaret E. Thum
Nancy Lone-Tollefson
Ms. Elizabeth Tramison
The Honorable & Connie Underhill
Joanna Velasco
Lois J. Vihlen
Elaine Wakeham
James & Virginia Walker
Laura Webb
Mr. & Mrs. Peter M Williams
Mr. & Mrs. Richard R. Wojcik
Mrs. Gaeten Wood
Ms. Heather Wood
Judith Wright
Barbara A Young
Sally Young
Ms. Marian E. Blank
Richard & Phyllis Devecchio
Jack & Lora Fisher
Elizabeth Langmore
Ms. Cynthia L. Olson
James & Kathy Paddock
Mrs. Martha Rome
Omni Grafix Printing

\$6,783

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Building Maintenance Report for April 2008
DATE: May 7, 2008

HVAC:	4-15-08	Regular monthly maintenance
HVAC:	4-30-08	Replaced a thermostat
Plumber	4-2-08	Repaired flush handle in staff restroom
Plumber	4-7-08	Repaired urinal flush in staff restroom

Prepared by: Vernon Napier



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

HVAC:	3-3-08	Regular monthly maintenance
Plumber	3-4-08	Repaired flush handle in staff restroom
HVAC	3-18-08	Re-set switches

Prepared by: Vernon Napier

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Personnel Report for Apr 2008
DATE: May 12, 2008

RESIGNATIONS:

Patricia Fellous-Gibbons, Library Clerk II (P/T), Effective May 14, 2008.

APPOINTMENTS:

NONE

OPEN POSITIONS:

NONE

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Personnel Report for Mar 2008
DATE: May 12, 2008

RESIGNATIONS:

NONE

APPOINTMENTS:

Laura Mitchell, Library Clerk I (P/T), Effective March 10, 2008

OPEN POSITIONS:

NONE

PERFECT ATTENDANCE:

Gary Bell, David Ferrari, Edythe Finley, Yesenia Gomez, Caroline Gurkweitz,
Hilda Rivera, Mary Strazdas

WORKERS' COMPENSATION LEAVE:

None

Volunteer Report

To: Elizabeth Minter, Director, Placentia Library

From: Lois Monroe, Volunteer Coordinator

Temporary Volunteers	Jan. '08	Feb. '08	Mar. '08	April '08
Sean Abney			13	0
Rick Araiza		3	0	0
Sherrie Callovi	4.3	4	7	5
Shelby Eichstedt		5	9	6
Patti English	6	0	0	0
Juan Esquivel				10
Becky Ferrico	3	9	4	8
Abran Garcia		30	2	0
Brandon Getz			12	0
Julio Gonzalez	4	4	4	4
Hien Huynh			4	0
Jin Sik Lee		3	8	9.3
Arlene Lopez			8	0
Margie McPhail	4	0	0	1.3
Rueben Mathews	4	3	1	0
Ankit Mathur	12	29.3	19.3	12
Chiranj Modi	9	11	8	2.6
Ana Nenova		5.9	12	2.3
Kim Nguyen			8.25	15
Randy Oshiro	4	8	4	7
chael Palow	6	9	0	2
Robbio Pena			5	16
Monica Perry				5
Janet Ricci			3	6
Ronnie Smith	1	2	5	7
David Sotelo	20.2	12.5	0	0
Karen Sueda	6	3.3	4	0
Mai See Thao				8
Cache Tucker			6	4
Cathy Walsh	4	7	2	8
TOTAL	103.5	162.2	148.55	138.5
Children's Dept. Vol's	Jan.'08	Feb.'08	Mar. '08	April '08
Sandy Augstein	13.5	17.25	6.75	18.75
Michelle Huynh	2	4	0	0
Andrew Javier		1.5	8	8
Jo Ann Britton	6.3	5	5.25	5
Desire Sidlo				4
Nathan Truong				4.25
TOTAL	31.8	31.75	20	40

BOOKSTORE VOLUNTEERS	Jan.'08	Feb. '08	Mar. '08	April '08
Lynda Baker (sub)	2	0	0	0
Lillian Bart	6	8	8	8
Steve Bidd	0	0	0	0
Jill Botha	0	0	0	0
Joyce Byrne	6	8	8	10
Glennis Clancy	14	10	12	10
Sandy Davis	10	8	8	10
Carol Fizzard	2	6	5.3	3
Pete Fioroni	9	9	13	11
Cathie Ford (sub)	0	6	8	4
Mary Garcia			3	8
Dotty Greninger	10	6	8	10
Eugenia Hathaway (Gene)	2	2	4	4
Ginny Haussmann (sub)	0	0	0	0
Florence Henderson	2	8	10	10
Marge Horrocks	8	4	0	0
Amy Lin	6	2	6	6
Tippawan Mathong (Tippi)	8	8	6	8
Gloria McGuire				1
Ann McLoughlin (sub)	0	0	6	0
Bill Mitchell	8	8	10	4
Claire Myers	10	8	8	6
Ana Nenova			9	8
Bob Olson	2	2	6	4
Eleanore Rankin (sub)	4.3	3.3	3	4.3
Carmen Rodriguez	10	8	8	8
Gerry Sandoval	6	6	8	8
Rose Salem	10	8	8	8
Ruth Schafer (sub)	0	0	0	0
Shawn Sorokin	10	8	8	7
Inez Segovia	10	8	8.5	12
Barbara Shears	4	10	9	0
Pamela Silva	6	8	6	0
Fay Soo (sub)	4	0	2	2
Margo Thum	14	14	16	15.3
Jerry Tollefson	0	0	2	5
Phyllis Wilcox	4	8	8	6
TOTAL	192.3	188.3	224.8	200.6
REGULAR VOLUNTEERS				
Theresa Backes (mends books)	14	4	11	8
Nadine Blansett	36	29	48	33
Jack Fisher		2	0	0
Jeanette Gardner (History Rm)	24	34	16.5	33.75
John Haagen (sort & price)	6	5	8.5	5.3
Jack Hanley (sort and price)	7	2	6.5	8
Barbara Hemmerling(sort & price, sub)	23	13	24	28
Pat Irot (History Rm, Bookstore	88	43	9	74
Pat Jertberg (History Rm)	14	23	9	21.3
Nancy Lone-Tollefson	49	53	53.5	45
Carol Pence (Sunday Sales)	0	0	0	0
Marie Schmidt (sub) & Hist. Room	35	26	9	12
Linda Scott (backroom & sub)	0	0	0	0
Barbara Wilson (sort & price)	6.3	4.3	3.75	2
Marge Boelman (processing)	6.3	34	12	11
Patty Clugston (videos)	9.3	7	14	9
Jean Fitzgerald (check-in)	8	9	12	15
TOTAL	325.9	288.3	236.75	305.35

Literacy Report April 2008

	Last Name	First Name	Key Word	Hours
1	Almanza	Robert	FWS-F	4
2	An	Renee	ADULT	6
3	Armstrong	Tiffany	FWS-F	14
4	Ballesteros	Charlene	INTERNSHIP	16
5	Chhor	Alissa	PRREP	10
6	Chua	Joey	PRREP	8
7	Chung	Andy	PRREP	4
8	Chung	Ophelia	PRREP	4
9	Cisneros	Martha	PRREP	27
10	Cooper	Clarise	FWS-F	77
11	Cox	Anna	FWS-F	24
12	Curiel	Denisse	FWS-F	21
13	De Alba	Rosa	FWS-F	8
14	Fazil	Mariam	PRREP	4
15	Fernandez	Stephanie	ADULT	8
16	Ferraris	Kelly	ADULT	16
17	Ferrary	Brandy	PRREP	8
18	Foster	Elinor	ADULT	2
19	Fuog	Sarah	PRREP	4
20	Galarza	Raquel	FWS-F	10
21	Galvez	Monica	PRREP	6
22	Gamboa	Adaly	PRREP	6
23	Gonzalez	Danny	PRREP	4
24	Goodman	Dale	ADULT	42
25	Holmes	Nancy	ADULT	6
26	Koliboski	Danielle	FWS-F	10
27	Labid	Joshepine	PRREP	36
28	Lai	Janet	ADULT	6
29	Lara	Melissa	PRREP	18
30	Leslie	Sandra	ADULT	10
31	Linson	Jeremy	ADULT	4
32	Lizaola	Luz	FWS-F	55
33	Manzanarez	Melissa	FWS-F	22
34	Meadow	Brianna	PRREP	4
35	Nardin	Linda	ADULT	6
36	Narez	Patricia	FWS-F	15
37	Nguyen	Justin	PRREP	2
38	Patel	Shivam	ADULT	2
39	Pendaris	Jennifer	ADULT	20
40	Perez	Christina	FWS-F	43
41	Perez	Marlene	PRREP	4
42	Piran	Grizelle	PRREP	4
43	Quang	Judy	FWS-F	40
44	Ramirez	Araceli	FWS-F	41
45	Ross	Charlotte	ADULT	4
46	Rudie	Marlene	ADULT	6

47	Sargeant	Lynn	ADULT	4
48	Sheridan	Thomas	FWS-F	40
49	Shimizu	Ken	ADULT	2
50	Silvestri	Nolan	PRREP	14
51	Smith	Allie	ADULT	80
52	Soqui	Evelyn	FWS-F	46
53	Stikeleather	Joe	PRREP	12
54	Suh	Beom (Stacy	PRREP	8
55	Ton	Sothavy	FWS-F	26
56	Torres	Samuel	INTERNSHIP	32
57	Uribe	Thomas	PRREP	8
58	Varma	Varun	ADULT	28
59	Viloria	Elysse	ADULT	4
60	Von Regius	Joseph	FWS-F	8
61	Wingert	Natalie	FWS-F	30
62	Wisheh	Curt	INTERNSHIP	112
63	Garcia	Jonathan	PRREP	2
64	Orton	Danny	PRREP	12
65	Silvestri	Joel	PRREP	10
66	Brees	Sam	PRREP	2
67	Silvestri	Joel	PRREP	10
68	Moberli	Brenda	PRREP	4

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Volunteer Report

To: Elizabeth Minter, Director, Placentia Library

From: Lois Monroe, Volunteer Coordinator

Temporary Volunteers	Sept. '07	Oct. '07	Nov. '07	Dec. '07	Jan. '08	Feb. '08	Mar. '08
Sean Abney							13
Afton Aikele			0	6	2	0	0
Rick Araiza						3	0
Sherrie Callovi			2	4	4.3	4	7
Shelby Eichstedt						5	9
Patti English			2	8	6	0	0
Becky Fierro		5	8	5	3	9	4
Abran Garcia						30	2
Brandon Getz							12
Julio Gonzalez	2	4	5	3	4	4	4
Hien Huynh							4
Jin Sik Lee						3	8
Arlene Lopez							8
Kathleen Lopez						13.2	0
Margie McPhail			6	0	4	0	0
Rueben Mathews	23	4	9	7	4	3	1
Ankit Mathur					12	29.3	19.3
Chiranj Modi			3	9	9	11	8
a Nenova						5.9	12
Kim Nguyen							8.25
Randy Oshiro	6	4	4	3	4	8	4
Michael Palow	10	2	8	10	6	9	0
Harshal Patel		14	67	79	42	4.3	0
Robbio Pena							5
Janet Ricci							3
Liliana Romero	10	6	6	4	4	0	0
Shiv Samtani					5	0	0
Toni Serrano					2	0	0
Ronnie Smith					1	2	5
David Sotelo					20.2	12.5	0
Karen Sueda			7	8	6	3.3	4
Cache Tucker							6
Tsaylia Yang			2	6	1	0	0
Varum Varma					7.15	0	0
Cathy Walsh	6	4	6	5	4	7	2
TOTAL	91	113	159	177	152.65	166.5	148.55
Children's Dept. Vol's	Sept. '07	Oct. '07	Nov. '07	Dec. '07	Jan.'08	Feb.'08	Mar. '08
Sandy Augstein	12	32	16.25	16.5	13.5	17.25	6.75
helle Huynh					2	4	0
Andrew Javier						1.5	8
Jo Ann Britton	4.3		5	5	6.3	5	5.25
TOTAL	25.3	34.25	33.25	37	31.8	31.75	20

BOOKSTORE VOLUNTEERS	SEPT.'07	OCT.'07	NOV.'07	Dec.'07	Jan.'08	Feb. '08	Mar. '08
Lynda Baker (sub)	2	4	0	0	2	0	0
Lillian Bart		10	6	6	6	8	8
Steve Bidd	0	0	0	2	0	0	0
Jill Botha	0	0	4	4	0	0	0
Joyce Byrne	8	10	6	6	6	8	8
Glennis Clancy	8	10	10	10	14	10	12
Sandy Davis	8	8	8	6	10	8	8
Carol Fizzard	10	2	4	8	2	6	5.3
Pete Fioroni	6	11	9	11	9	9	13
Cathie Ford (sub)	2	0	4	0	0	6	8
Mary Garcia							3
Dotty Greninger	6	8	8	8	10	6	8
Eugenia Hathaway (Gene)	4	4	4	4	2	2	4
Ginny Haussmann (sub)	0	0	2	2	0	0	0
Florence Henderson	0	0	8	8	2	8	10
Marge Horrocks	0	0	8	8	8	4	0
Amy Lin	8	8	4	10	6	2	6
Tippawan Mathong (Tippi)	5	6	6	8	8	8	6
Ann McLoughlin (sub)	0	4	0	0	0	0	6
Bill Mitchell	6	2	6	1	8	8	10
Claire Myers	6	6	8	10	10	8	8
Ana Nenova							9
Bob Olson	2	2	2	4	2	2	6
Eleanore Rankin (sub)	3	5	4	1	4.3	3.3	3
Carmen Rodriguez	4	8	8	8	10	8	8
Gerry Sandoval	0	8	6	6	6	6	8
Rose Salem	8	8	8	4	10	8	8
Ruth Schafer (sub)	0	0	0	0	0	0	0
Shawn Sorokin	6	6	8	8	10	8	8
Inez Segovia	6	8	8	6	10	8	8.5
Barbara Shears	9	6	4	6	4	10	9
Pamela Silva			7	4	6	8	6
Fay Soo (sub)	2	2	2	4	4	0	2
Margo Thum	11	18	12	18	14	14	16
Jerri Tollefson	0	4	0	0	0	0	2
Phyllis Wilcox	6	0	6	8	4	8	8
TOTAL	144	172	180	189	192.3	188.3	224.8
REGULAR VOLUNTEERS							
Theresa Backes (mends books)	6	12	9	11	14	4	11
Nadine Blansett	52	27	21	41	36	29	48
Jack Fisher						2	0
Jeanette Gardner (History Rm)	22	28.5	8	10	24	34	16.5
John Haagen (sort & price)	6	8	1.3	9	6	5	8.5
Jack Hanley (sort and price)	8.3	3.5	7.5	10.5	7	2	6.5
Barbara Hemmerling(sort & price, sub)	30	20	19	14	23	13	24
Pat Irot (History Rm, Bookstore)	37	33	71	53	88	43	9
Pat Jertberg (History Rm)	10	11	6	9	14	23	9
Nancy Lone-Tollefson	40	49	37	36	49	53	53.5
Carol Pence (Sunday Sales)	0	0	0	0	0	0	0
Marie Schmidt (sub) & Hist. Room	34	12	15	23	35	26	9
Linda Scott (backroom & sub)	0	2	0	2	0	0	0
Barbara Wilson (sort & price)	5	6.25	4.3	5	6.3	4.3	3.75
Marge Boelman (processing)	5	1	8	10	6.3	34	12
Patty Clugston (videos)	6	7	8	9	9.3	7	14
Jean Fitzgerald (check-in)	9	3	12	5	8	9	12
TOTAL	270.3	223.25	227.1	247.5	325.9	288.3	236.75

Literacy Report March 2008				
	Last Name	First Name	Key Word	Hours
1	Almanza	Robert	FWS-F	6
2	An	Renee	PRREP	6
3	Armstrong	Tiffany	FWS-F	13
4	Arneal	Jim	PRREP	6
5	Ballesteros	Charlene	INTERNSH	20
6	Bravo	Ivan	PRREP	2
7	Caballeros	Brianna	PRREP	2
8	Carrillo	Gia	ADULT	2
9	Chen	Tina	PRREP	4
10	Chhor	Alissa	PRREP	4
11	Chua	Joey	PRREP	6
12	Chung	Andy	PRREP	17
13	Chung	Ophelia	PRREP	6
14	Cisneros	Martha	PRREP	24
15	Cooper	Clarise	FWS-F	68
16	Corales	Wriley	ADULT	12
17	Cox	Anna	FWS-F	26
18	Curiel	Denisse	FWS-F	27
19	De Alba	Rosa	FWS-F	21
20	Dreim	Courney	PRREP	4
21	Eickhoff	Karissa	PRREP	10
22	Espinoza	Lea	PRREP	2
23	Ferraris	Kelly	PRREP	4
24	Fazil	Mariam	PRREP	4
25	Fernandez	Stephanie	PRREP	8
26	Foster	Elinor	ADULT	4
27	Fuog	Sarah	PRREP	2
28	Galarza	Raquel	FWS-F	10
29	Galvez	Monica	PRREP	12
30	Gamboa	Adaly	PRREP	4
31	Garcia	Maria	PRREP	11
32	Gomez	Luis	PRREP	8
33	Gonzalez	Danny	PRREP	4
34	Goodman	Dale	ADULT	42
35	Hamrell	Judy	ADULT	4
36	Holmes	Nancy	ADULT	4
37	Hong	Brian	PRREP	8
38	Huang	Aian	PRREP	8
39	Hussanini	Ayesha	PRREP	2
40	Koliboski	Danielle	FWS-F	8
41	Labib	Josephine	PRREP	12
42	Lai	Janet	ADULT	12
43	Lara	Melissa	PRREP	22
44	Lee	Al	ADULT	10
45	Leslie	Sandra	ADULT	8
46	Linson	Jeremy	ADULT	4
47	Lizaola	Luz	FWS-F	25
48	Mahammad	Sunnaa	PRREP	2

49	Manzanarez	Melissa	FWS-F	27
50	Mauro	Arielle	PRREP	4
51	Mc Grath	Patricia	ADULT	4
52	McDonald	Kevin	PRREP	6
53	Meadow	Brianna	PRREP	12
54	Nardin	Linda	ADULT	8
55	Narez	Patricia	FWS-F	62
56	Patel	Shivam	ADULT	12
57	Pendaris	Jennifer	ADULT	20
58	Perez	Christina	FWS-F	86
59	Perez	Marlene	PRREP	10
60	Piran	Grizelle	PRREP	6
61	Quang	Judy	FWS-F	40
62	Ramirez	Araceli	FWS-F	27
63	Reyes	Colleen	PRREP	4
64	Rivera	Kelleny	PRREP	8
65	Ross	Charlotte	ADULT	4
66	Sargeant	Lynn	ADULT	4
67	Shah	Anand	PRREP	4
68	Sheridan	Thomas	FWS-F	77
69	Shimizu	Ken	ADULT	4
70	Silva	Pamela	ADULT	10
71	Silvestri	Nolan	PRREP	12
72	Smith	Allie	ADULT	80
73	Soqui	Evelyn	FWS-F	27
74	Suh	Beom (Stacy)	PRREP	6
75	Ton	Sothavy	FWS-F	40
76	Torres	Samuel	INTERNSH	14
77	Uribe	Thomas	PRREP	8
78	Varma	Varun	ADULT	14
79	Viloria	Elysse	ADULT	2
80	Von Regius	Joseph	FWS-F	32
81	Wheeler	Ian	PRREP	6
82	Wingert	Natalie	FWS-F	40
83	Wisheh	Curt	INTERNSH	48
84	Yun	Jonathan	ADULT	2
				1300

Placentia Library District
Circulation Report – April 2008

	April 2008	April 2007	Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D % change
1st Time Checkouts	19,855	18,200	179,613	160,388	10.7%
Phone Renewals	1,319	958	9,869	9,283	5.9%
In-Building Renewals	533	840	6,445	5,241	18.7%
<u>On-line renewals</u>	2,515	n/a	11,915	n/a	n/a
TOTAL CHECKOUTS	24,222	19,998	207,842	174,912	15.8%
On-Time Checkins	23,297	20,611	201,976	177,519	12.1%
<u>Late Checkins</u>	1,582	1,482	<u>12,514</u>	<u>11,639</u>	<u>7.0%</u>
TOTAL CHECKINS	24,879	22,093	214,490	189,158	11.8%
Holds Placed	732	607	6,842	5,241	23.4%
Holds Cancelled	20	7	165	146	11.5%
Holds Filled	550	456	5,144	4,071	20.9%
NEW PATRON REGISTRATIONS	409	340	3,016	3,407	-13.0%
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	7,068	6,568	65,326	61,144	6.4%
Juvenile Print	9,962	8,908	82,394	75,519	8.3%
Audio	1,353	1,269	12,042	11,294	6.2%
Visual	5,836	5,010	55,175	41,336	25.1%
Downloadable Audio Books	73	43	463	181	60.9%
<u>Downloadable e- Books</u>	69	15	333	147	55.9%
TOTAL CIRCULATION	24,361	21,813	215,733	189,621	12.1%
CIRCULATION BY PLACE OF RESIDENCE					
Placentia residents	13,698	12,075	123,522	107,294	13.1%
<i>Placentia residents (as a percentage)</i>	<i>56.2%</i>	<i>55.4%</i>	<i>57.3%</i>	<i>56.6%</i>	
Anaheim residents	3,293	4,231	35,363	31,636	10.5%
<i>Anaheim residents (as a percentage)</i>	<i>13.5%</i>	<i>19.4%</i>	<i>16.4%</i>	<i>16.7%</i>	
Non-residents (includes Anaheim)	7,370	5,507	92,211	82,327	10.7%
<i>Non-residents (as a percentage)</i>	<i>30.3%</i>	<i>25.2%</i>	<i>42.7%</i>	<i>43.4%</i>	
TYPES OF ACTIVE BORROWERS					
Adult	17,231	16,064			
Young Adult	462	376			
Juvenile	3,985	3,341			
New Borrower	1,461	1,266			
Reciprocal borrowers	5	n/a			
Gold Members	558	n/a			
<u>Other (staff)</u>	510	405			
TOTAL ACTIVE BORROWERS *	24,212	21,452			
TOTAL REGISTERED BORROWERS **	35,852	31,446			
ATTENDANCE	57,766	63,647	524,924	498,332	5.1%

* Active borrowers have used the Library this month

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

Placentia Library District

Circulation Report – March 2008

	March 2008	March 2007	Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D % change
1st Time Checkouts	21,377	15,653	159,758	142,188	11.0%
Phone Renewals	995	799	8,550	8,325	2.6%
In-Building Renewals	620	522	5,912	4,401	25.6%
<u>On-line renewals</u>	1,960	n/a	9,400	n/a	n/a
TOTAL CHECKOUTS	24,952	16,974	183,620	154,914	15.6%
On-Time Checkins	22,538	16,443	178,679	156,908	12.2%
<u>Late Checkins</u>	1,388	1,061	<u>10,932</u>	<u>10,157</u>	<u>7.1%</u>
TOTAL CHECKINS	23,926	17,504	189,611	167,065	11.9%
Holdings Placed	739	485	6,110	4,634	24.2%
Holdings Cancelled	17	10	145	139	4.1%
Holdings Filled	570	373	4,594	3,615	21.3%
NEW PATRON REGISTRATIONS	384	361	2,607	3,067	-17.6%
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	7,163	5,769	58,258	54,576	6.3%
Juvenile Print	10,061	7,376	72,432	66,611	8.0%
Audio	1,370	1,071	10,689	10,025	6.2%
Visual	6,348	4,142	49,339	36,326	26.4%
Downloadable Audio Books	93	0	390	138	64.6%
<u>Downloadable e- Books</u>	77	0	264	132	50.0%
	25,112	18,358	191,372	167,808	12.3%
CIRCULATION BY PLACE OF RESIDENCE					
Placentia residents	14,574	11,275	109,824	95,219	13.3%
<i>Placentia residents (as a percentage)</i>	<i>58.0%</i>	<i>61.4%</i>	<i>57.4%</i>	<i>56.7%</i>	
Anaheim residents	4,421	3,511	33,422	27,405	18.0%
<i>Anaheim residents (as a percentage)</i>	<i>17.6%</i>	<i>19.1%</i>	<i>17.5%</i>	<i>16.3%</i>	
Non-residents (includes Anaheim)	10,538	7,083	81,548	72,589	11.0%
<i>Non-residents (as a percentage)</i>	<i>42.0%</i>	<i>38.6%</i>	<i>42.6%</i>	<i>43.3%</i>	
TYPES OF ACTIVE BORROWERS					
Adult	17,818	13,363			
Young Adult	452	241			
Juvenile	3,952	3,083			
New Borrower	1,488	1,351			
Reciprocal borrowers	123	n/a			
Gold Members	630	n/a			
<u>Other (staff)</u>	483	308			
TOTAL ACTIVE BORROWERS *	24,946	18,346			
TOTAL REGISTERED BORROWERS **	35,482	31,785			
ATTENDANCE	58,120	49,079	467,158	434,685	7.0%

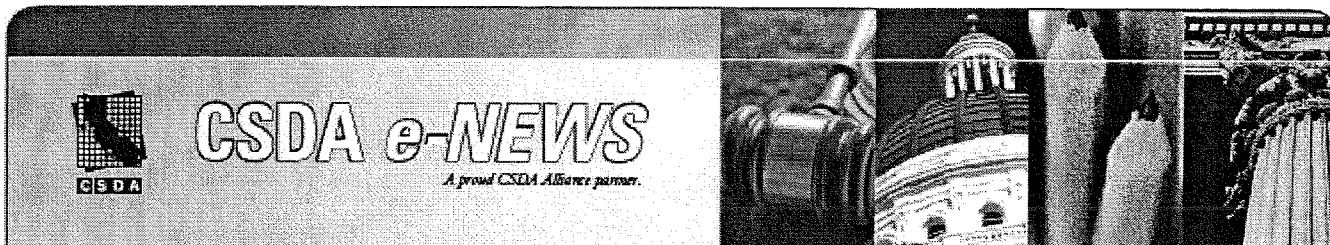
* Active borrowers have used the Library this month

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

Elizabeth Minter

From: Neil McCormick [neilm@csla.net]
Sent: Monday, May 05, 2008 1:43 PM
To: eminter@placentalibrary.org
Subject: CSDA e-News for the week of May 5, 2008

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



May 5, 2008

In this issue...

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- [P3 Bill Passes in New Form](#)
- [Physician-Hiring Bill Passes](#)
- [Schwarzenegger Opposes Prop 98](#)
- [Annual Conference Banquet Entertainment – OK, OK, We Have Decided to Tell!](#)
- [Special Districts Leadership Academy – A Personal Message from CSDA's Education Director](#)
- [California Local Governments Purchasing Green Cooperatively](#)
- [\\$1.6 Million in Clean Air Grants Awarded](#)

Employment

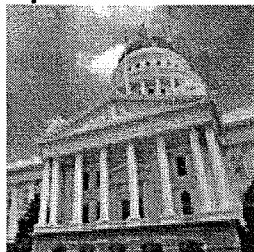
Here are the latest job opportunities posted on [SpecialDistrictCareers.com](#):

District Manager
 Ross Valley Sanitary District

Chief Executive Officer
 Schools Excess Liability Fund (SELF)

Administrator of Risk-Sharing Pool
 California Association for Park and Recreation

Special Districts Legislative Day – Program Updates



The Special Districts Legislative Day is just around the corner. On May 12, 2008 dozens of special district board and staff members will flock to Sacramento for a full program of issues related to California's special districts. [Click here to read more about SDLD...](#)

P3 Bill Passes in New Form

Last week, Assembly Bill 2278 (Caballero) passed the Assembly Local Government Committee on a 4-0 vote, with three abstentions. This bill would authorize the Office of Planning and Research to provide local government entities with the technical resources about public-private partnerships (P3) and help them make the determination whether a certain project should be done as a P3 or in a traditional way. AB 2278 is similar to another bill—AB 1756 (Caballero)—which failed to pass the Assembly Business and Professions Committee. CSDA testified in favor of AB 2278.

Physician-Hiring Bill Passes

Assembly Bill 1944 (Swanson) passed the Assembly Health Committee last week on a 19-4 vote. This bill, sponsored by the Association of California Healthcare Districts and supported by CSDA, would allow healthcare districts to directly hire physicians. This would help districts bring in physicians to rural and underserved communities. Currently, healthcare districts are the only public hospital entities not allowed to directly hire physicians.

Schwarzenegger Opposes Prop 98

Governor Arnold Schwarzenegger announced his opposition to Proposition 98, an extreme eminent domain reform effort pushed by the Howard Jarvis Taxpayers Association. The governor's opposition stems from the broadly written language that threatens important infrastructure projects, including water projects, while the state is in a water crisis. CSDA opposes Prop 98 as well, and supports Proposition 99, which would institute sensible eminent domain reform.

CSDA Calendar

- May 6**
State Controller's Workshop
Monterey (ACWA Conference)
- May 9**
Setting Direction/Community Leadership
Camarillo
- May 12**
Special Districts Legislative Day
Sacramento
- May 16**
Board's Role in Finance & Fiscal Accountability
Sacramento
- May 21**
California Special Districts 101
Sacramento
- May 30**
Generational Diversity Training
Pleasant Hill
- Sept 22-25**
CSDA Annual Conference and

Indemnity

General Manager
 Phelan Pinon Hills
 Community Services District

Administrator
 Cambria Community
 Healthcare District

**Supervisor/Wastewater
 Treatment Plant Operator**
 Jamestown Sanitary District

General Manager
 McCloud Community
 Services District

Controller
 Mojave Water District

Financial Analyst
 Mojave Water District

Executive Assistant
 Three Valleys Municipal
 Water District

General Manager
 Sweetwater Springs Water
 District

Financial Analyst
 Placer County Water Agency

**Half-time Associate or
 Senior Analyst**
 LAFCO of Monterey County

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

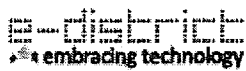
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Education

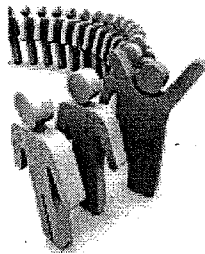
**Annual Conference Banquet Entertainment
 – OK, OK, We Have Decided to Tell!**



The CSDA Annual Conference
 and Exhibitor Showcase

Wednesday night banquet is
 always a treat and an opportunity for special district
 members to loosen-up and have a little fun! Well this
 year will be no different. CSDA staff has been talking
 about a 'surprise' entertainer for weeks now. Members
 have cajoled, threatened and even tried to bribe the
 executive director and the education director to find out
 exactly who the entertainer will be. [Click here to read
 more about the secret entertainment...](#)

**Special District Leadership Academy – A
 Personal Message from CSDA's Education
 Director**



Week after week you read about a
 class or a module of the Special
 District Leadership Academy that is
 scheduled to take place somewhere
 around the state. I am sure that after a
 while you begin to glaze over these
 articles and ignore the content of what
 is being said. Well, I hope this week
 will be different! [Click here to read
 more about the Academy...](#)

In the News

**California Local Governments Purchasing
 Green Cooperatively**



California counties, cities and special
 districts have taken on the green
 initiative challenge and are leading the
 charge when it comes to
 environmentally responsible

purchasing.

We invite you to participate in our regional seminar where you
 will gain knowledge from local and national experts about
 green purchasing best practices, tools necessary to
 successfully implement and achieve your green purchasing
 goals. [Learn more details about this free seminar...](#)

\$1.6 Million in Clean Air Grants Awarded

The Placer County Air Pollution Control District is awarding
 more than \$1.6 million in 2008 Clean Air Grants to 28 projects
 that will reduce air pollution in Placer County. [Read more of
 this story...](#)

Spread the e-News!

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

**Exhibitor Showcase
 Irvine**

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

FAQ

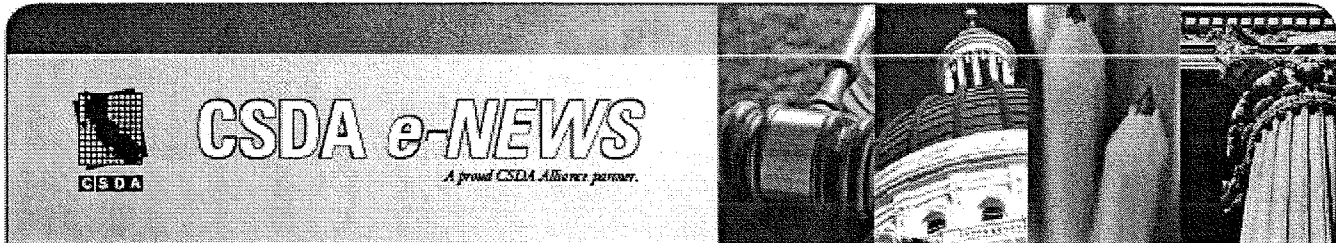
**What does the
 California Constitution
 say about public
 officers accepting
 passes or discounts
 from transportation
 companies?**

[Read the answer here!](#)

Elizabeth Minter

From: Neil McCormick [neilm@csla.net]
Sent: Monday, April 28, 2008 1:40 PM
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April 28, 2008

In this issue...

[CSD-Broadband Bill Passes Senate](#)

[Eminent Domain Reform Efforts Discussed in Committee](#)

[New Brown Act Legislation to Go Into Affect Soon](#)

[Budget Perspectives to be the Focus of the 2008 CSDA Legislative Day](#)

[DOF Releases Price and Population Data](#)

[Must-Have Training for Northern California](#)

[Continuing Education Abounds at this Year's Annual Conference](#)

[Setting Direction/Community Leadership in Sacramento May 9](#)

[Special Districts 2nd Largest Contributor to CalTRUST Investment Fund](#)

[Assembly Resolution Presented to North County Cemetery District](#)

[SDFL Congratulates Three Individuals Recognized under Foundation's Programs](#)

[Representation on Imperial Irrigation District an Issue in Bonnie Garcia Bill](#)

[Motorists Could Pay for Clean Air](#)

Employment

Here are the latest job opportunities posted on

CSD-Broadband Bill Passes Senate



Senate Bill 1191 by Senator Elaine Alquist (D-Santa Clara) passed the Senate Floor last week on a 38-0 vote. This bill, sponsored by CSDA, would authorize community services districts (CSD) to provide broadband Internet access to its community if no provider is currently there. Once a provider is willing and able to provide services at the same level of service (or better) for

a comparable price, then the CSD would sell or lease the services and equipment to that provider.

The bill moves to the Assembly Local Government Committee next, though no hearing date has been set yet. Keep an eye out for alerts to send in letters of support to help pass this important measure.

Eminent Domain Reform Efforts Discussed in Committee

Last Thursday, a joint hearing of the Assembly and Senate Judiciary Committees, the Assembly Housing Committee, and the Assembly Local Government Committee discussed the two eminent domain reform efforts on the June 2008 ballot. Propositions 98 and 99 both deal with eminent domain reform but, as Marianne O'Malley of the Legislative Analyst's Office said in her summary of the two initiatives, they take two very different paths to reach that goal. [Read more about these initiatives...](#)

New Brown Act Legislation to Go Into Affect Soon

Senate Bill 343 (Negrete McLeod), passed last year, is set to go into affect come July 1, 2008. This law requires writings subject to the Public Records Act to be available for public inspection at the time the writing is distributed to the members of the legislative body. [Read about the key provisions of this bill...](#)

Budget Perspectives to be the Focus of the 2008 Special Districts Legislative Day

The California State Budget is the topic of conversation both inside and outside the state these days and it will be no

CSDA Calendar

May 2
[Strategic Planning](#)
Emeryville

May 6
[State Controller's Workshop](#)
Monterey (ACWA Conference)

May 9
[Setting Direction/Community Leadership](#)
Camarillo

May 12
[Special Districts Legislative Day](#)
Sacramento

May 16
[Board's Role in Finance & Fiscal Accountability](#)
Sacramento

May 21
[California Special Districts 101](#)
Sacramento

May 30
[Generational Diversity Training](#)

SpecialDistrictCareers.com:

Administrator
 Cambria Community
 Healthcare District

**Supervisor/Wastewater
 Treatment Plant Operator**
 Jamestown Sanitary District

General Manager
 McCloud Community
 Services District

Controller
 Mojave Water District

Financial Analyst
 Mojave Water District

Executive Assistant
 Three Valleys Municipal
 Water District

General Manager
 Sweetwater Springs Water
 District

Financial Analyst
 Placer County Water Agency

**Half-time Associate or
 Senior Analyst**
 LAFCO of Monterey County

Laboratory Analyst
 Olivehurst Public Utilities
 District

**Chief Financial
 Officer/Controller**
 East Bay Regional Park
 District

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 opportunities here.

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different this year at the 2008 Special Districts Legislative Day. With the governor looking for ways to financially support a plethora of California programs, it is only appropriate that CSDA has invited a few of the key people on the issue of the state budget to speak to those of us who may certainly feel the impact of the current budget crunch. [Click here to read more about this year's content...](#)

DOF Releases Price and Population Data

The Department of Finance has released the Price and Population data for Fiscal Year 2007-08. This information can be used to calculate annual appropriation limits for your district. To access this information, visit <http://www.dof.ca.gov/budgeting/> and scroll to the bottom of the page.

Education

Must-Have Training for Northern California



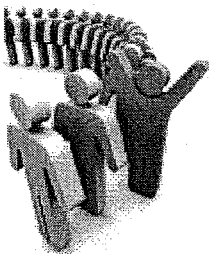
There are two trainings coming to Northern California in the month of May that you should seriously consider attending. These workshops will have a significant impact on the functionality of your district. [Click here to read more about these essential trainings...](#)

Continuing Education Abounds at this Year's Annual Conference



The CSDA Annual Conference is shaping up to be one of the most exciting conferences in CSDA history. With over 39 workshops to select from, your options for continuing education are plentiful and diverse. [Read more about this year's conference...](#)

Setting Direction/Community Leadership in Sacramento May 9



For the board member that is concerned with the board providing leadership and information to the public on the essential services provided by the special district or with the board and senior management's roles in establishing the vision, mission, and strategic goals, and success indicators for the district, CSDA is presenting the second module of the Special District Leadership Academy in Sacramento on May 9. [Click here to read more about this crucial training...](#)

Membership

Special Districts 2nd Largest Contributor to CalTRUST Investment Fund



CSDA and the CSDA Finance Corporation are proud to announce that they are two of the newest investors in the CalTRUST investment pool, both having placed funds in the pool this month. Special districts are the second largest contributor of the CalTRUST pool, accounting for over 21

Pleasant Hill

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

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

FAQ

**What are the financing
 options available
 through the CSDA
 Finance Corporation?**

[Read the answer here!](#)

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CALTRUST

CSDA Career Center
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percent of the pool's assets which currently exceed \$740 million. [Learn more about CalTRUST...](#)

Special District Leadership Foundation

Assembly Resolution Presented to North County Cemetery District



The Honorable Assembly Member George Plescia had a California State Assembly Resolution made for the North County Cemetery District, who was one of the first four Districts of Distinction. North County Cemetery District is from Assembly Member Plescia's district. The resolution was presented to North County Cemetery District by Special District Leadership Foundation (SDLF) Public Board Member Peter Detwiler, who also works for the Senate Local Government Committee, at the California Association of Public Cemeteries conference on April 4, 2008. [Read more about the Districts of Distinction program...](#)

SDLF Congratulates Three Individuals Recognized under Foundation's Programs

This month, SDLF was pleased to certify two individuals as Special District Administrators and recognize yet another individual in special district governance. [Read more about these SDLF programs and the district members' achievements...](#)

In the News

Representation on Imperial Irrigation District an Issue in Bonnie Garcia Bill

Imperial Irrigation District officials vowed to do all they can to defeat a proposed state law that would open governance of its energy operations to include Coachella Valley representation.

[Read more of this story...](#)

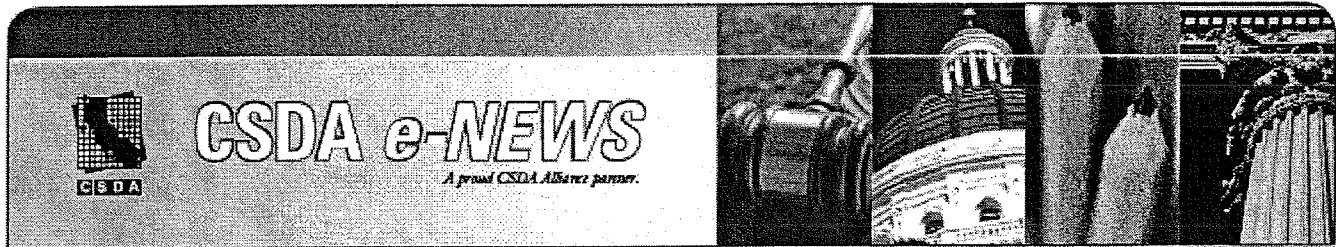
Motorists Could Pay for Clean Air

San Joaquin Valley motorists could face vehicle fees of up to \$30 a year to help clean up the region's air if a bill that passed a key committee this week becomes law. [Read more of this story...](#)

Spread the e-News!

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

CSDA e-News



New Brown Act Legislation to Go Into Affect Soon

Senate Bill 343 (Negrete McLeod), passed last year, is set to go into affect come July 1, 2008. This law requires writings subject to the Public Records Act to be available for public inspection at the time the writing is distributed to the members of the legislative body.

Key provisions:

- If a writing that is a public record is distributed less than 72 hours prior to an open meeting, the writing must be made available for public inspection at a public office or location that the agency shall designate for that purpose.
- Requires each local agency to list the address of the above mentioned office or location on the agenda.
- Authorize a local agency that has a website to post the documents on that website.

CSDA supported this bill after our clarifying language was adopted to minimize additional burdens or to reflect common practices in use now. CSDA was also able to delay the implementation of the law (new laws adopted are implemented January 1 of the following year) to give districts time to learn about the new regulations.

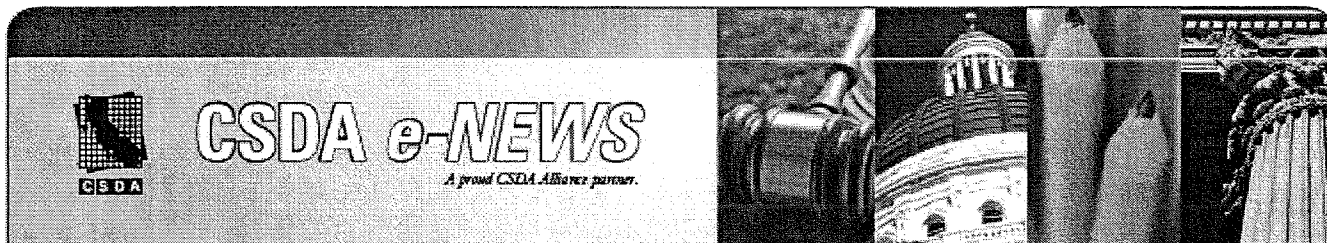
California Special Districts Association | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)

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Elizabeth Minter

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April 21, 2008

In this issue...

[Bills Continue to March On ...](#)

[... Or Fall to the Wayside](#)

[Business Affiliates to Play Golf with District Members at 2008 Annual Conference](#)

[Setting Direction/Community Leadership a Success](#)

[Desert Hot Springs Water Among Tastiest](#)

[Peaceful Graves, Skaters' Paradise Face off in Morro Bay](#)

Employment

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

Supervisor/Wastewater Treatment Plant Operator
 Jamestown Sanitary District

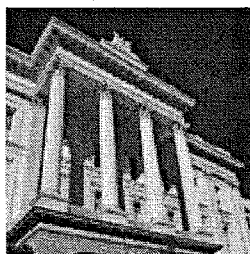
General Manager
 McCloud Community Services District

Controller
 Mojave Water District

Financial Analyst
 Mojave Water District

Executive Assistant
 Three Valleys Municipal

Bills Continue to March On ...



Assembly Bills 2002 and 2212 and Senate Bill 1699 have all passed through committees. [Read about these bills...](#)

... Or Fall to the Wayside

Assembly Bill 1756 met stiff opposition in the Assembly Business and Professions Committee and failed to garner enough votes to move on. [Read about this bill...](#)

Education

Business Affiliates to Play Golf with District Members at 2008 Annual Conference



For the first time in many years, there will be a golf tournament prior to the official opening of the

Annual Conference. Titled BAGiT, (Business Affiliates Golf iPod Tournament) this tournament is designed for CSDA Business Affiliates to have the opportunity to spend 'quality-time' with special district board members, trustees and general managers. [Click here to read more about BAGiT...](#)

Setting Direction/Community Leadership a Success

CSDA Calendar

April 24-25
Board Secretary Training
 Ventura

April 25
Governance Foundations
 Escondido

May 2
Strategic Planning
 Emeryville

May 6
State Controller's Workshop
 Monterey (ACWA Conference)

May 9
Setting Direction/Community Leadership
 Camarillo

May 12
Special Districts Legislative Day
 Sacramento

May 16
Board's Role in Finance & Fiscal Accountability

Water District

General Manager
 Sweetwater Springs Water District

Financial Analyst
 Placer County Water Agency

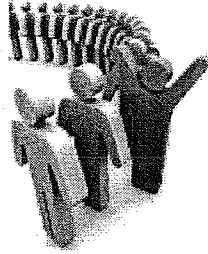
Half-time Associate or Senior Analyst
 LAFCO of Monterey County

Laboratory Analyst
 Olivehurst Public Utilities District

Chief Financial Officer/Controller
 East Bay Regional Park District

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

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



Thank you to the fourteen individuals who made this class a success. Your comments showed you found the training to be educational and valuable. [Click here to read more about this successful training...](#)

In the News

Desert Hot Springs Water Among Tastiest

'This city has both hot and cold running water, and they're both great.' This from Randy Duncan, president of the board of directors of the Mission Springs Water District, who now has something else to brag about. For the sixth time - the most of any other municipality in the world - the taste of Mission Springs drinking water was judged in February to be among the best in the world. [Read more of this story...](#)

Peaceful Graves, Skaters' Paradise Face off in Morro Bay

Morro Bay officials tonight will discuss whether to send a letter to the Board of Supervisors about concerns over a proposed skate park next to a cemetery that would be paid for by city residents and Cayucos. [Read more of this story...](#)

Spread the e-News!

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

Sacramento

May 21
California Special Districts 101
 Sacramento

May 30
Generational Diversity Training
 Pleasant Hill

Sept 22-25
CSDA Annual Conference and Exhibitor Showcase
 Irvine

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

FAQ

I know that directors of a community services district have to be registered voters, but I can't find that requirement. Where can I find this in statute?

[Learn the answer here!](#)

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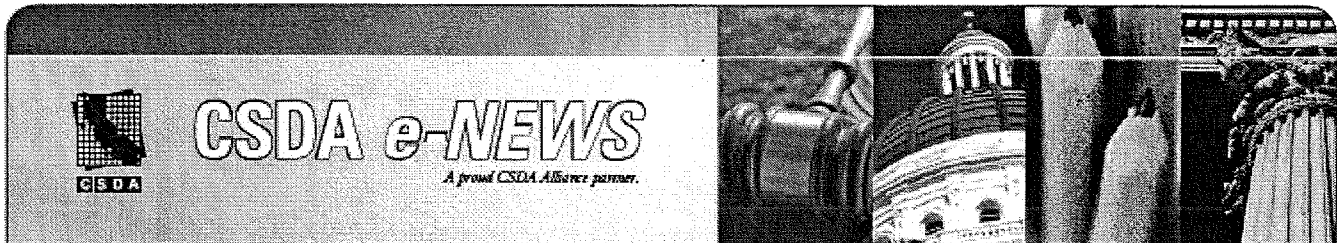
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April 14, 2008

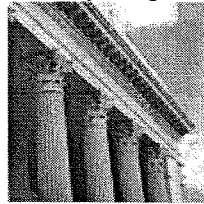
In this issue...

- [CSDA Board Vacancy – Region 3: Accepting Letters of Interest](#)
- [CSD/Broadband Bill on the Senate Floor](#)
- [Public-Private Partnerships Bill Moves Forward](#)
- [Assembly Member Roger Niello to Speak at Special Districts Legislative Day](#)
- [Two New Classes Open for Registration](#)
- [CSDA Unveils Cost-Saving Programs for your District](#)
- [Coachella Valley Water District Honored for its Coachella Canal Lining Project](#)
- [Open Space District gets \\$148,000 Grant](#)

Employment

- Here are the latest job opportunities posted on SpecialDistrictCareers.com:
- General Manager**
Sweetwater Springs Water District
 - Financial Analyst**
Placer County Water Agency
 - Half-time Associate or Senior Analyst**

**CSDA Board Vacancy – Region 3
Accepting Letters of Interest**



The CSDA Board of Directors currently has an open seat in Region 3. This seat is open to CSDA regular member agency staff or elected officials in Region 3 only. Once appointed, this seat will serve until Fall 2009. [Read more about this vacancy...](#)

CSD/Broadband Bill on the Senate Floor

Senate Bill 1191 (Alquist) will be heard on the Senate Floor soon, April 14 being the earliest opportunity. This bill, sponsored CSDA, would authorize all community services districts (CSDs) to provide broadband Internet access to their community if a private entity is unwilling to go in. [Read more about SB 1191...](#)

Public-Private Partnerships Bill Moves Forward

Assembly Bill 1756 (Caballero) passed from the Assembly Local Government Committee last Wednesday. This bill would create an Office of Public-Private Partnerships to provide local governments with legal and technical resources about public-private partnerships. [Read more about AB 1756...](#)

Assembly Member Roger Niello to Speak at Special Districts Legislative Day

Roger Niello has agreed to speak at the Special Districts Legislative Day program scheduled for May 12, 2008 at the Sheraton Grand Hotel Sacramento. Assemblyman Niello's confirmation rounds out a stellar line-up of expert speakers who will address California's most pressing issue – the state budget. [Read more about SDLD...](#)

Education

Two New Classes Open for Registration

CSDA is excited to announce two new classes are now open for registration.

CSDA Calendar

- April 18**
Setting
Direction/Community
Leadership
Sacramento

- April 24-25**
Board Secretary
Training
Ventura

- April 25**
Governance
Foundations
Escondido

- May 2**
Strategic Planning
Emeryville

- May 6**
State Controller's
Workshop
Sacramento

- May 9**
Setting
Direction/Community
Leadership
Camarillo

- May 12**
Special Districts
Legislative Day

LAFCO of Monterey County

Laboratory Analyst
 Olivehurst Public Utilities
 District

**Chief Financial
 Officer/Controller**
 East Bay Regional Park
 District

Assistant District Manager
 Mt. View Sanitary District

**Supervisor/Wastewater
 Treatment Plant Operator**
 Jamestown Sanitary District


Engineering Manager
 Santa Fe Irrigation District

Civil Engineer
 Mojave Water Agency

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 AGENCIES

**CSDA
 Career Center**
 Sponsored by
 Special Districts Association

Special Districts 101 is a basic course designed to assist staff members and board members with terminology, history, law and more. Register for this May 21 workshop in Sacramento.

The State Controller's Workshop is designed to shed light on the Special Districts Annual Report, published every year by the State Controller. The workshop will address updates in reporting requirements, as well as OPEB updates and GASB 34 requirements. Register for this May 6 workshop in Monterey.

Membership

CSDA Unveils Cost-Saving Programs for your District

Continuing our commitment to be the leader in special district services, CSDA has started the year out strong by adding **six new member benefits** designed to enhance your district and save your resources! New benefit programs include a career center, discounted cellular phones and service, employee background services, investment options, utility cost control services and identity theft protection. Learn more about these valuable new benefits...

In the News

Coachella Valley Water District Honored for its Coachella Canal Lining Project

The Coachella Valley Water District was recently honored with the San Diego Section of the American Society of Civil Engineers Project of the Year for its Coachella Canal Lining Project. Read more of this story...

Open Space District gets \$148,000 Grant

The Midpeninsula Regional Open Space District has received a \$148,473 grant to implement erosion-control projects at its Skyline Ridge Open Space Preserve to improve steelhead-trout habitat and help coho salmon recovery in the Pescadero Creek watershed. Read more of this story...

Spread the e-News!

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

Sacramento

May 16
Board's Role in Finance and Fiscal Accountability
 Sacramento

May 21
California Special Districts 101
 Sacramento

May 30
Generational Diversity Training
 Pleasant Hill

Sept 22-25
CSDA Annual Conference and Exhibitor Showcase
 Irvine

View the complete education calendar here.

FAQ

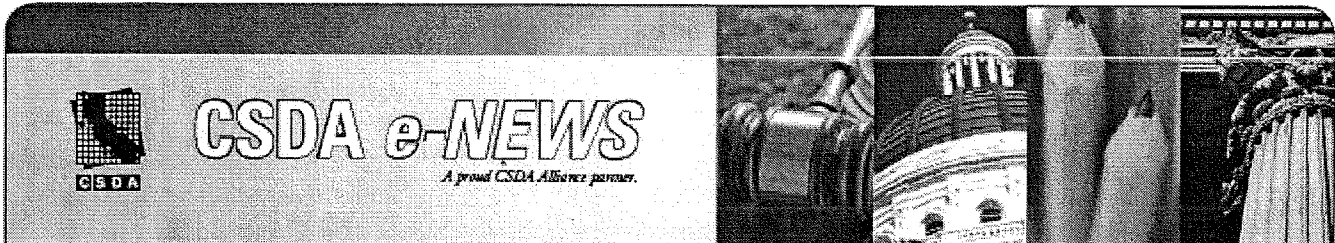
Do you know how to get information on six new classes offered by CSDA in 2008?

Learn the answer here!

Elizabeth Minter

From: Neil McCormick [neilm@cda.net]
Sent: Monday, April 07, 2008 2:11 PM
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April 7, 2008

In this issue...

[CSD/Broadband Bill Passes from Committee](#)

[CSA Law Rewrite Passes](#)

[Register Now for Special Districts Legislative Day](#)

[New Publications Available for Special Districts](#)

[April Academy Classes Open for Registration](#)

[CSDA Education Department Launches Six New Classes](#)

[Win Exciting Technology Prizes at the 2008 CSDA Annual Conference](#)

[EBMUD Considers Helping Renters in Foreclosure](#)

[Salmon Restoration Bill Receives Final Approval from Senate](#)

Employment

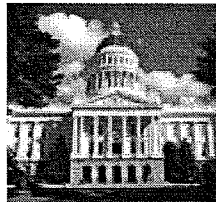
Here are the latest job opportunities posted on [SpecialDistrictCareers.com](#):

Laboratory Analyst
Olivehurst Public Utilities District

Chief Financial Officer/Controller
East Bay Regional Park District

Assistant District Manager

CSD/Broadband Bill Passes from Committee



Senate Bill 1191, sponsored by CSDA and authored by Senator Elaine Alquist (D-Santa Clara), passed from the Senate Local Government Committee on a unanimous 5-0 vote. [Read more about SB 1191...](#)

CSA Law Rewrite Passes

Senate Bill 1458, jointly authored by the Senate Local Government Committee members, passed the Senate Local Government Committee 4-0, with one abstention. This bill streamlines the Community Service Area Law, an arcane and confusing statute that was drafted in the 1950s but had not been significantly updated. CSDA—with the California Association of Local Agency Formation Commissions, the California State Association of Counties, League of California Cities, and others—was part of the working group that participated in the vetting and rewriting of the law. The bill now goes to the Senate Floor.

Register Now for Special Districts Legislative Day

The CSDA 2008 Special Districts Legislative Day is scheduled for Monday, May 12 in Sacramento. Registration brochures are in the mail. This year's Legislative Day promises to be an exciting and information-packed day. [Click here to read more about SDLD and register today!](#)

New Publications Available for Special Districts

The State Controller's Office and California Debt and Investment Advisory Commission (CDIAC) have both recently released free publications of interest to California's special districts. [Read more about these publications...](#)

Education

April Academy Classes Open for Registration

CSDA Calendar

April 18
Setting Direction/Community Leadership
Sacramento

April 24-25
Board Secretary Training
Ventura

April 25
Governance Foundations
Escondido

May 6
State Controller's Workshop
Sacramento

May 12
Special Districts Legislative Day
Sacramento

Sept 22-25
CSDA Annual Conference and Exhibitor Showcase
Irvine

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

Mt. View Sanitary District

**Supervisor/Wastewater
 Treatment Plant Operator**
 Jamestown Sanitary District

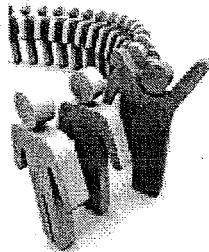
Engineering Manager
 Santa Fe Irrigation District

Finance Director
 Midway City Sanitary District

Civil Engineer
 Mojave Water Agency

View the complete list of
 current employment
 opportunities here.

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



There is still time to register and there are seats available for April's Special District Leadership Academy (SDLA) classes. The SDLA is a groundbreaking and curriculum-based continuing education program that recognizes the necessity for the board and

general manager to work closely toward a common goal. [Click here to read more about this crucial training...](#)

CSDA Education Department Launches Six New Classes



A catalog of new classes launched by the CSDA Education Department is in the mail! CSDA members may now take advantage of classes that begin at only \$100. Two hour, three hour and half day classes are now open for registration. [Click](#)

[here to read about these new classes...](#)

Win Exciting Technology Prizes at the 2008 CSDA Annual Conference



This year everyone is going to want to attend the two Super Sessions at the CSDA Annual Conference. Not only will there be two exciting

speakers, but also attendees will have the opportunity to win very special technology prizes. [Click here to read more about these giveaways...](#)

FAQ

Do you know what change has been made in reporting gifts received in a calendar year?

[Learn the answer here!](#)

Advertisers

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CSDA Career Center

Sponsored by
 Special Districts Career Center

In the News

Water Board May Tighten Expense Policy

A director whose travel expenses were one of the highest among San Gabriel Valley water districts has recommended that the agency re-examine its spending policy. [Read more of this story...](#)

Salmon Restoration Bill Receives Final Approval from Senate

The State Senate gave final approval today (April 1) to Senate Bill 562, legislation by North Coast Senator Patricia Wiggins (D – Santa Rosa) to designate \$5.3 million in "urgent funding" for coastal salmon and steelhead fisheries restoration projects. [Read more of this story...](#)

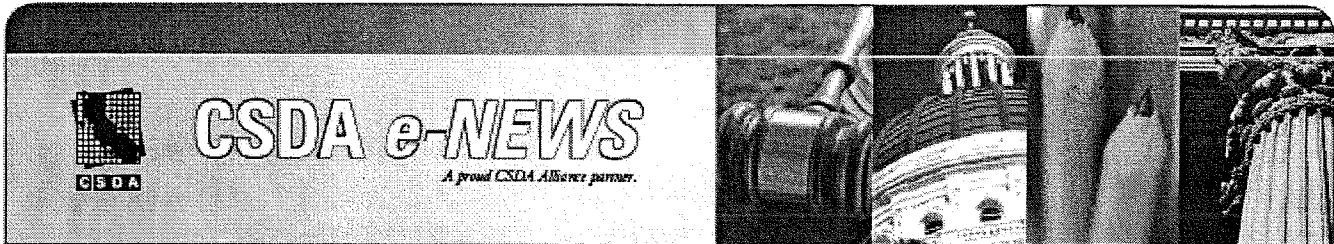
Spread the e-News!

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

Elizabeth Minter

From: Neil McCormick [neilm@csda.net]
Sent: Monday, March 31, 2008 4:04 PM
To: eminter@placentialibrary.org
Subject: CSDA e-News for the week of March 31, 2008

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To ensure receipt of our email, [please add 'CSDA@informz.net'](#) to your address book.



March 31, 2008

In this issue...

- [Legislature Shifts into High Gear](#)
- [Assembly Bill 1992 Defeated](#)
- [Board Secretary Training a Great Success](#)
- [Register Now for Academy Classes](#)
- [Announcing Conference Opening Session Keynote Speaker](#)
- [2008 Special Districts Legislative Day - Registration Now Open!](#)
- [EBMUD Considers Helping Renters in Foreclosure](#)
- [Memorial District Money Stolen](#)

Employment

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Assistant District Manager
Mt. View Sanitary District

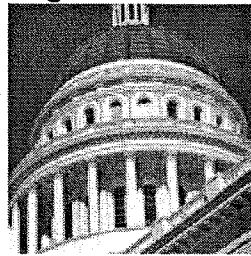
Supervisor/Wastewater Treatment Plant Operator
Jamestown Sanitary District

Engineering Manager
Santa Fe Irrigation District

Finance Director
Midway City Sanitary District

Civil Engineer

Legislature Shifts into High Gear



The Legislature returned from its Spring Recess on Monday, March 24 and immediately commenced policy committee hearings on hundreds of bills subject to the fiscal committee deadline of April 18, followed by the non-fiscal deadline of May 2.

In addition to policy committee hearings, both the Senate and Assembly budget subcommittees continue to work through the governor's proposed 2008-09 state budget. While anything is possible, don't expect the Legislature to adopt a state budget by July 1, the start of the new fiscal year.

Assembly Bill 1992 Defeated

Assembly Bill 1992 by Assembly Member Chuck DeVore (R-Irvine) and sponsored by the Howard Jarvis Taxpayers Association was defeated in the Assembly Elections and Redistricting Committee on Tuesday. The vote was 2 to 5 and the bill was granted reconsideration. [Read more about AB 1992...](#)

Education

Board Secretary Training a Great Success



Thank you to the 34 individuals who came to Emeryville to continue making this our most successful and sought after trainings.

Instructors David Aranda and David McMurchie provided individuals from many different types of districts the tools necessary to be successful board secretaries. [Click here to read about our other Board Secretary Trainings...](#)

Register Now for Academy Classes

CSDA Calendar

April 7-9
Green California Summit and Exposition
Sacramento

April 18
Setting Direction/Community Leadership
Sacramento

April 24-25
Board Secretary Training
Ventura

April 25
Governance Foundations
Escondido

May 6
State Controller's Workshop
Sacramento

May 12
Special Districts Legislative Day
Sacramento

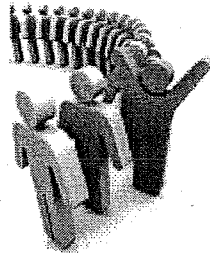
Sept 22-25
CSDA Annual Conference and Exhibitor Showcase

Mojave Water Agency

Transportation Engineer
 Transportation Agency for
 Monterey County

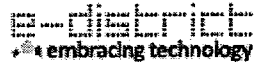
[View the complete list of current employment opportunities here.](#)

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



Special District Leadership Academy classes will be taking place throughout the year, throughout the state. Visit the CSDA Education Calendar to see when the trainings will be coming to your area. [Click here to read more about SDLA...](#)

Announcing Conference Opening Session Keynote Speaker



When Dale Moss speaks to leadership, growth, change and embracing technology, he knows what he's talking about. In his years at British Airways, Dale led a team of 12,000 people and was proud of building great teams and helping them deliver extraordinary results. [Click here to read more about this exciting speaker...](#)

2008 Special Districts Legislative Day - Registration Now Open!

Registration is now open for CSDA's 2008 Special Districts Legislative Day. Visit <http://www.csdanet.net/sdld.htm> for more information or to register.

Irvine

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

FAQ

How can your district protect board members and staff from identity theft?

[Learn the answer here!](#)

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<u>CLICK HERE to get a free quote!</u>	SDRMA

CSDAMobile.com	CSDA Career Center
	<small>operated by Special Districts Association</small>

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In the News

EBMUD Considers Helping Renters in Foreclosure

In another sign of fallout from the foreclosure epidemic, the East Bay's largest water agency today will consider whether to ban itself from turning off water to rental properties where the landlord has stopped paying the bill. [Read more of this story...](#)

Memorial District Money Stolen

Officials with the Southern Tulare County Memorial District have filed a criminal report accusing a former employee of embezzling \$9,200 over nearly a year. [Read more of this story...](#)

Spread the e-News!

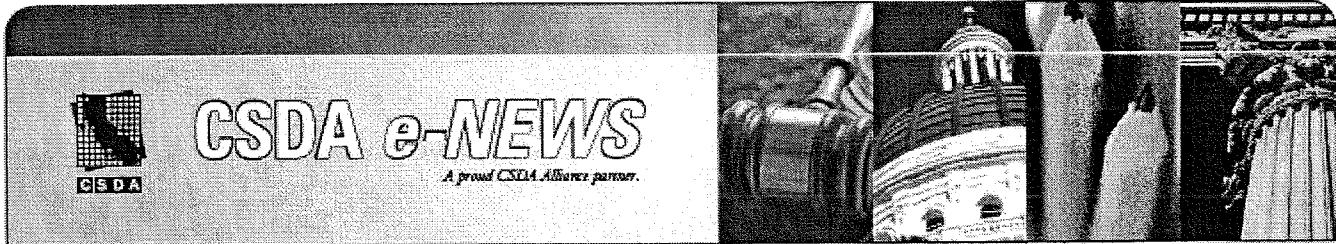
If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Travis Wills at Travisw@csda.net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



Elizabeth Minter

From: Neil McCormick [neilm@csga.net]
Sent: Monday, March 24, 2008 3:49 PM
To: eminter@placentalibrary.org
Subject: CSGA e-News for the week of March 24, 2008

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To ensure receipt of our email, please add 'CSGA@informz.net' to your address book.



March 24, 2008

In this issue...

[Legislature is Back from Spring Recess](#)

[Support SB 1191 - Send Your Letter Today!](#)

[CSGA's Annual Conference Exhibitors Are 70% Sold Out](#)

[Register Now for Board Secretary Training](#)

[Governance Foundations a Success](#)

[Welcome to our Newest Members!](#)

[Congratulations to Victoria Beatley of Mesa Consolidated Water District](#)

[Water Agency to Explore Energy Independence](#)

[Bug Bucks go to Vote](#)

Employment

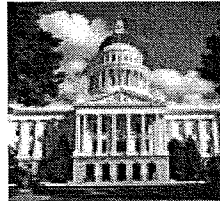
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Assistant District Manager
Mt. View Sanitary District

Supervisor/Wastewater Treatment Plant Operator
Jamestown Sanitary District

Engineering Manager
Santa Fe Irrigation District

Legislature is Back from Spring Recess



Legislators came back to Sacramento today, after taking a week off for spring recess. Things are in full swing now, as bills are starting to speed through the various policy committees; the deadline to move legislation to fiscal committees is looming in mid-April. CSGA's SB 1191 will be heard on April 2 in the Senate Local Government Committee. Several CSDs will be coming to Sacramento to testify in favor of the bill.

Support SB 1191 - Send Your Letter Today!

A bill to give CSDs the authority to provide broadband (high-speed) Internet access to their constituents is being heard soon and your help is needed to get the bill passed! **The deadline to get your support letters in is this Wednesday!** [Read more about SB 1191...](#)

Education

CSGA's Annual Conference Exhibitors Are 70% Sold Out



This year's Annual Conference Exhibitor booths are selling fast. We are 70 percent sold out. Don't

miss your opportunity to participate in what is expected to be our best conference yet. [Click here to read more about our exhibitors and sponsors...](#)

Register Now for Board Secretary Training



There's still room to register for one of CSGA's most popular and sought-after seminars. The Board Secretary in a special district plays a multi-faceted role that is also one of the most

highly visible. [Read more about Board Secretary Training...](#)

Governance Foundations a Success

CSGA Calendar

March 25
SDRMA Safety/Claims Education Day
Sacramento

March 27
Ethics Training
Bakersfield

March 27-28
Board Secretary Training
Emeryville

March 28
Ethics Training
Sacramento

April 7-9
Green California Summit and Exposition
Sacramento

April 18
Setting Direction/Community Leadership
Sacramento

April 24-25
Board Secretary Training
Ventura

Finance Director
 Midway City Sanitary District

Civil Engineer
 Mojave Water Agency

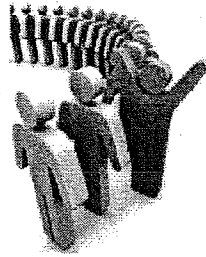
Finance Officer
 McCloud Community Services District

Accountant
 Los Osos Community Services District

Transportation Engineer
 Transportation Agency for Monterey County

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

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



Thank you to all of you who came to our March 21 Governance Foundations class in Sacramento. According to your evaluations, you found the training to be educational, informative and valuable. We're glad you learned so much and we're excited to see you at the rest of our Special District Leadership Academy modules. [Click here to read more about this amazing training...](#)

[training...](#)

Membership

Welcome to our Newest Members!

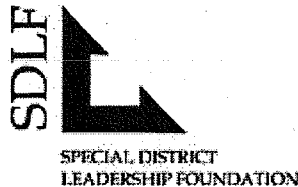
As the recognized voice for special districts, CSDA is excited to announce and welcome the following agencies in membership so far in 2008:

- [Penfield & Smith Engineers](#)
- [Berkeley Housing Authority](#)
- [Citizens Business Bank](#)
- [Mariana Ranchos County Water District](#)
- [Altadena Library District](#)
- [LAFCo of Calaveras County](#)
- [Tucker Oaks Water District](#)
- [Pacific Municipal Consultants](#)
- [Northern CA Regional Public Safety Training Authority](#)

CSDA is proud that our membership includes more than half of all community services districts, recreation and park districts, sanitary districts, utility districts, mosquito and vector control districts, harbor districts, airport districts, air quality management districts and library districts.

Special District Leadership Foundation

Congratulations to Victoria Beatley of Mesa Consolidated Water District



The Special District Leadership Foundation (SDLF) recognizes board members and other individuals who have proven their commitment to their communities and

the constituents they serve by completing a predetermined amount of continuing education and training, including CSDA's Special District Leadership Academy. SDLF congratulates Ms. Victoria Beatley of Mesa Consolidated Water District for completing the entire Special District Leadership Academy and satisfying her other continuing education credits. Ms. Beatley is now SDLF's newest Recognized Leader in Special District

April 25
Governance Foundations
Esccondido

May 6
State Controller's Workshop
Sacramento

May 12
Special Districts Legislative Day
Sacramento

Sept 22-25
CSDA Annual Conference and Exhibitor Showcase
Irvine

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

FAQ

Are you a fire district looking to spice things up a little with a name change, but not sure where to go?

[Learn the answer here!](#)

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	POOLED INVESTMENT FUNDS FOR LOCAL AGENCIES

CSDA Career Center
<small>Sponsored by Special Districts of California</small>

Governance. [Read more about this recognition...](#)

In the News

Water Agency to Explore Energy Independence

A \$1 million initiative by the Sonoma County Water Agency will explore creating energy-independent business parks and incentives to encourage electric cars in company fleets. [Read more of this story...](#)

Bug Bucks go to Vote

More than a year after a woman's death from the mosquito-borne West Nile virus, Colusa County landowners will decide whether to pay taxes to check future outbreaks. The Board of Supervisors on Tuesday approved a vote on widening the Colusa Mosquito Abatement District to cover the whole county. [Read more of this story...](#)

Spread the e-News!

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

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.2732

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



Elizabeth Minter

From: California Library Association [info@cla-net.org]
Sent: Wednesday, April 23, 2008 12:02 PM
To: Elizabeth Minter
Subject: News From the Capitol

Take Action

News From the Capitol

SENATE EDUCATION COMMITTEE PASSES LIBRARY BOND MEASURE ON A STRONG, BI-PARTISAN VOTE

[More Info](#)

Several weeks ago the Senate Education Committee took testimony on SB 1516 by Senator Joe Simitian. The measure, which is sponsored by CLA, seeks to place a \$4 billion library construction and renovation bond measure on the November 2010 ballot. Offering support of the measure in committee was CLA, highlighted by the testimony of CLA's Legislative Chair, Melinda Cervantes (Santa Clara County Library Director). Also joining in support of the bill was the California Special Districts Association, the California Federation of Teachers, the California School Library Association, and various cities and counties, including Burbank, Sonoma, Merced, and San Jose.

Chairman, Senator Jack Scott, indicated that he was "saddened" that the 2006 bond on the June ballot did not pass, and noted that he hoped there would be a more positive future outlook for library bonds. He acknowledged that SB 1516 would have to be sent to the Senate Education Committee "suspense file" due to its significant cost. You may recall that the fiscal committees in each house - the Assembly Appropriations Committee and Senate Appropriations Committee, for many years, have implemented a so-called "suspense file." Bills costing more than \$150,000 are traditionally sent to the "suspense file," which allows the leadership and the committee Chair and Vice Chair to prioritize which bills should go forward given the state's finances. In recent years, the Senate Education Committee, and the Revenue and Taxation Committees have also implemented their own version of the "suspense file."

Last Thursday, the Senate Education Committee took up all of the items on their "suspense file" and voted, on a strong bi-partisan vote of 8 "ayes" to 1 "no" to pass the bill out of committee. Voting in support of the measure were Democrat Senators: Jack Scott, Elaine Alquist, Alex Padilla, Gloria Romero, Joe Simitian, and Tom Torlakson. Republican Senators voting in support were: Jeff Denham and Abel Maldonado. Voting against the bond was Vice Chair, Senator Mark Wyland. Thanks to all of you who wrote letters to the committee, as well as visited with these

legislators on CLA Legislative Day!

SB 1516 is now scheduled to be heard in the Senate Appropriations Committee on Monday, April 28. Due to the substantial costs involved with any bond measure, it is assumed that SB 1516 will be sent to the Senate Appropriations "suspense file." The measure would then sit on the "suspense file" until late May, when leadership and the committee Chair and Vice Chair prioritize these measures and send them to the Senate Floor for a vote, or hold them in committee. Please take a moment to write the members of the Senate Appropriations Committee (you will have until mid-May to send your letters), and encourage their support of SB 1516-Simitian.

Members of the Senate Appropriations Committee

Senator Tom Torlakson, Chair
Senator Dave Cox, Vice Chair
Senator Sam Aanestad
Senator Roy Ashburn
Senator Gil Cedillo
Senator Ellen Corbett
Senator Bob Dutton
Senator Dean Florez
Senator Sheila Kuehl
Senator Jenny Oropeza
Senator Mark Ridley-Thomas
Senator George Runner
Senator Joe Simitian (author)
Senator Darrell Steinberg
Senator Mark Wyland
Senator Leland Yee

Sample address:

The Honorable Tom Torlakson
Chair, Senate Appropriations Committee
State Capitol
Sacramento, CA. 95814

Submitted by Mike Dillon and Christina Dillon, CLA Lobbyists

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

SENATE EDUCATION COMMITTEE PASSES LIBRARY BOND MEASURE ON A STRONG, BI-PARTISAN VOTE

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Legislative Alerts and Updates

• Current Legislation

• Key Votes

• Capitol Hill Basics

Action Alert

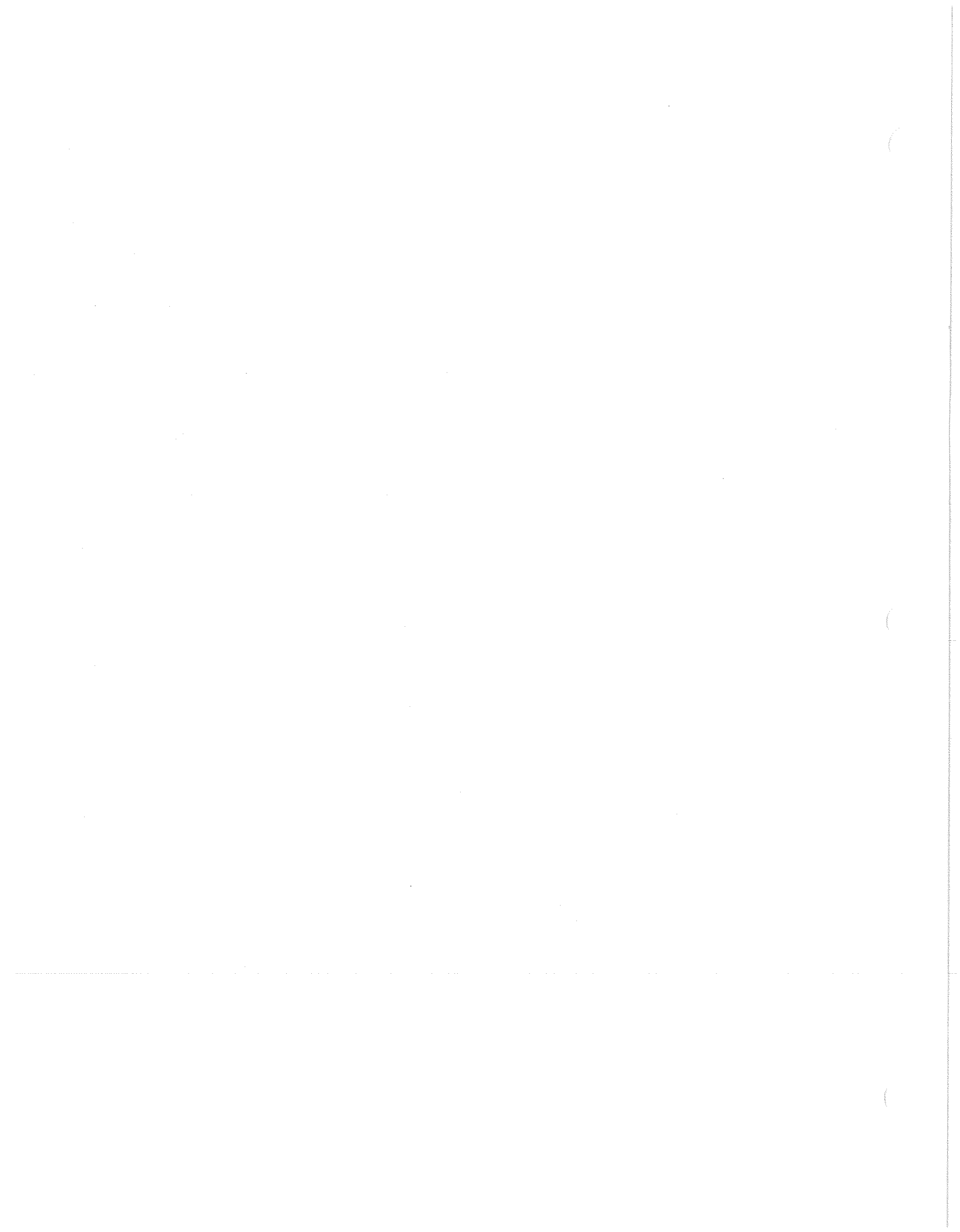


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Members of the Senate Appropriations Committee

Senator Tom Torlakson, Chair

Senator Dave Cox, Vice Chair

Senator Sam Aanestad

Senator Roy Ashburn

Senator Gil Cedillo

Senator Ellen Corbett

Senator Bob Dutton

Senator Dean Florez

Senator Sheila Kuehl

Senator Jenny Oropeza

Senator Mark Ridley-Thomas

Senator George Runner

Senator Joe Simitian (author)

Senator Darrell Steinberg

Senator Mark Wyland

Senator Leland Yee

Sample address:

The Honorable Tom Torlakson
Chair, Senate Appropriations Committee
State Capitol
Sacramento, CA. 95814

Submitted by Mike Dillon and Christina Dillon, CLA Lobbyists

 **Tell A Friend**

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CITY OF PLACENTIA INVOICES

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

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

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

TOTAL DOLLARS SPENT

FY2005-2006	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-05	1,125.58	174.00	0.00	1,299.58	649.79
Aug-05	1,125.58	174.00	0.00	1,299.58	649.79
Sep-05	372.88	114.00	0.00	486.88	243.44
Oct-05	339.98	30.00	0.00	369.98	184.99
Nov-05	610.86	99.00	0.00	709.86	354.93
Dec-05	484.20	99.00	0.00	583.20	291.60
Jan-06	770.34	0.00	0.00	770.34	385.17
Feb-06	421.04	0.00	0.00	421.04	210.52
Mar-06	177.12	69.00	0.00	246.12	123.06
Apr-06	219.34	69.00	0.00	288.34	144.17
May-06	219.34	69.00	0.00	288.34	144.17
Jun-06	219.34	69.00	0.00	288.34	144.17
TOTAL	6,085.60	966.00	0.00	7,051.60	3,525.80
AVG	507.13	80.50	0.00	587.63	293.82

TOTAL DOLLARS SPENT

FY2006-2007	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-06	219.34	69.00	0.00	288.34	144.17
Aug-06	219.34	54.00	0.00	273.34	136.67
Sep-06	219.34	54.00	0.00	273.34	136.67
Oct-06	219.34	54.00	0.00	273.34	136.67
Nov-06	219.34	54.00	0.00	273.34	136.67
Dec-06	219.34	54.00	0.00	273.34	136.67
Jan-07	219.34	54.00	0.00	273.34	136.67
Feb-07	219.34	54.00	0.00	273.34	136.67
Mar-07	219.34	54.00	0.00	273.34	136.67
Apr-07	219.34	54.00	0.00	273.34	136.67
May-07	219.34	54.00	0.00	273.34	136.67
Jun-07	219.34	54.00	0.00	273.34	136.67
TOTAL	2,632.08	663.00	0.00	3,295.08	1,647.54
AVG	219.34	55.25	0.00	274.59	137.30

TOTAL DOLLARS SPENT

FY2007-2008	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-07	219.34	54.00	0.00	273.34	136.67
Aug-07	219.34	54.00	0.00	273.34	136.67
Sep-07	236.30	54.00	0.00	290.30	145.15
Oct-07	236.30	54.00	0.00	290.30	145.15
Nov-07	236.30	54.00	0.00	290.30	145.15
Dec-07	236.30	54.00	0.00	290.30	145.15
Jan-08	236.30	54.00	0.00	290.30	145.15
Feb-08	236.30	54.00	0.00	290.30	145.15
Mar-08	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00
TOTAL	1,856.48	432.00	0.00	2,288.48	1,144.24
AVG	371.30	86.40	0.00	457.70	228.85

DOLLARS BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Aug-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Sep-05	168.88	138.20	65.80	0.00	0.00	372.88
Oct-05	168.88	138.20	32.90	0.00	0.00	339.98
Nov-05	337.76	207.30	65.80	0.00	0.00	610.86
Dec-05	211.10	207.30	65.80	0.00	0.00	484.20
Jan-06	253.32	207.30	65.80	0.00	243.92	770.34
Feb-06	42.22	69.10	65.80	0.00	243.92	421.04
Mar-06	42.22	69.10	65.80	0.00	0.00	177.12
Apr-06	84.44	69.10	65.80	0.00	0.00	219.34
May-06	84.44	69.10	65.80	0.00	0.00	219.34
Jun-06	84.44	69.10	65.80	0.00	0.00	219.34
TOTAL	2,068.78	1,796.60	756.70	0.00	1,463.52	6,085.60
AVG	172.40	149.72	63.06	0.00	121.96	507.13

DOLLARS BY TYPE OF WORKER

FY2006-2007	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-06	84.44	69.10	65.80	0.00	0.00	219.34
Aug-06	84.44	69.10	65.80	0.00	0.00	219.34
Sep-06	84.44	69.10	65.80	0.00	0.00	219.34
Oct-06	84.44	69.10	65.80	0.00	0.00	219.34
Nov-06	84.44	69.10	65.80	0.00	0.00	219.34
Dec-06	84.44	69.10	65.80	0.00	0.00	219.34
Jan-07	84.44	69.10	65.80	0.00	0.00	219.34
Feb-07	84.44	69.10	65.80	0.00	0.00	219.34
Mar-07	84.44	69.10	65.80	0.00	0.00	219.34
Apr-07	84.44	69.10	65.80	0.00	0.00	219.34
May-07	84.44	69.10	65.80	0.00	0.00	219.34
Jun-07	84.44	69.10	65.80	0.00	0.00	219.34
TOTAL	1,013.28	829.20	789.60	0.00	0.00	2,632.08
AVG	84.44	69.10	65.80	0.00	0.00	219.34

DOLLARS BY TYPE OF WORKER

FY2007-2008	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-07	84.44	69.10	65.80	0.00	0.00	219.34
Aug-07	84.44	69.10	65.80	0.00	0.00	219.34
Sep-07	86.94	76.56	72.80	0.00	0.00	236.30
Oct-07	86.94	76.56	72.80	0.00	0.00	236.30
Nov-07	86.94	76.56	72.80	0.00	0.00	236.30
Dec-07	86.94	76.56	72.80	0.00	0.00	236.30
Jan-08	86.94	76.56	72.80	0.00	0.00	236.30
Feb-08	86.94	76.56	72.80	0.00	0.00	236.30
Mar-08	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	690.52	597.56	568.40	0.00	0.00	1,856.48
AVG	138.10	119.51	113.68	0.00	0.00	371.30

TIME BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	BLDG MAINT			TOTAL
			SWEEPER	TRIMMER	MAINT WORK	
Jul-05	7.00	8.00	2.00	0.00	16.00	33.00
Aug-05	7.00	8.00	2.00	0.00	16.00	33.00
Sep-05	4.00	4.00	2.00	0.00	0.00	10.00
Oct-05	0.00	0.00	0.00	0.00	0.00	0.00
Nov-05	4.00	6.00	2.00	0.00	0.00	12.00
Dec-05	5.00	6.00	2.00	0.00	0.00	13.00
Jan-06	6.00	6.00	2.00	0.00	8.00	22.00
Feb-06	1.00	2.00	2.00	0.00	8.00	13.00
Mar-06	1.00	2.00	2.00	0.00	0.00	5.00
Apr-06	2.00	2.00	2.00	0.00	0.00	6.00
May-06	2.00	2.00	2.00	0.00	0.00	6.00
Jun-06	2.00	2.00	2.00	0.00	0.00	6.00
TOTAL	41.00	48.00	22.00	0.00	48.00	159.00
AVG	3.42	4.00	1.83	0.00	4.00	13.25


TIME BY TYPE OF WORKER

FY2006-2007	SUPERVISOR	CREWLEAD	BLDG MAINT			TOTAL
			SWEEPER	TRIMMER	MAINT WORK	
Jul-06	2.00	2.00	2.00	0.00	0.00	6.00
Aug-06	2.00	2.00	2.00	0.00	0.00	6.00
Sep-06	2.00	2.00	2.00	0.00	0.00	6.00
Oct-06	2.00	2.00	2.00	0.00	0.00	6.00
Nov-06	2.00	2.00	2.00	0.00	0.00	6.00
Dec-06	2.00	2.00	2.00	0.00	0.00	6.00
Jan-07	2.00	2.00	2.00	0.00	0.00	6.00
Feb-07	2.00	2.00	2.00	0.00	0.00	6.00
Mar-07	2.00	2.00	2.00	0.00	0.00	6.00
Apr-07	2.00	2.00	2.00	0.00	0.00	6.00
May-07	2.00	2.00	2.00	0.00	0.00	6.00
Jun-07	2.00	2.00	2.00	0.00	0.00	6.00
TOTAL	24.00	24.00	24.00	0.00	0.00	72.00
AVG	2.00	2.00	2.00	0.00	0.00	6.00

TIME BY TYPE OF WORKER

FY2007-2008	SUPERVISOR	CREWLEAD	BLDG MAINT			TOTAL
			SWEEPER	TRIMMER	MAINT WORK	
Jul-07	2.00	2.00	2.00	0.00	0.00	6.00
Aug-07	2.00	2.00	2.00	0.00	0.00	6.00
Sep-07	2.00	2.00	2.00	0.00	0.00	6.00
Oct-07	2.00	2.00	2.00	0.00	0.00	6.00
Nov-07	2.00	2.00	2.00	0.00	0.00	6.00
Dec-07	2.00	2.00	2.00	0.00	0.00	6.00
Jan-08	2.00	2.00	2.00	0.00	0.00	6.00
Feb-08	2.00	2.00	2.00	0.00	0.00	6.00
Mar-08	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	16.00	16.00	16.00	0.00	0.00	48.00
AVG	3.20	3.20	3.20	0.00	0.00	9.60

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 


DATE: April 21, 2008

SUBJECT: **Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community for March 2008.**

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

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

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: May 12, 2008

SUBJECT: Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community for April 2008.

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

- ◆ Placentia Rotary Reading Enrichment Program (PRREP) is active again this school year. In late September and early October we had sign-ups at El Dorado and Valencia High Schools. We had more than 140 high school students PRREP volunteers last school year.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
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- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs.
- ◆ The homework partnership with H.I.S. House began again in September. The homework club is held Mon.-Wed. from 6:30-8 PM. We have nine (9) school-age students enrolled this year.
- ◆ The homework club at Topaz Elementary School is for 7th and 8th grade students who attend Tuffree Middle School and are graduates of Topaz. The Topaz-Tuffree Homework Club began on October 8.
- ◆ The School District's citizenship class is on hold.
- ◆ The Kraemer-Placentia Library Homework Club started on October 8, in Room 402, and has been averaging about 20 students a day. This homework club is held from 3:30-5:30 Mon.-Thurs.

TO: Elizabeth D. Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 Date: May 12, 2008

SUBJECT: Grant Status for Apr-08

Source	Submitted	Date	Submitted	By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's	Club	Homework	Library	Amount
Grants Pending													
Barbara Bush Foundation	07/07/07		Ferrari										35,000
Staples Foundation	09/30/07		Ferrari										\$10,000
TOTAL PENDING													
TOTAL													
Grants Received													
CLLS (State Library)	\$30,000		08/01/07	PLLS	X	X	X						
Draper Grant	\$10,000		3/1/2007	Ferrari							X		
Disney Grant	\$5,000		9/6/2007	PLLS							X		
CLLS (State Library)	\$23,729		11/9/2007	PLLS	X	X	X						
TOTAL													
Grants Denied/Withdrawn													
Pacific Life	35,000		08/27/07	Ferrari									X
Pacific Life	\$5,000		08/27/07	Ferrari				X					
Irvine Health Found.	7,000		10/07/07	Ferrari									X
Rosenthal Fund	3,000		3/1/2007	Ferrari									X
Klein Foundation	25,000		7/1/2007	Ferrari				X					
Barbara Bush Foundation	35,000		09/05/07	Ferrari				X					
TOTAL													
												\$110,000	

Source	Submitted	Date	Submitted	By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's	Club	Homework	History	Room	Library	Clubs
Grants Denied/Withdrawn															
Pacific Life	35,000		08/27/07	Ferrari											X
Pacific Life	\$5,000		08/27/07	Ferrari				X							
Irvine Health Found.	7,000		10/07/07	Ferrari											X
Rosenthal Fund	3,000		3/1/2007	Ferrari											X
Klein Foundation	25,000		7/1/2007	Ferrari				X							
Barbara Bush Foundation	35,000		09/05/07	Ferrari				X							
TOTAL															
														\$110,000	

TO: Elizabeth Minter, Library Director

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


DATE : May 12, 2008

SUBJECT: Poet Laureate Report for April 2008.

Meredith Laskow, Poet Laureate of the Placentia Library District, met with the Program Committee one time in April.

There was a poetry workshop, Potluck Poetry, on Saturday, April 12, ten poets attended.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE : April 21, 2008

SUBJECT: Poet Laureate Report for March 2008.

Meredith Laskow, Poet Laureate of the Placentia Library District, met with the Program Committee one time in March.

There was no poetry workshop in March. There is one planned for Saturday, April 12.

Placentia Library District

POLICY HANDBOOK

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

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

2300.1.1 He/she attends all meetings of the District's Board, the Board of Directors of the Placentia Library Friends Foundation and, other meetings as specified by the Library Board.

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

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

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

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

2300.2 Typical Tasks

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

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

2300.2.3 Serves as liaison between the Library District and the Placentia Library Friends Foundation, other libraries, organizations and individuals in the community in order to aid in the development, promotion and coordination of the library's program.

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

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

2300.2.6 Conducts labor negotiations.

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

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

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

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

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

2300.2.12 Serves as a United States Passport Application Acceptance Agent.

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

2300.4 Desirable Qualifications:

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

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

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

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

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

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

2300.5 Other Requirements:

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

2300.5.2 Must possess mobility to operate a motor vehicle.

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

2300.5.4 Must possess stamina to move about the library.

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

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

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

Placentia Library District

POLICY HANDBOOK

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

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

2303.1.1 Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as specified by the Library Director.

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

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

2303.1.4 Maintains the District's checkbooks and general ledger.

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

2303.1.6 Prepares the Administrative Services and entrepreneurial activities work schedules.

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

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

the goals and objectives of the Board to the staff and the community and encourage citizen participation in the affairs of the District.

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

2303.2 Typical Tasks

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

2303.2.2 Deposits District receipts ,maintains checkbooks and manages investment activities for all District and Placentia Library Friends Foundation accounts.

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

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

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

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

2303.2.7 Maintains files and records related to the operations of the Administrative Office

2303.2.8 Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

2303.2.9 Makes travel arrangements for District Staff and Trustees.

2303.2.10 Schedules the use of the Meeting and Conference Rooms.

2303.2.11 Coordinates bid processes and purchasing (excluding books and library materials).

2303.2.12 Coordinates maintenance and safety of the District's physical facility.

2303.2.13 Works on special projects as assigned.

2303.2.14 Negotiates and manages contracts and service agreements with District vendors.

2303.2.15 Manages the recruitment process for all District positions.

2303.2.16 Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

2303.2.17 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

2303.2.18 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

2303.2.19 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

2303.2.20 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2303.2.21 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

2303.3 Required Qualifications. He/she will have a BA or BS in Business or a related field. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

2303.4 Knowledge and abilities:

2303.4.1 Proficiency in Word, Excel and Quickbooks.

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

2303.4.3 Knowledge of personal computer hardware and software operations.

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

2303.4.5 Ability to apply the knowledge listed above.

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

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

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

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

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

2303.4.11 Ability to analyze difficult problems and recommend solutions.

2303.4.12 Ability to take independent action.

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

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

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

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

2303.5 Physical Demands

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

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

2303.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

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

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

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

2303.6 Work Environment

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

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Librarian II
POLICY NUMBER: 2315

2315.1 A non-exempt supervisory classification under the general direction of the Manager of Public Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Supervises either the reference and adult services activities or the children's services activities including readers' advisory, instructing the public in the use of library materials and equipment, selecting print and audio/visual materials and managing the adult services or children's services sections of the District's web site. Supervises and trains public service desk personnel and volunteers. Develops and presents programs and exhibits.

2315.1.1 Does specialized reference work using print and electronic formats.

2315.1.2 Is responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

2315.1.3 Prepares for the Public Services Manager's approval the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.

2315.1.4 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2315.1.5 Seeks to carry into effect the expressed policies of the Board of Trustees. He/she will communicate the goals and objectives of the District to the staff and the community.

2315.1.6 Prepares monthly and annual reports as assigned by the Public Services Manager.

2315.2 Typical Tasks

2315.2.1 Implements the public services program of the Library at either the Reference Desk or the Children's Services Desk.

2315.2.2 Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

2315.2.3 Allocates the library materials budget assigned to that department.

2315.2.4 Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials

2315.2.5 Advises the Technical Services Manager on catalog problems and recommends changes

2315.2.6 Recommends policies for public services to the Manager of Public Services.

2315.2.7 Reviews and makes recommendations on purchases, repair or discard of books and other library materials.

2315.2.8 Establishes and implements work procedures for department staff.

2315.2.9 Trains and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk.

2315.2.10 Represents the District's Reference and Adult Services department or the Children's Department at Santiago Library System and the State Library of California.

2315.2.11 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

2315.2.12 Coordinates programs and exhibits as assigned by the Manger of Public Services.

2315.2.13 Prepares and submits reports of activities to the Manager of Public Services as required.

2315.2.14 Serves as a United States Passport Application Acceptance Agent.

2315.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in a library of recognized standards, preferably including public service desk assignments. He/she will possess a valid California driver's license and be a United States Citizen.

2315.4 Knowledge and abilities:

2315.4.1 Knowledge of modern public library organization, procedures and policies.

- 2315.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2315.4.3** Knowledge of personal computer and network hardware and software operations
- 2315.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2315.4.5** Knowledge of reference sources and methods to serve adult and children.
- 2315.4.6** Knowledge of current events, literature and standard works in various fields.
- 2315.4.7** Knowledge of personnel, safety management and supervisory skills.
- 2315.4.8** Ability to apply the knowledge listed above.
- 2315.4.9** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2315.4.10** Ability to respond to common inquiries or complaints from Library customers.
- 2315.4.11** Ability to supervise staff and implement personnel policies and procedures.
- 2315.4.12** Ability to analyze difficult problems and recommend solutions.
- 2315.4.13** Ability to take independent action.
- 2315.4.14** Ability to prepare and present reports that conform to prescribed style and format.
- 2315.4.15** Ability to efficiently use word processing, spreadsheet, database , desktop publishing and library system software applications.
- 2315.4.16** Ability to organize and manage work flow for self and others.
- 2315.4.17** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2315.5 Physical Demands

2315.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2315.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2315.5.1.2 Must possess mobility to operate a motor vehicle.

2315.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2315.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2315.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2315.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2315.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2315.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2315.6 Work Environment

2315.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2315.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

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

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

2317.1.1 Does specialized reference work using print and electronic formats.

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

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

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

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

2317.2 Typical Tasks

2317.2.1 Answers reference questions at a public service desk.

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

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

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

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

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

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

2317.2.8 Establishes and implements work procedures for department staff.

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

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

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

2317.2.12 Serves as a United States Passport Application Acceptance Agent.

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

2317.4 Knowledge and abilities:

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

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

2317.4.3 Knowledge of personal computer hardware and software operations

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

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

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

2317.4.7 Ability to apply the knowledge listed above.

2317.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

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

2317.5 Physical Demands

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

- 2317.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2317.5.1.2** Must possess mobility to operate a motor vehicle.
- 2317.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2317.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
- 2317.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.
- 2317.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2317.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2317.6 Work Environment

2317.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

Placentia Library District

POLICY HANDBOOK

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

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

2319.1.1 Does specialized reference work using print and electronic formats.

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

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

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

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

2319.1.6 May supervise clerical staff or volunteers.

2319.1.7 If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

2319.2 Typical Tasks

2319.2.1 Answers reference questions at a public service desk.

2319.2.2 Works in Technical Services in support of professional staff. Operates the library system software for Acquisitions, manages ordering and receiving operations for library materials, and prepares library materials invoices for payment.

2319.2.3 Works in Administration as the volunteer and support organization coordinator. Assists with fundraising projects for the Friends of Placentia Library and the Placentia Library Foundation.

2319.2.4 Works at the Circulation Desk as the supervisor.

2319.2.5 Manages the library system software for circulation, patron registration and delinquent account collections in compliance with Tri City Library Consortium and Placentia Library District policies and procedures.

2319.2.6 Manages the collection of fines and processing collection notices for delinquent accounts.

2319.2.7 Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.

2319.2.8 Manages the public photocopier machines and the vending dispenser.

2319.2.9 Recommends policies for public services to the Manager of Public Services.

2319.2.10 Assists the public in making the most effective use of the Library's collection and facility.

2319.2.11 Assists the public with using the electronic databases and reference services.

2319.2.12 Serves as a United States Passport Application Acceptance Agent.

2319.2.13 Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services.

2319.2.14 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.

2319.2.15 Establishes and implements work procedures for department staff.

2319.2.16 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

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

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

2319.4 Knowledge and abilities:

- 2319.4.1** Knowledge of modern public library organization, procedures and policies.
- 2319.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2319.4.3** Knowledge of personal computer hardware and software operations
- 2319.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2319.4.5** Knowledge of reference sources and methods to serve adult and children.
- 2319.4.6** Knowledge of current events, literature and standard works in various fields.
- 2319.4.7** Ability to apply the knowledge listed above.
- 2319.4.8** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2319.4.9** Ability to respond to common inquiries or complaints from Library customers.
- 2319.4.10** Ability to follow Library policies and procedures.
- 2319.4.11** Ability to analyze difficult problems and recommend solutions.
- 2319.4.12** Ability to take independent action.
- 2319.4.13** Ability to prepare and present reports that conform to prescribed style and format.
- 2319.4.14** Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- 2319.4.15** Ability to organize and manage work flow for self.
- 2319.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2319.5 Physical Demands

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

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

2319.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

2319.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2319.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2319.6 Work Environment

2319.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Coordinator of Development and/or
Volunteer Services

POLICY NUMBER: 2320

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

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

2320.1.2 Prepares all library publications, print and electronic.

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

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

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

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

2320.1.7 Supervises clerical staff and volunteers.

2320.1.8 Is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

2320.2 Typical Tasks

2320.2.1 Coordinates volunteers for all library activities:

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

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

2320.2.1.3 Devises and implements volunteer recognition programs and events.

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

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

2320.2.2 Prepares all library publications, print and electronic:

2320.2.2.1 Prepares news releases for library programs.

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

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

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

2320.2.2.5 Prepares cable television announcements and coordinates programs.

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

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

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

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

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

2320.2.2.11 Coordinates and prepares library signage.

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

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

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

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

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

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

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

2320.2.3.7 Maintains donor records.

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

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

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

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

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

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

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

2320.2.7 Serves as a United States Passport Application Acceptance Agent.

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

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

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

2320.4 Knowledge and abilities:

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

2320.4.2 Knowledge of grant writing techniques and application procedures.

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

2320.4.3 Knowledge of the principles of volunteer management.

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

2320.4.5 Knowledge of current events and literature.

- 2320.4.6 Ability to apply the knowledge listed above.
- 2320.4.7 Ability to make effective public presentations.
- 2320.4.8 Ability to read, analyze and interpret professional publications and staff reports.
- 2320.4.9 Ability to respond to common inquiries or complaints from Library customers.
- 2320.4.10 Ability to follow District policies and procedures.
- 2320.4.11 Ability to analyze difficult problems and recommend solutions.
- 2320.4.12 Ability to work independently with minimal supervision.
- 2320.4.13 Ability to prepare and present reports that conform to prescribed style and format.
- 2320.4.14 Ability to organize, manage work flow and multi-task with frequent interruption.
- 2320.4.15 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2320.5 Physical Demands

2320.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- 2320.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2320.5.1.2 Must possess mobility to operate a motor vehicle.
- 2320.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2320.5.1.4 Must be able to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
- 2320.5.1.5 Must be able to stand; walk; and stoop, kneel, or crouch.

2320.5.1.6 Must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2320.5.1.7 Must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2320.6 Work Environment

2320.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

Placentia Library District

POLICY HANDBOOK

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

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

2321.1.1 Manages the library system software for magazines.

2321.1.2 Prepares delinquent accounts for reporting to the collection agency.

2321.1.3 Processes incoming and outgoing interlibrary loan materials.

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

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

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

2321.1.6 May supervise clerical staff, substitute clerks or volunteers.

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

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 vending equipment.
- 2321.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2321.2.18** Assists the public in making the most effective use of the Library's collection and facility.
- 2321.2.19** Serves as a United States Passport Application Acceptance Agent.

2321.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will have five years of clerical experience in a library or public service setting. He/she will possess a valid California driver's license and be a United States citizen.

2321.4 Knowledge and abilities:

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

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

- 2321.4.3 Ability to file accurately according to library filing rules.
- 2321.4.4 Ability to meet the public with tact and courtesy.
- 2321.4.5 Ability to follow oral and written instructions.
- 2321.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
- 2321.4.7 Ability to follow Library policies and procedures.
- 2321.4.8 Ability to organize and manage work flow for self.

2321.5 Physical Demands

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

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

2321.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

2321.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2321.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2321.6 Work Environment

2321.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

Placentia Library District

POLICY HANDBOOK

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

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

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

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

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

2323.1.4 May supervise substitute clerks or volunteers.

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

2323.2 Typical Tasks

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

2323.2.2 Processes telephone renewals.

2323.2.3 Prepares the daily announcements for the telephone system.

2323.2.4 Files documents and library materials by library filing rules.

2323.2.5 Issues and renews library cards.

2323.2.6 Operates a variety of office and business equipment.

- 2323.2.7** Calculates and collects fines and fees at the Circulation Desk.
- 2323.2.8** Answers telephone and transfers calls to the appropriate staff or department.
- 2323.2.9** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- 2323.2.10** Records daily statistics at the Circulation Desk.
- 2323.2.11** Receives cash and credit card transactions at the Circulation Desk.
- 2323.2.12** Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2323.2.13** Prepares books and other library materials for public use.
- 2323.2.14** Repairs books and other library materials.
- 2323.2.15** Works in Technical Services in support of professional staff.
- 2323.2.16** Assists the public with using the public photocopier machines and the vending equipment.
- 2323.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2323.2.18** Assists the public in making the most effective use of the Library's collection and facility.
- 2323.2.19** Serves as a United States Passport Application Acceptance Agent.
- 2323.3** Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will possess a valid California driver's license and be a United States citizen.
- 2323.4** Knowledge and abilities:
- 2323.4.1** Ability to type a minimum of thirty (30) words per minute.
- 2323.4.2** Ability to perform general clerical work including word processing and spreadsheet data entry.
- 2323.4.3** Ability to file accurately according to library filing rules.
- 2323.4.4** Ability to meet the public with tact and courtesy.
- 2323.4.5** Ability to follow oral and written instructions.

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

2323.4.7 Ability to follow Library policies and procedures.

2323.4.8 Ability to organize and manage work flow for self.

2323.5 Physical Demands

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

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

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

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

2323.5.1.4 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2323.5.1.5 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2323.6 Work Environment

2323.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2323.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Materials Selection Policy
POLICY NUMBER: 6010

6010.1 General.

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

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

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

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

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

6010.4.2 Reputation and significance of the author.

6010.4.3 Timeliness or permanence of the material.

6010.4.4 Importance of the subject matter to the collection.

6010.4.5 Authoritativeness.

6010.4.6 Reputation and standards of the publisher.

6010.4.7 Readability and popular appeal.

6010.4.8 Quality of the writing.

6010.4.9 Recommendation of title in selection aids.

6010.4.10 Format of item.

6010.4.11 Physical condition of material.

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

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

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

6010.6 Interpretation of Policy

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

6010.7 Placentia History Room

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

Placentia Library District

POLICY HANDBOOK

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

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

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

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

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Client Service Policy
POLICY NUMBER: 6067

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

6067.1 Clients feel welcome in the Library.

6067.1.1 Staff will greet clients with a smile.

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

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

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

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

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

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

6067.2 Clients feel that they are valued by the Library.

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

6067.2.2 Being helpful to clients takes precedence over deskwork. Clients are not an interruption of our business, they are our business.

- 6067.2.3 Staff should avoid merely pointing or giving clients complicated directions to find materials or another location in the Library. Whenever possible, walk the client to the appropriate area.
 - 6067.2.4 When referring a client to another staff member, ask the staff member to help the client instead of leaving the client to ask the question a second time. *For example, "Will you help Mrs. Brown with some Consumer Report Information?" Or, "Mrs. Brown, Jill can issue you a library card at the Circulation Desk."*
 - 6067.2.5 Staff should follow up and make sure that clients are finding what they need.
 - 6067.2.6 Staff should keep conversations with other staff to a minimum. If Library business must be discussed at length, do so away from the public areas.
 - 6067.2.7 Staff should keep his/her voice low so it doesn't disturb Library clients.
 - 6067.2.8 Staff should avoid accepting personal phone calls while at a Public Service desk. Personal calls may be place on breaks and at meal periods.
 - 6067.2.9 Staff should thank clients for using Placentia Library.
 - 6067.2.10 If a client is upset about an issue and insists on speaking with management, please politely refer them, or if possible, escort them, to the Administration Office or Librarian-in-Charge. If possible, have another staff member call the Administration Office or the Librarian-in-Charge to inform them of the customer and/or issue so staff can be prepared to assist them.
- 6067.3 Clients feel the Library is accountable.
- 6067.3.1 Staff will wear a name tag at all times in the public service area.
 - 6067.3.2 When answering the telephone, staff will identify the Library department and himself/herself, and offer help.
 - 6067.3.3 Staff will provide clients with an opportunity to evaluate Library services. When clients want to make a suggestion, staff will provide a "Library Suggestion" or "Book Suggestion" form.
 - 6067.3.4 If there will be a lapse of time before staff can obtain information for a client, he/she will tell the client that he/she will call them (rather than having the client call the Library back).

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

Date

Signature

Print name here

Meeting Notes

February 16, 2008

1. In Attendance:

- a. Buena Park Library District: Trustees Bob Niccum and Dennis Salts; Director Louise Mazerov
- b. Palos Verdes Library District: Trustees Nancy Mahr and Connie Davenport; Director Kathy Gould
- c. Placentia Library District: Trustees Al Skolar and Jean Turner; Director Elizabeth Minter
- d. Banning Library District: Director Patti Hanley
- e. Dixon Library District: Director Gregg Atkins
- f. Coalinga Library District: Director Carol Kreamer (via conference call)
- g. Santa Paula Library District: Director Dan Robles (via conference call)

2. Legislative Update:

- a. Gregg Atkins, CSDA Leg Committee, reported on concerns for special districts and our budgets and whether or not they will try to set aside Prop 1A and take up to 8%. If this is done the money must be repaid with interest within 3 years. Gregg also reported on various other pieces of legislation pertinent to special districts.
- b. Kathy Gould, CLA Leg Committee, reported on the concern of County Libraries with regard to 1A and whether or not we should support CSDA or "lay low"; PLF and TBR have had a 10% cut; there is the possibility of a Senate constitutional amendment being put on the ballot to reduce parcel tax votes to 55% from 2/3; right now this only includes school related agencies, working on including public libraries. Other bills to be aware of include SB1191 (broad band access), SB1131 (LAFCO seats for special districts) and AB1867 (real estate appraisals; taxing downloadable digital media is out there and a ballot measure that would require government agencies not to use money for memberships in organizations that use fees for political purposes (Jarvis supports) as well as a ballot measure that would severely restrict the use of eminent domain.

3. Roundtable:

- a. Coalinga (Carol) recently received a \$60,000 donation to create a local history room even though their strategic plan process has only begun. Suggestions were made to be sure to keep contributors advised of how the money is being kept and plans for utilizing it to assure them that their purpose has not been forgotten.
- b. Santa Paula (Dan) reported that they are doing an audit process to possibly move from a 2% at 60 to a 2.7% at 55. They are also pursuing a tax measure to increase the ceiling of their Gann limit.


They received \$92,000 from the city to target facility projects (Page 2 of 2 \$800,000). Hosting their 71st annual art show. At their annual dinner/dance they hope to raise funds for new carpet and local musicians are donating their time. In 2010 they will be 100 years old. Having problem with their new ILS (TLC) part of Black Gold project. Liked a demo of Polaris.

- c. Placentia (Elizabeth, Al & Jean) is celebrating local authors; merged their Friends and Foundation; starting a knitting club; working on ALA in Anaheim and looking for volunteers for the Information booth and exhibits; they have a new logo.
- d. Dixon (Gregg) is concerned about the Dixon school district going into receivership and how that will impact the governance of the Library District; a National Library Week celebration and their 95th anniversary will showcase an exhibit of models from the State Library of new libraries; Developer impact fees have equaled \$3 million for library service; will build a branch in a new development; looking at a joint project with the City. Recently had a hacker problem at Solano Co. that scrambled the files, which were impossible to recover.
- e. Banning (Patti) is a new director of 4 months; they have just separated from the school district; looking at joining PERS and has started a blog; received an \$11,000 grant; moving their ILS to Follett (Destiny Plus); they are concerned about a challenge about their reserves.
- f. PVLDA (Kathy, Connie, Nancy) are working on a large capital campaign to update 2 branches, the Friends have hired a part time staff person to run the campaign; new ILS & website (Millennium/Innovative); talking to Bibliocommons about a catalog overlay; new blogs created; Teen Annex is now part of their general budget and have added an older adult program to use it in the mornings to show movies based on classic books; "knitathon" is popular with the teens; working on a new MOU & classification/compensation study/organizational redesign.
- g. Buena Park (Louise, Bob, Dennis) has a newly revised website that is resulting in increased usage of electronic databases; wireless access available since January; major vacancy created by departure of Public Services Manager; community business contacts continuing to be pursued by Chamber participation; cuts to local school districts may have impact on demand for library services

4. Future Meetings/Concerns

- a. April 16 is CLA Legislative Day in Sacramento
- b. CSDA also has Legislative Day in Sacramento coming up
- c. Next Meeting: After the Governor's May revised budget release, possibly at ALA in June

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: May 12, 2008

SUBJECT: Public Service Recognition Week.

BACKGROUND:

On April 1, 2008, the Library submitted the 2008 Awards Nomination for the Placentia Library Literacy Services for Public Service Recognition Week. The Awards will be presented later in May.

RECOMMENDATION:

That the Library Board of Trustees receive and file.



Public Service Recognition Week 2008 Awards Nomination Form

Agenda Item 32
Page 3 of 4

Individual or Group Nominated

Name of Individual or Group: Placentia Library Literacy Services

Title/Organization: Placentia Library District

Organization Address: 411 E. Chapman Ave
Placentia, CA 92870

Organization Phone and Fax: 714 524 8408 ext 215; fax 714 528 8236

Email Address: jroberts@placentialibrary.org

Nominated for the following award (See attached page for Award Descriptions & Criteria):

- Partnership Award
 Leadership Award
 Team Accomplishment Award
 Individual Accomplishment Award
 Community Service Award
 Self Development Award
 Distinguished Public Service Career Award

NOTICE: Please provide a brief description of the Nominee's qualifications for this award on page two of this application, giving particular attention to criteria listed for each award and to distinctive achievements or contributions.

Name of Nominator: Elizabeth D. Minter

Title/Organization: Executive Director, Placentia Library

Organization Address: 411 E. Chapman Ave.
Placentia, CA 92870

Organization Phone and Fax: 714 528-1906 ext 203; fax 714 528 8236

Email Address: eminter@placentialibrary.org

**AWARD RECIPIENTS WILL BE ANNOUNCED AT THE MAY 7, 2008
PUBLIC SERVICE RECOGNITION WEEK LUNCHEON**

Please submit by April 1, 2008

**Greater Los Angeles Federal Executive Board
501 W. Ocean Boulevard, Suite 3200
Long Beach, CA 90802**

by fax at (562) 951-6902, or via email to Kathrene.Hansen@dhs.gov

Questions may be directed to the FEB Staff Office at (562) 951-6970

SUMMARY OF ACHIEVEMENT: Please address criteria for each specific award. Be sure to include specific accomplishments (e.g. impact on the field, workplace or community) and provide background information on the person, organization or program being nominated. You may attach additional information. Thank you.

The Placentia Library Literacy Services (PLLS) was established in 1984 as a charter member of the California Library Literacy Services. Originally established as a one-to-one adult tutoring program, PLLS has dramatically expanded services over the past eight years by reaching out to many communities in North Orange County, greatly increasing the service in the District's sphere of influence.

In August 2000, PLLS formed a partnership with Western State University College of Law to begin a Federal Work Study (FWS) Program. PLLS subsequently became an FWS Study partner with Cal State Fullerton. These work study volunteers tutor at the Library and off-site in classrooms at three grade schools and at a homeless shelter, reaching out to six different sites in the community. Over the past eight years, FWS tutors have accounted for more than 15,000 hours of instruction to more than 5,000 at-risk and under-served youth.

In Fiscal Year 2001-02, PLLS initiated the English Language and Literacy Intensive (ELLI), a California State Library funded project. ELLI targets Title I schools where most of the student population come from low to moderate socio-economic families. Tutors provide extra help in a variety of subjects, and because most are university students, they also serve as role models for children lacking exposure to higher education. Since its inception, ELLI tutors have been active at five local elementary schools, helping more than 2,100 students.

PLLS and the Placentia Rotary Club sponsor the Placentia Rotary Reading Enrichment Program (PRREP) club in partnership with two local public high schools. PRREP members are encouraged to serve as volunteers in a variety of community projects including literacy tutoring, the Down Syndrome Buddy Walk, and other community sponsored fund raising events. The PRREP clubs have been involved in a Gang Awareness Prevention Program (GAPP). This February 100 PRREP members mentored 131 sixth grade students from Title I schools. The program includes a skit, a discussion and an attitude survey. Local educators had very positive comments about this innovative event.

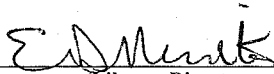
PLLS also provides homework assistance to K-12 grade students. The program, Placentia Achieves School Success (PASS) operates out of 4 locations: in the library, at a local homeless intervention shelter, and at Topaz and Kraemer schools. PASS tutors are available to explain, assist with, and review homework assignments.

The Placentia Library Literacy Services is the only full-service, library-based literacy program in North Orange County. During Fiscal Year 2006-07, and so far in Fiscal Year 2007-08, PLLS has had students receiving free one-to-one tutoring who come from eight different cities in Orange County. The Placentia Library Literacy Program is exceptional in its community service outreach approach. The program is committed to improving literacy services that extend significantly the influence of the Placentia Library District

Are you willing to provide additional information at the request of the Awards Committee?
X Yes No (The Awards Committee will retain all nomination materials).

CALIFORNIA STATE LIBRARY
Public Library Staff Education Program
Fiscal Year 2008/2009
Application for Grant Funds

On behalf of (*Library Name*) Placentia Library District, I will accept a grant award under the Public Library Staff Education Program for the staff members listed below. I agree to administer this award according to the guidelines for administration and payment of funds under this program, which appear in the 2008/09 Guidelines and Application packet. I understand that all funds must be expended by June 30, 2009, or returned to the State Library, and that all LSTA grant reporting requirements must be met. I also verify that each of the staff members listed have been employed at the library for at least one year, or have been continuously employed by a California public library for the past year, or will not receive any tuition reimbursement funds until they have been employed by the library for at least one year.

Signature:  Date: Mar 13, 2008
(Library Director or Authorized Representative)

Printed: Elizabeth D. Minter Library Director
(Name) (Title)

Library: Placentia Library District

Mailing Address: 411 E Chapman Avenue
Placentia, CA 92805

Telephone: (714) 528-1925 Fax: (714) 528-8236

Email: eminter@placentialibrary.org

Staff Members Seeking Tuition Reimbursement **Total Tuition Reimbursement Requested**

1. Yesenia Gomez	5,000.00
2.	
3.	
4.	
5.	
6.	

Total Amount Requested: 5,000.00

For Office Use Only: Application #: _____
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CALIFORNIA STATE LIBRARY
Public Library Staff Education Program
Fiscal Year 2008/2009
Student Application for Grant Funds

(Handwritten applications will not be accepted)

Please check one:

- I am a past recipient continuing my studies
 I am a new applicant

1. Applicant name: Yesenia Gomez

2. Library name/jurisdiction: Placentia Library District

Library mailing address: 411 E Chapman Avenue Placentia, CA 92870

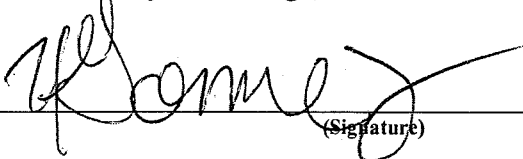
Library email ygomez@placentialibrary.org
address:

Library telephone (714) 528-1925
number:

Fax number: (714) 528-8236

3. Please complete and sign the statement below.

To the best of my knowledge, the information I have presented in this application is accurate.



 (Signature)

3/13/08

 (Date)

4. If applicable, list branch:

Employment at this library began on (month/year): September 2002

5. I am working: (check one)

- Full time
 Part time

6. If you are working part-time, please list the approximate number of hours worked per week:

For Office Use Only: Application #: _____
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7. Please check the library school program you are currently attending, or plan to attend. Please note that this information is used to calculate your award.

- San Jose State University
- San Jose State University (Executive MLIS Program)
- University of California, Los Angeles
- Out of State Library Program (List the name of the library school and phone number.)

8. If you are a SJSU student, please indicate if you are/will be registered as a "Regular Session" or "Special Session" student in 2008/09. (Please check one)

- Regular session student
- Special session student

9. List the library courses for which you *anticipate* you will be seeking tuition reimbursement, and the number of units per course. Any courses taken outside of the library school are NOT eligible for reimbursement although they may be applied toward the credits needed for your degree or certificate. *(The information you provide on the number of courses and units to be taken must be as accurate as possible since it is used in determining potential award amounts.)*

Summer Session 2008

Course No.	Course Title	Units
1. 220	Resources & Inf. Services	3
2. 232	Issues in Public Libraries	3
3.		

Fall Session 2008

Course No.	Course Title	Units
1. 210	Reference & Information Services	3
2. 244	Online Searching	3
3.		
4.		

Winter Session 2009

Course No.	Course Title	Units
1.		

Spring Session 2009

Course No.	Course Title	Units
1. 247	Vocabulary Design	3
2. 257	Records Management	3
3.		
4.		

10. Estimated semester/quarter and year of graduation: Fall 2009

For Office Use Only: Application #: _____
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- 11. Write an essay/statement describing your interest and commitment to public library work. (Since your essay undergoes a blind review make sure your name does not appear in this essay. Limit your response to this page only, if your essay exceeds this single printed page your application will be disqualified)**

My career at the Library started in a very interesting way. In the beginning I was a volunteer for English Language and Literacy Intensive (ELLI) Program. Later I was hired as the ELLI Assistant. A few of my duties included tutoring adults and children, providing classroom assistance to teachers at various schools, providing bilingual services to parents and translating documents.

When I was a month away from graduating from California State University, Fullerton with a B.S. in Human Services, I was offered a full time position as the Circulation Supervisor. I was not sure if I wanted to take the position because my goal was to go to back to school to get a Masters in Social Work. Little did I know that taking this job was going to provide me with so many opportunities. I am glad I took the position as the Circulation Supervisor because I have gained a tremendous amount of knowledge and experience. I have been able to work with the public which I enjoy doing so much.

Working at the Library has also helped me realize how much more I can do to help under-served people, especially the Hispanic community. That is why I am interested in public Library work. I know that with the skills and the knowledge I gain from Library school, I will be able to better serve the Hispanic community. I believe that if more bilingual services are available and are provided to the Hispanic community, we would be able to better serve them and we could increase the utilization of Library services by Hispanics.

Many times the parents are not present when children come to the library. That is why my goal is to provide outreach to the Hispanic community and to get the parents to accompany their children to the Library. Many children come to the Library only because their school has a field trip. I want that to change; I want the parents to feel welcome and to find someone who speaks their language. I want to be able to answer questions that the parents have. I want to be able to give back to the community and I feel that attending Library school will enable me to accomplish my goal. The more I learn the more I can do for the community.

For Office Use Only: Application #: _____
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**12. Request and attach 2-3 recommendation letters. (Past recipients must submit updated letters.)
Recommendation letters will only be accepted from the following individuals:**

- 1. Former or current supervisor or employer**
- 2. Former instructor from whom you have taken a course in the past 5 years**
- 3. Volunteer or professional organization/association leader or officer with whom you have worked.**

The recommendation letters must include the following information:

- 1. How long and in what connection the individual has known the applicant?**
- 2. Why the individual feels the applicant would be an asset to public library service.**

NOTE: The letter should specifically address the applicant's creativity, initiative, communication/interpersonal skills, leadership and judgment abilities. The letters must bear the signature of the writer, and include contact information. Please attach your recommendation letters directly after this page.

Placentia Library District

411 East Chapman Avenue, Placentia, CA 92870-6198

714-528-1925, Ext. 202

714-528-8236 (Fax)

www.placentialibrary.org

administration@placentialibrary.org

Elizabeth D. Minter, MLS, Library Director



**Placentia Library District
Board of Trustees**

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March 13, 2008

California State Library
Public Library Staff Education Program

RE: Yesenia Gomez

**Placentia Library
Friends Foundation
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William J. Dooley

Ginny Haussmann

Nancy Lone-Tollefson

Jean Turner

M. A. McHenry, CPA

It is with great enthusiasm that I write this letter of recommendation for Yesenia Gomez's application for a renewal of her State Library of California scholarship for the San Jose State MLS program.

Ms. Gomez has worked for Placentia Library District since September 2002 in the classifications of Library Assistant and Coordinator of Volunteers and Development. Her first assignment was in the English Language Learning Intensive (ELLI) Program where she worked in the school classrooms and supervised the work-study tutors. In July 2003 she accepted my request to transfer to the position of Circulation Supervisor. In July 2007 she accepted my request to be reclassified as the Development & Publications Coordinator. She is an exceptionally enthusiastic staff member who has not only learned all of her jobs but has taken the initiative to introduce new elements. Ms. Gomez is certified as bi-lingual Spanish and uses her linguistic skills every day at the Library.

As part of her present job assignment Ms. Gomez serves as the liaison with the Placentia Library Friends Foundation and prepares all of the Library's publications and news releases. The past twelve months have been particularly challenging as she guided the Placentia Library Friends Foundation through its first year of operation after a legal merger of two independent non-profit corporations.

In addition to her graduate school activities, Ms. Gomez has attended numerous fund raising workshops and meetings through the Association of Fund Raising Executives and the Planned Giving Round Table. She exhibits innate skills at working collaboratively with the entire Placentia Library staff as well as the Board of Directors of the Placentia Library Friends Foundation and the Library's graphic design, layout, printing and mailing house vendors.

**Placentia Library District
Staff**

James A. Roberts
Public Services Manager

Vernon Napier
Technology Manager

Wendy Goodson
Administrative Manager

Yesenia Gomez
Development Director

Ms. Gomez approaches her tasks with professionalism and respect for all of the individuals involved. She has a strong rapport with all of the volunteer leaders in the Placentia Library Friends Foundation.

Ms. Gomez has had a unique opportunity to learn about general public library administration as she works directly with me on almost every project. In 2007 she completed the State Library's Eureka Building Leadership Skills Workshop series.

In my opinion Ms. Gomez will soon be competently and creatively managing her own library.

Yours truly,



Elizabeth D. Minter
Library Director



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Elizabeth D. Minter, MLS, Library Director

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Financial Secretary
- Brenda Benner
- Nadine Blansett
- Glennis Clancy
- William J. Dooley
- Ginny Haussmann
- Nancy Lone-Tollefson
- Jean Turner
- M. A. McHenry, CPA

**Placentia Library District
Staff**

- James A. Roberts
Public Services Manager
- Vernon Napier
Technology Manager
- Wendy Goodson
Administrative Manager
- Yesenia Gomez
Development Director

March 8, 2008

California State Library
Public Library Staff Education Program

RE: Yesenia Gomez

I am honored to write this letter of recommendation for Yesenia Gomez' application for the 2008-2009 California State Library Public Staff Education Grant.

Ms. Gomez has excelled in her capacity as Library Assistant for the Placentia Library District and continues to embrace the challenges of her position and how it integrates with other library departments. She strives to improve processes for better efficiency for herself and the staff.

Ms. Gomez was promoted to Development Director in July 2007 and has exceeded the expectations of the library management. Her standards for organization and time management are optimum. She continues to learn and work with the community and the Library Friends Foundation to ensure the organization's needs are met.

Ms. Gomez completed the California State Library/Infopeople Eureka! Building Leadership Skills Series for 2007. Her supervisory and interpersonal skills continue to improve over time.

I am so proud of Yesenia. She is driven, ambitious, flexible and open to learn and grow professionally to nurture an enlightening and successful library career.

Very respectfully,

Wendy Goodson
Administrative Services Manager

For Office Use Only:

Application #: _____

13. Please list below the following:

- 1. Education completed (list only degrees, certificates of diplomas received.)**
- 2. Specific courses completed toward the MLIS degree.**
- 3. Work-related experience (10 points maximum)**
- 4. Community and/or volunteer experience (10 points maximum)**
- 5. Any of the following special skills or abilities: bilingual or multilingual language skills, experience in children's, young adult services, experience and knowledge of library technology, and indicate your experience in utilizing these skills. (10 points maximum)**

14. List any training sessions, workshops, or courses you have attended in the last five years. List the title of the training event, the sponsor, and the date or year of attendance. (Do not include those courses taken toward your undergraduate degree.)

TO: Library Board of Trustees
FROM: Wendy Goodson, Administrative Services Manager *WJG*
DATE: May 12, 2008
SUBJECT: **Reinvestment of Certificates of Deposit**

BACKGROUND:

Over ten years ago, two Certificates of Deposit were established at California National Bank, Placentia, CA for backup emergency funds to be used primarily in the event of a payroll shortfall. At the Board Meeting of the February 19, 2007, the Board approved to renew one Certificate of Deposit for a 13 month term; and redeem one Certificate of Deposit for deposit into the General Fund.

On April 27, 2008, the Certificate of Deposit that remains at California National Bank was automatically rolled into a 13 month term with an Annual Percentage Rate of 2.42% with a maturity date of May 27, 2009.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Library Director's Report

DATE: May 12, 2008

Activities Report:

- Mar 16 I attended the Anaheim Library Foundation Mystery Author's Luncheon with members of the Placentia Library Friends Foundation (PLFF) Board and members.
- Mar 18 I participated in the PLFF Bookstore Committee meeting.
- Mar 22 I served as the Saturday manager at the Library.
- Mar 25 I participated in the Special District Risk Management Authority Safety Claims Workshop in Sacramento where I completed my annual sexual harassment training and attended a workshop on current court cases in personnel actions.
- Mar 26-29 I attended the biennial conference of the Public Library Association in Minneapolis. In addition to attending numerous sessions I met with the President of Envisionware to discuss our ongoing problems with the printer vending software. I also attended OCLC orientation and training sessions on contentDM, our digitization software for the historical photographs and local newspapers.
- Mar 31 I accompanied Development Coordinator Yesenia Gomez on a visit to the exhibits at the Association of Fund Raising Professionals Conference in San Diego. We talked to quite a few donor recognition vendors and I saw some items that would be ideal for a library donor program. We also had an opportunity to visit with Jeremy Stelter about the progress of the PLFF planned giving website.
- Apr 1 Met with PLFF Legacy Committee Chair Ben Boelman to help him develop a meeting plan and annual calendar for the Committee.
- Participated in the Library Board Special Meeting.
- Apr 2 Met with Placentia History Room Committee Chair Pat Irot and Yesenia Gomez to review the status of plans for the West Atwood Yacht Club event on April 4.
- Apr 3 Attended the Planned Giving Round Table Breakfast in Santa Ana to hear a presentation by Long Beach Memorial Foundation President & CEO Jim Normandin.

- Apr 4 Attended and made a presentation at the West Atwood Yacht Club Luncheon. We had an attendance of over seventy and generated over \$800 in donations which more than covered the cost of the event.
- Apr 8 Participated in the quarterly State Librarian web cast with Susan Hildreth and Stacy Aldrich.
- Apr 10 Participated in the Joint Steering Committee Meeting for the consolidation of Santiago Library System (SLS), Metropolitan Cooperative Library System (MCLS) and South State Library System (SSLS) at the Torrance Library.
- Apr 14 Met with PLFF President Carol Fizzard and other members of the PLFF Board to discuss the Bylaws and Treasurer responsibilities.
- Participated in the PLFF Legacy Committee Meeting.
- Participated in the PLFF Board of Directors Meeting.
- Apr 16 Attended part of the PLFF Membership Committee Meeting.
- Apr 17 Conducted the SLS Executive Council Meeting at Haskett Branch of the Anaheim Library.
- Attended an American Library Association (ALA) Annual Conference Local Arrangements Committee Meeting at Downtown Disney to work on the logistics for the Scholarship Bash scheduled for June 28, 2008.
- Apr 21 Participated in a PLFF Legacy Committee meeting with Dixie Shaw to discuss her leadership as the Honorary Annual Giving Campaign Chair for 2008.
- Apr 22 Attended and made a presentation at the American Business Women's Association Business Associates Award Dinner in Anaheim. Library Staff member Toby Silberfarb was one of the honorees.
- Apr 23 Participated in staff group meetings with Human Resources Consultant Valerie Poole.
- Apr 24 Participated in staff group meetings with Human Resources Consultant Valerie Poole.
- Apr 28 Participated in the PLFF Annual Meeting by serving as the Master of Ceremonies.
- May 1 Participated in staff group meetings with Human Resources Consultant Valerie Poole.
- May 2 Attended the Orange County Water Summit in Costa Mesa where I met with Jeff Ferre, JD, Best, Best & Krieger to discuss the District's Facility Impact Fee process.

- May 5 Participated in a PLFF Strategic Plan Review with the PLFF President Carol Fizzard, PLFF Vice President Ben Boelman, PLFF Development Chair Brenda Benner, PLFF Director Glennis Clancy, Development Coordinator Yesenia Gomez and Executive Consulting Consultant Carol Stone.
- May 7 Attended the Placentia History Room reception for City officials and staff.
Participated in staff group meetings with Human Resources Consultant Valerie Poole.
- May 8 Participated in a Manager Meeting with Human Resources Consultant Valerie Poole to review the comments received during the staff group meetings.

Managers Meetings:

- Mar 19 Minutes are Attachment A
- Apr 2 Agenda is Attachment B
- Apr 9 Minutes are Attachment C
- Apr 28 & 30 Minutes are Attachment D
- May 7 Minutes are Attachment E

Staff Meetings

- Mar 19 Reference Meeting (Minutes are Attachment F)
Acquisitions Meeting (Minutes are Attachment G)
- Apr 2 Children's Meeting (Minutes are Attachment H)
- Apr 16 All Staff Meeting (Agenda is Attachment I)
Technical Services Meeting (Minutes are Attachment J)
- Apr 23 Program Committee (Minutes are Attachment K)

Placentia Library District
Managers Meeting Agenda
March 19, 2008

Jim Roberts, Recorder

1. Communications

A. Status on implementation of Passport processing Some staff still need to complete.

Training to be available by early April - Vernon to coordinate with Jim for Caroline & Lois to complete. Waiting for a date.

Weekly report sheets for individual processing - Vernon. Reviewed report sheets.

B. Non Passport training issues

Implementing Literacy staff into regular schedule for 2 hours per week so that they can build and maintain skills - status report from Roberts To start Mar. 22(Rivera) and Mar. 29 (Silberfarb)

Status report on Safety Training scheduling and completion - Goodson, Napier & Roberts Wendy provided a list. Several staff have completed; others need to complete.

C. Building signage

Signage for public printer - status report on wording proposal - Status report by Napier Pending.

Signage for international collection and other moved items - Status report by Napier On order.

D. Intranet report - Napier Will demonstrate to staff at staff meeting Mar. 19.

E. Web site issues - Napier Not pleased with progress.

F. Envisionware vending. Status report - documentation for EDM to take to Minneapolis to share with Envisionware executives Napier Vernon will prepare.

G. Library Board meeting issues - Minter Discussion about Mar. 18 Board Meeting.

H. Dress Code implementation - several staff complaints that it is not being enforced by Managers. Managers to monitor more closely.

2. Budget Issues

- A. Responses from staff about organization change proposal Some feedback from staff.
- B. Social networking - report on recent developments, Napier & Roberts Nothing to report.
- C. Grant applications - Roberts to report on his study of the current grant process and meeting schedule with Ferrari Philanthropic Consultants Roberts will try to arrange a meeting on Apr. 3.
- D. Comments on Budget orientation that should have been presented at the Library Board Meeting. No comments.

3. Placentia History Room

- A. Atwood Yacht Club Reunion plans, Friday, April 4 - status report - Minter Event in final planning, to start at 11:00 AM

4. Staff Meetings

- A. Agenda issues for March meeting. Jim & Vernon Vernon posted

Stacy Aldrich, Deputy State Librarian, will not be here in March, perhaps in April. She will make a presentation to staff on social networking and changes to reference services at the local level and at the Regional and State levels. Noted.

- B. Reminder that Minter will be out the entire week of March 24th, leaving midday on Monday and returning on Tuesday, March 31. Reminded.
- C. Plans for Manager Meeting for March 26. Meeting cancelled because 3 managers out.

5. PLFF update - Elizabeth

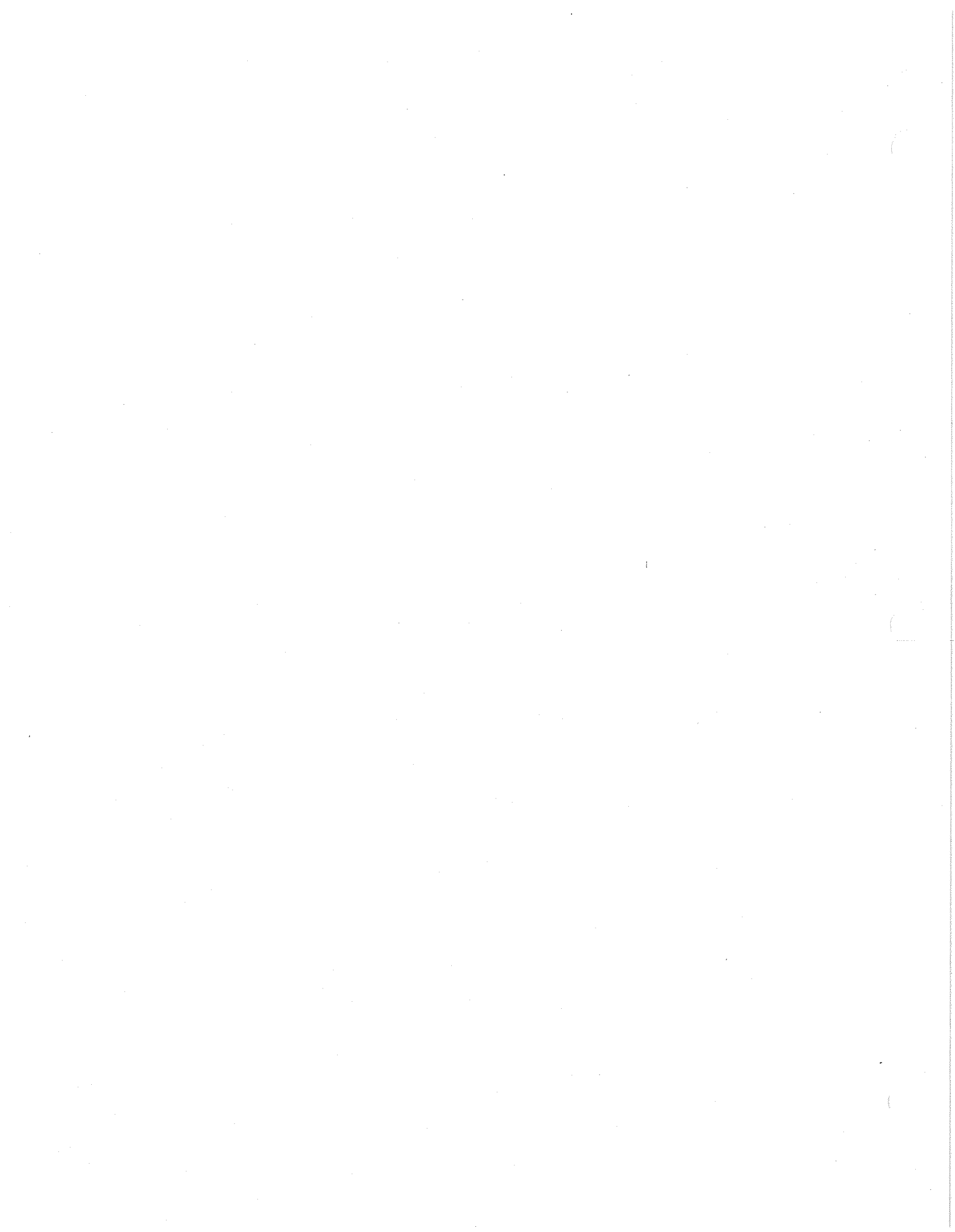
- A. Annual meeting plans Plans are ongoing.
- C. Children's & Adult program grant requests due to EDM by March 27. - Roberts Roberts to notify Children's and Reference Librarians
- D. Jim needs to work with the Placentia History Room Committee and Staff to be sure that they understand that their program and assistance requests need to be channeled through the Library Program Committee and not directly to PLFF. They will use the same application form for Grants from PLFF as the staff will. The PLFF Program Committee chair or her representative needs to be personally notified about each Library Program Committee meeting and changes in meetings. - Status report from Jim Jim has talked to Gary and will talk to Pat Irot.

6. Status report on Departmental Projects & Staff Meetings

A. Administration April 22nd ABWA Awards (Toby Silberfarb being honored). April 1st: Board Study Session.

B. Public Services - National Library Week Plans for 50th Anniversary Plans ongoing. Week to kick-off on Sunday, April 13 with a reception at 2:00 PM.

C. Technical Services Printers still giving us problems.



Placentia Library District
Managers Meeting Agenda
April 2, 2008

Wendy Goodson, Recorder

1. Communications

A. Status of Passport processing & training -- Napier

Online training – is it available yet?

B. Non Passport training issues

Implementing Literacy staff into regular schedule for 2 hours per week so that they can build and maintain skills – status report from Roberts

Status report on Safety Training report as of March 31 – Goodson

Report on SDRMA Safety Claims workshop -- Minter

C. Building signage

Signage for public printer – status report on wording proposal – Status report by Napier

Signage for international collection and other moved items – Status report by Goodson

D. Staffnet report – Napier

E. Web site issues – posting agendas for Library Board meetings -- Napier

Report on meeting with Jeremy Stelter regarding Planned Giving website -
- Minter

F. Envisionware vending – report on meeting with corporate officers and email from Nova.

G. Library Board meeting issues – Minter

H. Status report on dress code communications with staff – Roberts

I. Board reports for March 2008 due by Wed, Apr 16 at NOON.

2. Budget Issues
 - A. Responses from staff about organization change proposal
 - B. Social networking – discussion of implementation options – Minter
 - C. Grant applications – Roberts to report on his study of the current grant process and meeting schedule with Ferrari Philanthropic Consultants
 - D. Staff allocation for Fiscal Year 2008-2009 – Minter
3. Placentia History Room
 - A. Atwood Yacht Club Reunion plans, Friday, April 4 – status report -- Minter
4. Staff Meetings
 - A. Agenda issues for April meeting. Minter & Goodson

Stacy Aldrich, Deputy State Librarian, may be here on April 16th. She will make a presentation to staff on social networking and changes to reference services at the local level and at the Regional and State levels.
 - B. Program Committee Meetings – formalize communication expectations – Roberts
 - C. Plans for Manager Meeting for April 9 -- Minter.
5. PLFF update – Elizabeth
 - A. Annual meeting plans
 - C. Children’s & Adult program grant requests due to EDM by March 27. – Roberts – not yet in my inbox.
 - D. Status report from Roberts on discussion with Placentia History Room staff and Committee about communications issues.
6. Status report on Departmental Projects & Staff Meetings
 - A. Administration
 - B. Public Services – National Library Week Plans for 50th Anniversary
 - C. Technical Services

Placentia Library District
Managers Meeting Agenda
April 9, 2008

Vernon Napier, Recorder

1. Communications

- A. Status of Passport processing & training – Napier
Some staff is meeting the requirements

Online training – is it available yet?

Not available as at 4/9/08. Beatrice will alert us as soon as she hears.

- B. Non Passport training issues

Implementing Literacy staff into regular schedule for 2 hours per week so that they can build and maintain skills – status report from Roberts

(Jim away sick – no report on this item)

Status report on Safety Training report as of March 31 – Goodson
Details of staff participation have been submitted.

Report on SDRMA Safety Claims workshop – Minter
(Elizabeth at conference – no report on this item)

- C. Staffnet report – Napier
Catching on slowly – perhaps further training at next staff meeting

- D. Web site issues – posting agendas for Library Board meetings -- Napier
Done

Report on meeting with Jeremy Stelter regarding Planned Giving website – Minter.

(Elizabeth at conference – no report on this item)

- E. Envisionware vending – report on meeting with corporate officers and email from Nova

Awaiting replacement equipment

- G. Board reports for March 2008 due by Wed, Apr 16 at NOON.

Noted

2. Budget Issues

- A. Responses from staff about organization change proposal
Only response has been one of appreciation for being informed early
- B. Social networking – discussion of implementation options – Minter
No status.
- C. Grant applications – Roberts to report on his study of the current grant process and meeting schedule with Ferrari Philanthropic Consultants
(Jim away sick – no report on this item)
- D. Staff allocation for Fiscal Year 2008-2009 – Minter
(Elizabeth at conference – no report on this item)

3. Placentia History Room

- A. Atwood Yacht Club Reunion plans, Friday, April 4 – status report – Minter
(Elizabeth at conference – no report on this item)

4. Staff Meetings

- A. Agenda issues for April meeting. Minter & Goodson

Stacy Aldrich, Deputy State Librarian, may be here on April 16th. She will make a presentation to staff on social networking and changes to reference services at the local level and at the Regional and State levels.

Vernon will review StaffNet.

- B. Program Committee Meetings – formalize communication expectations – Roberts
(Jim away sick – no report on this item)
- C. Plans for Manager Meeting for April 16 -- Minter.
(Elizabeth at conference – no report on this item)

5. PLFF update – Elizabeth

- A. Annual meeting plans
(Elizabeth at conference – no report on this item)
- B. Children's & Adult program grant requests due to EDM by March 27. – Roberts – not yet in my inbox.
(Jim away sick – no report on this item)

- C Status report from Roberts on discussion with Placentia History Room staff and Committee about communications issues.
(Jim away sick – no report on this item)

6. Status report on Departmental Projects & Staff Meetings

- A. Administration
April Board Meeting canceled. Next Board mtg May 12, 2008
- B Public Services – National Library Week Plans for 50th Anniversary
- C Technical Services
Continued work on website & StaffNet

Placentia Library District
Managers Meeting Agenda
April 28 & 30, 2008

Vernon Napier, Recorder

1. Review of Proposed Job Description for Assistant Library Director, Manager of Community Services, Electronic Services Coordinator, Volunteer Coordinator and task lists for Operations staff. Also the proposed Personnel Allocation for Fiscal Year 2008-2009.
Comments and corrections to Elizabeth by tomorrow (5/1/08)

2. Communications
 - A. Newsletter for Teachers – needs to be delivered to school distribution center by May 19. (draft proofread, draft & any inserts approved by District, printed, counted into packets and labeled, delivered to distribution center). Has anyone got the count of schools and the number of faculty and staff at each building?
Underway and on time

 - B. Summer Reading Program for adults and teams – want the specifics of each program.
Jim to provide

 - C. Building signage

Signage for public printer – has this given any improvement?
Status report by Napier
Vernon to discuss with Ref staff

Signage for international collection and other moved items – Status report by Goodson
Wendy yet to confirm installation date

Now that we have this big, open aisle, can something be done to highlight the Placentia History Room location.
Wendy to organize

 - D. StaffNet report – Napier – any feedback? Let's solicit some – have survey ready for discussion by next week for implementation by May 7th and discussion at the May 21 staff meeting.
Vernon to bring statistics to next Manager's meeting, and prepare a brief survey to ascertain staff views

 - E. Envisionware vending – status report by Napier
Waiting for delivery of equipment

F. Evaluation of the Library Aid monitoring position – how and when.
Jim to discuss with Ref and Children's staff

G. Grant application activities – status report by Roberts
The Pepsi and Target applications have been submitted. Jim to investigate and submit applications to Rotary, Sam's Club, Boeing & AOCVCB

H. Board reports for May2008 due by Wed, May 7th at NOON – Managers, please get this up on the StaffNet and give verbal reminders.
Noted

3. Budget Issues

A. Responses from staff about organization change proposal – this needs to be a topic at meetings within the next 5 work days – we need reports by next week – managers need to initiate discussion about this.
Draft job descriptions and task lists will be distributed to staff on Monday 5 May. On Wednesday 7 May they will be given a questionnaire and an opportunity to meet and discuss

4. Program Committee

A. Report on discussion with Committee about maintaining the meeting schedule and not canceling – who are the back-up conveners –
Toby and Mary are designated back-up conveners

B. Placentia History Room
Video project proceeding

C. Children's Department – status of performer contracts
All as it should be

D. Adult Department
Nothing to report

5. Staff Meetings

A. Agenda issues for May meeting. Napier & Roberts
Status of re-organization; StaffNet; ALA; Book Expo; Safety Cte update

6. PLFF update – Elizabeth

A. Review of Annual Meeting
Went well

- B. Staff participation in PLFF Board orientation
Noted
- C. Preparation of budget and proposal to PLFF for self-check units – status report by Napier
Not yet completed

7. Status report on Departmental Projects & Staff Meetings

- A. Administration
Board reports due by next Wednesday
New forms prepared for Exchange and Payout requests
- B. Public Services
Covered in previous discussion
- C. Technical Services
New DVD shelves in place
Website construction well underway

Placentia Library District
Managers Meeting Agenda
May 7, 2008

Jim Roberts, Recorder

1. Feedback from staff on re-organization, job descriptions and task lists. **No other feedback.**
2. Communications
 - A. Newsletter for Teachers – status by Jim **Will try to get out soon. Will check with SRP on a new Library poster for next year.**
 - B. Summer Reading Program for adults and teens – status by Jim **Adult reading program almost ready. Will work on the teen game program.**
 - C. Staffnet report – Napier – any feedback? Survey update (implement today and discuss results at May 21 Staff Meeting). **Vernon to do.**
 - D. Envisionware vending – status report by Napier **Still waiting.**
 - E. Evaluation of the Library Aide monitoring position – status by Napier. **Pending.**
 - F. Grant application activities – status report by Roberts **Working with Cathy (grant writer). Will begin working on local grants (Wells Fargo, Boeing, etc.)**
3. Budget Issues
 - A. Finalizing drafts today and tomorrow. Taking personnel recommendations to Board on May 12th, including salary recommendations. **Elizabeth for action.**
4. Program Committee
 - A. Placentia History Room **Reception for City Counsel and City Staff 4:30-8:00 on 5/07**
 - B. Children's Department – status of performer contracts **Up to date.**
 - C. Adult Department **Going well.**
 - D. Exhibit case and exhibits – problem with Art group on Tuesday. **Roberts addressed this.**

5. Staff Meetings
 - A. Agenda issues for May meeting. Napier & Roberts **Reorganization and Staffnet.**
6. PLFF update – Elizabeth
 - A. Report on Annual Meeting **Went very well**
 - B. Staff participation in PLFF Board orientation **Emily Yost Consulting will be working on this.**
 - C. Preparation of budget and proposal to PLFF for self-check units – status report by Napier **Vernon to give Elizabeth a budget on 5/07/08**
7. Status report on Departmental Projects & Staff Meetings
 - A. Administration **Personnel issues discussed. No other report.**
 - B. Public Services **Federal Work Study may be available to help with projects in June.**
 - C. Technical Services **In the process of moving video fiction for better access.**

Minutes from 3-19-08 Reference Meeting
Prepared by Kathy Staymates

Attendees: Caroline, Gary, Kathy, Mary, Nadia, Phyllis

Items discussed:

- The printer is an ongoing problem in that it prints sporadically if at all. We will post the following sign on every Internet computer and post a large sign in the portable sign holder until the printer becomes reliable: "Printer may not work. save your work to a flash drive or a floppy." We were also wondering whether Vernon could somehow have this message pop up on computer screens when patrons first log on. Bottom line we need a simpler more reliable self-service printing process.
- We all agreed that the new guest pass policy was working well.
- Mary gave us some background information on the new Reference Librarian sub Natalie Ponce. We also discussed whether laid-off school library clerks would be good candidates for subs. We agreed they would. Mary will also try to get in touch with Yolanda over at Santa Ana College's Neally Library to see if any of the students enrolled in SAC's Library Technology program would be interested in working as subs.
- David Ferrari is taking over Susan's evening and Sunday hours on the Children's Desk effective April 1.
- June 19 will be Nadia's last day before her maternity leave starts (provided Baby Dallstream cooperates with that time schedule). After 3/31, Nadia will be on the Adult Reference Desk from 1-6PM Mon-Thurs. until 6/19. She'll return from maternity leave in Sept.
- Kathy and Nadia will install a display for National Library Week in the glass display case. The display will be up for the whole month of April.
- Friends Bookstore coupons will be kept at the Circulation Desk to be given to new patrons during National Library Week.

Acquisitions Meeting
Agenda & Minutes
March 19, 2008

1. Book budget status

Details of expenditure to date and amount remaining were distributed. Selectors noted areas needing faster/slower ordering

2. Weeding progress

Vernon stressed the need to maintain weeding. Selectors wanting new printouts should give Katie dates and Dewey range of the areas for which they are responsible.

Vernon recommended that selectors use volunteers to pull books and put them on a trolley. The selector can then quickly review each book and decide whether to weed it or not.

Children's Meeting

April 2, 2008

A. New Business-

1. Nonfiction DVDs on trains should be put together with the other trains like Thomas the Tank. We will leave as nonfiction; however we will put a pink T label on it.

2. Discussed having a movie night during the first two months of summer reading group. The best night to have it would on a Thursday night.

B. Old Business

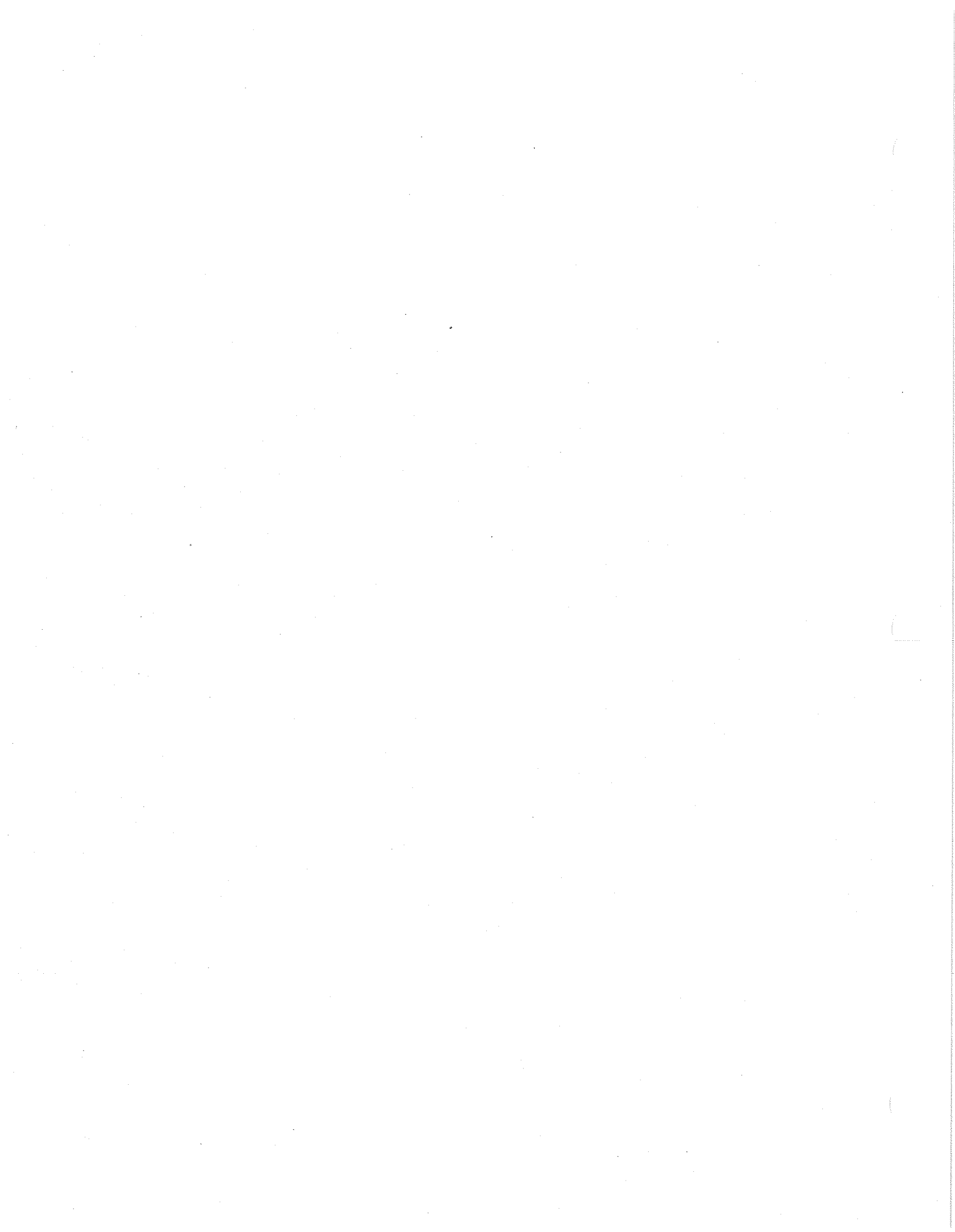
1. Discussed ordering hard cover books for Bernstein Bears, Clifford and DW.

ALL STAFF MEETING AGENDA
APRIL 16, 2008

- Stacey Aldrich, Deputy State Librarian
- Safety Training Completion
- Perfect Attendance Awards

Department Updates

- Public Services
 - Adult (Mary, Kathy)
 - Children's (Caroline & Phyllis)
 - Literacy (Jim, Toby, Nadia, Hilda)
 - History Room (Gary)
 - Volunteer Svcs. (Lois)
- Technology Services
 - Web/Technology (Vernon)
 - Acquisitions (Katie)
 - Circulation (Kristen)
- Administrative Services
 - Development (Yesenia)
 - Admin (Wendy)
 - Safety (David)



Technical Services Department Meeting
Agenda / Minutes
April 16, 2008

Staff attending: Vernon and Katie

Signs for printer and copier

Jesus drafted signs. Vernon and Jesus are refining the wording of the drafts.

Job Description for Tech Services position

We discussed the qualities and experience needed for the position.

Program Committee Minutes
4-23-08

Members attending:

Caroline Gurkweitz
Dixie Shaw
Gary Bell
Meredith Laskow
Toby Silberfarb
Yesenia Gomez
Mary Strazdas
Nadia Dallstream
Lois Monroe

1. Children's Programming

In-N-Out Food for Thought program is over for 2008. Over 300 children registered in the program and 2,805 books were read.

The Puppet Workshop, sponsored by Dixie Shaw, was held April 19th. Lois Harmeyer, president of the Orange County Puppetry Guild did a great job teaching kids and their parents how to make puppets with materials found at home.

Swazzle, a well-known puppet theatre company, performed for our Imagination Celebration show on April 21. The show's title was "The Case of the Elephant's Trunk". We had 160 people in the audience. Swazzle will be back for the Summer Reading Program with their show "Space Bugs".

The Children's Department was awarded \$10,000 for programming from the Placentia Library Friends Foundation on April 15. These funds will increase the Summer Reading Program shows from 8 to 16, pay for one show per month after SRP, and allow for the purchase of SRP 2009 materials earlier in the year.

Our new children's DVDs will be on the shelves soon. This was a \$9,000 order and should keep kids and families entertained for a little while.

In addition to the DVDs mentioned above, we will be adding video games available for check-out. We'll begin with PS2, Xbox, and Wii formats. Ratings will be EC, E, and some T. They will probably be available for check-out by mid-May.

2. Adult Programming

- The Adult Puppet Making Workshop has so far drawn no signups. It is scheduled for Saturday, April 26, at 2 p.m. Dixie Shaw is covering the \$200 cost of this event.
- On Monday, May 5, Paul Montanchez will lead a 10:30 a.m. program called "Laugh Your Stress Away."

- Adult Summer Reading Program will run from June 16-July 28. Will use PLFF tote bags as gift bags.

3. History Room

- The next local celebration of local authors will be May 10. It will include Marie Schmidt, Vic Knight, Deborah Gilberstadt, and Julius Scherzer.

4. Dixie Shaw

- The Center for Successful Aging at CSUF (714-278-7012) will have various free presentations on May 3 from 9-1:00 p.m.
- The City of Brea Art Gallery presents "B Movie Madness" through April 27. Admission for adults is \$2. Call (714) 990-7730 for more information.
- For future speakers, we might want to ask Vic Knight, who is very funny, or contact the Consumer Credit Counseling Service (714-547-2227, ext. 118) for items on their list, particularly "Raising a Money Smart Child." Another contact might be Jane F. Steckler at the Fullerton Senior Multi-Service Center (738-6305) for information helpful to the hearing impaired. The Bowers Museum has a Speakers Bureau that offers free (donations appreciated) programs; call Chuck Liebelt at (714) 540-6358 for information. How about something on stamp or coin collecting?

5. Meredith Laskow

- On Saturday, June 14, "Poetry in Transition" will be held in the Literacy area. It will base itself on the book of the same title available for checkout at the Reference Desk.
- Bead lecture on July 21 and bead workshop on July 26 at 7pm
- Rona Leon is a photographer who has a traveling exhibit that features pictures of poets. It will come to the Placentia Library in February, 2009. If funding is available, perhaps we could do another series of poetry workshops.

6. Volunteer

- Annual Meeting on April 28, 2008 at 7pm.
- Homebound person from Yorba Linda, very successful.

7. Development


- Getting ready for Annual Giving Campaign.

8. Tutoring and Homework Clubs

- 10 kids at homework clubs, last day on May 22, 2008.
- There will no longer be a homework club at Topaz.

Adjourn

- **The next Program Committee Meeting will be May 14.**

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager 
 DATE: May 12, 2008
 SUBJECT: Program Committee Report for the month of April.

ADULT SERVICES

	Apr 06-07	Apr 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	2	2	12	11
NUMBER OF ATTENDEES	44	48	254	257

CHILDREN'S SERVICES

	Apr 06-07	Apr 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	26	51	239	2,036
NUMBER OF ATTENDEES	1,262	2,036	8,890	10,954

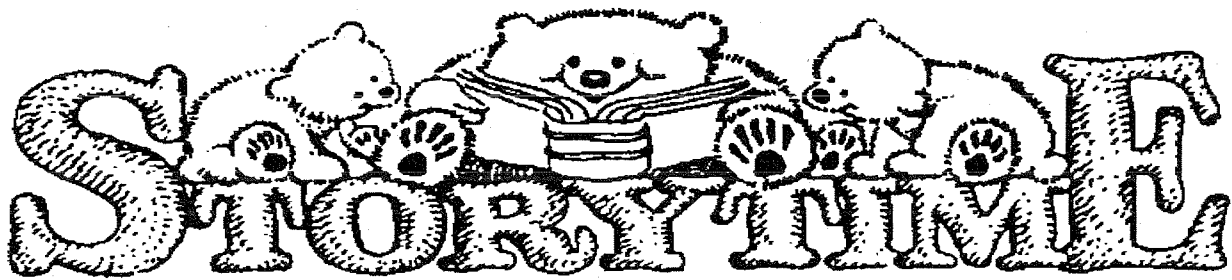
PROGRAM COMMITTEE

	Apr 06-07	Apr 07-08	YTD 06-07	YTD 07-08
NUMBER OF MEETINGS	2	1	16	14
NUMBER OF ATTENDEES	18	12	125	133
NEWS RELEASES	2	2	11	11

LITERACY SERVICES

	Apr 06-07	Apr 07-08	YTD 06-07	YTD 07-08
Total Tutors	101	84	246	200
Total Students	240	206	342	319
Total Hours	1,331	1,300	14,708	8,423

For more detailed literacy statistics, see Agenda Item 37, pages 2 of 3 and 3 of 3.



Placentia Library / 411 E. Chapman Ave. / Placentia, CA 92870
(714) 528-1906 ext 212

Story Time with Georgette Baker!

Georgette Baker is a certified teacher, speaker of 5 languages and world-traveling performer. Georgette has been performing for children exclusively for more than 15 years. She enlivens performances with abounding enthusiasm for her unusual artifacts and creatures (which she shares with her audiences), her contagious laughter, and her exaggerated storytelling techniques.

Thursday morning

Lap-Sit for children 24 months and younger
9:05-9:25 a.m.

Story Time I for children 6 years old and younger
9:45-10:15 a.m.

Story Time II for children 6 years old and younger
10:30-11:00 a.m.

- ◆ Thursday Lap-Sit program made possible by
the Gordon & Dixie Shaw Fund
- ◆ Programs are free and no pre-registration is necessary.
- ◆ Schedule subject to change without notice.



SUMMER READING PROGRAM 2008 June 16 – August 4

Come to Placentia Library for summer reading fun! Children pre-school through 6th grade may join the Summer Reading Program and earn prizes by reading books. Pre-registration begins Monday, June 2nd. Registration is open until July 21st.

Special Events for our readers!

All programs are on Mondays. First show is at 3:30 p.m. Second show at 6:30 p.m. Shows are exactly the same.

- | | |
|----------|---|
| June 16 | David Cousin / Fantastic juggling! |
| June 23 | Melissa Green / Kid's music! |
| June 30 | Flights of Fancy / Folk tales, fables, & comedy! |
| July 7 | Tony Daniels / Hilarious magician! |
| July 14 | Max & Ruben / Learn to draw cartoons! |
| July 21 | Swazzle / Space Bug puppets? Yes! |
| July 28 | Marcus Miller / Drumming from all around the world! |
| August 4 | Wild Wonders / Wild, wacky, wonderful real bugs! |

*The Summer Reading Program sponsored by the
Placentia Library Friends Foundation*

PLACENTIA LIBRARY DISTRICT
411 E. Chapman Ave. • Placentia CA 92870 / (714) 528-1906 Ext. 212 / <http://www.placentialibrary.org>

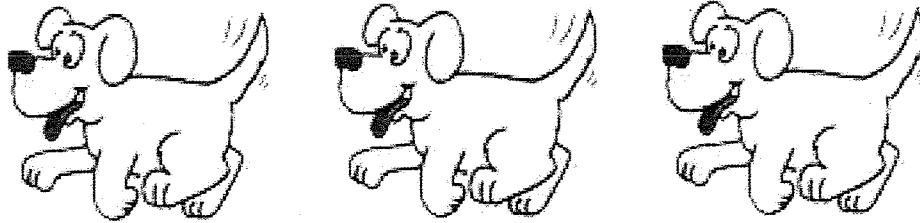


MOVIE NIGHT

Calling all anime fans:
Join us for a movie at
the Placentia Library.
We will be watching a
popular anime movie
while enjoying some
yummy snacks.

- Monday, May 19, 2008
- 6:30–8:30 p.m.
- Placentia Library
Meeting Room
- 6th graders and older
- Snacks will be provided
- Bring your friends!
- Free!!

For more information, call Mary at 714-528-1906, ext. 209,
or stop by the reference desk.



Read to the Dogs!

(or just pet these wonderful animals)

Open to all ages!

April 28th, Monday

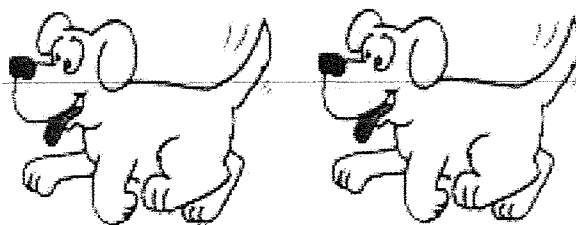
May 19th, Monday

June 24, TUESDAY

6:00 p.m.

**Specially trained dogs from
Bright and Beautiful Therapy Dogs, Inc.**

**Placentia Library / Children's Dept /
411 E. Chapman Ave. Placentia, CA
714-528-1906 ext. 212**



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Saturday, June 14, 2008 1-3 p.m.

Placentia Library presents

Poetry In Translation

a reading and discussion of poems
written by authors around the world.

from the April 2008 issue of
POETRY magazine, *The Translation Issue*

Nine issues are available at Placentia Library
for one-week check-out. Copies of the book will also be at our
program.

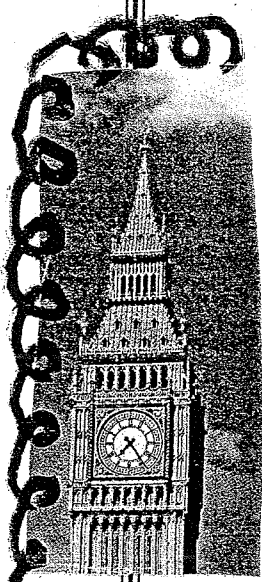
This is a special, first-time endeavor by *POETRY* magazine —
both the translation issue itself, and supplying copies to reading
groups. Please join us for this educational event!

Light refreshments will be available.

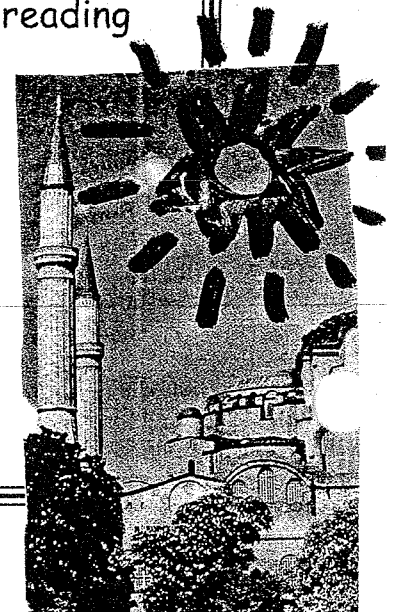
Placentia Library
411 E. Chapman Ave.
(NE corner of Chapman and Kraemer)
(714) 528-1906


Mabuhay!
kamusta ka?

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TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager 
 DATE: April 21, 2008
 SUBJECT: Program Committee Report for the month of March.

ADULT SERVICES

	Mar 06-07	Mar 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	2	2	12	11
NUMBER OF ATTENDEES	90	25	290	234

CHILDREN'S SERVICES

	Mar 06-07	Mar 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	23	31	213	234
NUMBER OF ATTENDEES	1,041	1,609	5,887	8,918

PROGRAM COMMITTEE

	Mar 06-07	Mar 07-08	YTD 06-07	YTD 07-08
NUMBER OF MEETINGS	2	1	14	14
NUMBER OF ATTENDEES	18	12	107	133
NEWS RELEASES	2	2	9	11

LITERACY SERVICES

	Mar 06-07	Mar 07-08	YTD 06-07	YTD 07-08
Total Tutors	107	84	216	200
Total Students	288	189	336	336
Total Hours	1,919	1,300	13,377	7,023

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

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian

Date: May 12, 2008



Subject: April 2008 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	108
Story Time I: 6 years & younger	4	124
Story Time II: 6 years & younger	4	189
Pocket Tales: Stories & Music	4	172
Read to the Dogs event	1	23
Lunch @the Library	1	23
School Outreach Visits	30	938
Puppet Workshop	1	14
Imagination Celebration	1	160
In-N-Out Food for Thought	1	319
Total April 2008	51	2,070
Total April 2007	26	1262
Current FY to date	329	10,988
Previous FY to date	239	8890

CP

REFERENCE STATS FOR APRIL 2008			
DUE MAY 5, 2008			
Agenda item: not available			
PAGE 2 OF 2			
DATE	IN-PERSON	PHONE	TOTAL
1	40	3	43
2	45	5	50
3	42	3	45
closed 4			
5	38	4	42
6	41	0	41
7	60	3	63
8	50	4	54
9	54	4	58
10	51	3	54
closed 11			
12	42	1	43
13	47	0	47
14	55	3	58
15	60	4	64
16	50	3	53
17	55	5	60
closed 18			
19	51	4	55
20	30	0	30
21	58	7	65
22	45	2	47
23	49	2	51
24	40	3	43
closed 25			
26	42	3	45
27	31	0	31
28	51	2	53
29	55	5	60
30	50	5	55
TOTAL			
	1232	78	1310

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian

Date: May 12, 2008




Subject: **March 2008 Activities in the Children's Department**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	107
Story Time I: 6 years & younger	4	156
Story Time II: 6 years & younger	4	232
Pocket Tales: Stories & Music	4	180
Read to the Dogs event	1	30
Lunch @the Library	1	28
School Outreach Visits	26	708
Total March 2008	44	1441
Total March 2007	23	1041
Current FY to date	278	8918
Previous FY to date	213	7628

CJ

REFERENCE STATS MARCH, 2008				
Due April 16, 2008				
Agenda item: not available				
PAGE 2 OF 2				
DATE	IN-PERSON	PHONE	TOTAL	
1	38	3	41	
2	25	0	25	
3	54	2	56	
4	40	4	44	
5	41	2	43	
6	45	6	51	
closed 7				
8	41	3	44	
9	34	0	34	
10	62	3	65	
11	48	3	51	
12	58	4	62	
13	49	4	53	
closed 14				
15	42	0	42	
16	37	1	38	
17	59	3	62	
18	80	5	85	
19	56	2	58	
20	41	3	44	
closed 21				
22	41	3	44	
closed 23				
24	53	3	56	
25	62	5	67	
26	47	4	51	
27	54	2	56	
closed 28				
29	45	3	48	
30	41	0	41	
31	64	4	68	
TOTAL	1257	72	1329	

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: May 12, 2008

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

Tutor Training. There was no tutor training in March.

Placentia Rotary Reading Enrichment Program (PRREP).

The PRREP Clubs at El Dorado High School and Valencia High School began again in October. PRREP will end this school year at the end of May

Update on the three off-site PLLS homework clubs. Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful this school year. The Kraemer-Placentia Library Homework Club started in early November. All continue to be extremely successful.

English Language and Literacy Intensive (ELLI) Program Update. ELLI started again this school year in mid-October. We are active at three elementary schools--Ruby Drive, Topaz, and Brookhaven.

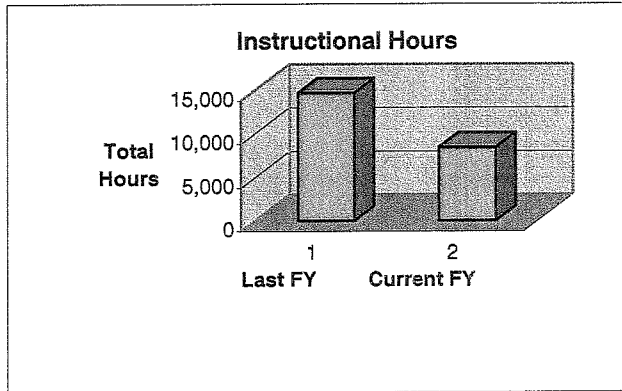
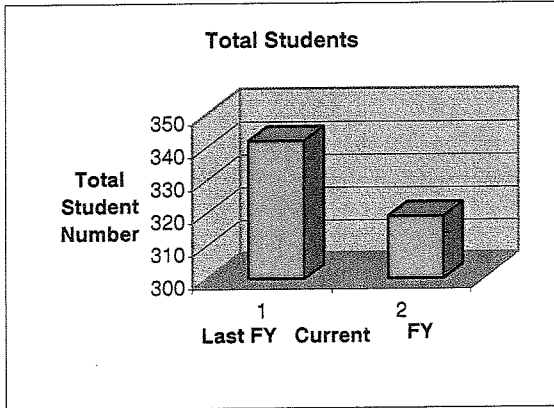
Federal Work Study (FWS). Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY were very strong, and continue to be this school year. We renewed our FWS contract with Cal State Fullerton and Western State last spring for FY 2007/08, and we already have twenty-two (22) FWS tutors from Cal State Fullerton processed in and most of them are tutoring.

Literacy statistics. See Agenda Item 37, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

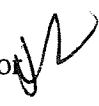
Report of Growth and Progress

	April 06-07	April 07-08	YTD 06-07	YTD 07-08
Tutors				
Adult	57	44	1125	83
Teen	44	40	121	50
Hours Instruction	1,331	1,300	14,708	7,023
Other Volunteer Hours	120	120	1,200	1,080
Total Hours	1,451	1,421	15,908	8,103
Training Workshops				
Workshops Held	0	0	12	9
Tutors Trained	0	0	101	86
Students				
With Adult Tutors	187	75	250	186
With Teen Tutors	53	131	92	133
In Groups	0	0	0	0
Total Active Students	240	206	342	319
Families for Literacy				
Family Students	6	6	6	6
Family Tutors	6	6	6	6
Hours of Instruction	60	60	660	620
ELLI Program				
K-6th Grade Students	168	188	421	201
Tutors for K-6th Grade	22	12	102	6
Hours of Instruction	172	1,000	1,194	1,705
On-Site: Students	12	70	23	508
On-Site Tutors	12	16	26	30
Hours of Instruction	168	512	1,108	1,512
H.I.S. House Students	40	13	203	54
H.I.S. House Tutors	3	9	21	29
Hours of Instruction	656	240	9,263	946
Topaz Students	110	10	362	91
Topaz Tutors	8	5	27	39
Hours of Instruction	600	200	2,378	3,060
Total Tutors	101	84	246	200
Total Students	240	206	342	319
Total Instruction Hours	1,331	1,300	14,708	8,423





TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: April 21, 2008

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

Tutor Training. There was no tutor training in March.

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The PRREP Clubs at El Dorado High School and Valencia High School began again in October. We are still signing up PRREP volunteers for this school year.

Update on the three off-site PLLS homework clubs. Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on October 8. The Kraemer-Placentia Library Homework Club started in early November. All continue to be extremely successful.

English Language and Literacy Intensive (ELLI) Program Update. ELLI started again this school year in mid-October. We are active at three elementary schools--Ruby Drive, Topaz, and Brookhaven.

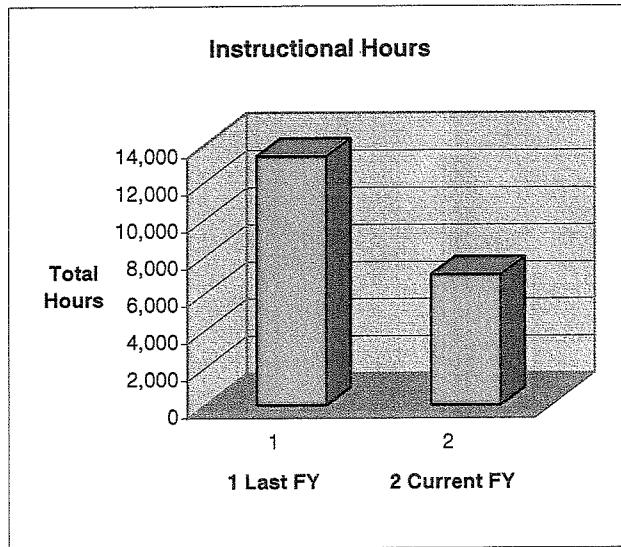
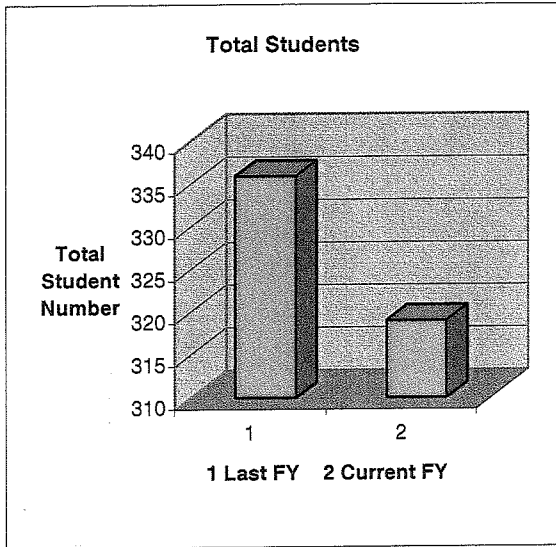
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Literacy statistics. See Agenda Item Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Mar 06-07	Mar 07-08	YTD 06-07	YTD 07-08
Tutors				
Adult	60	44	115	83
Teen	47	40	101	50
Hours Instruction	1,919	1,300	13,377	7,023
Other Volunteer Hours	120	120	960	960
Total Hours	2,039	1,421	14,337	8,706
Training Workshops				
Workshops Held	2	0	12	9
Tutors Trained	8	0	101	86
Students				
With Adult Tutors	240	75	250	186
With Teen Tutors	46	131	86	133
In Groups	0	0	0	0
Total Active Students	288	206	336	319
Families for Literacy				
Family Students	5	6	6	6
Family Tutors	5	6	6	6
Hours of Instruction	60	60	600	620
ELLI Program				
K-6th Grade Students	138	188	421	201
Tutors for K-6th Grade	8	12	24	6
Hours of Instruction	446	1,000	3,905	1,705
Homework Clubs				
On-Site: Students	168	70	804	508
On-Site Tutors	22	16	102	30
Hours of Instruction	172	512	850	1,512
H.I.S. House Students	12	13	51	54
H.I.S. House Tutors	12	9	34	29
Hours of Instruction	168	240	714	946
Topaz Students	40	10	203	91
Topaz Tutors	3	5	39	39
Hours of Instruction	656	200	3,947	3,060
Kraemer Students	110	7	252	168
Kraemer Tutors	8	2	27	27
Hours of Instruction	600	60	1,738	1,858
Total Tutors	107	84	216	200
Total Students	288	206	336	319
Total Instruction Hours	1,919	1,300	13,377	7,023





TO: Elizabeth Minter, Library Director
FROM: Mary Strazdas, Librarian *MS*
DATE: May 12, 2008
SUBJECT: Reference and Adult Services report for April, 2008

- There were two Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. The trough featured poetry books for National Poetry Month. There was also a book display about Home Improvement for patrons needing ideas about updating their living environments.
- Meredith Laskow, the Placentia Poet Laureate, did a poetry program called "Poetry Favorites at Random" on Saturday afternoon in the Literacy Area on April 5. Ten patrons joined the group to read poems they had chosen.
- Andrea Portes, a young California author who wrote HICK, drew ten people to her presentation. The group doing publicity for her program somehow did not get their information into the local newspapers, a big disappointment. This was an MCLS In the Box program; we have another scheduled in June and I will watch the publicity and do it myself if need be. Andrea sold copies of her books and autographed them after sharing information about how she writes and answering many questions from a mixed group of teens and adults.
- "Money Basics" with Viri Mendoza from the Consumer Credit Counseling Service of Orange County was successful. It drew nineteen people, most of whom left at the end of the evening surprised at how much they had learned. Viri distributed handouts and we had a webliography/bibliography as well as materials available for checkout.
- We postponed the Adult Puppet Workshop scheduled for Saturday, April 26, because there were not enough sign-ups to be worth the cost that Dixie Shaw was going to assume. We will try again in the late summer or early fall. Following the program date we had several calls from interested people and will contact them when the new date is set.

Upcoming confirmed programs include: a morning workshop with Paul Montanchez called "Laugh Away Your Stress" on Monday, May 5; a movie night on Monday, May 19 for people who are sixth graders or older; and a Charlie Frazee history/travel program on Monday, June 16. Meredith Laskow will present "Beads Around the World" on Monday, July 21, and follow that with a workshop about beading on Saturday, July 26.

Statistical Comparisons at the Reference Desk
April FY 2007/2008

	2007	2008	YTD 06-07	YTD 07-08
Phone Reference Questions	269	265	1,982	2,343
Desk Reference Questions	2,491	2,024	20,818	27,978
E-Mail Reference Questions	2	0	7	1
Ready Reference	16	14	214	258
Instruction	233	131	1,969	1,888
Computer Use	3,020	3,623	32,220	39,017
Reference Books: In-Library Use	4,240	3,683	37,402	39,238
Patron Database Signups	N/A	N/A	933	N/A

TO: Elizabeth Minter, Library Director
FROM: Mary Strazdas, Librarian
DATE: March, 2008 MGS
SUBJECT: Reference and Adult Services report for March, 2008

- There were two Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. The trough featured poetry books for National Poetry Month. There was also a book display about Home Improvement for patrons needing ideas about updating their living environments.
- There were two programs about nutrition done in the library's meeting room on Tuesday morning by Paul Montanchez, Health Educator for the Prospect Medical Group. Their dates were March 11 and 19, and the times were from 10:30 a.m. to noon. We did these in partnership with the Placentia-Linda Hospital, which currently lacks classroom space because of remodeling. The first program drew 24 patrons; the second attracted 21, primarily seniors. (These were the third two of a series of six programs over a three-month period, and were advertised both by us as well as the hospital. This was the first time Adult Programming has become involved in a series of programs.) Reception of the programs was enthusiastic, and we will contact Mr. Montanchez to see if he may be able to do another individual nutrition class or two in the future.
- The March 24 program with Dr. Joseph Arnold called "True Stories and Other Lies" had to be cancelled in the late afternoon when he called to say both he had become ill and was unable to come. He will do this program for us at a later date.
- Upcoming confirmed programs include: an author visit with Andrea Portes, scheduled through the MCLS Big Box program on Tuesday, April 8; "Money Basics" on Tuesday, April 22; a puppet workshop for adults planned on Saturday, April 26; on Monday, May 5 there will be a morning workshop with Paul Montanchez called "Laugh Away Your Stress;" Charlie Frazee will do another history/travel program for the library on Monday, June 16. Meredith Laskow will present "To Bead or not to Bead" on Monday, July 21, and follow that with a workshop on beading on Saturday, July 26.

Statistical Comparisons at the Reference Desk
March FY 2007/2008

	2007	2008	YTD 06-07	YTD 07-08
Phone Reference Questions	223	273	1,713	2,078
Desk Reference Questions	2,427	2,417	18,327	25,954
E-Mail Reference Questions	0	0	5	1
Ready Reference	15	24	198	244
Instruction	183	157	1,736	1,757
Computer Use	3,304	3,741	29,200	35,394
Reference Books: In-Library Use	4,798	4,367	33,162	35,555
Patron Database Signups	N/A	N/A	933	N/A

TO: Elizabeth Minter, Library Director

FROM: Gary Bell, Librarian

DATE: May 12, 2008 *GB*

SUBJECT: History Room report for April

History Room visitors in April: fiscal year: 2006-2007: 5

History Room visitors in April: fiscal year: 2007-2008: 5

On April 4th the West Atwood Yacht Club reunited many of its former members for an entertaining program hosted by founder Vick Knight, with wonderful background information provided by Pat Irot and pertinent facts about the Library provided by Elizabeth Minter. Afterwards, luncheon and socializing were enjoyed by all who attended.

Mayor Scott Nelson commended Marie Schmidt on her frequent visits to city council meetings to inform the assembled group on historical issues pertaining to our community. Marie does a wonderful job as good will ambassador from the History Room.

Steve Manaserros and his wife visited the History Room and brought with them John Patton, who donated his book about his service as a navy pilot during World War II. Mr. Patton will be one of our featured authors at this Saturday's author celebration.

Richard Toombs, a descendant of the McFadden family, searched for information about his ancestors. Information was sought concerning the railroad that ran from Atwood to Olinda.

The next presentation to a local school of a portrait of the school's namesake will be Daniel Kraemer, to Kraemer School. Portraits of Richard Melrose and Martin Van Buren have already been presented to their respective schools. Another presentation will be a portrait of Frank Morse to Morse School.

Our outreach to the community continues to give our history and heritage a more visible presence to the public at large and Placentia in particular.

TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian *GB*
DATE: April 21, 2008
SUBJECT: **History Room report for March**

History Room visitors in March: fiscal year: 2006-2007: 12

History Room visitors in March: fiscal year: 2007-2008: 12

Outreach efforts for the History Room continued with the Piacenza reunion on March 8th. Guests enjoyed a reception and reminisced about the student exchange program of the 1970s which brought Italian students to Placentia and Placentia students to Piacenza.

A portrait of President Martin Van Buren was presented to Van Buren School by Marie Schmidt.

Much activity in March revolved around the planning and follow up to the West Atwood Yacht Club Reunion. Pat Irot was chair person for this event and diligently sought out members of the core group and contacted them for the event. A committee meeting was held with one of the original members of the group, Cecil Rospauw, along with the History room committee and Library Director.

The History Room brochure was completed, thanks to the outstanding efforts of Pat Irot.

Carl Nelson, an Anaheim Water District retiree, sought information on the Tuffree Reservoir and Tri-City Park Lake. His professional engineering organization plans to erect a commemorative plaque honoring the early irrigation system that brought water to this area.

Rouzbeh Salim, project manager for the new Placentia Train Station, researched the history of the original train depot. An evening was spent with him going over photos and articles and sharing information about the depot and its history. He wishes to keep some degree of historical accuracy and integrity in the design of the new station. We endorse his effort to retain and reference the past while creating something new for the community.

On March 4th I attended a meeting of the Historical Coordinating Council. The March meeting was held at First American Title in Santa Ana, with its vast archive of photographs pertaining to the history of Orange County.

Upcoming events include an open house for city workers on May 7th and our third celebration of local authors on May 10th.

We continue to be optimistic that a One Stop replacement can be obtained for the regular maintenance of our collections: entry of new donations, photographs, artifacts, archival texts, etc. This was the work that Larry Cummings did so effectively and which goes beyond the staff and volunteer time currently available.

Library website traffic for the period May 2007 through April 2008

	May'07	Jun'07	Jul'07	Aug'07	Sep'07	Oct'07	Nov'07	Dec'07	Jan'08	Feb'08	Mar'08	Apr'08	Y-T-D	Monthly Average
Unique visitors	2,301	2,218	2,336	2,246	2,455	2,587	2,533	2,150	2,709	2,472	2,782	2,710	29,499	2,458
Number of visits	3,925	3,742	3,864	3,836	4,037	4,327	4,220	3,636	4,644	4,236	4,532	4,411	49,410	4,118
(visits per visitor)	1.70	1.68	1.65	1.70	1.64	1.67	1.66	1.69	1.71	1.71	1.62	1.62	254,172	1.67
Pages visited	19,422	17,373	22,980	23,934	20,064	22,537	21,417	18,530	21,644	22,039	22,479	21,753	21,181	21,181
(pages per visit)	4.94	4.64	5.94	6.23	4.97	5.20	5.07	5.09	4.66	5.20	4.96	4.93	5,15	5.15
Pages most viewed														
Application for library card	44	99	27	18	45	57	0	35	29	42	35	53	484	40
Borrowing library materials	117	110	130	109	119	117	55	80	114	100	111	145	1,307	109
Calendar	109	226	170	161	145	128	124	83	128	95	113	94	1,576	131
Catalog	301	468	563	340	375	423	367	337	376	379	394	343	4,666	389
Community links	59	64	44	72	58	57	84	23	48	39	56	71	675	56
Contact Us	169	159	167	126	181	151	168	157	215	160	277	211	2,161	180
Frequently Asked Questions	233	235	254	201	237	272	238	163	229	250	233	240	2,785	232
Home page	13,856	12,760	17,236	18,994	14,875	16,589	15,805	13,682	16,361	16,322	16,706	16,322	189,508	15,792
Kids page	199	317	209	206	205	202	215	137	218	242	184	42	2,376	198
Literacy services	72	58	76	116	172	201	174	136	141	73	82	93	1,394	116
Passport applications	311	317	324	245	234	226	179	181	331	296	304	297	3,245	270
Photos (pick of the pics)	85	92	126	103	68	121	107	112	92	90	107	123	1,226	102
Searching for information	728	424	451	493	489	492	483	353	438	495	615	502	5,963	497

Placentia Library District
On-line database usage – April 2008

	April 2008	April 2007		Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D change
Chilton Library (Automobiles)	8	-		62	0	62
General Reference Center	134	25		776	687	89
Opposing Viewpoints	61	17		703	578	125
Newsbank -Newspaper search	151	89		783	364	419
Newsbank -Magazine search	0	0		3	4	-1
L.A Times	3	6		85	60	25
Wall Street Journal	8	35		64	792	-728
Heritage Quest	3733	7756		35,500	45,678	-10,178
Learning Express (Learn a test)	15	14		122	60	62
Novelist	44	2		74	237	-163
Tumblebooks	237	358		3,714	3,478	236
MorningStar	195	362		1,367	1,218	149
Value Line	260	65		4,098	0	4,098

Library website traffic for the period April 2007 through March 2008

	Apr'07	May'07	Jun'07	Jul'07	Aug'07	Sep'07	Oct'07	Nov'07	Dec'07	Jan'08	Feb'08	Mar'08	Y-T-D	Monthly Average
Unique visitors	2,388	2,301	2,218	2,336	2,246	2,455	2,587	2,533	2,150	2,709	2,472	2,782	29,177	2,431
Number of visits	4,000	3,925	3,742	3,864	3,836	4,037	4,327	4,220	3,636	4,644	4,236	4,532	48,999	4,083
(visits per visitor)	1.67	1.70	1.68	1.65	1.70	1.64	1.67	1.66	1.69	1.71	1.71	1.62		1.68
Pages visited	18,835	19,422	17,373	22,980	23,334	20,064	22,537	21,417	18,530	21,644	22,039	22,479	251,254	20,938
(pages per visit)	4.70	4.94	4.64	5.94	6.23	4.97	5.20	5.07	5.09	4.66	5.20	4.96		5.13
Pages most viewed														
Application for library card	57	44	99	27	18	45	57	0	35	29	42	35	488	41
Borrowing library materials	135	117	110	130	109	119	117	55	80	114	100	111	1,297	108
Calendar	122	109	226	170	161	145	128	124	83	128	95	113	1,604	134
Catalog	604	301	468	5,603	340	375	423	367	337	376	379	394	9,967	831
Community links	57	59	64	44	72	58	57	84	23	48	39	56	661	55
Contact Us	162	169	159	167	126	181	151	188	157	215	160	277	2,112	176
Frequently Asked Questions	261	233	235	254	201	237	272	238	163	229	250	233	2,806	234
Home page	13,008	13,856	12,760	17,236	18,994	14,875	16,589	15,805	13,682	16,361	16,322	16,706	186,194	15,516
Kids page	178	199	317	209	206	205	202	215	137	218	242	184	2,512	209
Literacy services	83	72	58	76	116	172	201	174	136	141	73	82	1,384	115
Passport applications	444	311	317	324	245	234	226	179	181	331	296	304	3,392	283
Photos (pick of the pics)	115	85	92	126	103	68	121	107	112	92	90	107	1,218	102
Searching for information	626	728	424	451	493	489	492	483	353	438	495	615	6,087	507

Placentia Library District
On-line database usage – March 2008

	March 2008	March 2007		Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D change
Chilton Library (Automobiles)	9	-		54	0	54
General Reference Center	60	13		642	662	-20
Opposing Viewpoints	54	58		642	561	81
Newsbank -Newspaper search	100	73		632	275	357
Newsbank -Magazine search	0	0		3	4	-1
L.A Times	4	23		82	54	28
Wall Street Journal	1	72		56	757	-701
Heritage Quest	2626	2127		31,767	37,922	-6,155
Learning Express (Learn a test)	7	11		107	46	61
Novelist	5	1		30	235	-205
Tumblebooks	298	388		3,477	3,120	357
MorningStar	69	322		1,172	856	316
Value Line	105	-		3,838	0	3,838

Placentia Library District

TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: May 7, 2008
SUBJECT: **Technology Report for April 2008**

2/2

- Continued work on the Library's revised website
- Added 50% more shelving to house the expanding DVD collection
- Continued uploading historical photos to our digital collection.

Placentia Library District

TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: April 12, 2008
SUBJECT: **Technology Report for March 2008**

3/2

- Visited Palos Verdes Library to observe their use of Instant Messaging to provide reference service.
- Attended meeting of the Historical Committee to discuss and demonstrate online photos and newspapers
- Attended day course held at Buena Park Library to learn about screencasting. Alex Hernandez and Jesus Díaz also participated.

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Placentia News
Weekly APR 10 2008

City Council triples ceiling on some expenditures

Under new rules, the council would not have to approve by separate vote any expenditure up to \$15,000.

332
By ERIC NEFF
STAFF WRITER

The City Council attempted last week to lighten its own burden and those imposed on neighbors of El Dorado High School.

The council tripled the ceiling for expenditures by the city that must be approved by the council through a separate ordinance. The old cap of \$5,000, which hadn't been adjusted since 1984, was raised to \$15,000. Yorba Linda's cap is \$75,000, and city spokesman Michael Maxfield said \$15,000 was one of the lowest caps he's heard of.

City Administrator Bob Dominguez said that bringing such small items before council was becoming a burden, both to the city and the council. Dominguez was also concerned about the city's ability to respond to a future natural disaster such as an earthquake.

"It depends on how much we want to see," Mayor Scott Nelson said. Nelson added afterward that all expenditures will be visible on the warrant register, a biweekly report of city expenditures that is included in the council meeting agenda.

Councilwoman Connie Underhill criticized the council for not placing a cap on the aggregate amount that can be spent on one vendor in a year. Under the new rules, she

pointed out, the city could issue multiple contracts worth thousands of dollars each to one company, and it might go unnoticed by the council. She also questioned whether the council would catch things listed in the warrant register, which for the Tuesday council meeting was 85 pages, double-sided.

"The warrant register contains so many items, would you

notice that we had paid the same vendor three or four months back?" Underhill said.

The city also passed three initiatives limiting or banning parking along certain city streets.

At Little Big Horn Avenue, parking will be limited to permits issued to residents. El Dorado students have been parking along the street, and residents complained at the meeting of littering, illegal drug usage and street congestion from the students.

El Dorado does not have enough parking for all its stu-

dents to park on campus. City Traffic Engineer Warren Siecke said at the meeting that Susquehanna Avenue, one block to the south, had the same issue until parking was blocked there several years ago. That proceeded to move the problem one block to the north.

Siecke said a long-term solution to the problem is out of city hands, since the city cannot force El Dorado High School to put in more parking.

The city also banned parking along Chang Drive, about three blocks east of Alta Vista

Country Club. Alta Vista residents had been parking along the residential street, creating what Siecke said was a safety concern because of limited visibility. He said residents are upset over parking regulations levied against them by their homeowners association.

At Miraloma Avenue, stopping was banned, since the street was widened to four lanes but not widened enough to also have room for parking.

CONTACT THE WRITER:
714-704-3782 or
eneff@ocregister.com

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Parenting Magazine
Monthly APR - - 2008

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The Register
Daily APR 1 4 2008

"The Case of the Elephant Trunk"
Monday, Apr. 21. Join Swizzle
Puppets for an afternoon of puppet fun
and help solve a mystery. 6 p.m.
FREE. Placentia Public Library, 411 E.
Chapman Avenue, Placentia. 714-528-
1906. www.placentia.org.

332 PLACENTIA
Personal finance: Placentia's
public library is offering a
free class, "Money Basics," at
7 p.m. April 22 in the Library
Meeting Room. The Consum-
er Credit Counseling Service
of Orange County will offer
this money-management as-
sistance lecture with a bi-
lingual speaker. For more in-
formation, call 714-528-1906,
ext. 209.

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

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Fullerton Observer
Weekly APR 1 5 2008

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The Register
Daily APR 1 6 2008

APRIL 22: PLACENTIA LIBRARY
441 E. CHAPMAN, PLACENTIA 332
INFO: 528-1906 EXT. 209

2-3pm: Adult Puppet Workshop.
Come learn to make puppets. Free to
the first 25 to register.

332 PLACENTIA
Employee honored: The city has
named Juanita Martinez its
Employee of the Quarter.
Martinez has been a dispatch-
er and clerk with the police
department since 2003. Be-
fore that, she worked for
three years as a cadet. Marti-
nez was commended for tak-
ing on several extra respon-
sibilities with her job, in-
cluding serving as a dispatch-
er for the North County
SWAT team. In recognition,
Martinez received a plaque
and a \$50 gift card.

Eric Neff
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The Register
Daily APR 17 2008

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City of PLACENTIA

The city of Placentia hosts its Heritage Parade & Festival during October of each year. The city's heritage is centered on citrus growth and its packaging for destinations throughout the country.

The parade is viewed by 25,000 residents and features floats, bands and marching groups from local schools. The event culminates in an all-day festival at Tri-City Park that features craft booths, food vendors, a business showcase and an antique-auto show.

Independence Day is celebrated in fine fashion at Valencia High School's Bradford Stadium. Beginning early in the afternoon on July 4, residents begin joining

friends and neighbors for "the all-American cities" celebration. Food, games and other activities precede a fireworks spectacular that is known throughout north

NUMBERS

Population:
51,597
(January 2007)

Median home
value:
\$595,500
(March 2008)

Median age:
35

Median household
income:
\$70,748

Orange County. Attendance is limited only by the size of the stadium.

As a citrus-growing area for more than 100 years, Placentia developed in what is now known as Old Town, La Placita Santa Fe. Each year, Old Town hosts a Las Posadas and Tamale Festival. Recently revitalized and expanded, the festi-

val is an opportunity to visit Old Town and try some of the many delectable Mexican foods, especially tamales made by the many fine restaurants in the area. This past December, Old Town hosted 8,000 visitors who came to enjoy



A monument to honor local veterans is in the courtyard of Placentia Civic Center.

the hospitality.

Alta Vista Country Club is a well-known and highly respected golf facility in the center of the city. The finely manicured course

is complemented by a recently upgraded clubhouse and banquet facility. The rolling hills of the course are ringed by some of Orange County's finest housing.

Fast FACTS

- Established in 1865 by Daniel Kraemer
- Name is derived from Latin word meaning "pleasant place to live"
- Incorporated Dec. 2, 1926
- Bradford House, or Tesoro Rancho, was built in 1902 and is one of Placentia's largest ranch houses

City COUNCIL



Scott Nelson
Mayor



Greg Sowards
Mayor pro tem



Joseph Aguirre
Council member



Scott Brady
Council member



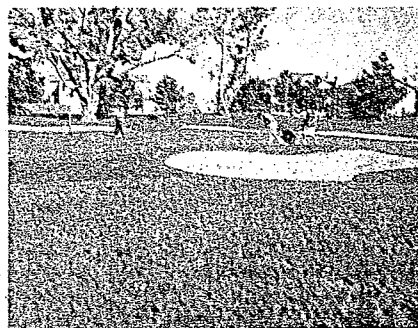
Constance Underhill
Council member

City ATTRACTIONS

County park
George Key Ranch Historical Park
625 W. Bastanchury Road
714-973-3190
Ocparks.com/keyranch

Golf course
Alta Vista Country Club
777 E. Alta Vista St.
714-524-1591
Altavistacc.com

Festivals/celebrations
Fourth of July Fireworks Festival:
Bradford Stadium
Summer Concert Series: July
and August, Tri-City Park
Heritage Parade & Festival:
October, Tri-City Park
Las Posadas and Tamale Festival:
December, Old Town



Alta Vista Country Club is a private 18-hole, par-72 golf course.

Useful INFO

City Hall
401 E. Chapman Ave.
714-993-5231
Placentia.org

Chamber of Commerce
201 E. Yorba Linda Blvd.
714-528-1873
Placentiachamber.com

Library
411 E. Chapman Ave.
714-528-1906
Placentialibrary.net

Fire
Orange County Fire Authority
714-573-6280
Octa.org

Police
Placentia Police Department
714-953-6164
Placentiapd.org

Public schools
Placentia-Yorba Linda Unified School
District
1301 Orangethorpe Ave.
714-996-2550
Pylusd.org

Post offices
1400 N. Kraemer Blvd.
714-993-1163

1679 E. Orangethorpe Ave.
714-528-2414

Hospital
Placentia-Linda Hospital
1301 Rose Drive
714-993-2000
Placentialinda.com

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The Register
Daily APR 1 8 2008

OnTrac funds 96% accounted for

Placentia's finance chief says expanded search shows nearly complete paper trail

By ERIC NEFF
THE ORANGE COUNTY REGISTER



Terrence Beaman

PLACENTIA • The city's finance director says Placentia has properly accounted for 96 percent of all the grant funds related to the now-defunct OnTrac agency.

If the state agrees, the city will have taken a major step toward avoiding a possible cataclysmic hit to its finances which are already several million in the red.

A Caltrans audit, released in January, says the city must repay by June 1 the entire \$36 million it received in federal and state funds to silence train whistles and relieve traffic congestion at rail and road crossings. OnTrac's center

piece was to be a trench that trains ran along to separate them from cars, trucks and motorcycles. The finance director, Terrence Beaman, said Tuesday that he found the relevant documents by casting a wider net than before. He and city accountant Mike Matsumoto searched the files for all city expenditures that exceeded \$25,000.

They started that process about four months ago, and the results were better than they expected.

Previously, the city was only

searching in accounts specially designated for OnTrac. That was insufficient, Beaman said, because at the time the city was using funds from all sorts of accounts to pay expenses.

"I didn't want to publicly talk about specific progress because I didn't want to paint too positive of a picture until we really got there," Beaman said. "The council knew all along I was getting closer. They knew I was reconciling millions after millions after millions."

Paperwork shows the funds were spent on consultants, contractors and right-of-way acquisitions.

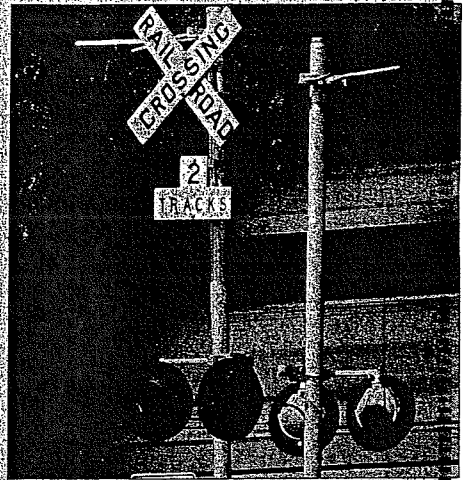
The remaining 4 percent of expenditures are spread out over thousands of invoices, Beaman said. He said it would take longer to find that remain-

ing 4 percent than it did to find the rest. He would have to search every city expenditure over several years, and he hopes Caltrans accepts this reasoning.

Councilman Greg Sowards said the council is guarding against being overly optimistic. The city has presented documents to the state before that it thought was satisfactory, only to hear that they were not.

"To me, accounting is accounting," Beaman said. "It's not a gray area. It's black or white. I just believe before the accounting was so questionable, and we damaged ourselves by giving the state information that in my opinion was opinionated."

Beaman was hired by the city after the initial information was provided to Caltrans.



FILE PHOTO: BRUCE CHAMBERS, THE ORANGE COUNTY REGISTER
DEBT TO CALTRANS: Placentia has been ordered to repay \$36 million it received in federal and state funds to silence train whistles and relieve traffic congestion at rail and road crossings.

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Placentia News
Weekly APR 1 7 2008

LEARN BASIC PERSONAL FINANCE

Placentia's public library is offering a free class on "Money Basics" at 7 p.m. April 22 in the Library Meeting Room, 411 E. Chapman Ave.

The Consumer Credit Counseling Service of Orange County will offer this money-management assistance lecture with a bilingual speaker, and snacks will be served.

For more information, call 714-528-1906, ext. 209.

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Placentia News
Weekly APR 1 7 2008

PUPPETS FOR GROWNUPS

Placentia's public library is offering a free adult workshop on making puppets at 2 p.m. April 26 in the Meeting Room.

Twenty-five slots are available, and participants must sign up in advance.

The library is at 411 E. Chapman Ave. For more information, call 714-528-1906, ext. 209.

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The Register
Daily APR 19 2008

332 PLACENTIA
Money talk: Placentia's public library is offering a free class on "Money Basics" at 7 p.m. Tuesday in the Library Meeting Room, 411 E. Chapman Ave. The Consumer Credit Counseling Service of Orange County will offer this money-management assistance lecture with a bilingual speaker, and snacks will be served. Information: 714-528-1906, ext. 209.

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The Register
Daily APR 24 2008

332 PLACENTIA
Take your best shot: Placentia's Cultural Arts Commission is accepting entries for its annual photography contest until Friday. The contest is open to all photographers. The four categories for entries are: masters; people and animals; landscape and still life; and events. Entries, which are \$3 each, are limited to four per person. The community will be able to cast its votes for the winners May 10 at City Hall. Information: Placentia Community Services, 714-993-8233

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The Register
Daily APR 23 2008

332 PLACENTIA
Continued: Pre-trial proceedings for former City Administrator Robert D'Amato and Public Works Director Chris Becker were continued Friday until June 27. D'Amato and Becker are facing conflict of interest charges for actions taken on behalf of the now defunct OnTrac agency, which sought to relieve traffic congestion and whistle noise at rail and road intersections.

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The Register
Daily MAR 0 4 2008

PLACENTIA 332

Assistant curator opening:

The Placentia Founders Society is seeking a volunteer assistant curator to help develop and mount exhibits and learn archiving and historical preservation for projects related to the Bradford House. Training will be provided by John Stahler, the society's vice president-curator, who is completing his doctoral degree in public history. Information: 714-993-5546.

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The Register
Daily 332
MAR 0 4 2008

**EL DORADO IS GOLDEN AGAIN
PLACENTIA**

El Dorado High from Placentia on Saturday captured its fifth Mock Trial county championship by defeating Woodbridge High in Irvine, itself a six-time county champion.

The schools are the county's most-successful Mock Trial programs, but Saturday's competition marked only the second time that they have competed against each other for the county title.

Forty-one teams from 38 Orange County high schools began the competition. Over eight weeks, schools were eliminated until Saturday's finals at Orange County Superior Court.

El Dorado now goes to the state championships in Riverside County later this month.

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The Register
Daily MAR 0 5 2008

332 PLACENTIA
Student exchange reunion: The Placentia Library plans a reunion for student exchange participants from 1 to 4 p.m. Saturday in the History Room at 401 E. Chapman Ave. In the 1980s, students, teachers and parents from Morse School and St. Joseph's School in Placentia participated in a student exchange between Piacenza, Italy, and Placentia. Information: 714-528-1925, ext. 224.

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The Register
Daily MAR 0 6 2008

332 PLACENTIA

Wine tasting: The Placentia Founders Society is holding its second annual wine tasting event from 4 to 7 p.m. Sunday at Paolini's Restaurant, 148 E. Yorba Linda Blvd. The event will benefit the historic Bradford House, the former home of one of the city's founding fathers. Tickets are \$35 a person and can be purchased by calling the Bradford House at 714-993-2470.

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The Register
Daily MAR 0 8 2008

Southern California Orchid Species Society. Monthly meeting, with a guest speaker. 1:30 p.m. March 9, Placentia Library, 411 E. Chapman Ave., Placentia. Free. 714-991-8661. www.socalorchidspecies.com

Orange County Branch Cymbidium Society of America. Monthly meeting, with a guest speaker. 7 p.m. March 12, Garden Grove Community Meeting Center, 11300 Stanford Ave., Garden Grove. Free. 714-991-8661.

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Placentia News
Weekly
MAR 06 2008

El Dorado clinches O.C. Mock Trial championship

The Placentia school defeats powerhouse Woodbridge to win its fifth county gold.

By **LOU PONSI**
STAFF WRITER

The defense lawyers and a gallery of spectators erupted into jubilation when the judge announced the verdict in the courtroom.

Judge Raymond Ikola's announcement wasn't a guilty verdict, instead it was that El Dorado High School had won the 2008 Orange County Mock Trial competition.

El Dorado captured its fifth Mock Trial county championship, defeating perennial powerhouse Woodbridge.

"It's amazing ... too much for



LOU PONSI, STAFF PHOTOGRAPHER

CHAMPIONS: The county champion El Dorado High Mock Trial team gathers at the Central Justice Center in Santa Ana.

words," said El Dorado senior Courtney Burch, who played the role of defendant Alex Palmer in Saturday's competition. "Every year, we've gotten better and better. We knew this would be our year."

El Dorado advances to the state championship, which will be held March 28-30 in Riverside.

Each year, Mock Trial par-

ticipants are given a fictional case and a set of associated "facts." This year's case, People v. Palmer, is the trial of Palmer, who is accused of murdering his former employer, a famous television producer.

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Placentia News
Weekly MAR 06 2008

Nelson gives State of the City

In the wake of the Caltrans audit, mayor urges citizens to focus on the future.

By ERIC NEFF
STAFF WRITER

It was out with the old and in with the new at the State of the City breakfast last week.

Mayor Scott Nelson and Police Chief Jim Anderson, who both assumed their leadership posts in the last four months, talked about what plans they have for the future in their addresses at Alta Vista County Club on Feb. 28.

Nelson drove home his theme from the last month and a half that the city needs to "move forward" from the California Department of Transportation audit released in January.

The audit said that Placentia must repay at least \$12 mil-

lion and as much as \$36 million in loans for rail and road separation projects. The city denies that it owes anything near that, and officials have vowed to fight the findings.

Anderson, while taking time to highlight the accomplishments of 2007, focused on the "pillars" he hopes to inject into the department - character, crime reduction, professionalism, leadership and teamwork.

More concretely, he introduced plans to set up DUI checkpoints in the city every three months. He said this would be the first time Placentia had used DUI checkpoints.

Anderson also described his plan to introduce COMSTAT, a computer database system that tracks crime trends, to the department.

It was Nelson, though, that had the difficult task of being optimistic on the coattails of some of the worst news in the city's history. Glenn Baldwin, president of the Placentia Rotary, said he thought Nelson

did a great job of being "forward-looking, injecting a little humor into it ... and explaining where we've been and where we're going."

Nelson focused in particular on potential commercial development at the southeast corner of Alta Vista Street and Rose Drive that could boost sales tax revenues, and on OCTA's plans to "take the lead" on the proposed Metrolink project downtown.

"You can take the opportunity to dwell on the negative, and unfortunately we've been in an era where for the last couple of years we've done that," Nelson said later after his address. "I'm not going to deny it's there. ... With that, there's too many good things are occurring in the city, things we've worked for for a long time."

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The Register
Daily MAR 13 2008

332 PLACENTIA
Run scheduled: The city is holding its Get Fit 5K on April 19 at Tri-City Park. Formerly known as the Earth Week Run, this event will feature a 5K run, a 5K walk, 1 mile kids' challenge run and a 1K kids' fun run. Participants will receive a free T-shirt and are eligible for division awards and raffle prizes. A pancake breakfast will be sponsored by the Placentia Rotary Club. Registration is open at www.active.com. Information: call the Community Services Department at 714-993-8232 or visit www.placentia.org.
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The Register
Daily MAR 15 2008

332 PLACENTIA
Books delivered: The library is offering a reading and book delivery program for home-bound residents. Volunteers will go to the participant's home to read aloud or deliver books that are of interest to the participant. Volunteers are available 9 a.m.-3 p.m. Monday through Thursday for two one-hour visits a month. Information: 714-528-1906, ext. 219.
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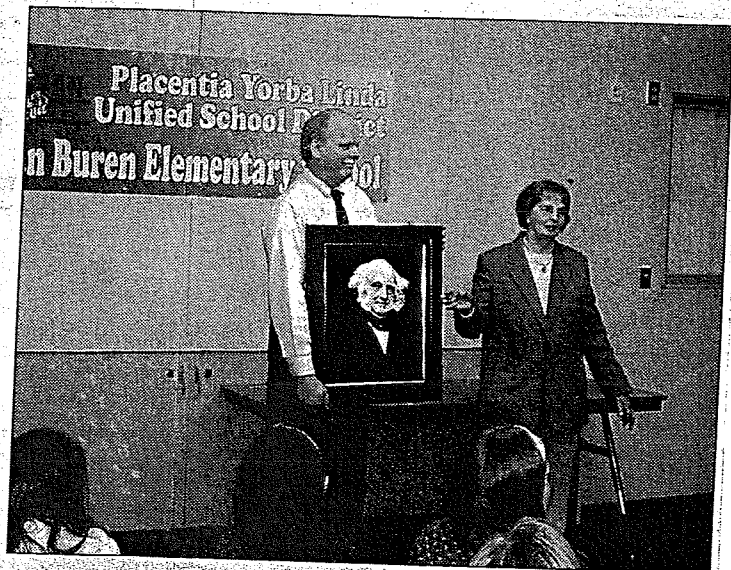
Placentia News
Weekly MAR 20 2008

332 Who is Van Buren?

The Placentia History Room is trying to get Placentians to reconnect with their past.

On March 3, library volunteer Marie Schmidt visited Van Buren Elementary to present the school with a framed photograph and biography of Martin Van Buren, the eighth president of the United States and the man for which the school was named.

The Historical Society has been visiting schools throughout the city trying to get students to understand the significance behind their schools' names.



COURTESY OF MARIE SCHMIDT
VAN BUREN: Library volunteer Marie Schmidt presents a framed picture of President Martin Van Buren to Principal Doug

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The Register
Daily MAR 22 2008

332 PLACENTIA
Golf tournament: The city is holding the Mayor's Sponsorship Golf Tournament on Monday at Alta Vista Country Club, and as of this week there were still slots available. Proceeds from the tournament go toward scholarships for high school seniors in Placentia. The tournament entry fee - \$160 for an individual, \$575 for a foursome - includes green fees, golf cart, range balls, box lunch, appetizers, prizes and a scholarship contribution. Information: 714-993-8184.

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The Register
Daily MAR 25 2008

332 PLACENTIA
Poetry potluck: The Placentia Library is holding a poetry potluck event from 1 to 3 p.m. April 5 at the Placentia Library to celebrate National Poetry Month. Attendees will read a randomly selected poem and a favorite poem from the selection of poetry books available.

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Placentia News
Weekly MAR 27 2008

Poetry and food stars of event
332
The Placentia Library is holding a poetry potluck event 1 to 3 p.m. April 5 at the Placentia Library to celebrate National Poetry Month. Attendees will read a randomly selected poem and a favorite poem from the selection of poetry books available. The library is at 411 E. Chapman Ave.

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Placentia News
Weekly MAR 27 2008

LETTER TO THE EDITOR

THERE WAS NO ENCROACHMENT ON 332 PARKING SPACE

It was nice to roll out of bed on March 20, pick up the Placentia News-Times, and learn that the only news from the Placentia City Council was Craig Green accusing me of parking two feet in a neighboring handicapped parking spot. For the record, I did not park two feet in the handicapped spot, or even two inches into it, and this fact can be verified by Mayor Nelson and Lee Castner, among others.

I respect and obey the laws, and with a handicapped mother-in-law, understand firsthand the tremendous challenges faced by the handicapped. Nevertheless, Mr. Green either lied, exaggerated or showed poor judgment about this incident; all bad qualities for someone sitting on the Financial Oversight Committee and cause for immediate resignation by you or removal by the council.

Now that the Caltrans audit is wrapping up, the train station moving forward and the funding for underpasses at Placentia, Kraemer and Orangethorpe and overpasses at Rose and Lakeview nearly secured, he has moved on to more pressing issues such as parking enforcement.

Mr. Green, you are either championing the rights of the disabled with your letter, or simply slinging mud at an elected official. Given your letters and accusations of the past, I suspect your intentions are purely personal in nature and not particularly noble. Here is a suggestion Mr. Green, if you want another 15 minutes, run for office and let's find out how your message of doom, gloom and despair resonates with the voters. Until then, I ask for your resignation or removal from the Financial Oversight Committee and a sincere apology to me.

Scott Brady
Placentia City Councilman

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Placentia News
Weekly MAR 27 2008

City passes mid-year budget

Revenues fell slightly short of projections.

By **ERIC NEFF**
STAFF WRITER

332
It looks like the city will be able to cut into its deficit by the end of the fiscal year, despite receiving less in sales taxes than expected.

The City Council passed a mid-year budget last week with lower-than-expected revenues.

The proposal contains a \$393,159 reduction in projected revenue, mostly due to a "slowdown of the economy statewide," according to the budget.

Councilman Scott Brady said afterward that it wasn't a surprise that revenues fell short considering weakness throughout the economy. He said Placentia doesn't rely as much as other cities on sales tax from car sales, which fluctuate more with economic con-

ditions.

"We have very steady income, but its expenses that can go inexorably higher," he said.

The budget still has the city coming in at a \$474,110 surplus for the entire fiscal year. That would reduce the general fund deficit from \$3 million to a little more than \$2.5 million.

At the end of his report, Finance Director Terrence Beaman included the warning that "this surplus can only be recognized if revenue and expenditure budgets continue to track as being presented. City Council may take action on financial matters that have not been included in the budget amendments presented to you, such as, Caltrans-related contracts, legal fees associated with the Caltrans audit and current labor negotiations going on with all bargaining units."

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WHERE TO PUT THE BLAME

In her most recent column, Judy Dickinson appears to be blaming the fiscal woes of our city on individuals that requested an audit of our city's OnTrac spending spree.

I suppose Mrs. Dickinson would also blame the collapse of Enron and the losses of pensions, stocks, jobs, investments, etc., on the whistleblower that brought the truth out and not the CEO, CFO, COO and others that were complicit in the events. Perhaps she would also blame the closing of a business due to embezzlement on the employee asking for an audit and not the person that did the embezzling.

Some things never seem to change with Mrs. Dickinson. She always seems to just "get it wrong" and conduct her efforts to re-write history to try and hide her culpability in the problems facing our city. I guess Mrs. Dickinson, in her

blame-game efforts, seems to have forgotten about her April 5, 2004 letter to Supervisor Norby and Assemblyman Spitzer in which she tells the two "Last week, we sent a request to Agency Secretary Sunne Wright-McPeak (Secretary of Transportation for California) asking that BTH perform a thorough review (read, audit) of OnTrac's use of state funds."

So, it seems that Mrs. Dickinson, by her own definition, is to blame for the fiscal woes of our city.

In my opinion, our city is not on the hook for \$36 million, as reported but, more unfortunately, we are on the hook for the apparent mismanagement, tawdry leadership and ineptness displayed by Mrs. Dickinson and the rest of the Brady Bunch on council in their free-spending and debt accruing ways. Shame on you!

Craig Green
Placentia

LETTERS TO THE EDITOR

COLUMN IS REWRITING HISTORY

As an elected official I've resisted responding to the constant misinformation espoused by former Councilwoman Judy Dickinson, but it's time to stop rewriting history.

I find it incredibly irresponsible that Ms. Dickinson, in her column in last week's Placentia News-Times, accuses current council members for the Caltrans audit, yet she doesn't have the intestinal fortitude to name those members or fess up the real reasons behind it.

Let's set the record straight. I asked for an audit, but I wasn't alone. In fact I'm one of three current council members that asked. But guess who else asked? It seems Ms. Dickinson's memory is fading. She informed Supervisor Chris Norby and Assemblyman Todd Spitzer in a letter dated April 5, 2004 that she asked for the very same audit.

Citizens for a Better Placentia spent five years uncovering and reporting to previous council information that could have prevented these problems but that council, Judy included, preferred to turn a deaf ear. When we continually ran into stonewalling we had no choice but to seek outside help to stop the insanity called OnTrac.

I also find it perplexing that she refers to shutting down OnTrac leaving the city relatively unscathed. Would you call the \$16 million write-off relatively unscathed? Would you call a deficit budget and zero reserves relatively unscathed? Has she conveniently forgotten the still outstanding 2004 \$13 million borrowed to stave off bankruptcy the same way she forgot that she asked for the audit?

Should this council fight the audit? Absolutely! Should we take the position that the city did nothing wrong? Absolutely not! Past council and senior

staff did plenty wrong, but that doesn't mean we have to roll over, play dead and not defend ourselves. We have to safeguard the future of our city for the benefit of everyone, including Judy.

Yes, we did hire, upon the recommendation of our city attorney, a lobby firm to represent us with Caltrans. And, how does this differ from the lobbyists Ms. Dickinson hired? Those lobbyists were the result of recommendations from two city employees indicted on felony conflict of interest charges. Her lobbyists promised "Pie in the Sky." Ours are attempting to undo her poor management, much the same as the voters did in 2004.

No, it's not different being in the peanut gallery, as she put it, or being on the dais. We're still fighting to right the wrongs she perpetrated, our intention all along.

Greg Sowards
Placentia City Councilman

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The Register **MAR 28 2008**
 Daily

City official targeted in labor dispute

Placentia director
 faces claims of
 trying to hire illegal
 immigrants.

BY ERIC NEFF
 THE ORANGE COUNTY REGISTER

PLACENTIA • Public Works Director Gerry Hubble is facing charges of trespassing on private property with the intent of hiring illegal immigrants as day laborers.

Activists associated with the Minuteman Project verbally confronted Hubble at Placentia's most recent City Council meeting and have posted pictures on their Web site of what they say is Hubble trying to hire the workers.

According to a sheriff's report, in September, Hubble stopped his truck on private property at 25252 Jeronimo Road in Lake Forest and "made no attempt to patronize any of the business on the property."

Hubble, a Modjeska Canyon resident, has pleaded not guilty to the trespassing charge. A pretrial date has been set for April 2. A conviction

carries a maximum sentence of six months in prison and a \$1,000 fine.

Hubble sat quietly shaking his head as about five activists each took a turn during the public comments portion of the meeting.

A woman sat in the back of the chambers holding a sign that read: "Gerry Hubble Law Breaker."

"It was kind of tough having to sit there and listen without being able to respond," Hubble said.

Activists organized the protests after Hubble appeared in front of Lake Forest's City Council March 4 to protest the city's decision to prosecute.

"I think it would be a great time to hold a rally in front of Placentia City Hall and let Mr. Hubble know what you think about his actions in front of his peers at the City Council meeting," read a message board entry on saveourstate.org.

According to transcripts from the Lake Forest council meeting, Hubble said he was on the property "to hire a couple of day laborers, but second to pick up a couple bottles of water," debating the sheriff's

claim that he did not try to patronize any of the business.

"I kind of liken it to shopping at Mervyn's or Macy's, where you go to look for a shirt, you don't see what you want so you don't buy it," the transcript reads. He also stated that he was hiring the laborers to help "load a couple units of railroad ties." The truck that was pulled over was registered to Hubble.

After getting pulled over and questioned, the report says Hubble told the deputy: "My intent was to hire day laborers."

According to the sheriff's report, two Hispanics that Hubble had picked up on the property were arrested for trespassing and having counterfeit Matrícula Consular cards, an identification card issued by the Mexican government.

Hubble declined comment on the allegations themselves, only pointing out that he had not been read his Miranda rights before talking with the officer.

Placentia Mayor Scott Nelson thanked the activists for their input and said that further investigation was needed before the city made any sort of comment.

City Administrator Bob Dominguez declined to comment.

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Placentia News
Weekly APR 03 2008

**Learn about
Placentia's past**

The Placentia Library is hosting a "cruise" through Placentia's past at 11 a.m. Friday in the History Room.

To RSVP for the luncheon event, call 714-528-1925, ext. 224. The library is at 411 E. Chapman Ave.

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Placentia News
Weekly APR 03 2008

**Poetry potluck
Saturday**

The Placentia Library is holding a poetry pot luck event 1 to 3 p.m. Saturday at the Placentia Library to celebrate National Poetry Month.

Attendees will read a randomly selected poem and a favorite poem from the selection of poetry books available.

The library is at 411 E. Chapman Ave.

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The Register
Daily APR 07 2008

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The Register
Daily APR 07 2008

**PLACENTIA
Hubble trial continued:**

A pretrial hearing for Placentia Public Works Manager Gerry Hubble was continued Wednesday until May 7. Hubble is being prosecuted by Lake Forest for trespassing on private property in September. A sheriff's complaint said he was on the property with the intention of hiring day laborers; two men with forged identification documents were in his truck and arrested at the scene.

Eric Neff

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**NO CHECKS ON BIGGER CHECKS
PLACENTIA**

The city has raised the threshold for expenditures that require City Council approval with a separate ordinance.

Previously, the council had to approve any expenditure of \$5,000 or more; the new limit is \$15,000.

City Administrator Bob Dominguez said that bringing such small items before the council was becoming a burden, both to the city and the council.

All expenditures will be visible on the warrant register, a biweekly report of city expenditures included in the council meeting agenda.



SAFETY COMMITTEE MEETING
May 7, 2008
MINUTES

- I. Call to Order:
 1. Safety Committee working on Emergency Manual
 2. The next safety meeting will be May 14, 2008 at 3pm

Prepared by : David Ferrari

SAFETY COMMITTEE MEETING
April 16, 2008
MINUTES

I. Call to Order:

1. The next safety meeting will be April 22, 2008 at 3pm

Prepared by : David Ferrari

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Legislative Issues and a Review of the Status of the State Budget and State Library Budget**

DATE: May 12, 2008

BACKGROUND

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

The next step in the State Budget process is the presentation of the Governor's May revisions which is expected on May 16.

The Library Board may wish to take a position on the Library Bond Act.

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


RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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









FROM: James A. Roberts, Public Services Manager 

SUBJECT: Word of Mouth Marketing topic for June 2008 – Placentia History Room

DATE: May 12, 2008

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

May: Summer Reading Program
June: Placentia History Room
July: Audio Books & e-books (digital branch)
August: Literacy Tutor sign-up

-  The ninth topic for the Word of Mouth Marketing campaign is the **Summer Reading Program**, and the badges have already been distributed.
-  The tenth topic is the **Placentia History Room**, and the badges will be distributed on June 2, 2008. Please wear them at work every day. Please also feel free to wear them when you are shopping or otherwise out in the community.
-  The badges are designed to be conversation starters. They need your participation to make them successful!
-  The History Room is open 1-5 PM Saturdays and 6-8 PM Wednesday evenings.
-  The History Room chronicles the community's past with documentaries such as the 1938 flood DVD remembrance featuring Eddie Castro.
-  The History Room outreach to the community includes local author receptions and other open house events, such as a veterans' reception, the West Atwood Yacht Club luncheon, and a girl scout tour.
-  Over 200 photographs from the History Room collection are available online at CALISPHERE and the ONLINE ARCHIVE OF CALIFORNIA.
-  The History Room collection includes high school year books from El Dorado and Valencia High Schools, as well as oral histories, rare fiction and nonfiction and more. The collection also includes numerous books from local authors and special collections of photographs, correspondence, news clippings, and orange crate labels.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Review of Placentia Library District Policies 6030 – Circulation Policy and 6065 – Public Behavior Policy, that were reviewed at the Library Board Work Session on January 15, 2008 , passed as a first reading on February 19, 2008 and revised at the meeting on March 17, 2008. Adopted the amended policies as a revised first reading.

DATE: May 12, 2008

BACKGROUND

At its Work Session on January 15, 2008 the Library Board of Trustees reviewed Placentia Library District Policies 6000 through 6080, Library Operations.

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

At its Regular Meeting on March 17, 2008 the Library Board made further revisions of Policies 6030 and 6065 and asked to have them brought back for additional review at its next Regular Meeting.

Placentia Library District Policy 6030 – Circulation Policy is Attachment A.

Placentia Library District Policy 6065 – Public Behavior Policy is Attachment B.

RECOMMENDATION

Review and adopt Placentia Library District Policies 6060 – Circulation Policy and 6065 -- Public Behavior Policy, as a revised first reading, and refer them to staff for further comments.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Circulation Policy
POLICY NUMBER: 6030

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

Deleted: the

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

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

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

6030.2.2.1 In order to accommodate items left in a bookdrop after the Library closes on the due date, there is a two (2)-day grace period for items owned by Placentia Library.

Deleted: all 3-week circulating

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

6030.2.2.3 There is no grace period for interlibrary loan items nor for items that were borrowed from another library.

Deleted: videos

6030.3 Notification Process

6060.3.1 Library patrons whose telephone phone number^{all} is in their Patron Registration Record will receive an electronic telephone call reminding them about overdue items.

6030.3.2 Reminder notices are mailed to cardholders seven (7) days after an item's due date.

6030.3.3 Invoices are issued for fines not paid at the time items are returned whenever an account exceeds \$5.00. For accounts less than \$5.00 the patron is notified the next time that he/she presents his/her Library card to borrow materials.

Deleted: for



6030.3.4 Invoices for items not returned or reported lost are issued for the full cost of the item plus the processing fee, and are mailed whenever an item is reported lost or thirty (30) days after an item's due date.

Deleted: 30

6030.3.5 If "Reminder", "Invoice" or "Fine" notices are returned by the U.S. Postal Service as "undeliverable", the staff will resend the notice to the address correction provided by the U.S. Postal Service. If the address correction is not provided the staff will attempt to contact the cardholder by telephone at the telephone number provided in the Patron Registration Record.

Deleted: Office

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6060.3.5.1 If the cardholder cannot be contacted by telephone or mail, and the account is valued at \$40.00 or more, the account will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

Deleted: 6030.3.1 . If the cardholder cannot be notified by telephone

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6030.3.5.2 Accounts with invoices or 2nd fine notices that remain unpaid after ten (10) days from the date of the notice, and whose value is at \$40 or more, will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

6030.3.5.3 Borrowers who return overdue/lost items in a bookdrop, or at another library, remain responsible for the accumulated fines and service charges.

Deleted: Notices are mailed for fine accounts.

6030.3.5.4 Accounts for cardholders having more than \$40.00 in accumulated fines and who have not responded to the fines notices from the Library, will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

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

6030.5 A special Library card that is restricted for in-building use will be issued to individuals who do not have parental permission or acceptable identification for borrowing privileges.

6030.6 Returned Checks

6030.6.1 Returned Check charges are set as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$30.00 surcharge.

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6030.6.2 On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the dishonored check or \$100, whichever is greater, and a \$15.00 collection surcharge is added to the account as it is reported to the Collection Agency

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6030.6.3 Only cash, a cashier's check, credit card or money order may be used to pay for a returned check.

6030.7 Only the Circulation Supervisor may clear accounts of any type that have been reported to the collection agency. There is a designated Circulation Supervisor on duty at all times when the Library is open for public service.

6030.8 California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

6030.8.1 The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.

6030.9 Telephone renewals and inquiries

6030.9.1 Library customers may verify the items that they have borrowed, renew items that have not been requested by another borrower, or report an item lost by the following:

6030.9.1.1 Signing on to the Library's website, www.placentia.library.org, selecting "My Account", entering the Library Card number, and entering the last four (4) digits of the telephone number in the Registration Record. This service is available at all times.

6030.9.1.2 Telephone TeleCirc at 714-765-1775, entering the Library Card number and follow the verbal prompts on the system. This service is available at all times.

6030.9.1.3 Telephone the Library Circulation Desk during the Library's public service hours. Staff is not permitted to give out information to individuals who cannot provide their Library card number and other verifiable information.

6030.9.2 Overdue fines accumulate until an item is reported lost. Once it is reported lost the staff will search for the item for several weeks. If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.

6030.9.3 Library customers are responsible for notifying the Library promptly if they receive an overdue or fine notice that they believe is in error.

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

¶ **6030.8.1.1** Verify the due date of an item.¶

¶ **6030.8.1.2** Renew or request an extension of a loan period.¶

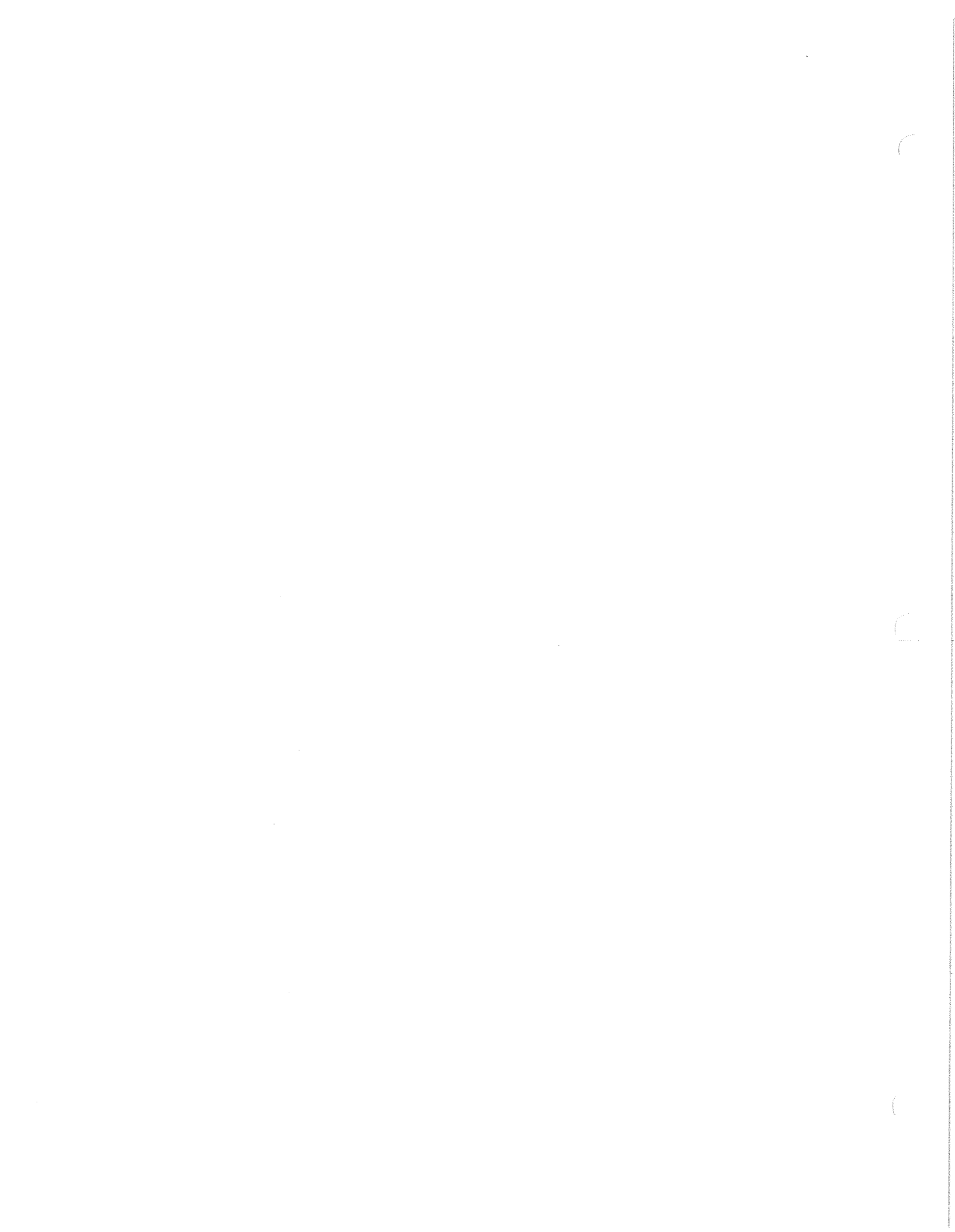
¶ **6030.8.1.3** Report if an item is lost.¶

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6030.9.4 All calls regarding overdue or lost items should be directed to the Circulation Department at 714-528-1906, Extension 210.

6030.10 Unpaid fines/fees in excess of \$5.00 will result in the suspension of borrowing privileges until the account is cleared.

6030.11 Placentia Library District will loan library material to California residents with a valid driver's license or library card in accordance to Santiago Library System Interlibrary Loan Policy, Guidelines and Procedures, 1988.

Deleted: The Library Administrative Office does not have a terminal for the Circulation System. In order to assure accurate processing of circulation inquiries and requests the caller must talk with someone who can look at the account information in the circulation system.

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

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Public Behavior Policy
POLICY NUMBER: 6065

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

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

6065.2 ~~Cell phones should be set to vibrate or some other signal that cannot be heard by other Library patrons. Cell phone conversations should be in the same low-volume conversational tones as are expected for other verbal communications in the Library.~~

Deleted: The Library is a no cell phone zone.

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

6065.4 No harassment of Library staff or patrons.

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

6065.6 Shirts and shoes are required.

6065.7 Only assistive animals, or animals that are a part of an official and scheduled Library program, are permitted in the building.

6065.8 Bicycling, skateboarding, and roller skating on Library property are not permitted because they are a safety hazard to others. Library users are required to carry skateboards, scooters, and roller blades while in the Library. Bicycles must be left outside at the bike racks and may not be parked in the entryway or the lobby.

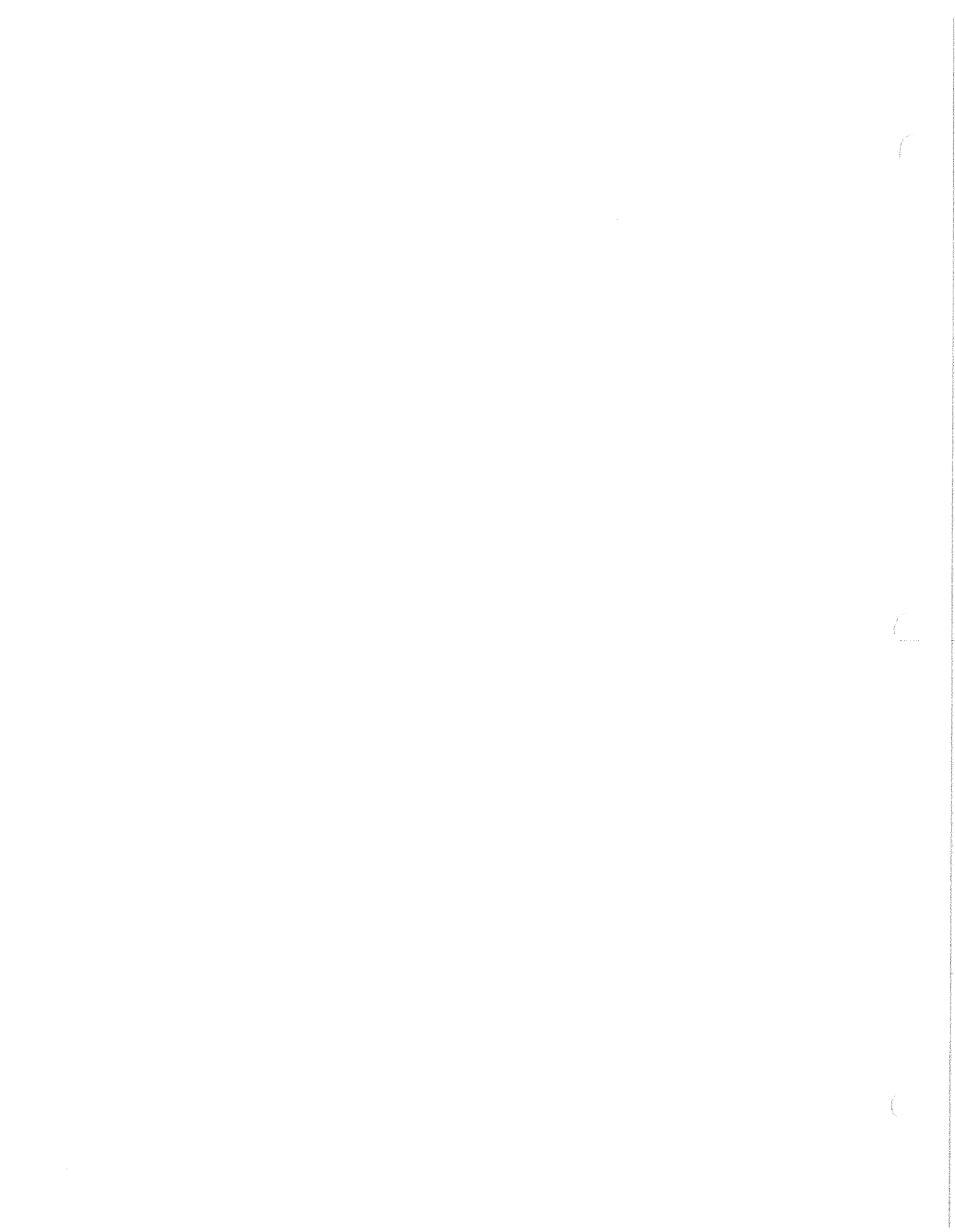
6065.9 Snacks and covered drinks are permitted in the Library.

Deleted: Please place any trash in the wastebaskets provided.

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

6065.11 Library staff is not responsible for providing parental supervision.

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Budget for Fiscal Year 2008-2009. The Library Board will make determinations on revenue, personnel and other expenditure issues for the Fiscal Year 2008-2009 Budget. The Fiscal Year 2008-2009 Budget may be set for Public Hearing.**




DATE: March 18, 2008

BACKGROUND

At its Special Meeting on April 1, 2008 the Library Board received background information and revenue projections for the Fiscal Year 2008-2009 Budget along with information about a proposed managerial staff re-organization.



Revenue Estimates
















The proposed Revenue Budget for Fund 707 is Attachment A. Some of the highlights are:






-  The estimated adjustment for Secured Property Tax is 5%.
-  The State Library Revenues are significantly reduced, down \$30,347, because of reductions in the Public Library Fund, Literacy Grants and reimbursements for interlibrary loans.
-  Local Revenues are significantly reduced, down \$50,000 because of the reduced Passport Acceptance processing fees (reduced mid-year from \$30 to \$25 per Passport) and a reduced number of applicants, approximately 30% in the last few months. This will probably change when the rules about having a Passport or Passport card to drive in to Mexico and Canada are enforced. Passport photo, notary and check issuing fees continue to help keep the Passport revenue reasonably stable.

Expenditure Estimates:

The proposed Expenditures Budget for Fund 707 is Attachment B. Some of the highlights are:

-  COLA adjustment for all classifications except for Library Director and Pages is 3.3%.
-  The Social Security portion of 0200-00 is \$92,940 and the Pension Plan portion is \$125,173. This amount implements year one of the change of Pension Plans from the Money Purchase Pension Plan to the Government Profit Sharing Pension Plan.

-  Employee Health Insurance, 0306-00, covers only staff who are on the plan and assumes a 10% premium increase in January 2009.
-  Employee Dental Insurance, 0308-00, is calculated for the high benefit plan which is \$1,892 higher than the medium benefit plan.
-  Employee Life Insurance, 0309-00, includes \$5,935 for SDRMA and \$1,000 for the Library's Director's supplemental policy, The Manager of Administrative Services is investigating a discrepancy between the District's Personnel Policy and the Life Insurance Program through SDRMA. If changes are necessary they will be recommended at the June Library Board Meeting.
-  Employee Workers' Compensation Insurance, 0350-00, SDRMA is estimating a 10% reduction from the current year premium.
-  Communication costs are anticipated to remain stable. Staff is very pleased with the switch to Time Warner for the internet access for both staff and public computers.
-  The food allocation is reduced because Literacy is not doing as many outreach programs to schools in the afternoons because of the lack of success in finding grant funding for them.
-  Household expense has stabilized and should remain so for the next year.
-  Computer maintenance has been somewhat reduced this year. There has been a staff change with our contractor and staff is very pleased with the new arrangement.
-  The liability insurance estimate has not yet been provided by SDRMA.
-  No significant changes in Maintenance of Building and Grounds.
-  There are more staff eligible for American Library Association and California Library Association membership and they have been taking advantage of this benefit.
-  Library supplies had a \$10,000 charge this year for changing out the DVD display system. This charge is not carried forward.
-  Printing expenses are high because the City of Placentia failed to invoice the District for its share of the Placentia Quarterly expenses for two years and we are in the process of paying the catch-up each quarter. The double billing will end at the end of Fiscal Year 2007-2008.
-  Postage is down somewhat because of the reduction in Passport mailing.
-  Professional Services is up this year because this is an election year for Library Trustees and because we doubled the Board Consulting and Legal expenses to cover the Impact Fee and facility study expenses.

-  The Semi-Annual Bond Payment is reduced because we will be making our final payment to the City of Placentia in September for the Civic Center Renovation Project. We still have several years remaining with the quarterly HVAC and Lighting payments.
-  The Library Materials budget was increased 4%.
-  Transportation and Meeting expenses remained stable.
-  Utility expenses remained stable.
-  Equipment was reduced from \$50,000 to \$40,000 in line with estimates provided by the Manager of Technical Services. Part of that may need to be used to create new office space for Jim Roberts.

RECOMMENDATIONS

1. Determine whether to accept the Library Director's recommendation to change the level of dental coverage through the Special District Risk Management Authority from the Medium Plan to the High Plan for Fiscal Year 2008-2009.
 2. Determine whether to accept the Library Director's recommendation to change the level of vision coverage through the Special District Risk Management Authority from Option 3, Plan B to Option 5, Plan C for Fiscal Year 2008-2009.
 3. Determine whether to incorporate the Library Director's recommendations for organizational changes and reclassification of staff positions into the Fiscal Year 2008-2009 Budget.
 4. Approve the Fiscal Year 2008-2009 Budget as presented for a first reading and set it for Public Hearing at the next Regular Meeting of the Library Board of Trustees.
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Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 2007-2008
May 12, 2008

Object Code	Category	FY1990-91 Actual	FY1991-92 Actual	FY1992-93 Actual	FY1993-94 Actual	FY2005-2006 Actual	FY2006-2007 Actual	FY2007-2008 Budgeted	FY2007-2008 9 Months	FY2008-2009 Proposed
6210-00	Current Secured	823,832	892,734	824,818	668,080	1,402,237	1,526,226	1,665,302	1,603,675	1,780,594
6210-01	Public Utility	25,633	27,090	28,058	24,362	21,704	22,701	21,000	13,214	21,000
6210-04	Teeter Plan - Current Delinquent	0	0	0	0	15,295	0	18,000	0	20,000
	SUB-TOTAL CURRENT SECURED	849,465	919,824	852,876	692,442	1,439,236	1,548,927	1,704,302	1,616,889	1,821,594
6230	Prior Secured	24,856	37,363	47,569	100,660	16,232	40,324	17,000	0	17,000
	TOTAL SECURED	874,321	957,187	900,445	793,101	1,455,468	1,589,251	1,721,302	1,616,889	1,838,594
6220	Current Unsecured	64,438	72,956	56,872	46,640	63,058	71,199	67,582	68,130	70,000
6240	Prior Unsecured	978	1,258	435	815	977	1,692	750	0	1,000
	TOTAL UNSECURED	65,416	74,214	57,307	47,455	64,035	72,892	68,332	68,130	71,000
6690	HOMEOWNER	19,790	20,375	18,101	13,993	16,963	16,559	17,000	8,107	16,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	854,549	1,536,467	1,678,701	1,806,634	1,693,126	1,925,594
6250	SPECIAL DISTRICT AUGMENTATION					7,833	8,108	6,500	4,496	8,000
6260/6540	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	2,158	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	10,037	103,456	85,692	55,250	52,752	68,000
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	3,644	1,745	2,627	1,400	0	1,400
6610	INTEREST	46,331	40,373	36,599	31,037	36,334	55,829	44,000	35,288	45,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	46,876	149,368	152,256	107,150	92,537	122,400
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	901,426	1,685,835	1,830,957	1,913,784	1,785,662	2,047,994
6970	STATE LIBRARY & STATE	144,764	123,758	105,612	86,938	140,892	125,292	119,000	86,825	88,653
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS					0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS		18,899	100,000	0	0	0	0	0	0
7670	LOCAL REVENUE	13,969	17,115	32,866	36,424	250,034	312,821	350,000	217,910	300,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102	(8,005)	120	409	0	0	0
	TOTAL REVENUE	1,243,597	1,309,871	1,306,705	1,016,782	2,076,881	2,269,479	2,382,784	2,090,397	2,436,647

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
May 12, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED
0100-00	Salaries & Wages	680,870	788,699	896,272	1,051,435	1,171,248	1,189,827
0200-00	Retirement (Social Security & Pension Contribution)	84,612	104,529	116,518	144,496	183,664	216,195
0301-00	Unemployment Insurance	140	9,045	3,113	125	0	0
0306-00	Health Insurance	48,150	78,498	112,736	94,165	105,000	114,125
0308-00	Dental Insurance	8,319	7,893	11,058	10,636	11,000	8,825
0309-00	Life Insurance	2,127	2,013	1,497	1,904	1,000	5,831
0310-00	Accidental Death & Dismemberment Insurance	3,422	3,226	3,975	4,281	4,052	3,452
0319-00	Vision Insurance	2,291	2,578	2,983	3,055	2,550	1,740
	Total Employee Insurance	64,309	94,207	132,249	114,167	123,602	95,182
0350-00	Workers Compensation - General	9,683	16,713	10,028	6,732	8,000	3,567
	TOTAL SALARIES & EMPLOYEE BENEFITS	839,613	1,013,193	1,158,179	1,316,829	1,486,514	1,555,119
0700-00	Communications - Telephone	1,484	2,482	4,176	4,092	4,000	3,555
0700-01	Communications - Modem/Fax/TV/DSL	8,833	8,259	7,068	5,811	5,200	4,771
0700-02	Communications - Internet Access	0	0	0	2,814	3,800	1,251
0700-05	Communications - Cataloging Access	2,586	2,371	2,371	0	0	0
0700-07	Communications - ELLI Grant	0	0	0	0	0	0
0700-08	Communications - Adult Literacy	1,106	1,279	1,381	977	1,400	889
	Total Communications	14,009	14,390	14,995	13,693	14,400	10,466

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
May 12, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED
0900-00	Food - General Fund	488	696	663	960	500	500
0900-07	Food - ELLI Grant	0	0	0	0	0	0
0900-08	Food - Adult Literacy	297	457	949	5,583	4,500	1,000
0900-009	Food - Family Literacy	404	0	483	406	0	0
	Total Food	1,189	1,153	2,094	6,949	5,000	1,833
1000-00	Household Expense	2,600	6,148	16,816	22,461	15,000	12,000
1001-00	Trash	0	0	0	308	0	500
	Total Household Expense	2,600	6,148	16,816	22,769	15,000	12,500
1100-00	Insurance	11,120	11,002	12,282	13,057	13,750	15,500
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	2,267	8,356	4,331	6,741	7,500	6,500
1300-01	Maintenance of Equipment - General Fund (Computer)	46,030	19,540	24,540	39,732	37,500	35,000
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	0	0	0
1300-08	Maintenance of Equipment - Adult Literacy	587	74	-335	1,049	500	500
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	0	0	0
	Total Maintenance of Equipment	48,884	27,970	28,536	47,522	45,500	42,000
	HVAC	3,533	3,736	11,927	6,348	7,500	8,000
	Carpet Cleaning	523	2,200	0	0	2,750	2,750
	Groundskeeping, City of Placentia	26,025	26,140	22,833	20,132	16,000	16,000
	Plumbing	3,185	1,527	3,653	1,004	2,500	3,000
	Electrical	5,608	6,198	568	7,320	7,000	7,000
	Cleaning Service	13,200	15,200	15,800	14,350	18,000	18,000
	Locksmith	507	122	757	74	1,000	500
	Other (includes fire alarms & seismic retrofit project)	12,944	1,869	2,573	8,243	8,000	6,000
1400-00	Total Maintenance of Building & Grounds	65,524	56,991	58,110	57,471	62,750	61,250

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
May 12, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED
1600-00	Memberships - General Fund		3,760	3,518	3,654	4,000	5,968
1600-07	Memberships - ELLI Grant	0	0	0	0	0	0
1600-08	Memberships - Adult Literacy	200	910	300	750	1,000	500
1600-09	Memberships - Family Literacy	0	0	150	0	0	0
	Total Memberships	3,942	4,670	3,968	4,404	5,000	5,500
1700-00	Miscellaneous Expense - General Fund		300	0	0	0	0
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0	0
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	0	0
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0	0
	Total Miscellaneous Expense	4,992	300	0	0	0	0
1800-00	Library Supplies	13,063	26,012	22,538	19,526	22,000	22,000
	Printing	12,071	13,616	10,465	9,432	14,000	23,581
	[Unassigned]	0	0	217	0	0	0
	Publications	589	692	948	75	1,100	849
	Paper	389	838	748	18	700	633
	Drinking Water Service	340	358	281	384	350	293
	Other Office Supplies	13,955	25,077	21,666	15,219	20,000	16,130
	Total Office Supply Expense - General Fund	40,405	66,592	56,862	44,653	58,150	67,227
1800-07	Literacy - ELLI Grant	256	0	0	0	0	0
1800-08	Printing	2,283	1,932	5,268	1,086	2,000	1,813
	Publications	2,346	195	0	2,484	2,500	213
	Paper	0	0	0	0	0	0
	Other Office Supplies	0	2,491	3,207	11,333	3,000	3,155
	Total Adult Literacy Office Supply Expense	4,629	4,618	8,475	14,904	7,500	5,181
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	1,577	0	0	0	2,000	0
	Total Office Expense	46,867	71,210	65,337	59,557	67,650	72,150
1803-00	Postage Expense - General Fund	4,284	6,337	6,388	7,132	6,800	4,227
1803-01	Postage Expense - LSCA II Grant	0	0	0	0	0	0
1803-08	Postage Expense - Adult Literacy	37	9	0	0	100	150
1803-09	Postage Expense - Family Literacy/LSCA Grant	43	0	0	0	0	0
	Total Postage Expense	4,363	6,346	6,388	7,132	6,900	4,377

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
May 12, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED
	Employee Assistance Program/SDRMA	385	385	385	420	1,200	675
	Pension Fund Operating & Investment Mgmt. Expenses	6,672	7,615	6,449	9,802	11,000	11,000
	Anaheim Library Automated Library System	32,223	33,801	30,431	33,274	32,000	32,000
	Library Board Consultants & Legal	23,014	3,884	9,261	14,511	10,000	20,000
	Clipping Service	556	378	450	450	600	600
	Tax Collection Services & Fees by Orange County & LAFCO	7,722	9,172	1,033	22,018	10,000	6,000
	Advertising (including WEB site)	1,980	3,448	4,199	4,499	5,000	7,000
	Medical Exams	827	1,120	2,121	2,037	2,000	3,000
	Collection Services - Accounts Receivable	2,457	1,760	1,522	1,530	2,000	2,000
	Audit & Accounting Services	5,691	9,200	9,140	8,320	10,000	9,000
	Payroll Preparation	3,564	4,310	5,071	3,960	5,500	8,000
	Election Expenses	0	17,754	0	0	0	13,000
	Staff Training in Library	0	375	0	0	4,000	2,000
	Other (Includes contract storyteller)	13,534	14,900	30,001	12,886	14,000	20,000
1900-00	Total Specialized Services - General Fund	98,625	108,102	100,063	113,707	107,300	134,275
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	3,206	3,096	3,084	5,953	5,000	5,000
1900-07	Specialized Services - ELLI Grant	0	0	0	0	0	0
1900-08	Specialized Services - Adult Literacy	4,425	10,948	12,106	17,645	14,000	14,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	1,150	0	0	0	0	0
1900-18	Tax Collection Services & Fees by Orange County	13,768	13,697	11,717	6,690	9,000	12,000
	Total Specialized Services	121,174	135,842	126,970	143,994	135,300	165,275
1912-00	Investment Administrative fees for Orange County		674	726	3,046	3,000	1,000
2000-00	Legal Notices - General Fund	192	2,576	0	518	1,000	1,000
2000-01	Legal Notices - Grants	0	0	0	0	0	0
	Total Legal Notices	192	2,576	0	518	1,000	1,000
2100-00	Rents/Leases-Equipment	703	628	639	1,187	1,800	1,800
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	101,660	97,955	86,917	118,731	110,300	73,456

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
May 12, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED
2300-00	Small Tools/Instruments	0	0	0	0	0	0
2400-00	Special Department Expense - Miscellaneous	0	1,010	26	3,500	0	0
2400-01	Special Department Expense- Books	67,404	94,583	99,053	123,751	245,760	54
2400-02	Special Department Expense - Video	4,598	18,710	2,365	35,059	0	95,107
2400-03	Special Department Expense - Electronic	47,245	51,965	15,113	39,552	0	8,514
2400-04	Special Department Expense - Periodicals	8,197	8,625	8,961	6,832	0	33,972
2400-05	Special Department Expense - Audio	12,282	11,406	15,845	23,743	0	7,942
2400-07	Special Department Expense - ELLI Grant	816	0	0	0	0	11,717
2400-08	Special Department Expense - Adult Literacy	2,531	4,720	9,376	2,126	2,000	408
2400-09	Special Department Expense - Family Literacy	2,941	352	0	0	0	755
	Total Special Department Expense	146,014	191,372	150,740	234,563	247,760	158,468
2600-00	Transportation/Travel - Local Mileage	0	0	0	2,080	2,500	1,272
2700-00	Transportation/Travel - Meetings, Staff Out of Town	4,287	2,394	3,703	9,371	10,500	8,079
2700-01	Transportation/Travel - Meetings, Staff Local	3,873	6,130	20,439	10,192	7,500	6,348
2700-02	Transportation/Travel - Meetings, Board Out of Town	269	1,119	380	1,395	3,000	2,075
2700-03	Transportation/Travel - Meetings, Board Local	1,747	492	1,169	1,201	1,500	3,414
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	0	0	0
2700-07	Transportation/Travel - Meetings, ELLI Grant	22	17	0	0	0	0
2700-08	Transportation/Travel - Meetings - Adult Literacy	35	408	688	912	1,000	185
2700-09	Transportation/Travel - Meetings - Family Literacy	58	25	0	0	0	0
	Total Transportation/Travel - Meetings	10,291	10,586	26,379	23,072	23,500	20,101
2801-00	Electricity	44,154	45,014	40,301	58,768	65,000	43,190
2802-00	Gas	3,638	8,918	10,782	7,211	9,000	7,618
2803-00	Water	3,706	3,170	4,528	5,965	6,000	4,913
	Total Utilities	51,498	57,101	55,612	71,944	80,000	55,721
	TOTAL SUPPLIES & SERVICES	635,022	696,915	656,509	831,688	841,110	735,549
							836,528

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
May 12, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2007-2008	FY2008-2009 PROPOSED
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	5,726	6,107	8,894	5,409	6,000	4,063	5,000
4000-00	Equipment	23,041	21,676	17,893	90,225	50,000	21,650	40,000
4000-07	Equipment - ELLI Grant	0	0	0	0	0	0	0
4000-08	Equipment - CLC Grant	0	0	4,548	0	0	5,226	0
4000-09	Equipment - Gates Foundation Grant	0	0	0	0	0	0	0
4000-11	Equipment	0	0	0	0	0	0	0
	Total Equipment	23,041	21,676	22,440	90,225	50,000	26,876	40,000
4200-00	Structures/Improvements	0	0	0	0	0	0	0
4700-00	TOTAL EQUIPMENT EXPENSE	23,041	21,676	22,440	90,225	50,000	26,876	40,000
4807	Payment to Refunded Debt Escrow Ags			1,499				
	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	0	0	0
5600	INVESTMENT POOL LOSS	0	0	0	0	0	0	0
	TOTAL EXPENSES	1,503,402	1,737,891	1,847,522	2,244,151	2,383,624	1,903,915	2,436,647
	ELLI Grant Summary Object Code 07		17	0	5,953	0	4,317	5,000
	CLC Summary Object Code 08	1,094	23,422	37,487	0	32,000	408	0
	FFL Grant Summary Object Code 09	13,846	377	633	43,945	2,000	32,583	25,800
	Partnerships for Change Grant/Spanish Literacy	6,171	3,096	3,084	406	5,000	0	0
	TOTAL LITERACY (Excluding Personnel)	14,940	23,817	38,120	50,304	34,000	37,307	30,800

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees







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





SUBJECT: **Establish the Placentia Library District Organization Chart and Personnel Allocation for Fiscal Year 2008-2009 and adopt as a first reading the new and amended Job Descriptions necessary to implement the new Organization Chart.**

DATE: May 12, 2008

BACKGROUND

If the Library Board approved the organizational changes and reclassifications recommended in Agenda Item 47 then action needs to be taken on the following personnel-related items:

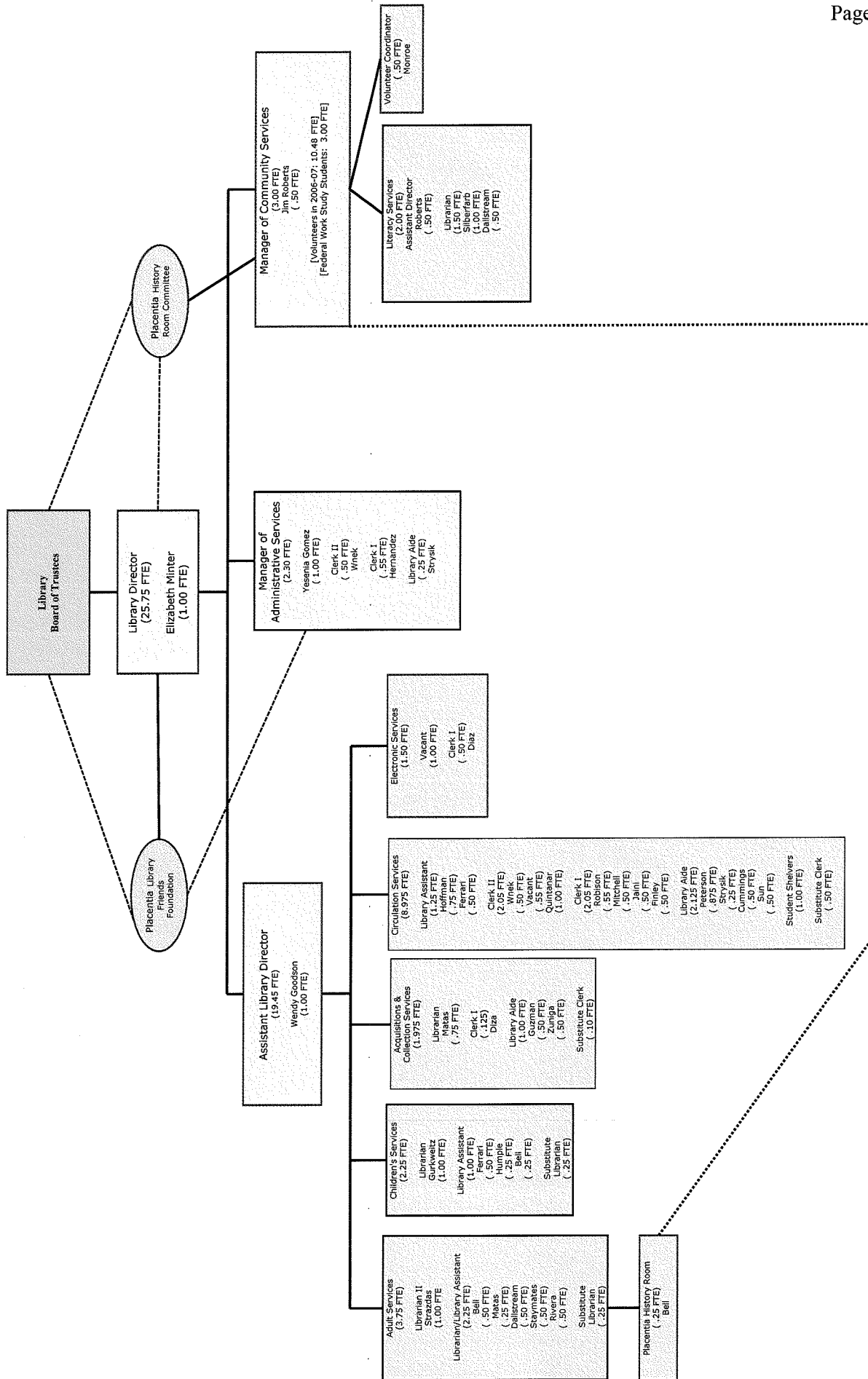
-  The Proposed Placentia Library District Organization Chart for Fiscal Year 2007-2008 is Attachment A.
-  The proposed Personnel Allocation Chart that matches the positions in the recommended Budget for Fiscal Year and the Proposed Placentia Library District Organization Chart for Fiscal Year 2007-22008 is Attachment B.
-  The proposed Job Description for the new position of Assistant Library Director is Attachment C.
-  The Task Lists for the operational staff assigned to the Assistant Director are Attachment D. These lists are provided to give the Trustees a better idea of the scope of the Assistant Library Director's position. In addition to the tasks listed here this position also includes the Coordinator of Electronic Services. The Task Lists are internal documents that are provided for information and do not require Library Board action.
-  The proposed Job Description for the new position of Manager of Community Services is Attachment E.
-  The Task List for the operational staff assigned to the Manager of Community is Attachment F. This list is provided to give the Trustees a better idea of the scope of the Manager of Community Services' position. In addition to the Literacy staff this position also includes the Coordinator of Volunteer Services listed in Attachment J. The Task List is an internal document that is provided for information and does not require Library Board action.

-  The proposed amendment of the job description for the Manager of Administrative Services is Attachment G.
-  The Task Lists for the operational staff assigned to the Manager of Administrative Services are Attachment H. These lists are provided to give the Trustees a better idea of the scope of the Manager of Administrative Services' position. The Task Lists are internal documents that are provided for information and do not require Library Board action.
-  The proposed Job Description for the new position of Electronic Services Coordinator is Attachment I.
-  The proposed amendment of the job description for the Coordinator of Services is Attachment J.

RECOMMENDATIONS

1. Adopt the Placentia Library District Organization Chart for Fiscal Year 2008-2009.
2. Adopt the Personnel Allocation Chart for Fiscal Year 2008-2009; and
3. Adopt Placentia Library District Policy 2302 – Job Description – Assistant Library Director as a first reading and refer to staff for comments; and
4. Amend and adopt Placentia Library District Policy 2303 – Job Description – Manager of Administrative Services as a first reading and refer to staff for comments; and
5. Adopt Placentia Library District Policy 2306 – Job Description – Manager of Community Services as a first reading and refer to staff for comments; and
6. Adopt Placentia Library District Policy 2311 – Job Description – Coordinator of Electronic Services as a first reading and refer to staff for comments; and
7. Amend and adopt Placentia Library District Policy 2320 – Job Description – Coordinator of Volunteer Services as a first reading and refer to staff for comments.

**Placentia Library District
Proposed Fiscal Year 2008-09**





Placentia Library District

Proposed Personnel Allocation for Fiscal Year 2008-2009
Presented to the Library Board of Trustees May 12, 2008

Proposed Personnel Allocation for Fiscal Year FY2008-2009

	Admin	Electronic	Adult	Child	Circ	Acquisitions & Collection	Community & Literacy	TOTAL
Librarian Director	1.000							1.000
Assistant Director for Operations Manager	1.000							1.000
Administrative Assistant	1.000						1.000	2.000
								0.000
Librarian II			1.000					1.000
Electronic Services Coordinator		1.000						1.000
Librarian			2.000	1.500		0.750	1.500	5.750
Library Assistant			0.500	0.500	1.250			2.250
Coord Dev & Vol Services							0.500	0.500
Library Clerk II	0.500				2.050			2.550
Library Clerk I	0.550	0.500			2.050	0.125		3.225
								0.000
Substitute Librarian			0.250					0.500
Substitute Library Assistant								0.000
Substitute Clerk					0.500	0.100		0.600
								0.000
Library Aide	0.250				2.125	1.000		3.375
Page	4.300	1.500	3.750	2.250	8.975	1.975	3.000	1.000
TOTAL								25.750

Guzman, Peterson, Stryzik, Cummings, Zuniga, Sun

Pages

Proposed Personnel Allocation for Fiscal Year FY2007-2008

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Librarian Director	1.000							1.000
Service Manager	1.000	0.250		0.750			1.000	3.000
Administrative Assistant								0.000
								1.000
Librarian II			1.000					1.000
Librarian			2.000	1.500	1.000		0.750	5.250
Library Assistant				0.500	1.000	1.000		2.500
Coordinator of Development & Volunteer Services								1.250
Library Clerk II	0.750	0.500						1.250
Library Clerk I	0.550					1.550		1.550
						3.180	1.000	4.730
								0.500
Substitute Librarian			0.250					0.500
Substitute Library Assistant								0.000
Substitute Clerk						0.500	0.100	0.600
								2.875
Library Aide	0.250				1.625	1.000		2.875
Page	3.550	0.750	3.250	2.750	2.250	9.355	3.850	1.500
TOTAL								25.750

Guzman, Peterson, Stryzik & vacant

Pages

Quintanar, Felous-Gibbons, Robison, Diaz, Hernandez & 2 new halves



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Assistant Library Director
POLICY NUMBER: 2302

2302.1 Description: The Assistant Library Director, under the general direction of the Library Director, serves as the operations manager for the Library. He/she manages the Adult Services, Children’s Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge, including the interpretation and application of broadly defined policies and procedures. The Assistant Library Director works directly with the Library Board of Trustees, library management and other staff, and is in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Assistant Library Director include the following:

2302.1.1 Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2302.2.2 Participates in the selection of staff for Adult Services, Children’s Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library and prepares performance evaluations and merit pay increase recommendations for these staff members for the Library Director’s review.

2302.2.3 Prepares Library policy recommendations for Library operational activities for the Library Director’s consideration; presents operational policy recommendations to the Library Board of Trustees; presents and translates Library policies to the staff and the public; and ensures compliance with Library policies by the staff and the public.

2302.2.4 Prepares budget recommendations for the Library Director, approves expenditures, time cards and monitors the status of the substitute staff budget, library and office supply budget, continuing education budget, library materials budget and equipment budget for Adult Services, Children’s Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library.

2302.1.5 Oversees the preparation of public service desk schedules and the assignment of substitute hours for the Adult Services and Placentia History Room, Children’s Services, Circulation Services and entrepreneurial activities of the Library, ensuring that there is a regular Librarian II, Librarian I or Library Assistant designated at the “Librarian in Charge” on one of the operational public service desks at all times.

2302.1.6 Creates, monitors and recommends goals for Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library; and, in consultation and collaboration with the Library Director and staff, sets milestones and benchmarks for these activities.

2302.1.7 Ensures that staff participates in the Santiago Library System and/or Metropolitan Cooperative Library System and State Library of California continuing education activities and meetings in order to ensure greater resource sharing, development of collaborative models of service, and taking full advantage of system services.

2302.1.8 Monitors the availability of grants for existing and new services and/or equipment from the State Library of California and other governmental and private agencies, and coordinates the application process with Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services and Electronic Services staff in collaboration and cooperation with the Manager of Community Services.

2302.1.9 Ensures the timely completion of operational, grant and statistical reports required by the State Library and other governmental and private agencies in collaboration and cooperation with the Manager of Community Services.

2302.1.10 Promotes and encourages creativity in problem solving, communications and public service through regularly scheduled staff meetings with Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial staff, and recognition of successful innovation and risk-taking by individuals and groups. Ensures that the agenda for these meetings is distributed in advance of the meeting and that the minutes are posted on the StaffNet within two working days following the meeting.

2302.1.11 Coordinates the staff development, continuing education and in-service training program for the Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library including, but not limited to, the areas of communication and organization improvement.

2302.1.12 Ensures the preparation and systematic regular review of operational procedures manuals for Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library.

2302.1.13 Ensures the preparation and systematic regular review of emergency and risk management procedures for the Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library in cooperation and collaboration with the Library Safety Committee and the Manager of Community Services.

2302.1.14 Maintains cordial relations with all persons entitled to the services of the District and attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

2302.1.15 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library.

2302.1.16 Encourages observations, suggestions, recommendations and criticisms from the staff and public, and sets up processes for dialog and communication of these concerns that take into consideration both the individual's requests and Library's resources and Mission Statement.

2302.1.17 Prepares monthly and annual reports on the Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library.

2302.1.18 Participates in Manager Meetings and conducts those meetings in the absence of the Library Director. Ensures that the minutes of the Manager Meetings are taken and that they are posted to the StaffNet within two working days after each meeting.

2302.2 Typical Tasks:

2302.2.1 Directs, coordinates, and reviews the activities of the Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library activities concerning personnel, resources, equipment, services and programs.

2302.2.2 Develops, maintains and publishes on the StaffNet the current tasks lists for all Librarian II, Librarian I, Library Assistant, Library Clerk II, Library Clerk I and Library Aide positions authorized and allocated to the Department.

2302.2.3 Develops and implements procedures in compliance with Library policies related to staff and customer use of Library services.

2302.2.4 Follows the guidelines established by Library Administration for the submission of purchase requests and requests for payments and to contractors and vendors.

2302.2.5 Manages and coordinates the information on Library's website regarding Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library.

2302.2.6 Prepares grant applications for Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and

entrepreneurial activities of the Library activities in collaboration and cooperation with the Manager of Community Services.

2302.2.7 Speaks before community groups about books and Library services.

2302.2.8 Participates in recruiting, interviewing and selecting Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library staff, and evaluates the performance of these personnel.

2302.2.9 Makes recommendations to the Library Director concerning the public relations activities for Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library.

2302.2.10 Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

2302.1.11 Develops and maintains, and updates as necessary, a standard operating procedures manual for the Assistant Library Director's Activities. This manual should include operational, administrative and emergency procedures. Ensures that standard operating procedures manuals are prepared and up to date for Adult Services, Children's Services, Electronic Services, Acquisitions and Collection Services, Circulation Services and the Placentia History Room.

2302.2.12 Establishes and implements work procedures and plans and organizes training programs for the Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library staff, and is responsible for personnel actions, work assignments, and related matters.

2302.2.13 Prepares and submits reports of Adult Services, Children's Services, Circulation Services, Acquisitions and Collection Services, Electronic Services and entrepreneurial activities of the Library activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2302.2.14 Develops, maintains and responds to customer service suggestion/feedback/complaint log of all client comments about Library services, identified by date. Also include entries about problems with equipment, difficult clients or other issues. Shares this information with staff and the Library Director at regular departmental and manager meetings and makes recommendations for response and modifying procedures.

2302.2.15 Certifies time cards for all Adult Services, Children's Services, Acquisitions & Collection Services, Circulation Services and Electronic Services staff, verifying the accuracy and submitting them to the Manager of Administrative Services by the deadline established by the Administrative Office.

2302.2.16 Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

2302.2.17 Serves as a United States Passport Application Acceptance Agent.

2302.3 Required Qualifications: Master's Degree in Library or Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

2302.4 Skills and Abilities:

2302.4.1 Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

2302.4.2 Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

2302.4.4 Knowledge of basic fund accounting and budgeting.

2302.4.5 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2302.4.6 Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2302.4.7 Ability to organize and manage workflow for self and others , to supervise and direct staff and implement applicable policies and procedures.

2302.4.8 Ability to analyze difficult problems, recommend solutions and take independent action.

2302.4.9 Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees and public groups.

2302.4.10 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Director within 6 months of employment in this position.

2302.5 Physical Demands:

2302.5.1 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.

2302.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2302.5.1.2 Must possess mobility to operate a motor vehicle.

2302.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

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

2305.5.1.5 Must possess stamina to move about the Library.

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

2302.6 Working Environment/Conditions:














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
















2300.7 Fair Labor Standards Act Designation: Exempt – Administrative.

PLACENTIA LIBRARY DISTRICT LIBRARY DIRECTOR'S OFFICE
















Task Lists for Job Assignments for Library Operations Staff

Adult Services Supervisor (Librarian II)

-  Schedules and supervises Reference Desk (during all hours of Library operation), Placentia History Room (10 hours per week) and instant messaging service (16 hours per week). Coordinates the designation of the most senior scheduled regular Librarian II, Librarian I or Library Assistant as the "Librarian in Charge for Operations" with the Assistant Library Director, and includes that designation on the schedule. Posts work schedules on the StaffNet and the Library's scheduling software a minimum of two weeks before the beginning of each work week.
-  Selects, schedules and presents Adult & Young Adult programs, following Library's event planning procedures for program execution as established by the Manager of Community Services and the Library Program Committee, as funded through the Library General Fund, PLFF grants and other sources
-  Selects and trains substitute librarians for Adult and Children's Services
-  Prepares annual report and budget requests for PLFF support and processes them through the Assistant Library Director.
-  Follows the guidelines established by Library Administration for the submission of purchase requests and requests for payments and to contractors and vendors.
-  Represents the Adult and Young Adult programs to the Library Program Committee under the direction of the Community Services Manager.
-  Promotes and publicizes the Adult and Young Adult programs and services. Coordinates requests for graphics through the Community Services Manager.
-  Collects, organizes and reports statistics and visual records for Adult Services, the Placentia History Room and the instant messaging service.
-  Submits monthly and annual reports to the Assistant Library Director as requested for the Library Director, Library Board, State Library of California, the Placentia Library Friends Foundation and other agencies.
-  Develops and maintains, and updates as necessary, standard operating procedures manuals for the Reference Desk, Placentia History Room and the Instant Messaging Service. These manuals should include operational, administrative and emergency procedures.
-  Maintains all public service desks and the surrounding areas and shelving in a clean, orderly and professional manner that is presentable to the public at all times.
-  Develops and uses an orientation checklist for Adult Services for orienting and training substitutes, new employees and volunteers.
-  Coordinates the selection of materials for the Adult and Young Adult collections with the Acquisitions & Collections Supervisor, making sure that each staff member has an area of responsibility, and that they are keeping current with their selections and acquisitions activities. Participates in the Acquisitions Committee meetings.


















-  Coordinates the weeding of materials for the Adult and Young Adult collections with the Acquisitions & Collections Supervisor, making sure that each staff member has an area of responsibility, and that they are keeping current with their weeding activities.
-  Coordinates the preparation of, and ensures the submission of, articles for the Placentia Quarterly, Notations and the Newsletter for Teachers (Jr./Sr. High Edition) to the Manager of Community Services by the assigned deadlines.
-  Submits Adult and Young Adult program information to the Manager of Community Services for inclusion in the Community Calendar as soon as the program dates are established.
-  Enters the Adult and Young Adult program information on StaffNet as soon as the dates are established.
-  Provides Adult and Young Adult program announcements, publicity and other marketing materials to the Electronic Services Coordinator no less than two weeks before each program, for use on the Library's website. Posts this information on the StaffNet as well.
-  Convenes and manages Adult Services staff meetings no less often than once per month, coordinating the schedule with the Assistant Library Director. Agendas should be available on the StaffNet no later than 24 hours before each meeting, and minutes should be posted on the StaffNet within two working days after each meeting.
-  Monitors the implementation of any grants received by the Adult Services department and assists the Assistant Library Director with the preparation of any grant reports.
-  Coordinates volunteer needs and requests for assistance with the Volunteer Coordinator.
-  Coordinates and schedules continuing education classes, conferences, webinars and workshops for Adult Services staff.
-  Develops and maintains a customer service suggestion/feedback/complaint log of all client comments about Library services, identified by date. The log should also include entries about problems with equipment, difficult clients or other issues. Shares this information with staff and the Assistant Library Director at regular departmental meetings and makes recommendations for response and modifying procedures.
-  Represents Placentia Library on the Santiago Library System and/or Metropolitan Cooperative Library System Reference, Adult Services or Young Adult Services Committees and other Library meetings as assigned by the Assistant Library Director.
-  Provides narrative and statistical information to the Assistant Library Director to use in the preparation of the performance evaluations for all Adult Services staff. Participates in the performance review sessions for all Adult Services staff.
-  Ensures that the Adult Services staff and volunteers are equipped with the appropriate resources to provide optimum library services.
-  Participates in Library staff meetings each month by presenting a summary of all Adult Services continuing education activities for the previous month, a summary of all Adult & Young Adult programs from the previous month, a report of upcoming Adult and Young Adult programs and an explanation of changes in Adult Services activities or collection.
-  Interprets and translates the Library's operational and personnel policies to Adult Services staff, substitutes, volunteers and clients.

















Children's Services Supervisor (Librarian II or Librarian I)




-  Schedules and supervises Children's Desk during all hours of Library operation). Posts work schedules on the StaffNet and the Library's scheduling software a minimum of two weeks before the beginning of each work week.
-  Selects, schedules and presents Children's programs following the Library event planning procedures for program execution as established by the Manager of Community Services and the Library Program Committee, using contract performers as funded through the Library General Fund, PLFF grants and endowment funds.
-  Processes performer contracts on a quarterly basis for signature by the Assistant Library Director or Library Director. Has the Assistant Library Director approve any changes in contract terms for all renewing contracts before they are presented to or accepted from the vendor.
-  Follows the guidelines established by Library Administration for the submission of purchase requests and requests for payments and to contractors and vendors.
-  Trains substitute librarians for Children's Services
-  Prepares annual report and budget requests for PLFF support and process through the Assistant Library Director.
-  Represents the Children's programs to the Library Program Committee under the direction of the Community Services Manager.
-  Promotes and publicizes the Children's program and services. Coordinates requests for graphics through the Community Services Manager.
-  Collects, organizes and reports statistics and visual records for Children's Services.
-  Submits monthly and annual reports to the Assistant Library Director as requested for the Library Director, Library Board, State Library of California, the Placentia Library Friends Foundation and other agencies.
-  Develops, maintains, and updates as necessary, a standard operating procedures manual for the Children's Desk. This manual should include operational, administrative and emergency procedures.
-  Maintains the public service desk and the Children's Services area and shelving in a clean, orderly and professional manner that is presentable to the public at all times.
-  Develops and uses a Children's Services checklist for orientating and training substitutes, new employees and volunteers.
-  Coordinates the selection of materials for the Children's collection with the Acquisitions & Collections Supervisor, making sure that each staff member has an area of responsibility and that they are keeping current with their selections and acquisitions activities. Participates in the Acquisitions Committee meetings.
-  Coordinates the weeding of materials for the Children's collection with the Acquisitions & Collections Supervisor, making sure that each staff member has an area of responsibility and that they are keeping current with their weeding activities.

- 📖 Coordinates the preparation of, and ensures the submission of, articles for the Placentia Quarterly, Notations and the Newsletter for Teachers (Elementary Edition) to the Manager of Community Services by the assigned deadlines.
- 📖 Submits Children's program information to the Manager of Community Services for inclusion in the Community Calendar as soon as the program dates are established.
- 📖 Enters the Children's program information on StaffNet as soon as the dates are established.
- 📖 Provides Children's program announcements, publicity and other marketing materials to the Electronic Services Coordinator no less than two weeks before each program, for use on the Library's website. Posts this information on the StaffNet as well.
- 📖 Convenes and manages Children's Services staff meetings no less often than once per month, coordinating the schedule with the Assistant Library Director. Agendas should be available on the StaffNet no later than 24 hours before each meeting and minutes should be posted on the StaffNet within two working days after each meeting.
- 📖 Monitors the implementation of any grants received by the Children's Services department and assists the Assistant Library Director with the preparation of any grant reports.
- 📖 Coordinates volunteer needs and requests for assistance with the Volunteer Coordinator.
- 📖 Coordinates and schedules continuing education classes, conferences, webinars and workshops for Children's staff.
- 📖 Develops and maintains a customer service suggestion/feedback/complaint log of all client comments about Library services, identified by date. The log should also include entries about problems with equipment, difficult clients or other issues. Shares this information with staff and the Assistant Library Director at regular departmental meetings and makes recommendations for response and modifying procedures.
- 📖 Represents Placentia Library on the Santiago Library System and/or Metropolitan Cooperative Library System Reference, Children's Services Committees and other Library meetings as assigned by the Assistant Library Director.
- 📖 Provides narrative and statistical information to the Assistant Library Director to use in the preparation of the performance evaluations for all Children's Services staff. Participates in the performance review sessions for all Children's Services staff.
- 📖 Ensures that the Children's Services staff and volunteers are equipped with the appropriate resources to provide optimum library services.
- 📖 Participates in Library staff meetings each month by presenting a summary of all Children's Services continuing education activities for the previous month, a summary of all Children's programs from the previous month, a report of upcoming Children's programs and an explanation of changes in Children's Services activities or collection.
- 📖 Interprets and translates the Library's operational and personnel policies to Children's Services staff, substitutes, volunteers and clients.

Circulation Supervisor (Library Assistant or Librarian I)

-  Schedules and supervises Circulation Desk (during all hours of Library operation), Passport Office and shelving and clean-up operations. Coordinates the designation of the most senior scheduled Circulation Supervisor or Clerk II as the "Designated Circulation Supervisor" with the Assistant Library Director, and include that designation on the schedule. Posts work schedules on the StaffNet and the Library's scheduling software a minimum of two weeks before the beginning of each work week.
-  Select and trains substitute clerks for the Circulation Desk.
-  Selects, trains, provides quality checks and evaluates Page shelvers.
-  Answers incoming telephone calls for the Library and updates the telephone system messages as needed. Coordinates telephone operation problems with the Assistant Library Director and Coordinator of Electronic Services.
-  Provides training for Library Clerks for circulation system operations, cash management and client service procedures.
-  Receives and processes all cash transactions for the Library and Placentia Library Friends Foundation in accordance to procedures established by the Business Manager.
-  Maintains the Passport and Notary Processing Room and all of the supplies for these services.
-  Prepares the Meeting Room for renters as coordinated by the Business Manager.
-  Checks Library materials in and out, re-shelves materials, issues Library cards for Placentia and Anaheim residents, processes claims returns and manages client complaints.
-  Follow the guidelines established by Library Administration for the submission of purchase requests and requests for payments and to contractors and vendors.
-  Represent the Circulation Department to the Library Program Committee under the direction of the Community Services Manager.
-  Promotes and publicizes the Circulation Department's services and policies. Coordinates requests for graphics through the Community Services Manager.
-  Manages the public information table in the lobby, the public bulletin board in the lobby and the City information rack, ensuring that the proper type of information is located in the correct area. Coordinates the assistance of Dixie Shaw with her bulletin boards and calendar.
-  Collects, organizes and reports statistics and visual records for Circulation and Passport Services.
-  Serves as liaison with the Anaheim Public Library Circulation Department for the coordination of Circulation procedures and processes.
-  Submits monthly and annual reports to the Assistant Library Director as requested for the Library Director, Library Board, State Library of California, the Placentia Library Friends Foundation and other agencies.
-  Develops, maintains, and updates as necessary, standard operating procedures manuals for the Circulation Desk, Check-in Desk, Passport Office and the Circulation Workroom. These manuals should include operational, administrative and emergency procedures.

-  Maintains all Circulation Services public service desks, the Passport Office and the temporary shelving area in a clean, orderly and professional manner that is presentable to the public at all times.
-  Develops and uses an orientation checklist for Circulation Services for substitutes, new employees and volunteers.
-  Identifies items being returned from Circulation that need to be repaired or replaced and coordinates them with the Acquisitions & Collection Supervisor.
-  Serves as the liaison with the designated collection agency for the Library and ensures timely submissions and processing of accounts.
-  Coordinates the preparation of, and ensures the submission of, articles for the Placentia Quarterly, Notations and the Newsletter for Teachers (Jr./Sr. High Edition) to the Manager of Community Services by the assigned deadlines.
-  Enters the Circulation and Passport information on StaffNet as soon as items are established.
-  Serves as the Library's liaison with the Passport Office in Los Angeles.
-  Manages the Library's Passport and Notary Services, making sure that all eligible staff are trained by the end of their probationary periods, and that all Passport Agents receive updated information as it is provided by Passport Services.
-  Provides Circulation and Passport announcements to the Electronic Services Coordinator two weeks before each implementation date, for use on the Library's website. Posts this information on the StaffNet as well.
-  Convenes and manages Circulation, Passport and Shelver staff meetings no less often than once per month, coordinating the schedule with the Assistant Library Director. Agendas should be available on the StaffNet no later than 24 hours before each meeting and minutes should be posted on the StaffNet within two working days after each meeting.
-  Monitors the implementation of any grants received by the Circulation department and assists the Assistant Library Director with the preparation of any grant reports.
-  Coordinates volunteer needs and requests for assistance with the Volunteer Coordinator.
-  Coordinates and schedules continuing education classes, conferences, webinars and workshops for Circulation and Passport staff.
-  Develops and maintains a customer service suggestion/feedback/complaint log of all client comments about Library services, identified by date. This log should also include entries about problems with equipment, difficult clients or other issues. Shares this information with staff and the Assistant Library Director at regular departmental meetings and makes recommendations for response and modifying procedures.
-  Represents Placentia Library on the Santiago Library System and/or Metropolitan Cooperative Library System Circulation Committees and other Library meetings as assigned by the Assistant Library Director.
-  Provides narrative and statistical information to the Assistant Library Director to use in the preparation of the performance evaluations for all Circulation Services Library Aides and Clerks. Participates in the performance review sessions for all Circulation Services Library Aides and Clerks.

















-  Ensures that the Circulation Services staff and volunteers are equipped with the appropriate resources to provide optimum library services.
-  Participates in Library staff meetings each month by presenting a summary of all Circulation Services continuing education activities for the previous month, a summary of all Circulation programs from the previous month, a report of upcoming Circulation programs and an explanation of changes in Circulation Services activities or collection.
-  Interprets and translates the Library's operational and personnel policies to Circulation Services staff, substitutes, volunteers and clients.










Acquisitions & Collection Supervisor (Library Assistant or Librarian I)

- 📖 Manages the Acquisitions process for the Library.
- 📖 Convenes and manages the Acquisitions Committee meetings no less often than once per month, coordinating the schedule with the Assistant Library Director. Agendas should be available on the StaffNet no later than 24 hours before each meeting and minutes should be posted on the StaffNet within two working days after each meeting.
- 📖 Monitors the balances of the library materials budget and advises the Assistant Library Director of any abnormalities.
- 📖 Trains Library staff in the use of the acquisitions system and weeding procedures.
- 📖 Collects, organizes and reports statistics and visual records for Acquisitions & Collection services.
- 📖 Submits monthly and annual reports to the Assistant Library Director as requested for the Library Director, Library Board, State Library of California, the Placentia Library Friends Foundation and other agencies.
- 📖 Trains staff and volunteers on book processing and repair.
- 📖 Trains any assigned Library Clerks on the operation of the Acquisitions System for receiving books from vendors.
- 📖 Determines which books need bindery service.
- 📖 Coordinates and supervises the discard process, ensuring that gift book plates are removed and that the items are appropriately processed.
- 📖 Makes all cataloging determinations for the Library, and processes item records for OCLC and contentDM. (Refers any cataloging questions to the Library Director.)
- 📖 Attends cataloging and acquisitions training classes and meetings as needed.
- 📖 Serves as the Library's liaison with book jobbers, publishers, bindery and other acquisitions vendors. Advises the PLFF Book Store Co-Chairs on collection issues.
- 📖 Follows the guidelines established by Library Administration for the submission of purchase requests and requests for payments and to contractors and vendors.
- 📖 Develops and maintains a standard operating procedures manual for the Acquisitions and Weeding functions. This manual is to include operational, administrative and emergency procedures.
- 📖 Maintains the Acquisitions and Processing area of the Work Room and the surrounding areas and shelving, in a clean, orderly and professional manner.
- 📖 Develops and uses an orientation checklist for Acquisitions and Collections for substitutes, new employees and volunteers.
- 📖 Works with the Electronic Services Manager to develop a method of listing new books on the Library's website with feeds from the Horizon system.
- 📖 Coordinates volunteer needs and requests for assistance with the Volunteer Coordinator.

- 📖 Ensures that the Acquisition & Collection Services staff and volunteers are equipped with the appropriate resources to provide optimum library services.
- 📖 Participates in Library staff meetings each month by presenting a summary of all Acquisition & Collection Services continuing education activities for the previous month, a summary of all Acquisition & Collection programs from the previous month and an explanation of any changes in Acquisition & Collection procedures.
- 📖 Interprets and translates the Library's operational and personnel policies to Acquisition & Collection Services staff and volunteers.

Placentia History Room Librarian (Librarian I)

-  Works in the Placentia History Room during its public service hours.
-  Prepares and presents Placentia History Room programs for school classes and community groups in the Library and in the community.
-  Assists the Electronic Services Manager with the activities involved in the digitization projects for the Placentia newspapers, photographs, high school annuals and other items designated by the Library Director or Placentia History Room Committee.
-  Serves as a staff liaison with the Placentia History Room Committee and attends all of its meetings, under the coordination and direction of the Community Services Manager. Assists the Placentia History Room Committee with its projects under the coordination and direction of the Community Services Manager.
-  Prepares annual report and budget requests for PLFF support and processes them through the Assistant Library Director.
-  Follows the guidelines established by Library Administration for the submission of purchase requests and requests for payments and to contractors and vendors. Ensures that the Placentia History Room Committee also follows these procedures.
-  Represents the Placentia History Room programs to the Library Program Committee under the direction of the Community Services Manager.
-  Promotes and publicizes the Placentia History Room programs and services. Coordinates requests for graphics through the Community Services Manager.
-  Collects, organizes and reports statistics and visual records for the Placentia History Room and submits them to the Adult Services Supervisor.
-  Submits monthly and annual reports to the Assistant Library Director as requested for the Placentia History Room Committee, Library Director, Library Board, State Library of California, the Placentia Library Friends Foundation and other agencies.
-  Assists the Adult Services Librarian with developing and maintaining a standard operating procedures manual for the Placentia History Room. This manual is to include operational, administrative and emergency procedures.
-  Maintains the Placentia History Room and Work Room in a clean, orderly and professional manner that is presentable to the public at all times.
-  Develops and uses an orientation checklist for the Placentia History Room for substitutes, new employees and volunteers.
-  Coordinates the preparation of, and ensures the submission of, articles for the Placentia Quarterly, Notations and the Newsletter for Teachers (Jr./Sr. High Edition) to the Manager of Community Services by the assigned deadlines.
-  Submits Placentia History Room program information to the Manager of Community Services for inclusion in the Community Calendar, as soon as the program dates are established.
-  Enters the Placentia History Room program information on StaffNet as soon as the dates are established.

-  Provides Placentia History Room program announcements, publicity and other marketing materials to the Electronic Services Coordinator no less than two weeks before each program, for use on the Library's website. Posts this information on the StaffNet as well.
-  Monitors the implementation of any grants received by the Placentia History Room and assists the Assistant Library Director with the preparation of any grant reports.
-  Coordinates volunteer needs and requests for assistance with the Volunteer Coordinator.
-  Participates in local history organization meetings, continuing education classes, conferences, webinars and workshops.
-  Develops and maintains a customer service suggestion/feedback/complaint log of all client comments about Library services, identified by date. This log should also include entries about problems with equipment, difficult clients or other issues. Shares this information with the Assistant Library Director, the Manager of Community services and staff at regular departmental meetings, and makes recommendations for response and modifying procedures.
-  Represents Placentia Library on the Santiago Library System and/or Metropolitan Cooperative Library System Local History Committees and other Library meetings as assigned by the Assistant Library Director.
-  Ensures that the Placentia History Room Services staff and volunteers are equipped with the appropriate resources to provide optimum library services.
-  Participates in Library staff meetings each month by presenting a summary of all Placentia History Room Services continuing education activities for the previous month, a summary of all Placentia History Room programs from the previous month, a report of upcoming Placentia History Room programs and an explanation of changes in Placentia History Room Services activities or collection.
-  Interprets and translates the Library's operational and personnel policies to Placentia History Room Services staff, substitutes, volunteers and clients.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Community Services
POLICY NUMBER: 2306

2306.1 Description: The Community Services Manager, under the general direction of the Library Director, manages the literacy services programs, volunteer programs, publications, program activities, develops and manages the Library's relationship with the local schools, the City of Placentia Community Services Department and community organizations, coordinates all community-based activities of the Library and coordinates facility maintenance; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Community Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director and Assistant Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Community Service include the following:

2306.1.1 Attends all meetings of the District's Board of Trustees, the Placentia Library Friends Foundation Board of Directors and such other meetings as the Library Director specifies from time to time.

2306.1.2 Participates in the selection of staff for Community Services activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2306.1.3 Manages the Library's literacy activities.

2306.1.4 Prepares and manages the Library's publications including, but not limited to the Placentia Quarterly, Notations and the Newsletter for Teachers.

2306.1.5 Manages the Library's grant application activities and ensures the timely completion and submission of all reports.

2306.1.6 Prepares Library policy recommendations for Community Services activities for the Library Director's consideration; presents operational policy recommendations to the Library Board of Trustees; presents and translates Library policies to the staff and the public; and ensures compliance with Library policies by the staff and the public.

2306.1.7 Prepares budget recommendations for the Library Director for literacy, volunteer and building maintenance activities and approves expenditures and monitors the status of the literacy, volunteer and building maintenance budgets.

2306.1.8 Oversees the preparation of Community Service staff work schedules.

2303.1.9 Manages the Library's test proctoring service.

2303.1.10 Manages the Library's program calendars and announcements for the StaffNet, website and Community Bulletin Board.

2303.1.11 Prepares and distributes news releases for Library programs and maintains a relationship with the reporters, photographers and news media representatives.

2306.1.12 Coordinates the continuing education and in-service training program for the Community Services staff.

2306.1.13 Maintains cordial relations with all persons entitled to the services of the District and attempts to resolve all Community and employee complaints and encourages citizen participation in the affairs of the District.

2306.1.14 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Community Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.

2306.1.15 Prepares monthly and annual reports on the Community Services activities of the Library.

2306.1.16 Convenes and develops the Library's Program Committee and coordinates all program events for the Library and the Placentia Library Friends Foundation.

2306.1.17 Convenes and develops the Library's Safety Committee and serves as the Library's liaison to the Special District Risk Management Authority for all areas except Worker's Compensation.

2306.2 Typical Tasks:

2306.2.1 Directs, coordinates, and reviews the activities of the Community Services activities concerning personnel, resources, equipment, services and programs.

2306.2.2 Follows the guidelines established by Library Administration for the preparation and submission of time cards, purchase requests and requests for payments and to contractors and vendors.

2306.2.3 Coordinates Library services projects with the City of Placentia and other outside organizations.

- 2306.2.4** Develops, maintains and publishes on the StaffNet the current tasks lists for all Librarian II, Librarian I, Library Assistant, Library Clerk II, Library Clerk I and Library Aide positions authorized and allocated to the Department.
- 2306.2.5** Manages and coordinates the Community Services Program Information on Library's website including information about all Library and Placentia Library Friends Foundation activities.
- 2306.2.6** Provides Literacy & Volunteer program announcements, publicity and other marketing materials to the Electronic Services Coordinator no less than two weeks before each program for use on the Library's website. Post this information on the StaffNet as well.
- 2306.2.7** Schedules and coordinates exhibits for all Library exhibit cases through the Program Committee.
- 2306.2.8** Coordinates and monitors all grant activities and grant reporting calendars for the Library and ensures timely reporting for all grants. Prepares grant applications for Community Service activities.
- 2306.2.9** Develops, maintains, and updates as necessary, a standard operating procedures manual for the Literacy, Publications and Volunteer Activities. This manual should include operational, administrative and emergency procedures.
- 2306.2.10** Develops, maintains and responds to a customer service suggestion/feedback/complaint log of all client comments about Library services, identified by date. Also include entries about problems with equipment, difficult clients or other issues. Shares this information with staff and the Library Director at regular departmental and manager meetings and makes recommendations for response and modifying procedures.
- 2306.2.10** Speaks before community groups about books and Library services.
- 2306.2.11** Participates in recruiting, interviewing and selecting Community Services staff and evaluating the performance of Community Services personnel.
- 2306.2.12** Makes recommendations to the Library Director concerning the Community relations activities for Community Services activities.
- 2306.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.
- 2306.2.14** Establishes and implements work procedures and plans and organizes training programs for the Community services staff, and is responsible for personnel actions, work assignments, and related matters.
- 2306.2.15** Prepares and submits reports of Community Services activities to the Library Director, to the State Library of California, and to other governmental agencies as

required.

2306.2.17 Certifies time cards for all Community Services Staff and Federal Work Study Students, verifying the accuracy and submitting them to the Manager of Administrative Services by the deadline established by the Administrative Office.

2306.2.18 Develops and maintains, and updates as necessary, standard operating procedures manuals for the Literacy, Volunteer and Publications activities. These manuals should include operational, administrative and emergency procedures.

Maintain all public service desks and offices and the surrounding areas and shelving in a clean, orderly and professional manner that is presentable to the public at all times.

2306.2.19 Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

2306.2.20 Serves as a United States Passport Application Acceptance Agent.

2306.3 Required Qualifications: Master's Degree in Library or Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in Community library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

2306.4 Skills and Abilities:

2306.4.1 Knowledge of modern Community library organization, procedures and policies including library-related computer hardware and software operations.

2306.4.2 Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

2306.4.3 Knowledge of skills required to operate all components of a library-based literacy program.

2306.4.4 Knowledge of basic fund accounting and budgeting.

2306.4.5 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2306.4.6 Ability to meet and serve the Community courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2306.4.7 Ability to organize and manage workflow for self and others, to supervise and direct staff and implement applicable policies and procedures.

2306.4.8 Ability to analyze difficult problems, recommend solutions and take independent action.

2306.4.9 Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees and Community groups.

2306.4.10 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Director within 6 months of employment in this position.

2306.5 Physical Demands:

2306.5.1 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.

2306.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2306.5.1.2 Must possess mobility to operate a motor vehicle.

2306.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2306.5.1.4 Must possess vision to read printed material and a computer screen.

2306.5.1.5 Must possess stamina to move about the Library.

2306.5.1.6 Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

2306.6 Working Environment/Conditions:

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

2306.7 Fair Labor Standards Act Designation: Exempt – Administrative.

PLACENTIA LIBRARY DISTRICT LIBRARY DIRECTOR'S OFFICE

Task Lists for Literacy Staff Librarian II, Librarian I or Library Assistant

- 📖 Recruits and places volunteer tutors; coordinates tutoring and supervises a variety of volunteer tutors.
- 📖 Matches tutors and students, one-to-one.
- 📖 Prepares and inputs literacy information and statistics into LitPro.
- 📖 Conducts homework clubs on-site and off-site.
- 📖 Prepares and submits to the Manager of Community Services literacy statistics for the California Library Literacy Services mid-year and year-end reports.
- 📖 Prepares and submits monthly literacy reports to the Manager of Community Services.
- 📖 Assists in tutor training workshops.
- 📖 Assists in preparing grant applications.
- 📖 Recruits and places Federal Work Study students.
- 📖 Supervises Federal Work Study students and verifies the calculations on their time sheets.
- 📖 Recruits and places interns.
- 📖 Supervises interns.
- 📖 Recruits and places service learners.
- 📖 Supervises service learners.
- 📖 Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence, and other material.
- 📖 Inputs literacy information to the StaffNet.
- 📖 Inputs Library information to the Placentia Chamber of Commerce Community Calendar.
- 📖 Maintains cordial relations with all persons entitled to literacy services and all Library clients, staff and volunteers.
- 📖 Maintains and provides Federal Work Study balance reports to the Manager of Community Services, the Manager of Administrative Services and the CSUF representatives.
- 📖 Serves as United States Passport Application Acceptance Agents.

Placentia Library District

POLICY HANDBOOK

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

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

Deleted: Public Services and Technical Services

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

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

2303.1.3 Prepares Library policy recommendations for Library administrative activities for the Library Director's consideration; presents administrative policy recommendations to the Library Board of Trustees; presents and translates Library policies to the staff and the public; and ensures compliance with Library policies by the staff and the public.

2303.1.4 Prepares policy recommendations for the Placentia Library Friends Foundation Board of Directors' consideration.

2303.1.5 Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director, Assistant Library Director and Manager of Community Services.

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2303.1.6 Maintains the checkbooks and general ledger for the District and the Placentia Library Friends Foundation.

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2303.1.7 Manages the accounts payable and receivable and prepares all claims for payment for the District and the Placentia Library Friends Foundation.

2303.1.8 Prepares the Administrative Services work schedules.

Deleted: and entrepreneurial activities

2303.1.9 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2303.1.10 Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2303.1.11 Seeks to carry into effect the expressed policies of the Placentia Library Friends Foundation Board of Directors, facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Placentia Library Friends Foundation to the Library Board, Library staff and volunteers and the community.

2303.1.12 Prepares monthly and annual reports on the administrative activities of the District and the Placentia Library Friends Foundation.

2303.2 Typical Tasks

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

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

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

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

2303.2.5 Prepares materials for the annual audits and tax forms for the District and the Placentia Library Friends Foundation, and coordinates all communications and activities with the independent auditors.

Deleted: District's



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

2303.2.7 Maintains files and records related to the operations of the Administrative Office of the District and the Placentia Library Friends Foundation.

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2303.2.7 . Manages the Passport application agency program with the U. S. Department of State.¶
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2303.2.8 Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

2303.2.9 Makes travel arrangements for District Staff and Trustees.

2303.2.10 Provides the financial reports for grants to the Manager of Community Services to be submitted as part of the grant reporting requirements.

2303.2.11 Schedules the use of the Meeting and Conference Rooms.

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

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

2303.2.14 Coordinates the maintenance and safety of the District's physical facility with the Manager of Community Services.

2303.2.15 Works on special projects as assigned.

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

2303.2.17 Manages the recruitment process for all District positions.

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

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



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

2303.2.21 Participates in Placentia Library Friends Foundation Board of Directors meetings by assisting the President with preparing the agenda, giving notice of meetings, preparing the financial reports and Board packers and presenting policy matters for Board review.

2303.2.22 Participates in Placentia Library Friends Foundation Committee Meetings by giving notice of meetings and advising the chairs about agenda items and projects.

2303.2.23 Maintains the Placentia Library Friends Foundation database, prepares reports from the database as requested by the President and Committee Chairs, and coordinates all mailings that use the postal permit or mailing house services.

2303.2.24 Prepares donation receipts and acknowledgement letters for the Placentia Library Friends Foundaiton.

2303.2.25 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

2303.2.26 Presents recommendations for fund raising projects and membership promotions to the Placentia Library Friends Foundation Board of Directors and Committees.

2303.2.27 Coordinates and monitors the application process for grants prepared in the name of the Placentia Library Friends Foundation with the Manager of Community Services. Helps the Manage of Community Services evaluate the appropriateness of specific grant opportunities to District activities and projects.

2303.2.28 Develops and maintains, and updates as necessary, standard operating procedures manuals for the Administrative Office and Placentia Library Friends Foundation activities. These manuals should include operational, administrative and emergency procedures.

Maintain all administrative desks and offices and the surrounding areas and shelving in a clean, orderly and professional manner that is presentable to the public at all times.

2303.2.29 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.



2303.2.30 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

2303.3 Required Qualifications. He/she will have a B.A. or B. S. degree in business, public administration, accounting or other related field. Experience with non-profit management is highly desirable. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

Deleted: the equivalent to two years post high school education

2303.4 Knowledge and abilities:

2303.4.1 Proficiency in Word, Excel and Quickbooks.

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

2303.4.3 Knowledge of personal computer hardware and software operations.

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

2303.4.5 Ability to apply the knowledge listed above.

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

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

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

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

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

2303.4.11 Ability to analyze difficult problems and recommend solutions.

2303.4.12 Ability to take independent action.



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

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

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

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

2303.4.17 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Director within 6 months of employment in this position.

2303.5 Physical Demands

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

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

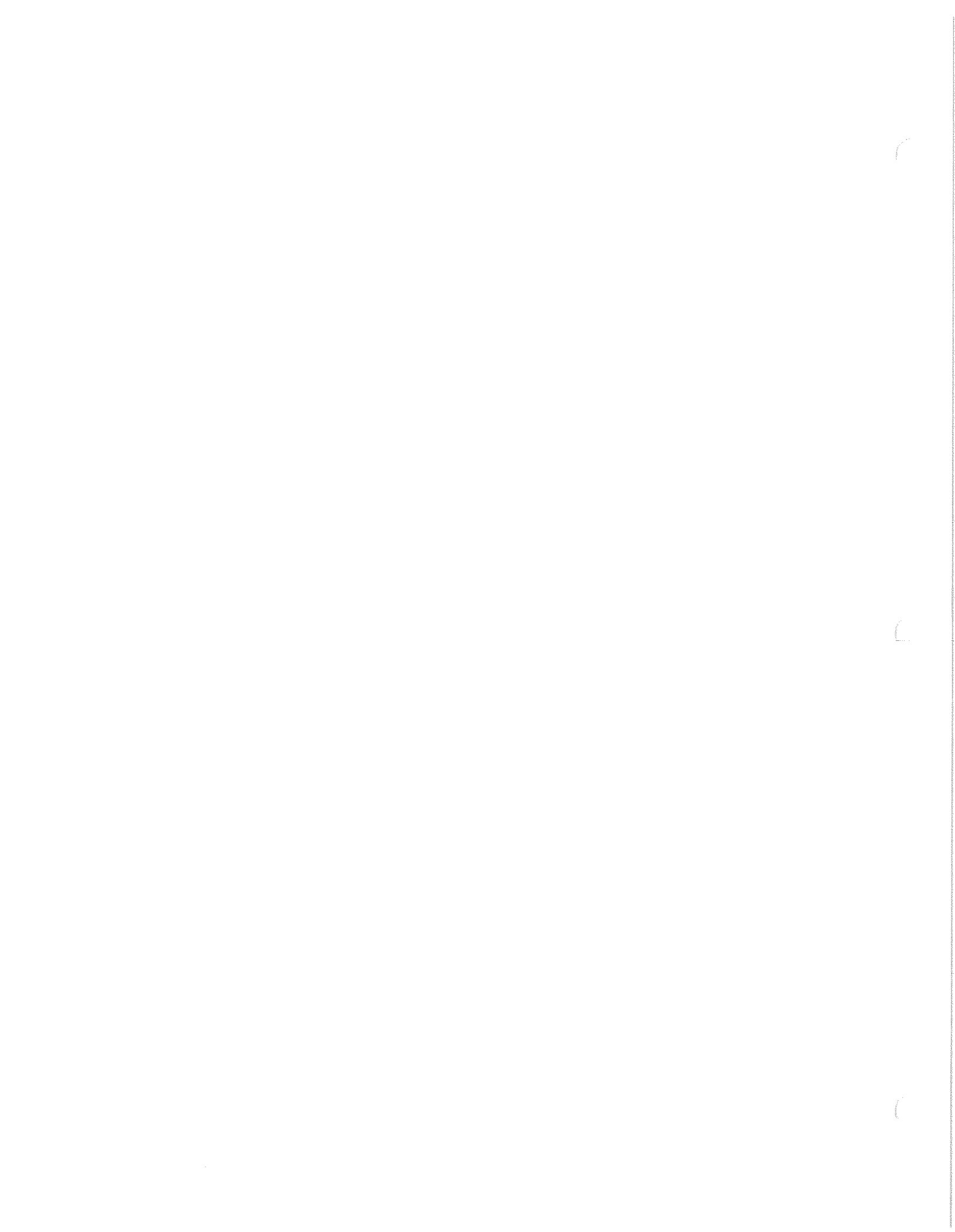
2303.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

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



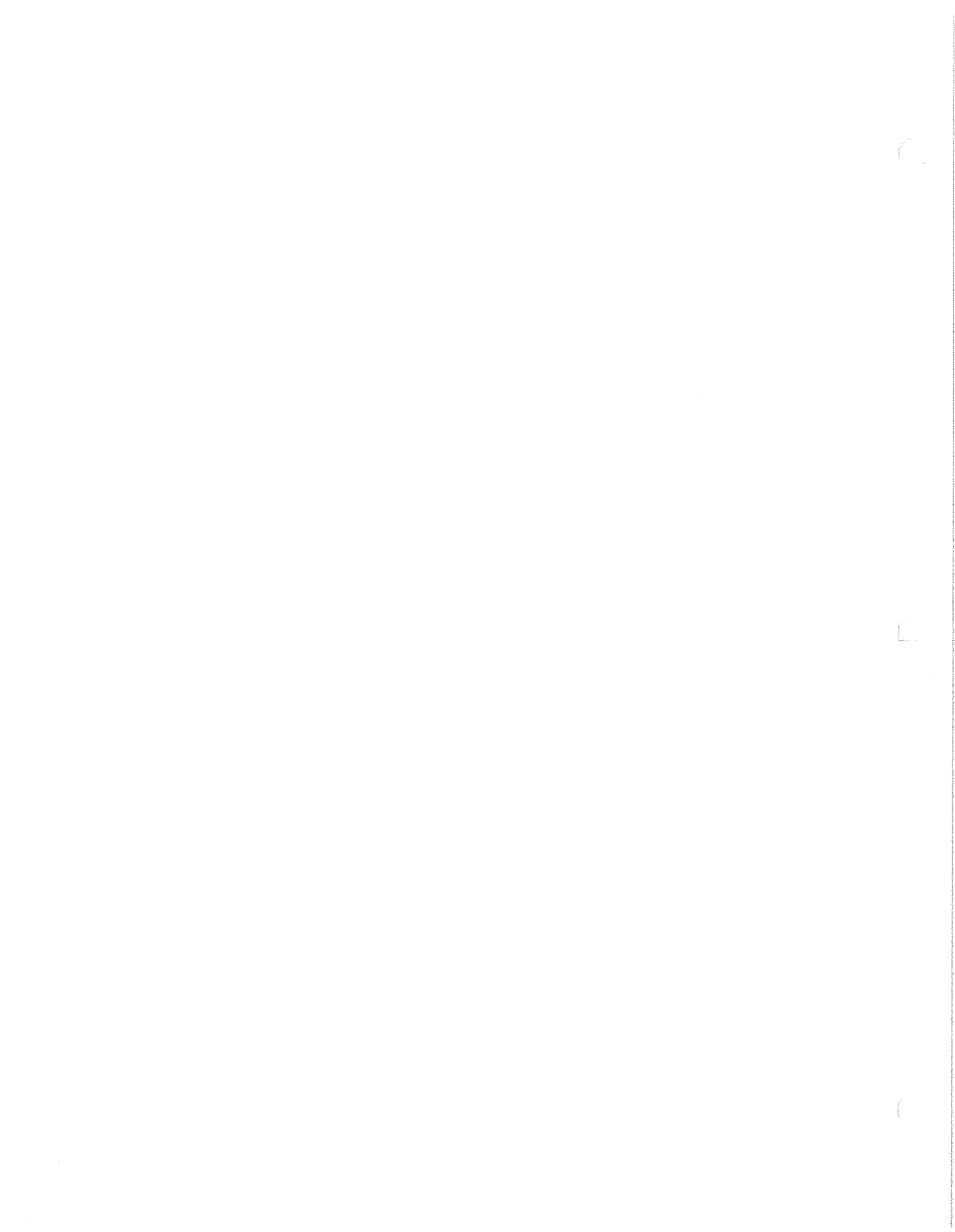
2303.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2303.6 Work Environment

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






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
















PLACENTIA LIBRARY DISTRICT LIBRARY DIRECTOR'S OFFICE

Task Lists for Business Office Staff

Clerk II (Financial)

-  Prepares daily deposit of Library revenues and delivers to Bank of the West
-  Prepares weekly deposit of Placentia Library Friends Foundation revenues and delivers to Bank of the West
-  Processes bi-weekly payroll on Paychex, enters payroll data into Quickbooks, prepares paychecks for staff and work study students, and maintains the payroll spreadsheet for the annual pension fund report
-  Prepares claim forms and maintains the claims and vendor database
-  Enters data in entrepreneurial spreadsheets

Clerk I (Filing, Purchasing & PLFF Database)

-  Files reports and forms, canceled checks, claims, Passport transmittals and financial statements
-  Purchases, receives and delivers office and library supplies
-  Copies claims and mails to the Orange County Auditor
-  Digitizes administrative records.
-  Serves as a back-up for Passport Application processing
-  Updates Placentia Library Friends Foundation database, records gifts and prepares receipts and thank you letters
-  Prepares and posts on StaffNet the minutes from monthly Library staff meetings.
-  Assists the Manager of Administrative Services with Placentia Library Friends Foundation events.
-  Trains and supervises volunteers assigned to Administrative Services
-  Updates calendar on StaffNet with manager on call, staff meeting and vacation information.
-  Prepares, uploads and maintains the administrative forms on StaffNet
-  Prepares the covers and dividers for the Board agenda books, assist with assembly of the contents, and prepare the Publicity Report agenda item.
-  Processes Meeting Room booking requests, arranges for meeting room set-up if required, maintains the Meeting Room calendar and coordinates with the Circulation Desk staff.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Coordinator of Electronic Services
POLICY NUMBER: 2311
REVISED:

2311.1 Description: The Electronic Services Coordinator, under the general direction of the Assistant Library Director, manages the Library's electronic technologies and electronic communications, and teaches the staff and public how to use them effectively. The Coordinator of Electronic Services works directly with library management and other staff. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Electronic Services include the following:

2311.1.1 Participates in the selection of staff for electronic services and makes recommendations to the Assistant Library Director for performance evaluations and merit pay increase for the electronic services staff.

2311.1.2 Serves as the staff liaison with vendors of electronic services, databases and equipment.

2311.1.3 Serves as the staff liaison with the Library's technology consultants, the Anaheim Library System consortium, OCLC, the State Library of California, Santiago Library System, Metropolitan Cooperative Library System and any other library agency with whom the Library has a collaborative relationship regarding electronic services.

2311.1.4 Manages the Library's website and coordinates design and content issues with the contractual webmaster, Library staff and the Placentia Library Friends Foundation Board of Directors.

2311.1.5 Trains staff, volunteers and the public on computer and technology issues. Provides guidelines and written instructions when appropriate.

2311.1.6 Collects, maintains and reports monthly and annual statistics and visual records for the Library's electronic services as required or requested by the Assistant Library Director, the State Library of California and other governmental and private agencies.

2311.1.7 Manages the power and signal issues in the Library and with the designated contractors. Assists the Library Director in selecting and evaluating the services of power and signal providers and contractors.

2311.1.8 Manages the Library's security cameras, electronic locks, electronic doors and other electronic equipment.

2311.1.9 Makes recommendations to the Assistant Library Director for policies regarding the use of the Library's electronic equipment and services by the staff, volunteers and public.

2311.1.10 Keeps abreast of new library technologies and introduces them to the staff.

2311.1.11 Serves as project manager for Library technology and electronic services purchases and installations. Recommends bid specifications for these items to the Assistant Library Director.

2311.1.12 Selects, installs and supervises the Library's office automation equipment and software, recommends to the Library Director and Assistant Library Director appropriate training programs or packages for staff, and makes routine repairs and adjustments.

2311.1.13 Maintains the servers and public automation equipment and software, recommends appropriate signage and public instructions to the Assistant Library Director and makes recommendations for upgrades/improvements to the Library's systems.

2311.1.14 Serves as the manager of the Library's digitization projects.

2311.1.15 Monitors the availability for grants for existing and new electronic services, makes recommendations for grant proposals to the Assistant Library Director, and assist the Community Services Manager with the preparation of the proposals.

2311.1.16 Prepare and submit the telecommunications discount applications with the State and Federal Governments. Monitor the requirements of these discounts and report any changes to the Assistant Library Director.

2311.1.17 Coordinates the continuing education and in-service training program for the Electronic Services staff.

2311.1.18 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2311.1.19 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Electronic Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the staff and the community.

2311.1.20 Makes presentations about the Library's electronic services and/or equipment to the District's Board of Trustees, the Placentia Library Friends Foundation and other organizations or agencies, when requested to do so by the Assistant Library Director.

2311.2 Typical Tasks:

2311.2.1 Directs, coordinates and reviews all Electronic Services functions including, equipment, services, information databases and programs.

2311.2.2 Plans, organizes, supervises, evaluates, and prepares and implements the budget for the electronic services programs of the Library.

2311.2.3 Follows the guidelines established by Library Administration for the submission of purchase requests and requests for payments and to contractors and vendors.

2311.2.4 Develops, maintains and publishes on the StaffNet the current tasks lists for all Librarian II, Librarian I, Library Assistant, Library Clerk II, Library Clerk I and Library Aide positions authorized and allocated to the activity.

2311.2.5 Manages the design, Electronic content and user information for Library's website in consultation with the Assistant Library Director and other Library staff.

2311.2.6 Performs or directs the installation and trouble shooting relating to computer hardware, software and database systems in the Library; assists with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

2311.2.7 Manages the online catalog for the Library and instructs staff in the use of the online library system.

2311.2.8 Develops recommended policies for the Library Board related to staff and customer use of automated library systems.

2311.2.9 Prepares grant applications for Electronic Services activities.

2311.2.10 Negotiates and manages contracts and service agreements with Library vendors.

2311.2.11 Develops, maintains, and updates as necessary, a standard operating procedures manual for the Electronic Services Activities. This manual should include operational, administrative and emergency procedures.

2311.2.12 Maintains the Electronic Services Office, the power and signal room, and all equipment areas in a clean, orderly and professional manner that is presentable to the public at all times.

2311.2.13 Participates in recruiting, interviewing, selecting Electronic Services staff and evaluating the performance of Electronic Services personnel.

2311.2.14 Makes recommendations to the Library Director concerning the public relations activities for Electronic Services activities.

2311.2.15 Participates in Library Board meetings when requested by the Assistant Library Director by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

2311.2.16 Prepares and submits reports of Electronic Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2311.2.17 Ensures that the Electronic Services staff and volunteers are equipped with the appropriate resources to provide optimum library services.

2311.2.18 Participates in Library staff meetings each month by presenting a summary of all Electronic Services continuing education activities for the previous month and an explanation of changes in Electronic Services activities for the Library.

2311.2.19 Interprets and translates the Library's operational and personnel policies to Electronic Services staff and volunteers.

2311.2.20 Serves as a United States Passport Application Acceptance Agent.

2311.3 Required Qualifications: Masters Degree in Library Science, Information Science or a related field from an accredited college or university, and three years experience with managing a library website or integrated library system; Bachelor of Science in Information Technology, Information Science, Computer Science or other related field, with a minimum of five years experience with website management or information system administration. Must possess or be eligible for a California driver's license and have status as a United States Citizen.

2311.4 Skills and Abilities:

2311.4.1 Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

2311.4.2 Knowledge of basic fund accounting and budgeting.

2311.4.3 Ability to read, analyze and interpret common scientific and Electronic journals, financial reports, and legal documents.

2311.4.4 Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2311.4.5 Ability to organize and manage work flow for self and others, to supervise staff and implement applicable policies and procedures.

2311.4.6 Ability to analyze difficult problems, recommend solutions and take independent action

2311.4.7 Ability to prepare and present reports that conform to prescribed style(s) and format(s) and to present information to Library management, public groups and the Library Board of Trustees.

2311.5.8 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Director within 6 months of employment.

2311.5 Physical Demands:

2311.5.1 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.

2311.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2311.5.1.2 Must possess mobility to operate a motor vehicle.

2311.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2311.5.1.4 Must possess vision to read printed material and a computer screen.

2311.5.1.5 Must possess stamina to move about the Library.

2311.5.1.6 Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

2307.6 Working Environment/Conditions:

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

2311.7 Fair Labor Standards Act Designation: Non-Exempt.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Coordinator of Volunteer Services
POLICY NUMBER: 2320

Deleted: Development &

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

Deleted: Manager of Administrative Services

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

2320.1.3 Serves as the staff liaison to the Orange County Volunteer Center and community organizations that organize and promote volunteer services.

Deleted: 2320.1.2 . Prepares all library publications, print and electronic. ¶

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

Deleted: and development director for the library's support

Deleted: organizations

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

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

Deleted: Manager of Administrative Services

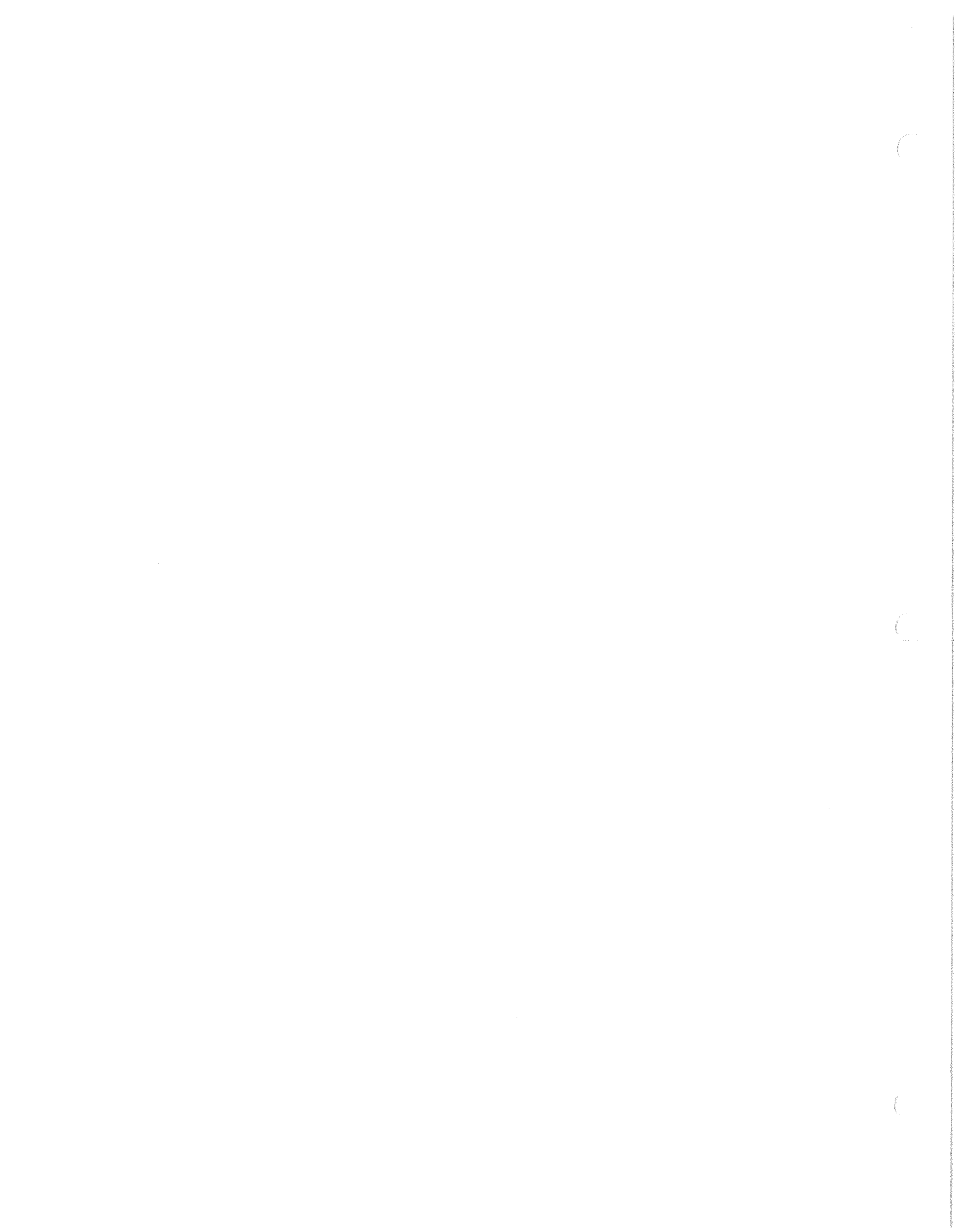
2320.1.7 Recruits, trains and supervises volunteers.

Deleted: clerical staff and

2320.1.8 Assists Library staff with the identification of appropriate volunteer opportunities and the preparation of volunteer job descriptions.

Deleted: 2320.1.8 . Is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125. ¶

Deleted: October 16, 2006



2320.2 Typical Tasks

2320.2.1 Recruits, trains, coaches, prepares job descriptions, assigns tasks and evaluates volunteers.

Deleted: 2320.2.1 . Coordinates volunteers for all library activities: ¶

2320.2.2 Advises staff on the development of volunteer jobs and assists them with the preparation of volunteer job descriptions.

Deleted: for

2320.2.3 Collects, organizes and reports statistics and visual records of volunteer activities.

Deleted: and maintains volunteer records and prepares reports on volunteer activities

2302.2.4 Submits monthly and annual reports to the Community Services Manager as requested for the Library Director, Library Board, State Library of California, the Placentia Library Friends Foundation and other agencies.

2302.2.5 Follows the guidelines established by Library Administration for the submission of purchase requests and requests for payments and to contractors and vendors.

2320.2.6 Devises and implements volunteer recognition activities and events throughout the year in coordination with the Manager of Community Services and the Assistant Library Director.

Deleted: programs

2320.2.7 Develops, maintains and updates as necessary, a standard operating procedures manual for the Volunteer Office. This manual should include operational, administrative and emergency procedures.

2320.2.8 Maintains regular office hours that are posted on the website and on the official bulletin board at the Library entrance, and submits the office hours for publication in the Placentia Quarterly, Newsletter for Teachers (all editions) and Notations.

2320.2.9 Develops and uses an orientation checklist for Library employees, substitutes and volunteers.

2320.2.10 Prepares and submits articles promoting volunteer opportunities and accomplishments for the Placentia Quarterly, Newsletter for Teachers and Notations to the Manager of Community Services by the assigned deadlines.

2320.2.11 Enters volunteer opportunities and information on StaffNet.

2320.2.12 Provides volunteer opportunities, announcements and other publicity and marketing materials to the Electronic Services Coordinator no less than two weeks before the effective date for use on the Library's website. Also posts all volunteer announcements to the StaffNet.

Deleted: October 16, 2006



2320.2.13 Develops and maintains a customer service suggestion/feedback/complaint log of all volunteer or client comments about Library services, identified by date. Also include entries about problems with equipment, difficult clients or other issues. Shares this information with staff and the Community Services Manager at regular departmental meetings and makes recommendations for response and modifying procedures.

2320.2.14 Ensures that volunteers are equipped with the appropriate resources to provide optimum library services.

2320.2.15 Participates in Library staff meetings each month by presenting a summary of all volunteer continuing education activities for the previous month and a report on current volunteer activities and an explanation of changes in volunteer activities.

2320.2.16 Interprets and translates the Library's operational and personnel policies to the volunteers.

2320.2.17 Maintains collaborative relationships with the Volunteer Center of Orange County and Placentia-area community organizations and educational institutions supporting the library's activities and programs.

2320.2.18 Meets regularly with library managers, staff, the Placentia Library Friends Foundation Book Store Manager and others to coordinate the activities of library volunteers, determine the need for volunteers and evaluate their effectiveness.

Deleted: Friends

2320.2.19 Attends and participates in all meetings of the Placentia Library Friends Foundation Book Store Committee.

2320.2.20 Provides the staff support for the Placentia Library Friends Foundation volunteer recognition activities throughout the year and attends all of their volunteer recognition events.

2320.2.21 Serves as a member of the Library Program Committee and prepares its news releases, publications and bulletin board displays.

2320.2.22 Serves as a United States Passport Application Acceptance Agent.

2320.2.23 Performs other duties as assigned by the Manager of Community Services.

Deleted: 2320.2.5 . Coordinates the library's holiday displays, decorating and participation in the Heritage Day Parade and other community events. . . ¶
¶
2320.2.6 . Assists the public in making the most effective use of the Library's collection and facility.¶
¶

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

Deleted: 2320.2. . Prepares and submits reports of activities to the Manager of Administrative Services as required.¶
¶

2320.4 Knowledge and abilities:

Deleted: Administrative
Deleted: October 16, 2006

2320.4.1 Knowledge of the principles of professional volunteer management.

Deleted: 2320.4.1 . Knowledge of the principles of fund raising and non-profit management.¶
¶
. 2320.4.2 . Knowledge of grant writing techniques and application procedures.¶

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

2320.4.5 Knowledge of community organizations and their activities.

Deleted: 2320.4.3 . Knowledge of the principles of volunteer management.¶
¶
. 2320.4.4 . Knowledge of the principles of effective print and electronic communication and design for newsletters, brochures and other publications.¶
¶

2320.4.6 Ability to apply the knowledge listed above.

2320.4.7 Ability to make effective public presentations.

Deleted: current events and literature

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

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

2320.4.10 Ability to follow District policies and procedures.

2320.4.11 Ability to analyze difficult problems and recommend solutions.

2320.4.12 Ability to work independently with minimal supervision.

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

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

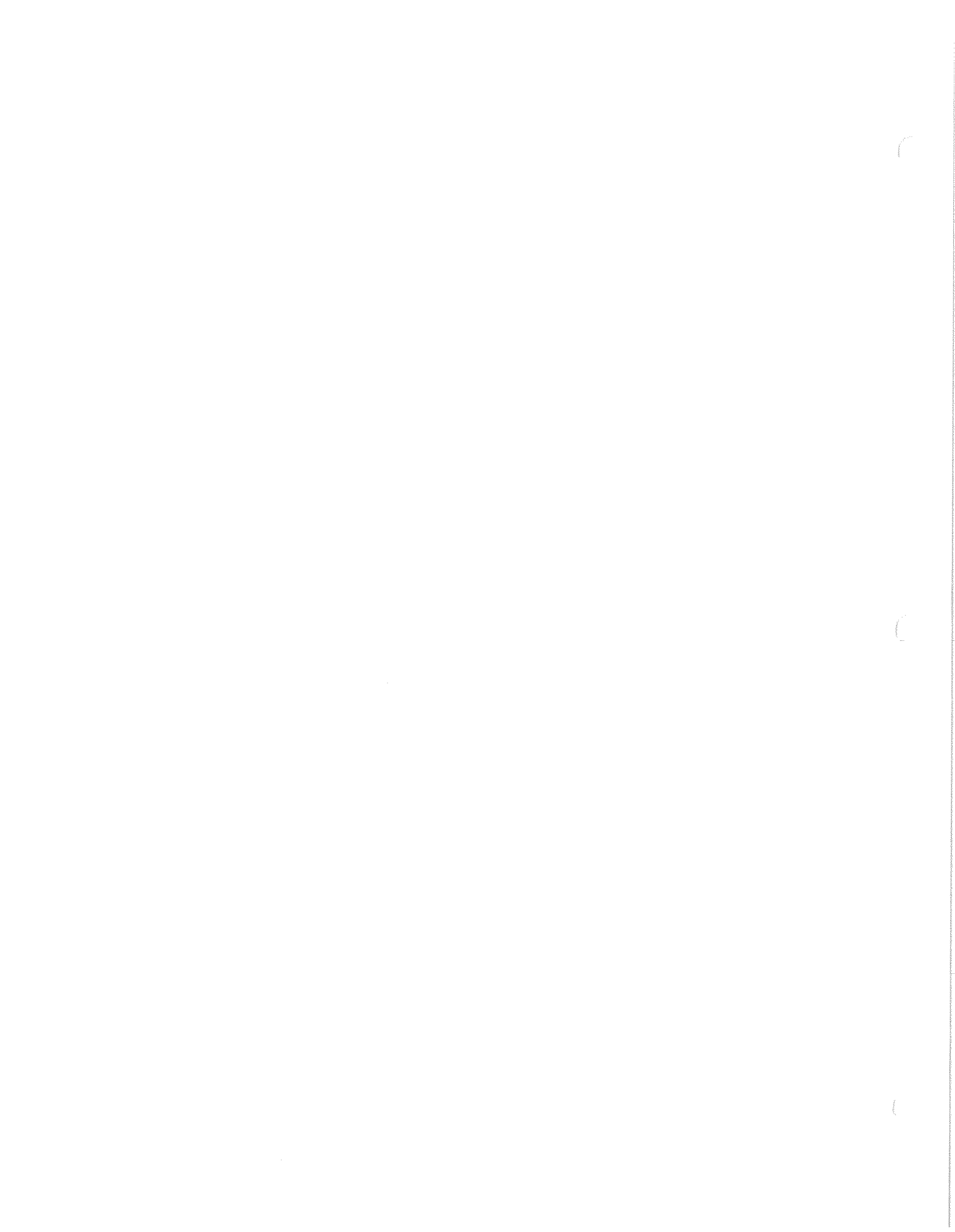
2320.4.15 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2320.4.16 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Director within 6 months of employment in this position.

2320.5 Physical Demands

2320.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable

Deleted: October 16, 2006



accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

2320.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

2320.5.1.6 Must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

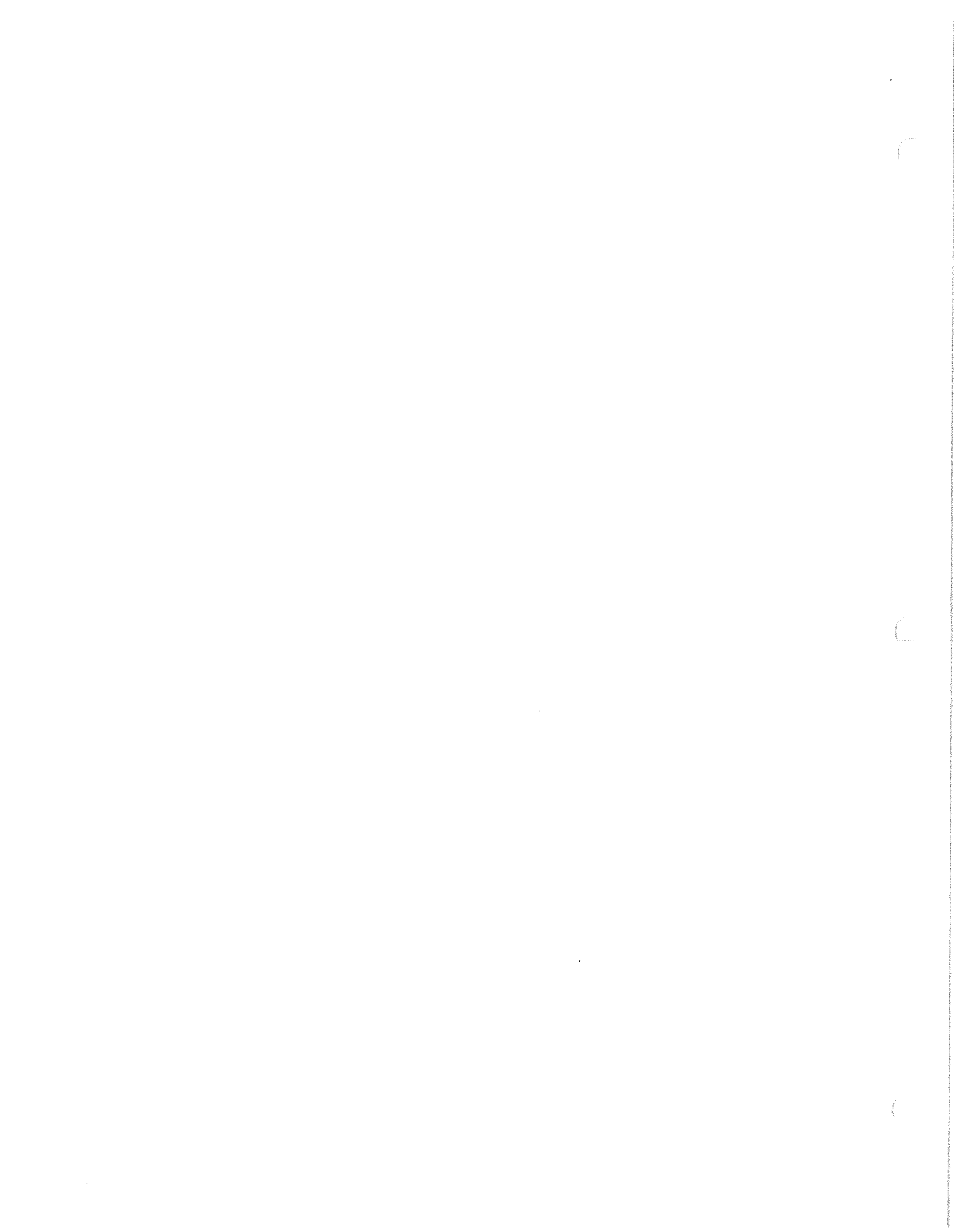
2320.5.1.7 Must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2320.6 Work Environment

2320.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Motion to change Placentia Library District's Pension Plan from a Money Purchase Pension Plan with National Retirement Services to a Government Profit Sharing Pension Plan with PARS (Public Agency Retirement Services) with a contribution for Fiscal Year 2008-2009 of 9.0% for full time employees and 8.5% for part time employees.**
DATE: May 12, 2008





BACKGROUND

At its Regular Meeting on December 17, 2008 the Library Board received a presentation by Kevin Murphy, Executive Vice President for PARS (Public Agency Retirement Services) on pension fund options for Placentia Library District. This presentation included a comparison of pension fund contributions and benefits provided by other local government agencies and independent special library districts in Los Angeles and Orange Counties.



At its Regular Meeting on February 19, 2008 the Library Board received a proposal from the Library Director and PARS for a Governmental Profit Sharing Pension Plan. Staff recommended that the Library Board change the District's Pension Plan from the Money Purchase Pension Plan with National Retirement Services to the proposed PARS plan. The PARS Plan is Attachment A.

As part of the Budget presentation at the April 1, 2008 Library Board Special Meeting the Library Director recommended a phased-in implementation of the PARS plan, with 1% for full-time employees and .05% for part-time employees being added each year for four years. The cost of implementing the plan as recommended for the first year is Attachment B.

The next steps necessary to implement this change are:

-  Formalize the decision to change the plans effective July 1, 2008.
-  Decide if the Library Board would like to appoint a representative to participate with staff in the meeting(s) with Kevin Murphy to finalize the plan design and components.
-  Authorize the Library Director and/or Manager of Administrative Services to proceed with giving notification to National Retirement Services of the intent to change plans effective July 1, 2008, ending services with National Retirement Services effective June 30, 2008.
-  Approve and adopt the new Plan documents at the June or July Library Board Meeting.

An additional option that the Library Board may want to consider is offering a retirement incentive program. With the specter of serious revenue losses in Fiscal Year 2009-2010 the Library Board may want to position itself to reduce payroll expenses. If two or three individuals decided to accept the retirement incentive program additional re-structuring could be considered and perhaps one position not replaced.

-  The retirement incentive package adopted in 1992-1993 was for staff whose age plus years of service equaled 65. Each staff member accepting the offer was granted up to two days of paid personal leave to take care of business relating to the retirement. The sick leave payout was increased by 10% over the amount specified in the Personnel Policy. The retirement incentive had two components: one week's salary at the Fiscal Year 1992-1993 rate for each completed year of employment with the District; and an amount equal to 5 years of contribution to the District's pension plan at the Fiscal Year 1992-1993 salary rate.
-  The Library Director recommends a simpler plan for the Board's current consideration. A retirement incentive of one month's salary for each year of service and payment of COBRA insurance for the period of eligibility (12 months).

If the Library Board would like to consider a retirement incentive package as part of its Pension Plan re-design then additional information can be prepared for the June Library Board Meeting.

RECOMMENDATIONS

1. Motion to change Placentia Library District's Pension Plan from a Money Purchase Pension Plan with National Retirement Services to a Government Profit Sharing Pension Plan with PARS (Public Agency Retirement Services) with a contribution for Fiscal Year 2008-2009 of 9.0% for full time employees and 8.5% for part time employees.
2. Authorize the Library Director to notify National Retirement Services of Placentia Library District's decision to change pension plans and service providers.
3. Appoint a Trustee to work with the Library Director, the Manager of Administrative Services and the representative from PARS, to finalize the specific elements of the Government Profit Sharing Plan for presentation to the Library Board at its Regular Meeting in June; and
4. Authorize the Library Director and Manager of Administrative Services to coordinate the execution of the Pension Fund changes.

**PARS RETIREMENT ENHANCEMENT PLAN
FOR
PLACENTIA LIBRARY DISTRICT**

BACKGROUND:

The Placentia Library District currently offers its employees a 401(a) Defined Contribution Plan that has been established as a Money Purchase plan with fixed employer contributions of 8% of pay. A trust administrator, trustee and investment manager are currently in place and handle the day-to-day administration of the plan with oversight from Library District staff.

District staff have discussed with PARS (Public Agency Retirement Services), the revision to this plan to add additional features beyond the current constraints of the existing plan to help the District recruit, retain and reward current and future employees. These features would be accomplished through the establishment of a 401(a) defined contribution profit sharing plan.

MAJOR PLAN FEATURES:

Who is Eligible for the plan:

All full-time employees would be covered in Tier I of the Plan.

All part-time employees would be covered in a separate Tier II of the Plan.

When would employees vest under the plan?

Both Tier I and Tier II employees would vest after five years of continuous employment or the Normal Retirement Age of age 65 whichever comes sooner. Prior service of employees would be credited towards meeting the years of service vesting requirement.

Contributions:

Employer Contributions would include Base Contributions and variable contributions based on the attainment of goals by employees.

Base Contributions for Tier I would be 12% of pay.

Base Contributions for Tier II would be 10% of pay.

Variable Contributions would include contributions based on:

- Years of Service
- Attainment or possession of advanced education degrees
- Employer preferred work schedules
- Perfect or good attendance
- Accomplishment of entrepreneurial activities

Details of Variable Contributions:

Years of Service- based on the years of service an employee has achieved as of 12/31 of each year the employer would make a contribution into the plan and trust as follows:

<u>Years on 12/31</u>	<u>Contribution</u>
5	1%
10	2%
15	3%
20	4%
25	5%
30	6%

Attainment or possession of advanced education degrees- in order to help recruit new employees in possession of advanced degrees and promote additional education to existing employees the employer would make a 1% contribution as of 12/31 each year for a Master's or Doctorate Degree in library or information science, adult education, public administration or another related field approved by the Library Director, from any accredited institution of higher learning.

Employer Preferred Work Schedules- Libraries are open long hours to accommodate the public and while most employees would prefer

working weekdays 9 to 5, the library must remain open in the evenings and weekends.

To reward employees who work weekends and evening there the employer will make a contribution of 1% into the plan for employees that on 12/31 of each year have worked Saturdays and Sundays or have worked at least 4 nights per week at least 48 weeks during a calendar year. Employees must have at least one full year of service on 12/31 before being eligible for this employer contribution.

Perfect or Good Attendance- Employees that have limited absences due to illness help the employer cover all of the various areas of public service in the Library without interruption and at full staffing levels. To reward employees that use either no or limited amounts of sick leave during a calendar year the employer will make a contribution into the plan on 12/31 of each year. Contributions will be as follows: 0-1 day of sick leave use will receive a 1% contribution and those using 2-3 days of sick leave will receive ½% contribution. Employees must have at least one full year of service on 12/31 before being eligible for this employer contribution.

Accomplishment of Entrepreneurial Activities- Each year the library establishes clearly defined "net growth" goals in areas that are defined as "entrepreneurial" for a segment of the workforce. On 12/31 of each year the employer will make a contribution into the plan based on the growth of these goals during the year for employees in Tier I or Tier II assigned at least 50% of their time to activities covered by these goals. For growth of 1% to 5% the employer will contribute ½%, for growth of 5% to 9% a contribution of ¾%, and for growth 10% or greater the employer will contribute 1% into the plan.



Placentia Library District
Pension Fund Comparative Contributions
May 12, 2008

	Annual Salary	Yrs	NRS 8%	Basic 12%	1st Yr 9%	Longevity	Attend	Degree	Entrepre	TOTAL PARS	FY 08-09 % of Salaries
Full-Time											
Full-Time #1	56,142	4	4,491	6,737	5,053					5,053	
Full-Time #2	54,893	3	4,391	6,587	4,940			549		5,489	
Full-Time #3	38,181	1	3,054	4,582	3,436				382	3,818	
Full-Time #4	61,268	6	4,901	7,352	5,514	613				6,127	
Full-Time #5	77,522	8	6,202	9,303	6,977	775				7,752	
Full-Time #6	51,459	5	4,117	6,175	4,631	515				5,146	
Full-Time #7	52,192	31	4,175	6,263	4,697	3,132	522			8,351	
Full-Time #8	108,888	17	8,711	13,067	9,800	3,267		1,089		14,155	
Full-Time #9	55,693	3	4,455	6,683	5,012			557		5,569	
Full-Time #10	36,656	10	2,932	4,399	3,299	733			367	4,399	
Full-Time #11	83,429	9	6,674	10,011	7,509	834		834		9,177	
Full-Time #12	57,203	5	4,576	6,864	5,148	572	286	572		6,578	
Full-Time #13	59,947	6	4,796	7,194	5,395	1,199	599	599		7,793	
Full-Time #14	42,457	29	3,397	5,095	3,821	2,123	425		425	6,793	
Sub-total Full Time	835,930		66,874	100,312	75,234	13,762	1,832	4,201	1,173	96,201	
Part-Time											
Part-Time #1	9,205	1	736	921	782					782	
Part-Time #2	22,346	4	1,788	2,235	1,899				223	2,123	
Part-Time #3	19,535	3	1,563	1,954	1,660				195	1,856	
Part-Time #4	14,577	1	1,166	1,458	1,239					1,239	
Part-Time #5	12,194	17	976	1,219	1,036	366				1,402	
Part-Time #6	19,198	4	1,536	1,920	1,632		192		192	2,016	
Part-Time #7	30,669	2	2,454	3,067	2,607				307	2,914	
Part-Time #8	13,515	7	1,081	1,352	1,149	135				1,284	
Part-Time #9	15,057	1	1,205	1,506	1,280				151	1,430	
Part-Time #10	16,211	0	1,297	1,621	1,378				162	1,540	
Part-Time #11	22,702	2	1,816	2,270	1,930					1,930	
Part-Time #12	20,323	6	1,626	2,032	1,727	203				1,931	
Part-Time #13	22,447	2	1,796	2,245	1,908					1,908	
Part-Time #14	18,731	4	1,498	1,873	1,592				187	1,779	
Part-Time #15	21,180	2	1,694	2,118	1,800			212		2,012	
Part-Time #16	11,603	8	928	1,160	986	116				1,102	
Part-Time #17	9,641	0	771	964	819					819	
Part-Time #18	10,642	4	851	1,064	905					905	
Sub-total Part Time	309,776		24,782	30,978	26,331	820	192	212	1,417	28,972	
Total Staff in Plan	1,145,706		91,656	131,289	101,565	14,582	2,024	4,412	2,590	125,173	10.93%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish the Exempt and Non Exempt Salary schedules for Fiscal Year 2008-2009, effective July 1, 2008, by adopting Placentia Library District Resolution 08-09.
DATE: May 12, 2008

BACKGROUND:

This is the eighth year that Placentia Library District will be operating without a Memorandum of Understanding (MOU) with its staff. The Orange County Employees Association is no longer willing to represent the staff and it has not yet acquired a new representative.

The expired Contract provided for a percentage salary increase for each fiscal year equal to the percent rise, to the nearest tenth (0.1) of one percent, in the cost-of-living for the period March to March as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area. The percentage increase for March 2007 to March 2008 is 3.3%. The COLA Report is Attachment A.

Attachment B is the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2008-2009, effective July 1, 2008 with a 3.3 % COLA adjustment for all staff except the Library Director and the Pages.

Attachment C is Resolution 08-09 establishing the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2008-2009, effective July 1, 2008.

RECOMMENDATIONS:

1. Read Resolution 08-09 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2008-2009.
2. Adopt Resolution 08-09 by Roll Call Vote.



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Consumer Price Index - All Urban Consumers

12 Months Percent Change

Series Id: CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1998	1.0
1999	2.2
2000	3.5
2001	3.2
2002	2.8
2003	3.9
2004	1.8
2005	4.0
2006	4.7
2007	3.8
2008	3.3

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2 Massachusetts Avenue, NE Washington, DC 20212-0001
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PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2007-2008
Effective July 1, 2007
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
CLERK I										
HR	13.44	13.78	14.12	14.47	14.83	15.21	15.59	15.98	16.37	17.19
PP	1,075.15	1,102.03	1,129.58	1,157.82	1,186.76	1,216.43	1,246.84	1,278.01	1,309.96	1,375.46
AN	27,953.81	28,652.65	29,368.97	30,103.19	30,855.77	31,627.17	32,417.85	33,228.29	34,059.00	35,761.95
MO	2,329.48	1,875.47	1,922.27	1,970.80	2,019.33	2,635.60	2,701.49	2,769.02	2,838.25	2,980.16
CLERK II										
HR	15.20	15.58	15.96	16.36	16.77	17.19	17.62	18.06	18.51	19.44
PP	1,215.63	1,246.03	1,277.18	1,309.11	1,341.83	1,375.38	1,409.76	1,445.01	1,481.13	1,555.19
AN	31,606.49	32,396.66	33,206.57	34,036.74	34,887.66	35,759.85	36,653.84	37,570.19	38,509.44	40,434.92
MO	2,633.87	2,699.72	2,767.21	2,836.39	2,907.30	2,979.99	3,054.49	3,130.85	3,209.12	3,369.58
LIBR ASST										
HR	18.05	18.50	18.96	19.43	19.92	20.42	20.93	21.45	21.99	23.09
PP	1,443.72	1,479.81	1,516.81	1,554.73	1,593.60	1,633.44	1,674.27	1,716.13	1,759.03	1,846.99
AN	37,536.74	38,475.16	39,437.04	40,422.96	41,433.54	42,469.38	43,531.11	44,619.39	45,734.87	48,021.62
MO	3,128.06	3,206.26	3,286.42	3,368.58	3,452.79	3,539.11	3,627.59	3,718.28	3,811.24	4,001.80
LIB I										
HR	21.33	21.86	22.41	22.97	23.55	24.13	24.74	25.36	25.99	27.29
PP	1,706.52	1,749.18	1,792.91	1,837.73	1,883.67	1,930.77	1,979.04	2,028.51	2,079.22	2,183.19
AN	44,369.42	45,478.65	46,615.62	47,781.01	48,975.53	50,199.92	51,454.92	52,741.29	54,059.83	56,762.82
MO	3,697.45	3,789.89	3,884.63	3,981.75	4,081.29	4,183.33	4,287.91	4,395.11	4,504.99	4,730.23
LIB II										
HR	24.85	25.48	26.11	26.77	27.43	28.12	28.82	29.54	30.28	31.80
PP	1,988.32	2,038.03	2,088.98	2,141.20	2,194.73	2,249.60	2,305.84	2,363.49	2,422.57	2,543.70
AN	51,696.28	52,988.69	54,313.40	55,671.24	57,063.02	58,489.59	59,951.83	61,450.63	62,986.90	66,136.24
MO	4,308.02	4,415.72	4,526.12	4,639.27	4,755.25	4,874.13	4,995.99	5,120.89	5,248.91	5,511.35
LIB AIDE										
HR	9.16	9.39	9.63	9.87	10.11	10.37	10.63	10.89	11.16	11.72
PP	733.02	751.34	770.13	789.38	809.11	829.34	850.07	871.33	893.11	937.77
AN	19,058.44	19,534.90	20,023.27	20,523.85	21,036.95	21,562.87	22,101.94	22,654.49	23,220.85	24,381.90
MO	1,588.20	1,627.91	1,668.61	1,710.32	1,753.08	1,796.91	1,841.83	1,887.87	1,935.07	2,031.82

Signature _____ : Approved May 12, 2008
Effective: July 1, 2008
AI Shkoler, President

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2007-2008
Effective July 1, 2007
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR	HR 52.35									
	PP 4,188.00									
	AN 108,888.00									
	MO 9,074.00									
ASSISTANT LIBRARY DIRECTOR	HR 32.38	33.19	34.02	34.87	35.75	36.64	37.56	38.50	39.46	41.43
	PP 2,590.76	2,655.53	2,721.92	2,789.97	2,859.72	2,931.21	3,004.49	3,079.60	3,156.59	3,314.42
	AN 67,359.86	69,043.86	70,769.96	72,539.21	74,352.69	76,211.50	78,116.79	80,069.71	82,071.45	86,175.03
	MO 5,613.32	5,753.66	5,897.50	6,044.93	6,196.06	6,350.96	6,509.73	6,672.48	6,839.29	7,181.25
MANAGERS	HR 27.34	28.03	28.73	29.45	30.18	30.94	31.71	32.50	33.32	34.98
*COMM.SVCS.MGR.	PP 2,187.48	2,242.17	2,298.22	2,355.68	2,414.57	2,474.93	2,536.81	2,600.23	2,665.23	2,798.49
ADMIN SVS MGR.	AN 56,874.50	58,296.36	59,753.77	61,247.62	62,778.81	64,348.28	65,956.98	67,605.91	69,296.06	72,760.86
	MO 4,739.54	4,858.03	4,979.48	5,103.97	5,231.57	5,362.36	5,496.42	5,633.83	5,774.67	6,063.40
PAGES	Starting Wage		6 Months	1 Year	18 Months					
	8.00		8.40	8.82	9.26					

Signature _____ : Approved May 12, 2008
Al Shkoler, President Effective July 1, 2008

*Red-circled -FY 07-08 Salary of \$40.11/\$3208.54/\$83,422.10/\$6,951.84. Not eligible for further base pay increases until the Manager's range maximum surpasses the individual pay rate

RESOLUTION 08-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE SALARIES FOR EMPLOYEES OF THE DISTRICT
FOR FISCAL YEAR 2008-2009

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation for all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2008-2009 dated May 12, 2008, and implements such on July 1, 2008.

AYES: Shkoler, DeVecchio Escobosa, Turner Wood

NOES: None

ABSENT: None

ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at an regular Meeting hereof held on the twelfth day of May, 2008.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twelfth day of May, 2008.

Richard DeVecchio, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees

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

SUBJECT: **Authorize staff to request bids for two (2) self-check circulation units to be installed in Fiscal Year 2008-2009. Authorize the Library Director to prepare and present a request to the Placentia Library Friends Foundation Board of Directors to purchase one of the machines.**

DATE: May 12, 2008

BACKGROUND

The equipment portion, 4000-00, of the Fiscal Year 2008-2009 budget includes funding for one self-check circulation unit at an approximate cost of \$22,500.

The Library Director is recommending that the bid process be started as soon as possible so that Technology Manager Vernon Napier may make a purchase recommendation prior to his retirement in mid-August.

One of the bid specifications will be that the machines be upgradable to RFID technology.

The Library Director is also recommending that two units be purchased and that the Placentia Library Friends Foundation be asked to finance the second unit.

RECOMMENDATION

1. Authorize the Library Director to prepare and release a Request for Quotes for two (2) self-check circulation units.
2. Authorize the Library Director to prepare and present a request to the Placentia Library Friends Foundation Board of Directors for purchasing one of the self-check circulation units for the Library.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Library Board Meeting Date for June 2008 *W*
DATE: May 12, 2008

BACKGROUND

The regular date for the June Library Board meeting is Monday, June 16.

There are two issues with that date, neither of which is insurmountable. One is that the Library Director will be returning from a three week vacation on June 16th. It is possible to prepare the Agenda Book on the road but it is significantly easier to do it in the office. Also, if the Library Board would prefer to have the Public Hearing in the Meeting Room rather than the Placentia History Room, the Meeting Room is not available for the evening of June 16th.

If the Library Board meeting is switched to the week of June 23rd there will be more time for preparation of documents and reports, and the Meeting Room will be available for the Public Hearing on either Monday, June 23rd or Thursday, June 26th.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Discussion on the procedures, schedule and information regarding the potential adoption of a Library Facilities Impact Fees.
DATE: May 12, 2008

BACKGROUND

At its Regular Meeting on March 17, 2008 the Library Board of Trustees selected Best, Best & Krieger to represent the District's interests in the establishment of Library Facilities Impact Fees with the City of Placentia and the County of Orange. Best, Best & Krieger has assigned Placentia Library District's project to Jeff Ferre, JD.

Mr. Ferre will be at the Library Board meeting to review the procedures, schedule and information regarding the potential adoption of a Library Facilities Impact Fees. Attachment A is a Memorandum from Jeff Ferre that describes the procedures and documentation for adoption of the Library facilities impact fee.

Attachment B is the draft of Placentia Library District Resolution 08-10 that will be adopted by the Library Board of Trustees at the conclusion of the Public Hearing.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

**BEST BEST &
KRIEGER
ATTORNEYS AT LAW**

April 2, 2008

Memorandum

TO: Elizabeth D. Minter, Library Director
Placentia Library District

FROM: Jeffry F. Ferre
Best Best & Krieger LLP

RE: Procedure and Documentation for Adoption of Library Facilities Impact Fee

The following procedures should be followed for the adoption of the Library Facilities Impact Fee. In addition, sample formats for the documentation required for adoption of the Fee are enclosed. Please let me know if you have any questions. I will also be working with the City Attorney's office for the City of Placentia in order to facilitate the adoption and imposition of the Fee by the City.

A. Notice, Hearing And Adoption of Resolution

1. Notice Requirement

Publication of a Notice of a public hearing must be for 10 days. The Notice should be published in a newspaper of general circulation in the area within which the District is located. The Notice can be published by making 2 publications, with at least 5 days intervening between the dates of the first and last publication, not counting such publication dates. The period of notice commences upon the first day of publication and terminates at the end of the tenth day, including therein the first day. (Government Code Section 6062a) The format for the Notice is enclosed.

The Notice must be mailed at least 14 days prior to the meeting to any interested party who files a written request with the District for mailed notice of the meeting on the proposed Fee.

At least 10 days prior to the meeting, the District must make available to the public data indicating the amount of cost, or estimated cost, required to provide the service for which the Fee is levied and the revenue sources anticipated to provide the service. Such data would include the Library Facilities Impact Fee Report and the Facility Master Plan which should both be made available at the District offices/Library.

2. Public Hearing

A public hearing must be conducted at which oral and written presentations can be made.

The Board President should take the following actions: (1) declare the public hearing to be open; (2) request confirmation from the Secretary as to the proper posting and publication of the hearing notice; (3) call upon staff to present the staff report; (4) call upon members of the public who wish to speak on the item and/or submit written comments; (5) after all members of the public in attendance have had an opportunity to present testimony, then declare the public hearing to be closed.

3. Adoption of the Resolution

After completion of the public hearing and consideration of the matter by the Trustees, the Board President should then entertain a motion to adopt the Resolution which establishes the Fee. The Resolution shall be effective no sooner than 60 days following the adoption of the Fee. The format for the Resolution is enclosed.

B. Fee Imposed As A Condition Of Property Development/New Service

The Fee is excluded from the requirements of Prop 218 since it would be considered a fee imposed as a condition of property development. (Art XIID, Section 1(b)) However, the Fee would still be subject to the nexus requirement set forth in AB 1600 which requires, in general, that the amount of the fee shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed. (Government Code Section 66001)

RESOLUTION NO. 08-10

A RESOLUTION OF THE PLACENTIA LIBRARY DISTRICT
ESTABLISHING A LIBRARY FACILITIES IMPACT FEE

WHEREAS, the facility standards identified in the Placentia Library District's Facility Master Plan, and the projected growth in the District's service population through 2025, indicate that there is a need for the construction, expansion and improvement of library facilities (collectively referred to "Facilities") to accommodate new development in the District's service area. The District's service area includes the boundaries of the City of Placentia; and

WHEREAS, the changing fiscal landscape in the State of California has steadily undercut the financial capacity of local governments, such as the District, to fund public facilities and improvements, such as the Facilities. As a result, the District has determined that it must find alternative sources of revenue to fund the Facilities which are necessary to serve the needs of the projected new development. The District has determined that the most appropriate means to recover the costs of development impacts upon the Facilities is to impose a development impact fee ("Library Facilities Impact Fee") upon applicants who apply to the City for development approval. Said Fee will be imposed and collected by the City in connection with the City's approval of new development; and

WHEREAS, the District finds that the approval of development projects by the City is of special benefit to development project applicants and that development projects constructed by applicants impose a special burden upon the Facilities within the District's service area, which includes the boundaries of the City, and said burden is separate and apart from that of the general public. Therefore, in the interests of fairness to the general public, the District desires to better recover the costs of development impacts upon the Facilities from applicants who have sought the City's approval for development projects. In addition, the District desires to have the City take any and all action that is required of the City to impose and collect the Library Facilities Impact Fee and to deposit and remit the Fee proceeds to the District in accordance with the law and applicable rules and regulations; and

WHEREAS, in 2007, the District adopted a Facility Master Plan which found a need to establish the Library Facilities Impact Fee to generate sufficient funds to pay for the Facilities as further described and recommended in said Facility Master Plan. Detailed descriptions of each of the Facilities, their approximate location, size, approximate time of availability and their estimated costs are also set forth in the Facility Master Plan; and

WHEREAS, the proposed establishment of the Library Facilities Impact Fee is based upon the information contained in a document entitled "Library Facilities Impact Fee Report," dated October 5, 2007 ("Report"). Based on said Report, District has determined a need to establish the Library Facilities Impact Fee ("Fee"); and

WHEREAS, the Report complies with Government Code Section 66001 by establishing the basis for the imposition of fees for new development; and in particular, the Report:

1. Identifies the purpose of the proposed Fee – the purpose is to provide a funding source from new development for capital improvements of library facilities to serve that development. The Fee will advance a legitimate interest of the District by enabling the District to provide library facilities to new development;

2. Identifies the use to which the Fee will be put – the Fee will fund expanded facilities to serve new development. All planned facilities will be located within the District. A potential list of planned facilities is identified in the Report. Specific facilities to be funded by Fee revenues will be identified through the District's Capital Improvement Plan during the annual budget process. The Capital Improvement Plan will identify the size, location, cost and funding sources for each facility, including the share of costs to be funded by the Fee;

3. Demonstrates a reasonable relationship between the Fee's use and the types of projects on which the Fee will be imposed – the Facilities funded by the Fee will expand the existing District-wide network of services accessible to the additional residents and workers associated with new development. Thus, there is a reasonable relationship between all new development District-wide and the use of Fee revenues to fund Facilities located throughout the District;

4. Demonstrates a reasonable relationship between the need for the Facilities and the types of developments on which the Fee is imposed – by calculating facility standards based on the existing facilities for 2007 and the associated service population, new development will only be responsible for its fair share of those Facilities. The Fee will not unfairly burden new development with the cost of Facilities associated with serving existing development;

5. Demonstrates a reasonable relationship between the amount of the Fee and the cost of the Facilities or portions of the Facilities attributable to the developments on which the Fee will be imposed – the reasonable relationship between the amount of the Fee for a specific development project and the cost of the Facilities attributable to that project is based on the estimated size of the service population that the project will accommodate;

WHEREAS, copies of the Report and the Facility Master Plan are on file in the District's offices located at 411 East Chapman Avenue, Placentia, CA 92870 and have been made available for public review in accordance with State law; and

WHEREAS, in accordance with Government Code Sections 6062a, 66016 and 66018, a Notice of a Public Hearing was published in The Placentia News Times, a newspaper of general circulation, on June 5, 2008 and June 12, 2008. A Public Hearing was held on June 16, 2008 at 6:30 P.M. or soon thereafter. The purpose of the hearing was to provide the opportunity for members of the public to be heard to protest or support the proposed establishment of the Library Facilities Impact Fee. At least 10 days prior to the public hearing referenced above, the District made available for public inspection the Report and the Facility Master Plan.; and

NOW, THEREFORE, the Board of Library Trustees of the Placentia Library District does hereby resolve as follows:

1. Incorporation of Recitals The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

2. Adoption of the Report The Board hereby adopts the Report. The Report is on file at the District offices, at the address set forth above, and is available for public inspection.

3. Adoption of Fee Schedule The Board hereby adopts the Library Facilities Impact Fee Schedule ("Fee Schedule") as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

4. Imposition and Collection of the Fee Unless otherwise stated in the Fee Schedule, the Fee shall be paid to the City at the following times:

(a) For residential development - Prior to the date of final inspection, or the date the certificate of occupancy is issued, whichever occurs first. For residential projects containing more than one dwelling unit, the Fee shall be paid prior to the date the first dwelling unit within the project receives its final inspection or certificate of occupancy whichever occurs first. The Fee shall only be collected from residential development projects where new dwelling units are created as a result. The Fee shall not be charged to projects merely involving the replacement, reconstruction, improvement or expansion of pre-existing residential units but where no dwelling units are created (ie: room additions, replacement or reconstruction after fire, earthquake or disaster, home improvements or refurbishments, etc.). However, the addition of a second unit, "granny flat," or other additional dwelling unit shall be subject to the Fee.

(b) For commercial, office and industrial development - Prior to the City's issuance of a building permit for any phase of the project. The Fee shall not be charged to projects merely involving the replacement, reconstruction or improvement of pre-existing commercial/industrial square footage (ie: replacement or reconstruction after fire, earthquake or disaster, improvements or refurbishments, etc.) However, to the extent that a replacement, reconstruction or improvement project results in greater square footage than pre-existing, the Fee shall be charged upon the additional square footage.

5. Deposit and Remittance of Fee Proceeds to the District The Fee proceeds shall be deposited and remitted to the District in accordance with the law and applicable rules and regulations. For example, and not by way of limitation, Section 19568 of the Education Code provides that revenue acquired for the purpose of the District and the Facilities shall be paid to the credit of the District and subject only to the order of the Board of Library Trustees.

6. The Fee Is Imposed as a Condition of Development Approval The Fee shall be imposed as a condition of development approval and not as an incident of property ownership.

The Board hereby finds that there is a reasonable relationship between the amount of the Fee and the cost of the Facilities or portions of the Facilities attributable to the developments on which the Fee will be imposed. Information regarding the costs of the Facilities for which the Fee is established is available for public review at the District offices. Said information establishes that the amount of the Fee will not exceed the estimated reasonable cost of the Facilities or portions of Facilities attributable to the developments on which the Fee will be imposed.

7. CEQA Compliance The Fee is intended to fund future projects, programs, and capital improvement projects related to the District's Facilities. The Fee does not commit the District to approve any particular project, program, or capital improvement, but will be placed in a separate fund for potential future projects. Accordingly, the Board hereby finds that the Fee is not a "project" for purposes of environmental review under the California Environmental Quality Act ("CEQA"), because the Fee is merely "[t]he creation of [a] government funding mechanism[] or other fiscal activity which do[es] not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment." (Cal. Code Regs., tit. 14, § 15378, subd. (b)(4); see also *Kauffman & Broad-South Bay, Inc. v. Morgan Hill Unified School District* (1992) 9 Cal.App.4th 464, 476 [holding that the formation of a community facilities district to raise revenue is not a "project" subject to CEQA where the formation of the district did not commit the public agency to any definite course of action].) The Board hereby determines that any activities which are to be funded by the Fees and are "projects" under CEQA shall be subject to full environmental review prior to Board approval. The District Staff are hereby directed to prepare and file a Notice of Exemption, under the California Environmental Quality Act, within 5 days of adoption of this Resolution.

8. Effective Date This Resolution shall take effect and be in full force and effect upon the date of adoption. However, the Fee established hereunder shall first be imposed and collected not less than 60 days from the date of adoption of this Resolution.

APPROVED AND ADOPTED this 16th day of June, 2008 by the following vote:

AYES:
NOES:
ABSTENTIONS:

Al Shkoler, President
President of the Library Board of Trustees of
the Placentia Library District

ATTEST:

Richard DeVecchio, Ed.D.
Secretary of the Placentia Library District

EXHIBIT "A"
Fee Schedule

Land Use	Costs per Capita ¹	Density ²	Fee ¹	Administration Cost ²	Total Fee ¹	Fee Per Sq. Ft. ³
<u>Residential</u>						
Single Family	\$372	3.30	\$1,228	\$25	\$1,253	\$0.84
Multi-Family	\$372	2.66	990	20	1,010	1.01
<u>Nonresidential</u>						
Commercial	\$ 37	2.10	\$ 78	\$ 2	\$ 80	\$0.08
Office	\$ 37	3.05	113	2	115	0.12
Industrial;	\$ 37	1.40	52	1	53	0.05

¹Per dwelling unit for residential or per 1,000 square feet for nonresidential.

²Two percent of the impact fee. Administrative costs include such as costs for fee studies, collection, accounting, and annual reporting required by the California Government Code.

³District wide the historical average single family home square footage is estimated at 1,500 and the historical average multi family home square footage is estimated at 1,000. These estimates are to reflect the existing inventory of homes, which have contributed historically to the library facilities.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Consideration and possible action to set a public hearing and to implement the applicable notification procedures for a potential Library Facilities Impact Fee.
DATE: May 12, 2008

BACKGROUND

At its Regular Meeting on March 17, 2008 the Library Board of Trustees selected Best, Best & Krieger to represent the District's interests in the establishment of Library Facilities Impact Fees with the City of Placentia and the County of Orange. Best, Best & Krieger has assigned Placentia Library District's project to Jeff Ferre, JD.

Mr. Ferre will assist the Library Board with conducting the public hearing and potential adoption of a Library Facilities Impact Fee.

The format for the Notice of Public Hearing provided by Best, Best & Krieger is Attachment A.

If the Public Hearing is set for Monday, June 16, 2008 at 6:30 P.M. the notice will need to be published in the June 5 and June 12 issues of the Placentia News Times or the Orange County Register. If the Public Hearing is set for Monday, June 23, 2008 at 6:30 P.M. the notice will need to be published in the June 12 and June 19 issues of the Placentia News Times or the Orange County Register.

The Library Meeting Room is already booked for Monday, June 16. It is available for Monday, June 23. If the Hearing is scheduled for the Placentia History Room it can be held on Monday, June 16.

RECOMMENDATION

1. Motion to set the public hearing for the proposed adoption of Resolution 08-10 to Establish a Library Facilities Impact Fee to take place on Monday, June 16, 2008 at 6:30 P.M. in the Placentia History Room of Placentia Library District.
2. Authorize staff to provide the legal notice to the Placentia News Times and to take any and all applicable action to provide notice and publication of the public hearing.



NOTICE OF PUBLIC HEARING
OF THE PLACENTIA LIBRARY DISTRICT
REGARDING PROPOSED ADOPTION OF RESOLUTION 08-10
TO ESTABLISH A LIBRARY FACILITIES IMPACT FEE

NOTICE IS HEREBY GIVEN that on June 16, 2008, the Board of Library Trustees of the Placentia Library District will hold a public hearing at 6:30 P.M., or as soon thereafter as practicable, at 411 East Chapman Avenue, Placentia, CA 92870 as part of the Regular Meeting of the Board. The Board will hold the public hearing in order to receive oral and written testimony regarding the proposed adoption of Resolution No. 08-10. Written comments may be filed at any time prior to conclusion of the public hearing. Those desiring to orally comment may do so during the hearing. Written comments should be addressed to the attention of Elizabeth Minter, at the above-mentioned address. Upon conclusion of the hearing, the Board will consider adoption of proposed Resolution No. 08-10 which would establish the Library Facilities Impact Fee.

A certified copy of the full Resolution No.08-10, as proposed, is posted and available for review in the District offices, at the address set forth above. Data indicating the amount of cost, or estimated cost, required to provide the service for which the Library Facilities Impact Fee is being imposed, and the revenue sources anticipated to provide the applicable services, are also available at the above-mentioned address. Copies of the Resolution and data are available by calling the District at (714) 528-1925.

DATED: May 12, 2008

PLACENTIA LIBRARY DISTRICT

By: _____
Richard DeVecchio, Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES




TO: Placentia Library District Board of Trustees
FROM: Elizabeth D. Minter, Library Director ^{EDM}
SUBJECT: Report on staff meetings with Human Resources Consultant Valerie J. Poole and recommendations for Fiscal Year 2008-2009.
DATE: May 12, 2008

BACKGROUND

The final series of staff meetings with Human Resources Consultant Valerie J. Poole and the Library Director for Fiscal Year 2007-2008 was concluded on May 7, 2008. The final meeting with the Library Managers was held on May 8, 2008. Ms. Poole's report to the Board of Trustees on the final round of meetings is Attachment A.

For Fiscal Year 2008-2009 the Library Director is recommending that Ms. Poole meet with the managers and their staff instead of with the Library Director and the staff without the managers. The focus is to be on developing effective departmental meeting leadership and staff communication skills.

The format would be:

-  Quarterly sessions (July, October, January & April) with the Assistant Library Director and the supervisors of each of the areas, the Community Services Manager and each of the staff, the Administrative Services Manager and each of the staff, and the Manager group. This is sixteen (16) sessions at 1.5 hours at \$85, totaling \$2,040.
-  Semi-annual sessions (September & March) with the staff not involved in the quarterly sessions, one group for the Librarians and Library Assistants and another group for the Clerks II, Clerks I and Library Aides. This is four (4) sessions at 1.5 hours at \$85, totaling \$510.
-  Preparation of Feedback Reports for the Library Managers and the Library Board of Trustees on a quarterly basis (August, November, February & May). This is 8 hours at \$85, totaling \$680.

The total cost of the staff development portion of this contract would be \$3,230.

Costs for services in direct consultation to the Library Board would be additional.

RECOMMENDATION

1. Receive & File the quarterly report from Valerie J. Poole, Human Resources Consultant, for May 8, 2008.
2. Approve a Human Resources contract for staff development services with Valerie J. Poole, Human Resources Consultant, for Fiscal Year 2008-2009 in the amount of \$3,230.

**REPORT PREPARED FOR THE
PLACENTIA LIBRARY BOARD OF TRUSTEES**

**PREPARED BY
VALERIE J. POOLE
HUMAN RESOURCES CONSULTANT**

MAY 9, 2008

As previously agreed, Valerie Poole is to meet with the Placentia Library employees on a quarterly basis, one quarter on her own with employees, one quarter with Elizabeth Minter present.

The following is an account of the recent quarterly staff meetings facilitated by Valerie Poole and Elizabeth Minter held on 4/23/08, 4/25/08, 5/1/08 and 5/7/08.

Valerie opened the meetings by asking the employees "What is working, what could be improved?" This approach allows issues and suggestions to surface. The following captures the key results of these meetings, both positive and negative. What was encouraging during these meetings was the willingness of employees to offer improvement suggestions, among them:

- Larger chunks of time for cross-training
- Assigning a member from Circulation to attend the Program Committee meetings. This is important since Circulation is the function that gets involved in every event that takes place in the Library.
- To further facilitate communication it was suggested that an Employee Suggestion Box be provided to be located in the Lunch Room for easy access by employees.
- Improving the new hire orientation was also suggested so that a new employee gains access to important information early in their employment.

Probably the most significant event that occurred during this quarter was the rollout of a draft reorganization proposal. This reorganization was a direct outcome from feedback received during these quarterly meetings – the concern being managers' accessibility. Interestingly enough the only time this issue was raised during these meetings was by the individuals who had already expressed their concerns to the Board.

Following this open-ended approach with the employees, Valerie Poole then addressed each question developed from the original employee concerns.

1. Are staff meetings effective?

Employees responded favorably to this question. Employees, in most cases, have enjoyed guest speakers. These meetings continue to be held on a regular basis with the meeting start time alternated to accommodate employees' schedules. Minutes from these meetings are posted on StaffNet. StaffNet replaced the unpopular WIKE Board mentioned in last quarter's report. StaffNet thanks to Vernon's efforts, has been well received by the employees.

2. Elizabeth and her managers are to work more closely resulting in a more unified team.

Employees did not comment on this question because most of them are not in positions that bring them into contact with the Managers as a group. The management team meets regularly at agenda-driven meetings the Minutes of which are posted on StaffNet for employees to read. The challenge of changing from an “autocratic” to a “participative” management style is still a challenge for some of the Managers. Communication, although improved, is still an issue with regard to scheduling meetings or cancelling meetings which is both frustrating and embarrassing to those employees involved in scheduling the meetings since it involves both inside and external participants. This issue has been mentioned in previous reports.

3. Is employee participation in decisions/issues affecting their department and work area being encouraged?

As mentioned in my last report I suggested to managers that at their department meetings they ask their employees “what’s working, what can be improved?” Elizabeth and I noticed a reduced list of concerns so one can assume that communication is improving at the department level. Certainly many of the “fix it” items that kept surfacing in past meetings appear to have been addressed.

4. Are department meetings held consistently to share library-related information?

Department meetings are held regularly and minutes taken. Copies of the Department Meeting Minutes are distributed to the Managers.

5. Are cross-functional meetings encouraged?

A regular cross-functional meeting takes place involving Public Services, Literacy and Technical Services. As mentioned above a member from Circulation is to join the Program Committee meeting.

6. Are issues discussed and often resolved amongst the employees?

Little change in most areas. Reference appears to one of the few groups able to discuss and resolve local issues. Discussion occurred regarding scheduling employees work hours. It was suggested by Valerie that the employees be given the required schedules by their Supervisor so that they could meet and determine amongst themselves their hours rather than relying on the Supervisor to schedule everyone. Valerie shared that she has seen this work well in other organizations since you get both participation and buy-in from the employees to the revised schedules.

- 7. Are employees comfortable speaking up if Elizabeth, the managers or their co-workers do not treat them respectfully?**
Most employees other than those working in close proximity to Elizabeth have little interaction with her so are unable to comment. I believe some employees are feeling more comfortable expressing their concerns to Elizabeth so this is an improvement.
- 8. Has Elizabeth attended group activities and/or department meetings by invitation?**
Elizabeth requested that she be invited to Department meetings. To date this has not occurred.
- 9. Has Elizabeth asked employees their current workload before assigning new projects or deadlines?**
This issue again that only affects those working in close proximity to Elizabeth. The feedback from these individuals is that this doesn't occur most of the time.
- 10. Has Elizabeth's communication and demeanor towards employees remained professional at all times?**
Employees believe that Elizabeth is conscious of her demeanor and is making an effort to be professional at all times. Employees are still extremely conscious that Elizabeth, as Library Director, likes to have things be done her way.

Since we are reaching the end of the fiscal year I think it is important to celebrate the improvements that have resulted from the time spent by Valerie with Elizabeth, the managers and employees, particularly as they relate to communication which was an overall issue requiring improvement in all levels within the organization as follows:

- Proposed Library reorganization.
- Agenda-driven Managers' meetings. Minutes from these meetings are posted on the StaffNet for employees to read.
- Agenda-driven Staff meetings – employees given the opportunity to request Agenda items.
- Alternate scheduling of Staff meetings to accommodate various shifts.
- Staff meeting Minutes posted on StaffNet.
- Regular Department meetings with Minutes posted on StaffNet.
- Successful continuation of the Program Committee comprised of Public Services, Literacy and Technical Services – Circulation department member to be added.

- Installation of physical In/Out Board to notify employees of Managers' availability.

Process Improvements

- Implementation of self-reservation list and guest pass program that has greatly improved the efficiency of the Reference Desk.
- Implementation of two Catalog-assigned computers allowing patrons to readily research books.
- Improved instructions on printers and copiers reducing the amount of patron assistance required by staff.
- Re-design/painting of the Passport Office.
- Cross-training of staff members in Passport completion to increase the availability of coverage in peak periods.

In conclusion, progress has been made as demonstrated above but communication continues to be an issue. The current employee meeting format needs to be revisited. If the Board is willing to continue with the services provided by Valerie Poole it is suggested that with the proposed reorganization it might make sense for Valerie Poole to assist the Managers and employees at the Department level through the transition period.

Thank you.

5/9/08

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Renewal of Placentia Library District Policy Manual
2110 Health and Welfare Benefits Medical Reimbursement for CY08**

DATE: May 12, 2008

BACKGROUND

As a result of the transfer of medical insurance plan from Blue Cross HMO to Special District Risk Management Authority EPO on August 1, 2006, the employee deductible and co-pay structure increased, which may result in a financial hardship for the employee in the event of a medical emergency.

The Library District Management evaluated the revenue flow for Budget Year FY06-07 and had determined that the District can subsidize the employee's deductibles and co-pays for medical and dental insurance. The Board of Trustees approved the reimbursement program for CY07 for employees' expenses up to \$500 per year per employee.

Summary of Reimbursements Processed for Calendar Years 2006-2007.

	2006	2007	TOTAL 2006-2007
Number of Employees Reimbursed	9	12	21
Total Amount of Reimbursements	\$2,012.73	\$2,906.19	\$4,918.92
Average reimbursement per employee	\$223.64	\$242.19	\$232.92

Attachment A is Policy 2110, Health & Welfare Benefits.

RECOMMENDATION

1. Approve Renewal of the Deductible/Co-Pay Reimbursement Program for staff who receive District medical benefits, at a rate of \$500 per calendar year, pro-rated by their employee status
2. Approve to set the Deductible/Co-Pay Reimbursement Program as automatically renewed unless canceled or amended by the Library Board of Trustees.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

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

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

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

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

2110.0.3.1 Medical Insurance Reimbursement of:

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

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

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

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

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

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

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

2110.5 Money Purchase Pension Plan.

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

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

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

2110.65 Deferred Compensation/457 Plan.

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

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

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

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

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Trustee activities for the American Library Association Conference in Anaheim, June 28 through July 2, 2008.**
DATE: May 12, 2008

BACKGROUND

The American Library Association Annual Conference will be held at the Anaheim Convention Center June 27 through July 2st.

All of the professional staff and the Trustees are registered for the Conference. All of the clerks and library aides have exhibit passes. The scheduling supervisors are working to allow as much Conference time as possible for everyone.

The American Library Trustee Association (ALTA) programs are on Saturday and Sunday.

The ALTA special event at the Conference is Specialized Outreach Services (SOS) Luncheon: "Failure is Motivating, Success is Paralyzing" - Directors working with Staff co-hesively Sunday, June 29, 12:00 pm - 2:00 pm. The topic is: How can Directors get the very best from their staff? This question is a 2-way street. Our speaker will give methodologies to encourage, reward, and stimulate staff to give their best. The program will give the most rigid director suggestions to aid in acceptance of employee ideas, and criticisms for better services. Our program will rejuvenate, motivate and stimulate Trustees, Directors and Staff to keep the focus which is Service, Service, Service.

Tickets: \$50

Event Code: AT1

A copy of the program descriptions from the Preliminary Program is Attachment A. The Conference Badge is your admission to any program or general session.

A list of the ALTA programs is Attachment B.

The exhibits are open Saturday through Tuesday. Saturday through Monday the hours are 9:00 A.M. to 5:00 P.M. The hours on Tuesday are 8:00 A.M. to 12:00 NOON. Tuesday is when you can buy books at a good discount for cash purchases. Wear good walking shoes. Badges are required for Exhibit entry. Exhibit registration for additional guests ranges from \$25 to \$50 and can be purchased on site. Saturday through Monday there will be authors signing books in the Exhibit Hall.

The staff at the Anaheim Public Library is coordinating the Local Arrangements Committee. If anyone is willing to work in the Conference Information Booth alongside other Orange County Librarians, Trustees and Friends Members please let the Library Director know as soon as possible.

RECOMMENDATIONS

1. Determine if anyone wants to attend the American Library Trustee Association (ALTA) luncheon on Sunday, June 29, 2008 and authorize the purchase of tickets at \$50 per person.
2. Determine if anyone wants to help staff the Orange County Booth in the Exhibit Hall on Saturday, June 28 from 9:00 A.M. until 1:00 P.M. This is Placentia Library's time in the booth.
3. Determine if anyone wants to help staff the Conference Information Booth (local sightseeing and dining information).

AUTHORS, LITERATURE AND CULTURAL PROGRAMMING

ALA UNIT	PROGRAM TITLE	DAY	TIME	PAGE
ALA PIO	Baseball's Greatest Hit: The Story of "Take Me Out to the Ball Game"	Saturday	10:30 am - 12:00 pm	56b
ALA PUB PROGS	Traveling Exhibits: Share Your Experiences and Ideas	Saturday	10:30 am - 12:00 pm	56c
PLA LD	Public Programs in a Shoebox: What If You Don't Have a Community Room?	Saturday	10:30 am - 12:00 pm	58c
PLA	Digital Storytelling: Where Outreach, Local History, Programming and Technology Collide	Saturday	1:30 pm - 3:30 pm	63a
AASL	Sisters' Act: Learn How to Make Your Library Activities Award Winning and Generate Enthusiastic Readers	Saturday	4:00 pm - 5:30 pm	64c
ALA PUB PROGS	Soul of a People: Voices from the Writers' Project	Sunday	10:30 am - 12:00 pm	70b
ALA PUBLISHING	Booklist Adult Books Readers' Advisory Forum	Sunday	1:30 pm - 3:30 pm	74c
PLA LS	Programming Your Way Through Dewey: Insects, Dinosaurs, and Gross Biology @ Your Library	Sunday	1:30 pm - 3:30 pm	75c
CULTURAL DIVERSITY				
ALA ERT	Creating Excellent Libraries in Africa	Saturday	4:00 - 5:30 pm	52a
ALSC	Serving Latino Children and Families through El día de los niños/ El día de los libros	Saturday	4:00 pm - 5:30 pm	65c
ACRL ANSS	The Lady, the Tramp, and the Lion King: Mixed Messages about Gender, Race, and Ethnicity in Disney's Magic Kingdom	Sunday	8:00 am - 12:00 pm	68a
ALA EMERT	Eating Across Cultures: Food is Culture	Sunday	8:00 am - 12:00 pm	68a
ACRL AFAS	Lights! Camera! Action! African Americans in Film	Sunday	1:30 pm - 3:30 pm	72c
LITERATURE				
ALA PUB PROGS	We The People Programming: Bookshelf and Picturing America	Saturday	10:30 am - 12:00 pm	56c
ACRL LES	Reading Pictures: The Language of Wordless Books	Saturday	1:30 pm - 3:30 pm	60a
AASL	Research Fuels the Author's Fire	Monday	8:00 am - 10:00 am	79b
ALA PUB PROGS	Let's Talk About It: Love & Forgiveness	Monday	10:30 am - 12:00 pm	82b

If you are interested in Authors, Literature & Cultural Programs, you may also be interested in programs that can be found in the following tracks:

User Services

Inside Stories: Prison Literacy Programs
Book Group Therapy: How to Repair, Revamp and Revitalize your Book Group

Non-Track

Science Fiction: Looking at Information Technology and the Information Rights of the Individual
Literary Tastes: A Notable Books Breakfast
Stonewall Book Awards Brunch
ALSC Poetry Blast 5

ADMINISTRATION AND LEADERSHIP

ALA UNIT	PROGRAM TITLE	DAY	TIME	PAGE
PLA IC	Stretching Existing Staff: New Service Delivery Models	Saturday	10:30 am - 12:00 pm	58c
ALSC	How to Influence Your Director with Skill and Finesse	Saturday	1:30 pm - 3:30 pm	62a
PLA IC	Why Public Libraries Close	Saturday	1:30 pm - 3:30 pm	63b
ALSC	Let Me Ask You This: Constructing & Using Effective Surveys	Sunday	1:30 pm - 3:30 pm	75a
LAMA	LAMA President's Program	Sunday	1:30 pm - 3:30 pm	75b
ALA APA	Toot Your Horn: Improving Your Image	Monday	10:30 am - 12:00 pm	81b

ADVOCACY, MARKETING AND FUNDRAISING

ALA CRC	Orientation for Chapter Leaders \$	Saturday	8:00 am - 1:00 pm	55b
ALSC	Kids & Ever-Cool: Find Them Together @ your library@!	Saturday	10:30 am - 12:00 pm	57a
PLA	How Branding Can Increase the Relevance of Your Library	Saturday	10:30 am - 12:00 pm	58a
PLA	Library Fundraising on Steroids! Going Beyond the Used Book Sale...	Saturday	10:30 am - 12:00 pm	58a
ALA OLA	Creating Advocacy Leaders: An Advocacy Institute Train-the-Trainer Program	Saturday	1:30 pm - 3:30 pm	61b
PLA	Libraries Prosper with Passion, Purpose & Persuasion! A Toolkit for Success	Saturday	1:30 pm - 3:30 pm	63a
ALA PIO	PR Forum	Sunday	8:00 am - 10:00 am	67a
ALA APA	Lobbying for Operational Expenses	Sunday	10:30 am - 12:00 pm	69c
ALTA	\$\$\$ How To @ Your Library	Sunday	10:30 am - 12:00 pm	71a
LAMA FRFDS	Fundraising in HD: The Effects of Image on Marketing, Development & Communications	Sunday	10:30 am - 12:00 pm	71a
PLA LD	Selling Your Story: How to Use the PLA Service Responses to Market Your Library	Sunday	1:30 pm - 3:30 pm	75c
PLA LD	Get the Word Out: How to Do It Marketing for Small and Rural Libraries	Sunday	1:30 pm - 3:30 pm	75c
AFL AILA	Coming to the Talking Circle	Sunday	4:00 pm - 5:30 pm	77b
LAMA FRFDS	Sharing the Wealth: Fundraising Tactics that Won't Break your Budget (LAMA Fund Fare)	Monday	10:30 am - 12:00 pm	82c

BUILDINGS

LAMA BES	Sustainable Libraries: Shades of Green	Saturday	8:00 am - 10:00 am	54c
LAMA BES	Security & Preservation of Rare Materials: Planning an Environmental Building Model	Saturday	10:30 am - 12:00 pm	57c
LAMA BES	Tomorrow's Library in Today's Space: Redesigning and Repurposing Existing Library Spaces	Saturday	1:30 pm - 3:30 pm	62c
LAMA BES	People Spaces in Libraries: the Community Off-line Experience	Saturday	1:30 pm - 3:30 pm	51c
LAMA BES	Ergonomics in Libraries: Human-Centered Design for Library Facilities	Monday	10:30 am - 12:30 pm	83c
LAMA BES	Top Building Trends	Monday	1:30 pm - 3:30 pm	85c

LEADERSHIP AND MANAGEMENT				
ALA NMRT	Crossing the Intergenerational Divide: NMRT Outreach to New (and Not-so-New) Librarians	Saturday	10:30 am - 12:00 pm	56b
LAMA LOMS	Shift Happens: Aligning Financial Decisions with Strategic Directions	Saturday	10:30 am - 12:00 pm	57c
PLA	Not Evolutionary--Revolutionary! Library Reorganization Project, 2010-style	Saturday	10:30 am - 12:00 pm	58b
AASL	Successful Workplace Communication	Saturday	1:30 pm - 3:30 pm	59b
ALA NMRT	President's Program/Membership Meeting: International Insights for New Librarians	Saturday	1:30 pm - 3:30 pm	61b
LITA	Transformational Change: The Evolving Role of Library IT Departments	Saturday	4:00 pm - 5:30 pm	66a
LAMA MAES	And Now for the Good News: Appreciative Inquiry	Sunday	8:00 am - 10:00 am	67b
AASL	Team Building for Success	Monday	8:00 am - 10:00 am	79a
ACRL	ACRL President's Program: Predictably Irrational: The Hidden Forces That Shape Our Decisions	Monday	1:30 pm - 3:30 pm	84b
ALA APA	Becoming a Better Public Library Manager: Certification Works!	Monday	1:30 pm - 3:30 pm	84c
LITA	Keeping Your Computers Up and Running -- We Can Help!	Monday	1:30 pm - 3:30 pm	86a
NEW MODELS FOR COLLABORATION				
AASL	Maximizing Your Impact: Classroom Collaboration for Teaching Information Literacy and Reading Comprehension Skills	Saturday	8:00 am - 10:00 am	53c
AFL AILA	Digitizing Indian Country	Saturday	1:30 pm - 3:30 pm	60b
ALA IRRT	Re-Assess, Reassign, and Reinvent: Collection Building Without Global Borders--IRRT International Papers	Saturday	1:30 pm - 3:30 pm	61a
ALCTS PARS	Planning for Gold: Preservation Models in California and the West	Saturday	1:30 pm - 3:30 pm	62a
ALA IRC	Alphabet Soup? Librarians in the European Union	Sunday	4:00 pm - 5:30 pm	77c
ACRL WESS	Cooperative Strategies for European Libraries: Access and Preservation	Monday	10:30 am - 12:00 pm	81b
TRUSTEES				
ALTA	Opening Session: What Do They Want? How do They Become Part of the Team?(The Staff's Point of View)	Saturday	8:00 am - 10:00 am	54c
ALTA	ALTA's President's Program: A Year with New Opportunities	Saturday	1:30 pm - 3:30 pm	62b
ALTA	Education of Trustees: Patrons Gone Wild	Saturday	4:00 pm - 5:30 pm	66a
ALTA	Education of Trustees: Evaluation in Public Libraries: Board Self-Eval / Board Eval of Library Directors	Sunday	8:00 am - 10:00 am	67a
ALTA	Intellectual Freedom: "Who's View?" Hot Topics	Sunday	10:30 am - 12:00 pm	71a

If you are interested in Administration and Leadership, you may also be interested in programs that can be found in the following tracks:

Career Paths and Professional Development

Thinking of Using a Management Coach?
Succession Planning: The Future of Your Library Depends on It

Digital Information & Technologies

Size Does Make a Difference: Library Networks, Cooperatives and Consortia in the 21st Century
Planning for Open Source in Cooperatives and Consortia
Legal Issues and Policies for Developing and Using Open Source Systems in Your Library

User Services

ASCLA President's Program: The Universal Library: Mind, Body and Soul
Two Branches of One Tree: Partnering with Your Talking Book Library

Non-Track

Specialized Outreach Services (SOS) Luncheon: Failure is Motivating, Success is Paralyzing: Directors Working with Staff Cohesively
ALA/IIDA Library Interior Design Awards Reception

CHILDREN AND YOUNG ADULTS

ALA UNIT	PROGRAM TITLE	DAY	TIME	PAGE
YALSA	Millennial Librarianship	Saturday	1:30 pm - 3:30 pm	63c
YALSA	Reference Services to Teens	Monday	8:00 am - 10:00 am	80b
ALSC	ALSC Awards Presentation & Membership Meeting	Monday	10:30 am - 12:00 pm	82b
YALSA	YALSA President's Program & Membership Meeting: Between Home & School: The Teen Third Space	Monday	1:30 pm - 3:30 pm	86b
BEST PRACTICES AND PROGRAMMING				
AASL	Presidential \$1 Coins for the Library: Lesson Plans, Materials, and Activities for Directed and Independent Learning Exercises in Library Media Centers	Saturday	1:30 pm - 3:30 pm	59b
ALSC	Creating Readers Theatre at your Library with Top Quality Children's Books	Saturday	1:30 pm - 3:30 pm	62a
PLA LD	Teens in Your Branch Library	Saturday	1:30 pm - 3:30 pm	63b
AASL	Library Research with Emergent Readers: Meeting the Standards	Sunday	8:00 am - 9:30 am	66c
AASL	Connecting Students and Teachers to the Library through Reading Incentive Programs	Sunday	8:00 am - 9:30 am	66c
AASL	Winning Over Boy Readers with California's Teacher of the Year: Effective Literacy Improvement Strategies That Really Work with Today's Young Students	Sunday	10:30 am - 12:00 pm	69a
ALA PUB PROGS	PRIME TIME FAMILY READING: Bilingual Programs Expand Nationally	Sunday	10:30 am - 12:00 pm	70c
YALSA	Fostering Youth Advocacy: How Libraries Can Help	Sunday	1:30 pm - 3:30 pm	76b
AASL	Using and Writing Readers Theatre for Beginning Readers	Monday	10:30 am - 12:00 pm	81a
AASL-ISS	Visual Literacy Ain't Just Watching Ads	Monday	10:30 am - 12:00 pm	81a
ALA ERT	Licensing Movies for Public Performance @ Your Library	Monday	10:30 am - 12:00 pm	81b
PLA	Read Between the Lions: Public Television and Public Libraries Join Forces to Improve Literacy	Monday	10:30 am - 12:00 pm	83a
PLA	Reach Out and Touch Someone: Public and School Libraries Collaborate for Student Success	Monday	10:30 am - 12:00 pm	83a
YALSA	Excellence in Library Services to Young Adults: Winners from the Fifth Edition	Monday	10:30 am - 12:30 pm	83c
AASL	Handmade Tales: Stories to Make and Take	Monday	1:30 pm - 3:30 pm	84a
ALSC	Celebrating Children's Book Week: A How-To for Creating Innovative Youth Programs	Monday	1:30 pm - 3:30 pm	85c
EARLY LITERACY				
ALSC	Taking Off with Every Child Ready to Read @ your Library	Saturday	8:00 am - 10:00 am	54b
PLA	Teen Parents Raising Readers: Teen Staff Making It Happen	Saturday	1:30 pm - 5:30 pm	64b
ALSC	Programming for English Language Learners: Outreach, Programming and Best Practices for Serving Preschoolers and their Families	Sunday	4:00 pm - 5:30 pm	78a
PLA LS	Early Literacy Training for Child Care Providers: A Proven Program for Success	Sunday	4:00 pm - 5:30 pm	78b
ALSC	ALSC Charlemae Rollins President's Program: Touchpoints: Strengthening Families, Building Communities featuring keynote Dr. T. Berry Brazelton	Monday	8:00 am - 10:00 am	80a

LITERATURE & COLLECTION DEVELOPMENT				
YALSA	YA Literature, Graphic Novels, and Books on Popular Culture: How Do They Attract Reluctant Readers?	Saturday	8:00 am - 10:00 am	55a
ALSC	Using the Past to Create the Future	Saturday	10:30 am - 12:00 pm	57b
YALSA	Fabulous Films for Teens	Saturday	1:30 pm - 3:30 pm	64a
ALSC	Beyond Frog and Toad: Transitional Books for Children	Saturday	4:00 pm - 5:30 pm	65c
YALSA	Alex Awards 2008	Saturday	4:00 pm - 5:30 pm	66b
ALSC	Making it New: Innovation in Children's Book Publishing Past, Present, and Future	Sunday	10:30 am - 12:00 pm	70c
AASL	Reaching Out to At-Risk Students	Sunday	1:30 pm - 3:00 pm	72a
ALA GLBTRT	GLBT Graphic Novels and Comics	Monday	1:30 pm - 3:30 pm	85a
TECHNOLOGY				
YALSA	Beyond Gaming Tournaments	Sunday	8:00 am - 10:00 am	67c
ALSC	Library 2.0 and Children's Services	Sunday	10:30 am - 12:00 pm	71a
YALSA	Hyperlinks: Technology Catching Teens Outside the Library	Sunday	10:30 am - 12:30 pm	71c
ALSC	Hey! I Want to do that, Too!: Gaming and the Elementary Age Child	Sunday	1:30 pm - 3:30 pm	75a

If you are interested in Children and Young Adults, you may also be interested in programs that can be found in the following tracks:

Administration and Leadership

Let Me Ask You This: Constructing & Using Effective Surveys
Kids & Ever-Cool: Find Them Together @ your library!

Non-Track

American Indian Youth Book Awards Presentation

RESEARCH

ALA UNIT	PROGRAM TITLE	DAY	TIME	PAGE
ALA LRRT	Research to Understand Users: Issues and Approaches	Saturday	10:30 am - 12:00 pm	56b
AFL REFORMA	REFORMA President's Program: Libraries and Justice For All	Saturday	1:30 pm - 3:30 pm	60c
ALA LRRT	New Minds, New Approaches	Saturday	1:30 pm - 3:30 pm	61a
ALA LHRT	The History of American Libraries and Librarianship in the West	Sunday	10:30 am - 12:00 pm	70a
ALA LRRT	Four Star Research	Sunday	10:30 am - 12:00 pm	70a
ALA LHRT	Public Library History in the Late 20th Century: A Comparative Perspective	Sunday	1:30 pm - 3:30 pm	74b
ALA GODORT	Going Local: Statistical Resources for Business	Monday	10:30 am - 12:00 pm	81c
ALA LRRT	Libraries & Government: Issues, Services and Strategies	Monday	10:30 am - 12:00 pm	82a

If you are interested in Research, you may also be interested in programs that can be found in the following tracks:

User Services

14th Annual New Reference Research Forum

CAREER PATHS AND PROFESSIONAL DEVELOPMENT

ALA UNIT	PROGRAM TITLE	DAY	TIME	PAGE
PLA	PLA 101: ALA Annual Conference Tips for First Time Attendees	Saturday	8:00 am - 9:00 am	53b
ACRL	ACRL 101 & Membership Meeting	Saturday	8:00 am - 10:00 am	53c
ALCTS	Succession Planning: The Future of Your Library Depends on It	Saturday	10:30 am - 12:00 pm	56c
ACRL	Learning Virtually: Online Professional Development for Library Workers with Tight Budgets and Full Schedules	Saturday	1:30 pm - 3:30 pm	59c
ALA CLENERT	How to Develop A Mentoring Program	Saturday	1:30 pm - 3:30 pm	60c
ALA HRDR	Career Transitions and Surviving the In-Between Time	Sunday	10:30 am - 12:00 pm	69c
ALA CLENERT	Training Showcase: Best Practices for Continuing Library Education	Sunday	1:30 pm - 3:30 pm	73c
ALA SORT	Practical Tips for Staff Dealing with Challenging Patrons: Teens and Adults with Issues	Sunday	1:30 pm - 3:30 pm	74c

If you are interested in Career Paths and Professional Development, you may also be interested in programs that can be found in the following tracks:

Administration and Leadership

Cross the Intergenerational Divide: NMRT Outreach to New (and Not-so-New) Librarians

Non-Track

Conference 101
NMRT Conference Orientation

Issues and Updates

Dude, Where is My Retirement?

ALAE-Participation: Challenges and Opportunities ALA Membership Meetings

Saturday, June 28, 3:30 - 5:00 pm

Monday, June 30, 11:30 am - 1:00 pm

What do you think about virtual committee members, electronic meetings, and open-to-everyone ALA e-mail lists? Will this allow more folks to participate in ALA? Will you be able to get money from your institution to go to conferences if you can participate online? How will ALA make up lost revenue? At both meetings Janet Swan Hill, Chair of the Task Force on E-Member Participation, will give a short introduction to "ALA E-Participation: Challenges and Opportunities." Then she and other e-participation specialists will take your questions. In the second half of each meeting we will discuss member resolutions and have a "talk to the leaders" session with ALA President Lorie Roy, President-Elect Jim Rettig, and Executive Director Keith Michael Fiels.

Friday, 8:00 am-12:00 pm

**Independent School Section
(ISS) School Tour \$
AASL**

Track: Non-Track

ISS School Tour, including boxed lunch. Tickets are \$50 and are available on the Conference Registration form.

Friday, 9:30 am-11:00 am

**Interviewing Strategies
ALA HRDR**

Track: Non-Track

What if your resume has landed you the opportunity to interview for your ideal job? Now what? This workshop will help you appreciate the opportunity that interviews create... and hopefully alleviate some of the stress! Speakers: Vicki Burger, Facilitator, GM Standards For Excellence

**Program Below Moved to
Saturday, 4:00 pm - 5:30 pm**

**Creating Excellent Libraries
in Africa
ALA ERT**

Track: Authors, Literature and Cultural Programs; Cultural Diversity

This true story of an American librarian who has had to overcome many challenges in her quest to create libraries in poverty stricken areas of Africa will leave you tingling with inspiration. The Lubuto Library Project has come a long way since its inspiration, a library constructed out of a simple freight container. Today, Jane Meyers, Lubuto Library Project President, travels the world involving others in this effort at schools, universities and conferences. Learn how the passion of one and the inspiration and contributions of many have created what seem like miracles for disadvantaged children continents away. Speakers: Jane Kinney Meyers, President and founder, Lubuto Library Project, Inc., Wash-

ington, D.C.; Denise E. Agosto, Assistant Professor, College of Information Science and Technology, Drexel University, Philadelphia, PA; Tatum Preston, Librarian, Birmingham Museum of Art, Birmingham, AL

Friday, 2:00 pm-4:00 pm

**Managers Who Have the "Union
Advantage"
ALA APA**

Track: Non-Track

This program features library managers who will offer tips on how to achieve positive working relationships with unionized library staff.

Friday, 4:00 pm-5:30 pm

**Conference 101
ALA NMRT**

Track: Non-Track

New to the Annual Conference, or ALA? Get a fun and informative introduction to the Annual Conference and Anaheim. Learn to navigate the exhibits, decipher the conference program, how ALA really works, and ways for you to get involved. NMRT provides tips from the pros and an orientation, which is full of information.

**YALSA 101
YALSA**

Track: Non-Track

What is the Young Adult Library Services Association (YALSA)? How does this ALA division help you? Learn more in a basic orientation, which will include an overview of the division and its activities. New members and those considering membership will learn more about the benefits, and established members are welcome to attend this great networking opportunity.

Friday, 4:00 pm-5:30 pm

**LITA 101: Open House
LITA**

Track: Non-Track

LITA 101: Open House is a great opportunity for current and prospective members to

talk with LITA leaders and learn how to make connections and become more involved in LITA activities. Representatives from LITA Committees, the Board of Directors, and Interest Groups will be present to answer your questions at this informal session. Stop by anytime during the program time to learn more about LITA!

Speakers: Mark Beatty, LITA President; Lorre Smith, Membership Development Committee; Holly Yu, Interest Group Chair; Scott Muir, Committee Chair

**RUSA 101: Introduction to
Our Division
RUSA**

Track: Non-Track

Friday, 4:00 pm-6:00 pm

**ALSC 101: Making Connections
ALSC**

Track: Non-Track

Are you a new member of the Association for Library Service to Children (ALSC)? Or, is this your first national conference as a children's librarian? The ALSC 101: Making Connections program is the place for you! We'll provide information that will help you get the most from your time at Annual Conference, and your membership in ALSC. Meet other new members, ALSC officers, and learn how to become involved in the division at this informal session.

**FAFLRT Awards Reception
ALA FAFLRT**

Track: Non-Track

Join us to celebrate the Federal and Armed Forces Libraries Round Table scholarship and award winners to cap off a wonderful day. Lift a glass, nibble a bite, and congratulate the award winners.

Friday, 4:30 pm-6:30 pm

**IRRT Librarians Orientation
ALA IRRT**

Track: Non-Track

An introduction to the ALA Conference and the city of Anaheim, California for Interna-

tional and other attendees from abroad. ALA members will provide an overview of the conference, including recommended programs and social activities. Learn about conference transportation, the ALA's Exhibit Hall and the meaning of the ALA's many acronyms. Meet your mentors and representatives from ALA's many divisions and round tables who will help international librarians get the most from the conference experience. (For International librarians outside the U.S.)

Friday, 5:30 pm-9:00 pm

Many Voices, Many Nations: Anaheim \$ ALA DIVERSITY

Track: Non-Track

Presenting a special Many Voices event showcasing Native voices and respecting the presence of indigenous nations as sovereign nations, brought to you with support from ALA President Dr. Lorien Roy. Writers from across the land will weave a tapestry of spoken word expressing our varied ethnic, cultural, and lifestyle traditions while celebrating our fundamental unity within the global human family. If you've experienced a MVON, you know this is an unforgettable conference kick-off. Tickets are \$10 and are available on the Conference Registration form.

Speakers: Jorge Argueta, poet and bi-lingual children's writer, Pipil Nahua; Gordon Johnson, writer, Cahuilla/Cupeño; Kristy Orona-Ramirez, children's writer and poet, Taos Pueblo/Tarahumara; Tim Tingle, storyteller, Oklahoma Choctaw; Arigon Starr, performer, Kickapoo Tribe of Oklahoma; Janice Gould, poet, Maidu/Konkwo

Friday, 7:30 pm-9:00 pm

ALA-APA Angels Reception: Celebrating Five Years of Progress \$ ALA APA

Track: Non-Track

The ALA-APA is celebrating its 5th anniversary by honoring the people and organizations that have helped it grow and flourish over the last five years. Come celebrate

our past achievements and be a part of our bright future. ALA-APA was established to certify individuals in specializations beyond the initial professional degree and support of pay equity initiatives to improve the salaries and status of librarians and other library workers. Tickets are \$25 and are available on the Conference Registration form.

Friday, 8:00 pm-10:00 pm

The Booklist Books for Youth Program: Presenting the Odyssey Award ALA PUBLISHING

Track: Non-Track

Author and audiobook producer Bruce Coville (Full Cast Audio) heads a panel of audiobook experts (narrators, authors, and producers), who will introduce the newly established Odyssey Award, given for excellence in audiobooks for young people, and present the award to the 2008 winner. The Odyssey, sponsored by Booklist, is jointly administered by ALSC and YALSA and selected by a committee comprising members of the two divisions.

Speakers: Bruce Coville, Author/Producer, Full Cast Audio

Saturday, 8:00 am-9:00 am

PLA 101: ALA Annual Conference Tips for First Time Attendees PLA; ALA MEMBERSHIP

Track: Career Paths & Professional Development

This is a how-to session for first time ALA Annual Conference attendees who are PLA members or work in public libraries.

Speakers: Michelle Bayuk, Marketing Director, The Children's Book Council (N.Y.); Claudia Sumler, Senior Administrator, Harford County (Md.) Public Library

Saturday, 8:00 am-10:00 am

Maximizing Your Impact: Classroom Collaboration for Teaching Information Literacy and Reading Comprehension Skills AASL

Track: Administration & Leadership; New Models for Collaboration

When classroom teachers and school library media specialists coteach information literacy skills and reading comprehension strategies, they help students succeed by lowering the student-to-teacher ratio, providing models for thinking aloud and teamwork, sharing responsibility for monitoring practice and assessing processes and products. Opportunities for increased student achievement, job-embedded professional development for educators, and fun (!) can benefit the entire learning community. Teacher-librarians from across the country who field tested lessons from Collaborative Strategies for Teaching Reading Comprehension: Maximizing Your Impact (ALA Editions, 2007) will share their collaborations with classroom teacher colleagues. Support for this presentation can be found at: <http://storytrail.com/impact/index.htm>.

Speakers: Judi Moreillon, Adjunct Assistant Professor, University of Arizona, School of Library Science; Debra LaPlante, Teacher Librarian, Carol G Peck Elementary School

ACRL 101 & Membership Meeting ACRL

Track: Career Paths & Professional Development

ACRL leaders will provide information on how academic/research librarians can navigate the ALA Annual Conference as a first-time attendee. The first 30 minutes will be a membership meeting, followed by the orientation program.

ABCs of DNA: Unraveling the Mystery of Genetics Information for Consumers AFL BCALA

Track: Non-Track

Consumers need access to information

Sat., 8:00 am -10:00 am Continued

and resources about genetic information in a manner that is understandable. Librarians working with the public need to be aware of the variety of free resources to assist patrons in locating and evaluating sometimes complex and confusing information. This presentation covers locating information on basic concepts such as genes and chromosomes, overviews of genetic disorders, genetic testing, genetic counseling, and the Human Genome Project. Resources regarding the ethical and legal issues associated with genetic disorders will be shown, including privacy, discrimination, and potential legislative impact. A variety of reliable health information resources will be demonstrated.

Speakers: Terri Ottosen, Consumer Health Outreach Coordinator, NN/LM, Southeastern/Atlantic Region

An Endangered Species: The Black Male Librarian AFL BCALA

Track: Non-Track

If information is power and if there is power in numbers, then Blacks may be rendered extinct as information professionals in the 21st century. According to the American Library Association "Diversity Counts" report, in 2000, less than 5% of all credentialed librarians were black, and only 3% of male credentialed librarians were black. This program seeks to examine the history and contributions of Black male librarians, while examining the role and impact Black male librarians have made in the community, past and present. A panel of librarians will discuss and provide strategies and goals to promote Black male librarians and Black male leaders in librarianship.

Empowering Library Staff to Reach Out to Spanish Speakers AFL REFORMA

Track: User Services; Outreach

To help libraries address the growing information and technology needs of Spanish speakers, WebJunction launched the Spanish Language Outreach Program. In partnership with thirty-six state libraries, the program has con-

ducted over 300 workshops and trained over 4000 library staff members, increasing their knowledge and skills to reach out to Spanish speakers and increase their access to technology. This session will highlight several successful programs implemented by workshop participants and key lessons learned.

NMRT Conference Orientation ALA NMRT

Track: Non-Track

New to the Annual Conference, or ALA? Get a fun and informative introduction to the Annual Conference and Anaheim. Learn to navigate the exhibits, decipher the conference program, how ALA really works, and ways for you to get involved. NMRT provides tips from the pros and an orientation, which is full of information.

Ebook Workflows: Selection to Access ALCTS AS

Track: Collection Management & Technical Services; Collection Development

Ebook workflows cross the organization and involve individuals with a variety of skills and responsibilities. This program is a follow-up to our successful preconference on workflow analysis but the focus is specific to ebook selection, acquisition, and access. Speakers will introduce issues regarding user behavior, ebook distribution, impacts on staffing, and one consortium's approach to ebook acquisition. Speakers will identify problems and offer potential solutions. A panel discussion will conclude the program.

Speakers: Aline Soules, California State University, East Bay; Mary Gilbert, Towson University; Carolyn Morris, Coutts Information Services

Taking Off with Every Child Ready to Read® @ your Library® ALSC

*Track: Children & Young Adults;
Early Literacy*

Using two of the six early literacy skills from the Every Child Ready to Read® @ your Library® program, look at ways to incorporate them in a variety of situations: workshops for adults, storytimes, a language-rich library environment, summer reading program, one-on-one interactions on the floor, website, li-

brary publications and booklists, collections, staff training, publicity and marketing, and more. Whether or not the early literacy services of your own library include Every Child Ready to Read®, you will find ideas to bring early literacy front and center not only in your library but in your community.

Speakers: Saroj Ghoting, Early Childhood Literacy Consultant, Riner, VA; Katie Ross, Kanawha County Public Library System, Charleston, WV; Julie Kress, Oakville Public Library, Ontario, Canada

Opening Session: What Do They Want? How do They Become Part of the Team? (The Staff's Point of View) ALTA

Track: Administration & Leadership; Trustee

One of the primary goals of trustees is to maintain their library as the hub of the community. It takes a team effort to successfully achieve that goal. The Director, the Trustees and the missing link, (Staff), must be included. How do we motivate the parties to eliminate the circumstances or the habits that limit the pathway to success? This workshop will give you the tools to accomplish this goal as a team effort.

Speakers: Rose Mosley, ALTA Vice President, Moderator; Jenifer Grady, Director ALA/APA; Shirley Bruursema, Trustee/Councilor; Dr. Will Horton, Author, Wisdom Books; Kevin Ver-tisey, Director, Suffolk Coop Library System

Sustainable Libraries: Shades of Green

LAMA BES

*Track: Administration & Leadership;
Buildings*

An update on the evolving "green" opportunities for library buildings, this program examines the evolving spectrum of green ideas uniquely appropriate to library buildings by reviewing a wide variety of representative solutions from across the country.

Speakers: Jeffrey Hoover, Architect; William Brown, Architect; Steve Thomas, Ohio Township Library; Sarah Schuler, Architect

RFID in Libraries: The Myths, FAQs, and ROI LITA

*Track: Collection Management &
Technical Services*



This program will dispel the myths, explain the facts, and consider the return on investment of RFID in libraries. A team of experts who use RFID will address the common and not-so-common concerns, such as: Does RFID interfere with other systems? Can RFID produce a return on investment? Hear how this exciting technology is being used in all types of libraries.

YA Literature, Graphic Novels, and Books on Popular Culture: How Do They Attract Reluctant Readers? **YALSA**

*Track: Children & Young Adults;
Literature & Collection Development*

Librarian Carlie Webber chairs an author panel - Barry Lyga (*The Astonishing Adventures of Fanboy and Goth Girl*), Lola Douglas (*True Confessions of a Hollywood Starlet*), Holly Black (*Valiant*), Kazu Kibuishi (the graphic novel series *Amulet*), and Amy Reeder Hadley (the graphic novel *Fool's Gold*) - discussing the similarities and differences between their literary approaches; the intersection of Graphic Novels, Pop Culture, and YA Literature and how each affect/attracts reluctant readers.

Saturday, 8:00 am-12:00 pm

If We Don't Call it Distance Learning, Does it Exist? **LITA**

Track: User Services; Outreach

In our world of online access to resources and services, aren't all users distance learners? Should all library staff engage in distance learning? We will look at these questions in three ways: Impact on the library's mission and culture; how outreach is affected; and challenges for solo distance learning librarians. Discussion will engage the audience to identify ways to integrate distance learning services and resources with traditional support and physical collections. Business meeting will follow program.

Saturday, 8:00 am-1:00 pm

Orientation for Chapter Leaders \$ **ALA CRC**

*Track: Administration & Leadership;
Advocacy, Marketing, & Fundraising*

This workshop includes information on: financial management of associations; how to further your commitment to diversity in your association; how chapter councilors work for the chapters; navigating your way through ALA. Join the "hot topic" discussions on board meetings, budgets, conference planning, diversity, legislative issues in Chapters, membership and working with staff. This event requires advance registration and includes a full breakfast. Tickets are \$45 for ALA members and \$65 for non-members and are available on the Conference Registration form. No onsite registration.

Saturday, 9:00 am-12:00 pm

Leaders Wanted: Is an LIS Doctoral Program Right for You? **ALA DIVERSITY**

Track: Non-Track

Cultivating a diverse workforce is of great importance, but representation of librarians of color in LIS education, research, and executive level administration is paramount. Proven and emerging leaders in LIS education and practice will discuss the need for more doctoral students and the PhD process and benefits. Panel followed by an Options Fair that gives attendees the chance to discuss opportunities and funding with Doctoral Students and Faculty from PhD programs across the country! Lunch provided for Options Fair Registrants.

Saturday, 9:00 am-5:00 pm

Leaders Wanted: LIS Doctoral Program Options Fair \$ **ALA DIVERSITY**

Track: Non-Track

Cultivating a diverse workforce is of great im-

portance, but representation of librarians of color in LIS education, research, and executive level administration is paramount. This Options Fair immediately follows a panel of proven and emerging leaders in LIS education and practice outlining the benefits and steps to beginning a PhD program. Don't miss this chance to discuss opportunities and funding with Doctoral Students and Faculty from PhD programs across the country! Free lunch provided. This event is free, but registration is strongly recommended, and is available on the Conference Registration form.

Saturday, 9:30 am-11:00 am

Advanced Resumes & Cover Letters **ALA HRDR**

Track: Non-Track

Learn about different resume formats and how to best market your accomplishments for specific audiences. This workshop is ideal for someone who has already written a resume and is looking to enhance or change the content or structure. Please bring a draft of your resume.

Speakers: Vicki Burger, Facilitator, GM Standards For Excellence

Saturday, 10:30 am-12:00 pm

President's Program: Intellectual Freedom: A Core Value **AASL**

Track: Issues & Updates

The 2008 AASL President's Program will revisit the school librarian's commitment to one of the two core values of the profession, intellectual freedom. Susan Patron, author of the controversial 2007 Newbery Medal book and retired Juvenile Materials Collection Development Manager at the Los Angeles Public Library, *The Higher Power of Lucky*, is the keynote speaker, followed by a reaction panel which includes an elementary school librarian (Catherine Beyers, Lacrosse, WI), a secondary school librarian (Cassandra Barnett, Fayetteville, AR) and an author/member of "AS IF! Authors Support Intellectual Freedom."

Sat., 10:30 am - 12:00 pm Continued

Street Lit AFL FOLUSA

Track: Non-Track

Best selling author Tracy Brown will headline this popular program featuring other writers of this current, hip, no-holds-barred literary genre. The program will be moderated by "Library Journal's" book review editor, Barbara Hoffert. Authors will sign their books following the program many of which will be given away free and others sold at a generous discount!

Nuts and Bolts for Friends, Part 1 AFL FOLUSA

Track: Non-Track

Friends, trustees and librarians are all invited to come and hear about best practices for fundraising, membership building, advocacy, and effective relationships from experts from Board of Friends of Libraries U.S.A. Lots of interaction and handouts!

The Bilingual Mind: How Children Acquire and Use Language AFL REFORMA

Track: User Services

What do librarians need to know about how children acquire and use a second language? What is the current research on bilingualism? How do public policies affect librarians' ability to honor and respect parent's efforts to keep their home language alive while their child acquires a second one? And why does it matter? Join us for an exciting panel of experts and leading voices in the field as we learn how to provide and promote services that are in the best interest of the multilingual children and families we serve.

Getting What You're Worth Salary Negotiation Workshop ALA APA

Track: Non-Track

This interactive session will give you the opportunity to learn the principles of salary negotiation during your interview and performance evaluations and engage in mock negotiations.

Research to Understand Users: Issues and Approaches ALA LRRT

Track: Research

This program presents current research on how users use, engage, and interact with libraries, collections, information and information services and resources. The presentation discusses research methods, studies, results and implications for library service practitioners and LIS faculty/students conducting research or seeking to better understand the research process.

Crossing the Intergenerational Divide: NMRT Outreach to New (and Not-so-New) Librarians ALA NMRT

*Track: Administration & Leadership;
Leadership & Management*

Former chairs of NMRT's Resume Review Service and Mentoring committee, will discuss how these popular programs were developed and have grown to serve a large number of new (and not-so-new) librarians each year. Additional speakers will include librarians who have participated in these programs as reviewers, reviewees, mentors and mentees. The program should be particularly relevant to leaders of state or divisional associations who would like to develop similar programs for their members.

Serving Older Adults in Libraries: Guiding Staff to Make a Difference! ALA OLOS

Track: Non-Track

The Subcommittee on Library Services to Older Adults, ALA Office for Literacy & Outreach Services, introduces their toolkit that makes all the difference in serving this special population! Staff tips, special program ideas, and easy-to-follow guidelines to ensure positive results are the benefits of this program.

Baseball's Greatest Hit: The Story of "Take Me Out to the Ball Game" ALA PIO

Track: Authors, Literature & Cultural Programming

Part of the national Step Up to the Plate @ your library initiative, sponsored by the Cam-

paign for America's Libraries and the National Baseball Hall of Fame, the program will feature Andy Strasberg, president of the All-Star Corporate Marketing Enterprises and author of Baseball's Greatest Hit: The Story of 'Take Me Out to the Ballgame.'

Traveling Exhibits: Share Your Experiences and Ideas ALA PUB PROGS

Track: Authors, Literature & Cultural Programming

The ALA Public Programs Office will feature the experiences of past project directors who have hosted traveling exhibits on a variety of themes. Information on new grant opportunities will be provided.

We The People Programming: Bookshelf and Picturing America ALA PUB PROGS

Track: Authors, Literature & Cultural Programming; Literature

Project directors for the We The People Bookshelf and Picturing America programs share their experiences and tips on applying for future We The People grants.

Succession Planning: The Future of Your Library Depends on It ALCTS

Track: Career Paths & Professional Development

Chances are your library, like others, is faced with key leadership vacancies and the resulting loss of institutional knowledge and expertise. Preparing the next generation of leaders requires more than a hope and a prayer. Succession planning is the tool de force that libraries need to move forward with confidence. Understanding its key concepts will give you a foundation for building a reservoir of talent ready to respond to the challenges facing your library. Speakers: Vicki Whitmell, Principal Consultant, Whitmell & Associates; Nanette Donohue, Technical Services Manager, Champaign Public Library (Ill.); LeRoy LaFleur, Head, Arlington Campus Library, George Mason University

Removing the Fence: Merging Print and Electronic Serials Workflows ALCTS CRS

Track: Collection Management & Technical Services

Workflows developed by libraries in support of electronic resources have often been ad hoc and separate from long-established print workflows. However, many of the administrative tasks relevant to the electronic are not easily separable from the print and appropriate print-related workflows may already exist that can more efficiently support the electronic. This program examines the convergence of print and electronic workflows from the viewpoints of the subscription agent, the system provider, and the library.

Speakers: Moderator: Gary Ives, Coordinator of Electronic Resources, Texas A&M University Libraries; Oliver Pesch, Chief Strategist, E-Resource Access and Management Services, EBSCO Information Services; Clinton Chamberlain, Coordinator for Electronic Resource Acquisitions, University of Texas Libraries

Staying Alive: Books Through Print On Demand Technology ALCTS

Track: Transformation & Innovations

Books can be available in a matter of seconds through print on demand technology. Librarians can opt for in-house or outsourced versions of this technology. This session will address the print on demand market, who is involved, what publishers are doing, in-house and outsourced print on demand options, as well what libraries should consider when binding print-on-demand materials.

Speakers: Bruce Jacobsen, Executive Vice President, Bridgeport National Bindery; Lynn Terhune, POD and USR Administrator, John Wiley and Sons; Gary Frost, University of Iowa; Kristin McDonough, New York Public Library

**Kids & Ever-Cool: Find Them Together @ your library®!
ALSC**

Track: Administration & Leadership; Advocacy, Marketing, & Fundraising

Gene Del Vecchio, author of *Creating Ever-Cool: A Marketer's Guide to a Kid's Heart*,

will share insights on the emotional needs of children and timely trends in their world, in order to help libraries develop better products, services, and marketing. Two youth services librarians will present information on how their libraries are using the Kids! @ your

library® toolkit materials. An update on the latest tool kit additions also will be presented. A book sale and signing by Del Vecchio will follow the program.

Speakers: Gene Del Vecchio, Founder, Cool-Works; Stephanie Bange, Children's Librarian, Dayton Metro Library (OH); Michele Farley, Children's Services Consultant, Indiana State Library; Kim Bautz, Dayton Metro Library (OH); Nancy Snyder, Library Manager, Public Library of Charlotte & Mecklenburg County (NC)

**Using the Past to Create the Future
ALSC**

Track: Children & Young Adults; Literature & Collection Development

This session will explore the unique resources available in special collections of children's and young adult literature. Author Louise Borden will discuss the treasures she discovered at the deGrummond Collection (University of Southern Mississippi) while researching her book *The Journey that Saved Curious George*, and author/young adult literature expert Michael Cart will speak about his collaboration with the Arne Nixon Center (California State University, Fresno) to establish a collection of his papers. Moderated by Mona Kerby, Director of School Media Program, McDaniel College, Westminster, MD. Speakers: Ellen Ruffin, Curator, The de Grummond Children's Literature Collection, Univ. of Southern Mississippi, Hattiesburg; Angelica Carpenter, Curator, Arne Nixon Center for the Study of Children's Lit., California State University, Fresno (CA); Louise Borden, author, Cincinnati, OH; Michael Cart, author and young adult literature expert, Columbus, IN

**Intellectual Freedom: "Who's View?" Hot Topics
ALTA**

Track: Non-Track

The Program will be presented by a panel with the latest Hot Topics in Libraries about Intellectual Freedom issues.

**Large Print for Lifelong Learning: Bigger is Better
ASCLA LSSPS**

Track: Collection Management & Technical Services; Collection Development

Aging baby boomers, struggling young read-

ers, bookworms on treadmills, and individuals with low vision are increasing patron demand for large print. Learn about the latest research on the uses and benefits of large print, how to market large print collections, and what publishers are doing to help improve the appeal of your large print book collection. Discuss emerging collection development needs in workstations.

**Security & Preservation of Rare Materials: Planning an Environmental Building Model
LAMA BES**

Track: Administration & Leadership; Buildings

This project includes standards for three different integrated storage environments, i.e. security, lighting, air quality, microbial filtration, fire suppression, temperature and humidity. Speakers: Caryn J. Carr, State Library of Pennsylvania; Dr. Larry Nesbit, Mansfield University; Neal Rusnov, Architect; Dr. William Joyce, Penn State University Library

**Shift Happens: Aligning Financial Decisions with Strategic Directions
LAMA LOMS**

Track: Administration & Leadership; Leadership & Management

Libraries are continually required to make critical budget decisions that affect their programs, personnel and services. These decisions often find departments within a library vying against each other for the same library dollars. Collection funding competes against staffing needs; equipment requests are pitted against those for current expenses. The decisions are complex, whether budgets are declining or increasing. This program will discuss the linkage between strategic planning and resource allocation. Speakers: Monique LeConge, Director of Library and Community Services, Richmond Public Library, California; Catherine Tweedle, Director of Finance and Analysis, University of Minnesota Libraries

**Are You in the Game? Harnessing Millennial Learning Strategies to Market Your Library
LAMA PRMS**

Track: Non-Track

Sat., 10:30 am - 12:00 pm Continued

Millennial learning strategies in terms of gaming and Second Life will be discussed by speakers who have worked with these technologies at Arizona State University and Fresno County Public Library. Participants will work on a sample idea in break-out groups. Speakers: Tammy Allgood; Marisa Duarte

Building and Supporting Koha, an open-source ILS **LITA**

Track: Digital Information & Technologies
This session will discuss the technical details of how to get a Koha system up and running, and keep it supported. Speakers will be Joshua Ferraro of LibLime, a company which provides technical support for open-source ILS systems, and John Houser of PALINET, a consortium providing support to its members. Speakers: John Houser, PALINET; Joshua Ferraro, LibLime

How Branding Can Increase the Relevance of Your Library **PLA**

Track: Administration & Leadership; Advocacy, Marketing, & Fundraising
Attendees will learn how to do a marketing audit of their library, develop a strategic positioning, create an annual marketing plan, and learn how to minimize expenses through available resources. The intention is to raise awareness of the library, its relevance and value among key stakeholders: customers, government, trustees, donors, etc. The interactive Q&A session will allow for addressing specific concerns/interests of attendees. This program will deal only with libraries, not corporate or consumer brands, but the same techniques that have been used successfully for well known products and companies will be applied. Speakers: James Keller, Director of Marketing & Communications, Queens (N.Y.) Library

Library Fundraising on Steroids! Going Beyond the Used Book Sale.... **PLA**

Track: Administration & Leadership;

Advocacy, Marketing, & Fundraising

Are you looking for new ideas for ongoing fundraising programs? Have you ever considered either a Library Telethon or a House Raffle? The Rancho Cucamonga Public Library has done both and will give their insights, tips and advice. Come learn what is involved with getting a telethon on the air, how to program a weekend of live entertainment, getting your telethon on the web, using PayPal to collect donations, and more. With the House Raffle, find out the basics of how this type of fundraiser works, and how you can work with a 501c(3) organization to minimize staff involvement.

Speakers: Deborah Clark, Library Director, Rancho Cucamonga (Calif.) Public Library; Frances Howdyshell, Library Foundation Board Member, Rancho Cucamonga (Calif.) Public Library; Robert Karatsu, Assistant Library Director, Rancho Cucamonga (Calif.) Public Library; Michelle Perera, Library Services Manager, Rancho Cucamonga (Calif.) Public Library

Not Evolutionary— Revolutionary! Library Reorganization Project, 2010-style PLA

**Track: Administration & Leadership;
Leadership & Management**

The Public Library of Charlotte & Mecklenburg County (PLCMC) involved staff from diverse service areas in a major organizational restructuring that didn't just seek to adapt to changes in technology or community needs. Discover how PLCMC set out to be "America's Best" by strategizing and innovating new ways of collaborating, communicating, and providing extraordinary customer service.

Speakers: Charles M. Brown, Director of Libraries, Public Library of Charlotte and Mecklenburg County, N.C.; Karen Beach, Director of Community Engagement, Public Library of Charlotte & Mecklenburg County, N.C.; Michael Lambert, Library Manager, Public Library of Charlotte & Mecklenburg County, N.C.; Julia Lanham, Project Manager, Public Library of Charlotte & Mecklenburg County, N.C.; Claudia Williams, Library Circulation Manager, Public Library of Charlotte & Mecklenburg County, N.C.

Stretching Existing Staff: New Service Delivery Models PLA IC

Track: Administration & Leadership

Need more staff but the budget does not allow it? The PLA Workload Measures and Staffing Patterns Committee can help you by providing existing service delivery models from libraries across the U.S. Learn about self-directed service, new space planning in view of service delivery, one point information service and many other exciting ways that progressive libraries have confronted staffing shortages.

Speakers: Ruth Barefoot, Manager, The San Jose Way, San Jose (Calif.) Public Library; Katy Curl, Yolo County Librarian, Folsom, Calif.; Anne T. Haimes, Branch Group Manager, Atlanta-Fulton (Ga.) Library System; Mary Catherine Little, Director, Technical Services, Queens (N.Y.) Library

Public Programs in a Shoebox: What if You Don't Have a Community Room? PLA LD

Track: Authors, Literature & Cultural Programming

A panel discussion in which several librarians in rural libraries offer descriptions of public programs that have worked in their libraries, even though they lacked space such as a community room; and offer recommendations to participants for overcoming space constraints in public programming.

Speakers: Jim Rancilio, Director, Bullard Sanford Memorial Library, Vassar, Mich.; Connie Barrington, County Librarian, Imperial County (Calif.) Free Library; Alesia Franklin, Director, Dunkirk City (Ind.) Public Library; Kelley Nolan, Literacy Coordinator, Del Norte County (Calif.) Public Library; Debbie Brown, Director, Bullard Community Library, Garland, Tex.

Public Computing in a Library 2.0 World PLA LD

Track: Digital Information & Technologies

Public libraries increasingly support patrons who use wireless, games, blogs, and social networks. What are the implications? What new skills are required for front line staff? How is tech support provided? The Main-tainIT Project will report on best practices

in public libraries for staff training, technical support, and technology planning.

Speakers: Barbara Gersh, Project Manager, MaintainIT, TechSoup; Louise Alcorn, Reference Technology Librarian, West Des Moines (Ia.) Public Library; Jessamyn West, Community Technology Librarian & Editor, librarian.net

DEWEY OR DON'T WE PLA LS; RUSA

Track: Collection Management & Technical Services

Learn how the Maricopa County Library District implemented a non-Dewey bookstore model in a public library.

Speakers: Cindy Kolaczynski, Deputy Director, Maricopa County (Ariz.) Library District; Marshall Shore, Adult Services Coordinator, Maricopa County (Ariz.) Library District; Harry Courtright, Director & County Librarian, Maricopa County (Ariz.) Library District

Review Outside the Mainstream RUSA CODES

Track: Collection Management & Technical Services; Collection Development

The program will look at reviewing sources for materials that are not covered in the traditional reviewing sources, and at alternative sources for all types of reviews. Potential topics include reviews for Web resources and electronic databases, genre fiction, graphic novels, alternate press publications, gray literature, and other format. One speaker might also talk about review sources on the Web with a focus on alternative resources.

Saturday, 12:00 pm-1:30 pm

Margaret A. Edwards Luncheon \$ YALSA

Track: Non-Track

Come listen to Orson Scott Card, the winner of the 2008 Margaret A. Edwards Award honoring his outstanding lifetime contribution to writing for teens for his novels *Ender's Game* and *Ender's Shadow*. The annual award is administered by YALSA, the fastest growing division of ALA, and sponsored by *School Library Journal* magazine. Join us for lunch and

listen to Orson Scott Card speak about his writing. Tickets are \$59 and are available on the Conference Registration form.

Saturday, 1:30 pm-2:30 pm

Introduction to Women's Issues ALA SRRT

Track: Non-Track

Discussion topic to be announced. Learn about the SRRT Feminist Task Force (FTF), Committee on the Status of Women in Librarianship (COSWL), ACRL's Women's Studies Section (WSS) and the Gay, Lesbian, Bisexual, Transgender Round Table (GLBTRT) for information about the opportunities to participate in their current work. Co-sponsored by ACRL WSS and ALA COSWL

Saturday, 1:30 pm-3:30 pm

Successful Workplace Communication AASL

*Track: Administration & Leadership;
Leadership & Management*

How effectively you are able to communicate has a direct impact on your success. It plays a role in how well you work with colleagues, how effectively you deliver service to customers that you support, and how you share your thoughts and ideas, as well as how you handle conflict situations. This workshop will provide methods to improve your everyday interactions with co-workers, which will enable your own communication styles and explore methods and techniques for improving your personal communication effectiveness. Speakers: Robert P. Kane, Senior Partner, Training Unlimited, LLC; Mark Kremen, Training Unlimited, LLC

Presidential \$1 Coins for the Library: Lesson Plans, Materials, and Activities for Directed and Independent Learning Exercises in Library Media Centers AASL

Track: Children & Young Adults;

Best Practices and Programming

This workshop will enable librarians to: instruct students on the uses of library media center resources to increase knowledge of the Presidential \$1 Coin Program; teach students to utilize internet based applications including H.I.P. Pocket Change website in directed and self-taught settings; identify the components and free resources available through the US Mint's education initiative as they relate to the AASL strategic goals of professional development and literacy standards.

Speakers: April Stafford, Director of Education Initiative and Internet Programs, United States Mint, Dept of Treasury; Eve Lechowicz, United States Mint, Dept of Treasury

Learning Virtually: Online Professional Development for Library Workers with Tight Budgets and Full Schedules ACRL CJCLS; ACRL CLS; ACRL DLS

*Track: Career Paths & Professional
Development*

Planning training and professional development for library staff or for yourself? Have limited funds? How can e-learning be a solution for your library or institution? Many innovative technologies are available in delivering flexible and inexpensive on-site programs. This program will feature some current trends in e-learning as addressed by creators, experts, and librarians involved with virtual learning, the role of the e-learner, and the use of virtual space in training and development via e-learning. This is a joint program by CJCLS, CLS, and DLS.

Speakers: Jonathan Finkelstein, Founder & Executive Producer, LearningTimes, and President of LearningTimes Network; Dan Balzer, Learning Architect, BP; Elaine Fabbro, Senior Reference Services Librarian, Athabasca University

Knowledge Wants to Be Known: Open Access Issues for the Behavioral and Social Sciences ACRL EBSS

Track: Issues & Updates

Expect an enthusiasm transfusion as we make the behavioral and social sciences the focus of an exploration of open access issues. These areas are rarely at the center

Sat., 1:30 pm - 3:30 pm Continued

of such discussions, but unique publishing practices in social disciplines make them worthy of special attention. Speakers representing faculty, librarians and publishers will provide factual background, current policy issues and high-energy inspiration. Learn which models are most utilized within social science areas, what leaders are saying and what individuals can do to make a difference in a publish or perish environment. This is EBSS's 40th Anniversary—all members are encouraged to attend; a brief awards ceremony (10 minutes) precedes program. This program is co-sponsored by the ACRL Scholarly Communications Committee.

Speakers: John Willinsky, Professor, Stanford University; Ray English, Azariah Smith Root Director of Libraries, Oberlin College; Alison Mudditt, Executive Vice President, Higher Education Group, Sage Publications, Inc.; Moderator, Katherine Corby, Reference Librarian, Michigan State University

Reading Pictures: The Language of Wordless Books **ACRL LES**

Track: Authors, Literature & Cultural Programming; Literature

Join us for a dynamic panel discussion that includes recognized authors, artists, and instructors, promising to provide a visually stunning introduction to the history of adult wordless books from the early twentieth century to the contemporary wordless graphic novels. Elements of visual storytelling are examined as well as various controversial social issues associated with adult wordless books. Guidelines for using wordless books in English Literature curriculum will also be presented. This program is co-sponsored by the Arts Section. Speakers: Eric Drooker, Author, *Flood! A Novel in Pictures and Blood Song*; Perry Willett, Head, Digital Library Production Service, University of Michigan and author of *The Silent Shout*; David A. Beroná, Library Director, Plymouth State University and author of *Wordless Books*; Moderator, Juliet M. Kerico, Science and Health Sciences Librarian, Southern Illinois University

R U Communicating?: Speaking the Language of Millennials **ACRL ULS**

Track: User Services; Outreach

Technology and electronic social networking are pervasive among today's college students. Cell phones, iPods, IM, MySpace, and FaceBook are just some of the tools these students use daily. Communicating in a meaningful way and finding teachable moments with these multitasking Millennials can truly be a challenge. In this session, we will learn to navigate the world of digital communication with the help of a panel of leading researchers—and the true experts, a group of Millennial students.

Speaker: Robert Skinner, Retired Associate Director, Academic Computing, Southern Methodist University

Digitizing Indian Country **AFL AILA**

Track: Administration & Leadership; New Models for Collaboration

Survey and discuss digitization projects by Tribal Communities, Archives, Libraries, and Museums of tribal materials in support of preserving American Indian Tribal cultural heritage and history such as historical documents, newspapers, photos and National Archives Records. This program will also review and analyze the collaborative efforts between Tribal entities and State Education Institutions to preserve and make available tribal historical documents. Speakers and topics to include Carlene Engstrom on the CharKoosta Tribal Newspaper Digitization project, David Ongley providing a survey of digitization projects throughout Alaska, and Jenifer Young on the Salt River Pima-Maricopa Indian Community's digitization project.

Speakers: Carlene Engstrom; David Ongley; Jennifer Young

Nuts and Bolts for Friends, Part 2

AFL FOLUSA

Track: Non-Track

Friends, trustees and librarians are all invited to come and hear about best practices for fundraising, membership building, advocacy, and effective relationships from experts from Board of Friends of Libraries U.S.A. This will be an extension of Nuts and Bolts for Friends

presented earlier in the day - not a repeat. Come to one or both sessions! Lots of interaction and handouts.

President's Program: Libraries and Justice For All **AFL REFORMA**

Track: Research

This program will discuss the importance of Latinos involved in oral history project, Latinos in higher education and other type of institutions working on research to tell our own stories.

Federated Searching in Theatre and Film Databases

AFL TLA

Track: Non-Track

This session will focus on federated searching across a wide variety of electronic resources. Federated search technologies – or the ability to search a multitude of resources at the same time – are still being refined. Participants will walk through the mechanics of searching across a wide range of resources that provide surprisingly interesting content on theatre and film studies. In addition to the core bibliographies for theatre and film, we will examine bibliographic search tools. The session will conclude with a discussion of what federated search tools are currently available, as well as the future of federated searching. Speakers: Nancy Friedland, Columbia University; Judy Markowitz, University of Maryland; Kevin Winkler, New York Public Library for the Performing Arts

How to Develop A Mentoring Program **ALA CLENERT**

Track: Career Paths & Professional Development

Members of the continuing education round table will discuss how to development a mentoring program.

Diversity Currents! Weighing the Balance: Affirmative

Action Update **ALA DIVERSITY**

Track: Non-Track

The Diversity Currents Series provides stepping stones in a swiftly evolving landscape to ensure that all libraries are prepared to be a

leading voice for equitable access to knowledge and information resources in all formats for all people. Weighing the Balance programs raise awareness of the legal underpinnings impacting your initiatives. Our Affirmative Action Update highlights the latest developments and legislative changes as experts discuss the implications of these changes on our attempts to recruit a diverse workforce.

**Freedom of Expression®:
Resistance and Repression in
the Age of Intellectual Property
ALA IFRT**

Track: Non-Track

This IFRT sponsored screening of Freedom of Expression®: Resistance and Repression in the Age of Intellectual Property will be followed by a panel discussion about fair use and free speech with co-producers Kembrew McLeod and Jeremy Smith, and others. Based on McLeod's award-winning book of the same title, Freedom of Expression® explores the battles being waged in courts, classrooms, museums, film studios, and the Internet over control of our cultural commons.

Speakers: Kembrew McLeod, documentary filmmaker, University of Iowa

**Re-Assess, Reassign, and
Reinvent: Collection Building
Without Global Borders—IRRT
International Papers
ALA IRRT**

*Track: Administration & Leadership;
New Models for Collaboration*

Librarians have long been interested in resource-sharing and collection enhancement on a worldwide basis. Political turmoil, economic restraints, and lack of professional personnel impede on collection development efforts of many libraries. This program explores global efforts to improve distribution of publications to library collections. The focus is on successful initiatives, and will provide helpful advise on assuring that library surplus materials reach their destinations on a timely, cost-effective manner.

**New Minds, New Approaches
ALA LRRT**

Track: Research

This forum presents current research be-

ing conducted by LIS Doctoral and Master's students. The session presents papers that have been referred by LRRT Committee members. Topics can include user behavior, digital reference, technology management and planning and evaluation.

**Geographic Information in the
World of Web 2.0
ALA MAGERT**

Track: Digital Information & Technologies

In the past few years the Web has undergone a significant transition, from a largely top-down medium for the distribution of content to a much more flexible environment in which user-generated content is increasingly important. I trace this transition in the context of geographic information, and discuss its implications for the broader geospatial field, with particular emphasis on volunteered geographic information, the relationship between authority and assertion, and meta data.

Speakers: Michael Goodchild, Director, Center for Spatial Studies, UC - Santa Barbara

**President's Program/
Membership Meeting:
International Insights for
New Librarians
ALA NMRT**

Track: Administration & Leadership; Leadership & Management

Thanks to technology, people around the world are becoming more connected. How can new librarians take advantage of international opportunities? A panel will discuss the New Librarians' Symposia (NLS), organized by Australian Library and Information Association to meet the needs of new librarians and library school students, as well as IFLA's New Professionals Discussion Group. The NMRT Membership Meeting will follow the panel discussion.

**Creating Advocacy Leaders:
An Advocacy Institute
Train-the-Trainer Program
ALA OLA**

*Track: Administration & Leadership;
Advocacy, Marketing, & Fundraising*

**E-rate Task Force Forum
ALA OITP**

Track: Issues & Updates

Join members of the E-rate Task Force and

invited experts for a discussion of the latest news on the E-rate Program.

**Community Building Through
Libraries
ALA SRRT**

Track: Non-Track

Program arranged by the Hunger, Homelessness, and Poverty Task Force of the Social Responsibilities Round Table.

**Metadata Mashup: Creating and
Publishing Application Profiles
ALCTS**

*Track: Collection Management &
Technical Services; Cataloging
& Metadata*

Application Profiles are documents used to define metadata elements and policies for a particular metadata implementation. They have emerged as a solution to documenting the often complex synthesis of multiple metadata standards. This session, intended for librarians building, organizing or describing digital collections, will provide examples of current work and guidance on creating and publishing application profiles. Speakers will address issues of the mixing of metadata standards in light of RDA and other metadata developments.

Speakers: Melanie Feltner-Reichert, University of Tennessee-Knoxville; Arwen Hutt, University of California at San Diego; Jennifer O'Brien Roper, University of Maryland

**Serving the Whole Community:
Multilingual Access in Public
Libraries
ALCTS CCS**

Track: User Services; Outreach

The population of North America continues becoming richer and more diverse, linguistically and culturally. As this process continues, the need for multilingual access through library catalogs and other services has moved well beyond the major urban centers, in addition to multilingual collection development. What are the multilingual needs of public library users today? How are they being met, what is needed, and what developments can we look forward to?

Speakers: Mary Catherine Little, Queens Borough Public Library; Pat Fahrenthold, Chief of Technical Services, San Francisco

Sat., 1:30 pm - 3:30 pm Continued

Public Library; Lisa Elliott, Project Manager, Language Sets, OCLC; Shelly Ekeroth, County of Los Angeles Public Library

P(l)anning for Gold: Preservation Models in California and the West ALCTS PARS

Track: Administration & Leadership; New Models for Collaboration

Preservation collaboration in California and the West is yielding rich results. Learn how an expandable network model is working to meet the challenges created by large distances between population centers. Speakers will describe the purpose, organization, services and future of the California Preservation Program (CPP) and WESTPAS, Western States and Territories Preservation Assistance Services, which covers 15 states and territories. Current initiatives to preserve California's vast moving image and recorded sound collections will be described.

Speakers: Barclay Ogden, Head, Preservation Department, University of California, Berkeley; Julie Page, Head, Preservation Department, University of California, San Diego Libraries (1989-2007); Susan Hildreth, California State Librarian, California State Library; Gary Kutz, Curator of Special Collections, California State Library; Tom Claeson (Moderator), Program Director for New Initiatives, PALINET

How to Influence Your Director with Skill and Finesse ALSC

Track: Administration & Leadership

Selling ideas for new services or programs to your library director requires skill and finesse! Susan Berk, management consultant, will assist the audience in identifying the boss' professional style and provide techniques and suggestions for how to present your ideas most effectively.

Speakers: Susan Berk, Consultant

Creating Readers Theatre at your Library with Top Quality Children's Books ALSC

Track: Children & Young Adults; Best Practices and Programming

In the first half of the session, Linda Sue Park, Shannon Hale, Eric Rohmann, and Norton Juster will give a Readers Theatre performance using scripts they have developed from each other's work. In the second half, Elizabeth Poe will first share ways librarians can help children create their own Readers Theatre performances and then moderate a panel discussion in which the authors share their insights into the creation of this literary experience that deepens children's appreciation for top quality literature.

Speakers: Shannon Hale, author, Bloomsbury USA; Linda Sue Park, author Clarion; Elizabeth Poe, children's & young adult lit. specialist, Morgantown, WV; Norton Juster, author, Scholastic; Eric Rohmann, author/illustrator, Random House

ALTA's President's Program: A Year with New Opportunities ALTA

Track: Administration & Leadership; Trustee

Gary W. Moore, author of *Playing with the Enemy* and winner of the prestigious Sam Walton Leadership Award, will share the remarkable story of his father whose potential pro-ball career with the Brooklyn Dodgers was interrupted by Pearl Harbor and his enlistment. The astonishing story of Gene Moore's life in and out of baseball is an exciting and often heart-wrenching saga filled with memorable characters from an extraordinary time in U.S. history. Gary Moore will sign copies of his book, which will be given away free, at the end of this program

Speakers: Gary W. Moore, Author

Size Does Make a Difference: Library Networks, Cooperatives and Consortia in the 21st Century ASCLA ICAN

Track: Digital Information & Technologies

How many different types of library networks, cooperatives, and consortia are there in the US? How many of each type are there? Who do they serve? What do they do? How are they staffed and funded? What are their priorities for the immediate future? And, which characteristics help to explain differences among them in regard to all of the above is-

sues? Also, if you want to be heard about the future of this survey and the database it began, this is a session not to be missed.

Tomorrow's Library in Today's Space: Redesigning and Repurposing Existing Library Spaces LAMA BES

Track: Administration & Leadership;

Buildings

Existing spaces offer great opportunities for redesign and renovation. Case study presentations of three library projects will illustrate unique approaches to creating new spaces out of old.

Speakers: Jay Schafer, University of Massachusetts, Amhurst; Troy Ainsworth, Fletcher, Farr, Ayotte Architecture; David Zavortink, Camas Public Library, WA; Susan Gibbons, University of Rochester

People Spaces in Libraries: the Community Off-line Experience LAMA BES

Track: Administration & Leadership;

Buildings

This program explores high-quality, intriguing spaces found in public libraries. It addresses the need to go beyond the stacks and computer terminals, to human contact and interaction.

Speakers: Jeffrey Hoover, Architect; Peter Magnani, Capital Planning Management; Diantha Schull, Americans for Libraries Council; Henry Myerburg, Architect; Beverly Martin, Johnson County Public Library, IN; James Mumby, Architect

There's No Catalog Like No Catalog: The Ultimate Debate on the future of the Library Catalog LITA

Track: Digital Information & Technologies

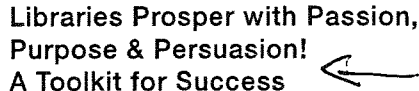
Is your library catalog too complex, too expensive, too 20th Century? Alternatives are cheaper, but are they better? Do libraries even need their own catalogs? Can't one big union catalog do the job? Or will users move away from catalogs toward other discovery tools and force libraries to follow suit? Join our expert panel for an "Ultimate Debate" on the fu-

ture of the concentric library catalog within the eccentric world of the World Wide Web.

Social Software Showcase LITA

Track: Transformation & Innovations

What happens when smart people get together to showcase cutting edge technology and social software? Tired of programs where the best part is the two minutes you get to talk to the presenter at the end? Check out showcase.litablog.org before the conference. Then, sit and talk with peers and practitioners about the latest edge technology at the BIGWIG Social Software Showcase. Join the conversation instead of attending a lecture. Be a part of Conference 2.0.



Libraries Prosper with Passion, Purpose & Persuasion! A Toolkit for Success PLA

*Track: Administration & Leadership;
Advocacy, Marketing, & Fundraising*

Learn about the PLA advocacy toolkit, which was just released in 2007, and how libraries across the country have put it to use. Speakers: Laura K. Lee Dellinger, Senior Executive Vice-President/Principal, Metropolitan Group, LLC; Kathleen Reif, Director, St. Mary's County (Md.) Library

Digital Storytelling: Where Outreach, Local History, Programming and Technology Collide PLA

*Track: Authors, Literature & Cultural
Programming*

Establishment of a digital storytelling project may just be what your library needs to begin outreach, programming, and partnership building with little additional staff. The "California of the Past" Digital Story Station pilot program, initiated by the California State Library, and at California Council for the Humanities' "How I See It" program are LSTA grant funded programs, where participating libraries are provided with training and equipment to implement a local digital story program. The resulting stories provide opportunities for some wonderful intergenerational community programming. Learn how libraries have done this, and how you can too.

Speakers: Grace Francisco, Hispanic Services & Children's Librarian, Oceanside (Calif.) Public Library; Felicia Kelley, Senior Programs Manager, California Council for the Humanities; Kathleen Low, Library Programs Consultant, California State Library/Library Development Services Bureau; Ethan Van Thillo, Executive Director, Media Arts Center of San Diego, Calif.; Lynn Whitehouse, Head, History Section, San Diego (Calif.) Public Library

Why Public Libraries Close PLA IC

Track: Administration & Leadership

Results from a study sponsored by OCLC of public library closures will be featured. The research examined in depth the dataset used for identifying the closures, reasons for the closures, and the impact of closures on library users. Interviews with staff, and analysis of locations and market demographics, using geographic information systems (GIS) were used for analysis.

Speakers: Dean K. Jue, Technical Director, Florida Resources Env. Analysis Centri; Christine M. Koontz, Director, GeoLib, Florida State University/College of Information; George Needham, Vice President, Member Services, OCLC; Wade Bradley Bishop, Doctoral Candidate, Florida State University/College of Information

Teens in Your Branch Library PLA LD

*Track: Children & Young Adults; Best
Practices and Programming*

If you work in a branch library near a Jr. High or High School, you're familiar with the feeling. Every afternoon, as the clock hand nears that certain time, you prepare for the influx of teens and tweens that arrive after school. What do you do when you have 60 young adults crammed in a 6-10,000 foot space? How do you balance the needs of this active group with the other groups your library serves? Join us for a panel discussion of what others are doing in similar situations. We'll have some suggestions for actions that might help.

Speakers: Sara Ryan, Teen Services Specialist, Multnomah County (Ore.) Library; Deva Walker, Young Adult Librarian, Cleveland (Oh.) Public Library

Frontline Genealogical Reference: The Online Products to Answers Genealogical and Local History Questions RUSA HS

Track: User Services; Reference

We will invite the largest online genealogical service providers to provide objective presentations on content and usability to assist librarians in answering genealogical reference questions. This field is constantly changing as new databases and services (free, subscription and pay-per-view) become available.

ILL Data Collection, Definition & Analysis: Why doesn't my data match what I get from my ILL management system, OCLC and my consortial- circulation system? RUSA STARS

Track: Issues & Updates

Why don't the statistics that I receive from OCLC and ILLiad and from consortial circulation software match with the data that I prepare on my own to report to my administration? Which is correct? What can we do about it? Many ILL practitioners are confused by the variety of definitions, methods of counting, and the reporting of interlibrary loan and remote circulation activity. If you have felt this confusion, this program should help you to gain a better understanding of exactly how activity is being counted, and the meaning behind the numbers so that you can better represent your activity to your administrators and emphasize its importance. Speakers: Todd Carpenter, Director, NISO; Gail Wanner, Resource Sharing Product Manager/Sirsi Dynix; Amy Lytle, Library Usage Statistics Product Manager, OCLC

Millennial Librarianship YALSA

Track: Children & Young Adults

What does it mean to be a Millennial Librarian? What are the skills we should be learning today to be successful in the future? What solid YA services provided today should be commonplace as Millennials age? We will discuss the difference in current YA needs and why changes in service are essential. We hope to start a discussion about how all of librarianship will be impacted by the needs of today's teens.

Sat., 1:30 pm - 3:30 pm Continued

Fabulous Films for Teens YALSA

*Track: Children & Young Adults;
Literature & Collection Development*

Watch clips of YALSA's 2008 Selected Videos and DVDs for Young Adults. Hear from committee members on how the films can be used effectively with teens in libraries. Also learn about the new Fabulous Films for Young Adults selection committee. (Beginner to Intermediate)

Saturday, 1:30 pm-5:30 pm

Developing Cultural Competency Guidelines in Academic Libraries: Meaning, Purpose, and Direction ACRL

Track: Issues & Updates

This program will include a panel and discussion on developing cultural competency guidelines for academic libraries, a current project of ACRL's Racial and Ethnic Diversity Committee. Topics covered will include definitions of cultural competencies, the goal of developing guidelines, obstacles to be addressed, and the potential positive impact for libraries, library staff, and library users. Additionally, the program will draw from the knowledge and experiences of other service professions that have implemented similar guidelines.

Speakers: Paul M. Smith, Assistant Librarian, Penn State Abington

Global Scholarly Communication: The International Accesses and Accessibilities ACRL AAMES

Track: Issues & Updates

This international panel on global scholarly communication is an opportunity for library professionals and information specialists from different parts of the world to exchange ideas and methods on the issue. The panel will try to catch the core course of informa-

tion delivery and the key factors behind it, and in turn discover the essential value of information delivery on a worldwide stage. This program is co-sponsored by the ACRL Scholarly Communications Committee.

Speakers: Cui Meng, Director, Institute of Information on Traditional Chinese Medicine; Ann Okerson, Associate University Librarian, Yale University; Deepa Banerjee, South Asian Studies Librarian, University of Washington; Hong Chen, Librarian, UCLA; Moderator, Jim Cogswell, Director of Libraries, University of Missouri

Teen Parents Raising Readers: Teen Staff Making It Happen PLA

*Track: Children & Young Adults;
Early Literacy*

Gain information and techniques that enable teen staff to share early literacy information from the Every Child Ready to Read @ your library project in pregnant/parenting teen programs. Use outreach to conduct programs that empower teens with a better understanding of reading and ways to interact with their children that support reading development.

Speakers: Saroj Ghoting, Early Childhood Literacy Consultant, Riner, Va.; Maryann Mori, Teen Specialist Librarian, Evansville-Vanderburgh (Ind.) Public Library

What the User Expects and How to Get There PLA LD; RUSA

Track: Digital Information & Technologies
Libraries are increasingly facing competition in providing users easy to navigate and understand interfaces. This program is designed to give participants specific ideas on what is available and how to practically achieve it.

Speakers: Denise Siers, Associate Director, Public Services, King County (Wash.) Library System

Saturday, 3:00 pm-5:00 pm

Diversity & Outreach Fair ALA OLOS

Track: Non-Track

The Diversity and Outreach Fair celebrates ten years of highlighting local diversity and

outreach initiatives in local libraries! Enjoy this unique experience to learn about special programs and services that can be repeated in your community! Enjoy the music, snacks, and festive atmosphere of this outreach networking opportunity!

Saturday, 3:30 pm-5:00 pm

Patent Information for Science and Technology Librarians AFL PTDLA

Track: Non-Track

If you are a Science, Technology or Medical (STM) Librarian, you have had questions on patents. You would like to know what the role patents are playing in today's literature. In the recent years many free and online resources are available for patent searching, why so many and which ones should one be using? What role the Patent and Trademark Depository libraries playing in this environment when everything is available online?

Saturday, 4:00 pm-5:30 pm

Sisters' Act: Learn How to Make Your Library Activities Award Winning and Generate Enthusiastic Readers AASL

*Track: Authors, Literature & Cultural
Programming*

Learn how to make your library activities award winning and generate enthusiastic readers. Come along with us and share fun lessons, worksheets, costumes and story time activities. This sister team has written four books that can be used as resources with ready to use worksheets and easy to follow lesson plans. During our program: 1. Attendees will participate in a sample information literacy based lesson writing activity. 2. Attendees will receive practical ideas that will generate enthusiastic readers. Our session will be packed full and excitement is our motto.

Speakers: Patricia A. Messner; Brenda S. Copeland

ACRL/SPARC Forum ACRL

Track: Non-Track

Through its standing Scholarly Communications Committee, ACRL sponsors a regular forum at both the midwinter and annual conference to broaden the base of librarians who are knowledgeable about and engaged in scholarly communication issues. The highly-popular forum series is co-sponsored by the Scholarly Publishing and Academic Resources Coalition (SPARC). The topic and speakers are chosen 60-90 days before the conference based on issues that are most relevant at the time.

Nine Digits Away from My Dream: The Plight of Undocumented Students Seeking Higher Education in the U.S. and the Hope of the Dream Act AFL REFORMA

Track: Issues & Updates

A reading of an original play entitled "Nine Digits Away from My Dream" will highlight the barriers and challenges faced by undocumented immigrant students in the United States. The play is based on interviews with students living in Orange County, CA without legal resident documents, most notably, a nine-digit social security card. The reading will be followed by a Q&A session, a discussion of the Dream Act and what librarians can do to help.

Virtual Communities & Libraries Exchange ALA

Track: Non-Track

A panel discussion with three practitioners offers advice and best practices for different types of virtual communities. Format includes presentations, an idea exchange, and interaction with virtual attendees not physically present in Anaheim.

Speakers: Tom Peters, Consultant, TAP Information

Diversity 101 ALA DIVERSITY

Track: Non-Track

The views of all members should shape the way an organization is run. Everyone must

have access to resources, professional development, mentoring and networking opportunities to reach their full potential. As leaders from all backgrounds emerge, ALA evolves. Whether you are new to ALA or want to learn more about this key action area for the association, this session covers the basics on conference sessions, groups, initiatives, and opportunities to get involved across our organizations.

State of Technology Access and Funding in U.S. Public Libraries ALA ORS

Track: Non-Track

Join a discussion of the latest findings from national studies assessing Internet connectivity, Internet access and the impact of funding changes on the sustainability of computer services in public libraries. National researchers will share trends in technology access, as well as discuss strategies for addressing barriers in providing high-quality public access computing and helping key decision makers appreciate the impact of technology access in public libraries.

Greening of the Presses ALA SRRT

Track: Non-Track

In recent years publishers, paper mills, and printers examined the environmental impacts of book publishing and printing. Many are committing time, dollars, and expertise in making positive environmental transformations within the book industry. Speakers from the Green Press Initiative, the Book Study Group, New Society Press, and the American Library Association Task Force on the Environment will talk about these transformations and provide insights about the growing trend for environmental stewardship within the publishing world. If you publish, you should come. Sponsored by the Social Responsibilities Round Table's Task Force on the Environment.

Getting Ready for RDA and FRBR: What You Need to Know ALCTS CCS

Track: Collection Management & Technical Services; Cataloging & Metadata

Libraries, archives, and museums, among others, need to prepare for the release of

Resource Description and Access in 2009. This new standard differs from AACR2, and incorporates concepts from the *Functional Requirements for Bibliographic Records* and *Functional Requirements for Authority Data*. This program focuses on this functionality, as well as implementation strategies, issues (e.g., necessary infrastructure, re-thinking cataloging workflows, timelines), and education (i.e., "roadshows", web-based training) and the impact of RDA across the stakeholders' communities.

Speakers: Barbara Tillett, Library of Congress; Glen Patton, OCLC; Shawne D. Miksa, Chair, RDA Implementation Task Force

Serving Latino Children and Families through El día de los niños/El día de los libros ALSC

Track: Authors, Literature & Cultural Programming; Cultural Diversity

2007 was a banner year as record numbers of children and families visited libraries for programs related to El día de los niños/El día de los libros (Día) [Children's Day/Book Day]. Youth services librarians are now in a unique position to provide year round services to Spanish speaking and Latino children and families. Join librarians who will share their expertise and experiences in the areas of collection development, storytime, programming and family literacy.

Beyond Frog and Toad: Transitional Books for Children ALSC

Track: Children & Young Adults; Literature & Collection Development

Discover the characteristics of transitional literature and hear about outstanding titles for children in different stages of reading fluency. Learn about how the best transitional literature both reflects and facilitates child development and about the role this literature plays for children between six and eight years of age. You'll get tips about using transitional literature in book clubs and helping parents to share transitional books with their children.

Speakers: Allison Angell, Head of Youth Services/Sr. Librarian, Benicia Public Library (CA); Andrea Zevenbergen, PhD, Associate Professor, SUNY Fredonia

Sat., 4:00 pm - 5:30 pm Continued

**Education of Trustees:
Patrons Gone Wild
ALTA**

Track: Administration & Leadership; Trustee
Public issues related to public behavior in libraries.

Speakers: Patricia Owens

**Transformational Change:
The Evolving Role of Library
IT Departments
LITA**

*Track: Administration & Leadership;
Leadership & Management*

Technology continues to shape and transform library organizations. Library Systems and Technology departments and personnel are increasingly moving more from a traditional support role to active partners in developing new services as well as implementing organizational change. A panel of speakers will share different perspectives on how Library IT departments need to adapt and change to address new opportunities and roles within the library and their parent organization. A question and answer session encouraging audience participation will follow.

Speakers: Robin Hastings, Missouri River Regional Library; Carole Kiehl, University of California Irvine; Terry Nikkel, University of New Brunswick Saint John

**Science Fiction and Fantasy:
Looking at Information
Technology and the Information
Rights of the Individual
LITA**

Track: Non-Track

Distinguished science fiction and fantasy authors will discuss the visionary nature of their craft, how speculative literature suggests new ideas and technologies, and the possible impacts these developments could have on society in the future. This year's authors include Cory Doctorow, Eric Flint, Vernor Vinge and Brandon Sanderson, experts in the field of information technology, access to information, and the rights of individuals.

Speakers: Cory Doctorow, Tor Books; Eric Flint, Baen Books; Vernor Vinge, Tor Books; Brandon Sanderson, Tor Books

**The Plowman and the Rancher
Should Be Friends:
A Comparison and Discussion
of Liaison Workings
RUSA CODES**

Track: Collection Management & Technical Services; Collection Development

Once upon a time, liaison work was solely associated with collection development and management. As collection work changed, so did the role of the liaison. In the light of this change, many public and academic librarians may not have a clear idea on how they are supposed to serve in that role. This program will evaluate the results of a national survey, discuss changes in the field, and describe successful strategies for interacting with users and administration. The goal is to inform and generate a dialogue that will shed light on what has become a very complicated situation.

Speakers: Elisabeth Leonard, former Head of Reference Instruction and Outreach, University of California at San Diego

**Alex Awards 2008
YALSA**

Track: Children & Young Adults; Literature & Collection Development

The 2008 Alex Award winners—what they are and how to sell them to young adults—are highlighted in this panel presentation. Authors will also speak about how winning the Alex award has impacted them. The Alex Award is given to the top 10 books that have appeal to young adults and is administered by YALSA and sponsored by *Booklist*. (All levels).

Saturday, 8:00 pm-10:00 pm

**Stories for a Saturday Evening
ALSC**

Track: Non-Track

Take a break from the hectic days and nights of programs, exhibits, and meetings. Kick off your shoes, settle back, and join us for an evening of storytelling that will amaze, amuse and enchant you. This may just be the highlight of your trip to Anaheim!

Sunday, 7:30 am-8:30 am

**SirsiDynix - ALA-APA Better
Salaries Breakfast
ALA APA**

Track: Non-Track

The winner of the Sirsi-Dynix - ALA-APA Award for Promoting Salaries will be honored at this breakfast. It is also an opportunity to network with colleagues who are interested in unions.

Sunday, 8:00 am-9:30 am

**Library Research with Emergent
Readers: Meeting the
Standards
AASL**

*Track: Children & Young Adults;
Best Practices and Programming*

This program will give practical guidance to SLMS wishing to conduct library research with emergent readers, specifically focusing on K-2 students. Best instructional strategies as identified through Bloom's Taxonomy, Marzano's highly effective instructional strategies, and Loertscher's frameworks for effective research projects will be discussed. The presentation will provide step-by-step teacher collaboration tips and planning checklists. All sample projects will be integrated with national curriculum standards. Participants will be provided time and guidance for brainstorming and developing ideas for library research projects to use in their schools or classrooms. There will be an opportunity to discuss in small groups, how to apply the presented information and approach teachers for collaboration.

Speakers: Christa Harker, Librarian, James Bowie Elementary; Dorette Putonti, Librarian, Hamilton Park Pacesetter Magnet

**Connecting Students and
Teachers to the Library through
Reading Incentive Programs
AASL**

*Track: Children & Young Adults;
Best Practices and Programming*

Participants will: become familiar with differ-

ent reading incentive programs for primary and intermediate readers; understand how these reading incentive programs connect language arts standards and library skills; know different ways to organize and administer the program by soliciting help from volunteers; learn how to support teachers to run these programs as part of their independent reading program by providing reading lists on the school's web site.

Speakers: Monika Schroder, American Embassy School, India

Sunday, 8:00 am-10:00 am

Implementing ALA's Policy 61: Library Services to Poor People ALA OLOS

Track: Non-Track

Introduction of a new member toolkit on ALA's Policy 61 to support implementation strategies for services to poor and homeless people in local libraries, and a report on member and staff surveys of implementation of the policy.

PR Forum ALA PIO

*Track: Administration & Leadership;
Advocacy, Marketing, & Fundraising*

The PR Forum is an annual program for library public relations and marketing professionals.

Education of Trustees: Evaluation in Public Libraries: Board Self-Eval /Board Eval of Library Directors ALTA

Track: Administration & Leadership; Trustee
Library boards and directors need to work together effectively so that their libraries can be successful. It is important that boards understand the differences between their role and that of the director. Boards need to evaluate not only the work of their directors, but also their own work. Such regular self-assessment provides the opportunity to track accomplishments and set goals. The panel will discuss the issues raised in two new ALTA publications: *A Library Board's Guide to Evaluating the Library Board* and *A Library Board's Guide to Evaluating the Library Director*.

Speakers: Nann Blaine Hilyard, Program Chair, Moderator

President's Program: The Universal Library: Mind, Body, and Soul ASCLA

Track: User Services

Panelists will discuss strategies for designing and maintaining a collection (physical and virtual), a physical plant (building) that everyone can access with a staff, which is diverse and reflective of all of the citizens.

Avoid Gray Hair! Jumpstart a passion for Building: Three Steps to an Extraordinary New Library for Your Community or Campus LAMA BES

Track: Non-Track

This session will outline a step-by-step approach to: articulate a strong vision of your community or campus library; enhance your building program to define the exceptional; and establish an inspired approach to fundraising. Please send questions in advance to msullivan@holzmanmoss.com by June 15th. Speakers: Malcolm Holzman, Holzman Moss Architecture; Marilyn Gell Mason, WebJunction; George B. Forsythe, Westminster College; Howard Taylor, San Angelo Museum of Fine Arts

And Now for the Good News: Appreciative Inquiry LAMA MAES

*Track: Administration & Leadership;
Leadership & Management*

This program will present an overview of appreciative inquiry, the study and exploration of what gives life to human systems when they function at their best. This approach to organizational change is based on the assumption that questions and dialogue about strengths, successes, values, hopes and dreams are themselves transformational. It offers a positive way to engage library staff in assessment. Although this method had its inception in the health care industry, this program will demonstrate its relevance to continuous improvement in libraries.

Speakers: Diane Graves, University Librarian, Trinity University Library, San Antonio,

TX; Gene Spencer, CIO, Bucknell University, Lewisburg, PA; Lisabeth Chabot, College Librarian, Ithaca College, Ithaca, NY

Archiving in Practice with JPEG2000 LITA

Track: Digital Information & Technologies

The JPEG2000 image file format has made modest progress as an access master in cultural heritage applications. Its acceptance as a preservation master has been more cautious and deliberate. Panelists in this program will offer perspectives for using the JPEG2000 standard for preservation of still and moving picture archives. Participants will learn the advantages and disadvantages of JPEG2000 as a preservation format and gain an understanding of trade-offs in the parameters that the specification offers.

Beyond Gaming Tournaments YALSA

Track: Children & Young Adults; Technology

Discover best practices beyond gaming tournaments in such programs as avatar creation, character worksheets, video game clubs, machinima contests, Cosplay and more. Elizabeth Saxton, Cleveland Public Library; Craig Davis, Youth Digital Arts Cyber School and Amy McNally, Ridgedale Library, Minnetonka, MN, with teens Karina Grimaldi and Brigit Boler, share their successes in delivering high quality engaging programs about and around tabletop and video games - that do NOT involve actual game play! The second half of the program consists of a breakout session to try program activities and exercises yourself.

Sunday, 8:00 am-10:30 am

Literary Tastes: A Notable Books Breakfast \$ RUSA CODES

Track: Non-Track

Come join this annual celebration of the best writing our time. Authors have been selected from the 2008 Notable Books Council's "List for America's Readers," an annual list of 25 outstanding fiction, nonfiction and poetry books for adult readers (www.ala.org/rusa).

Sun., 8:00 am - 10:30 am Continued

The writers will read from their work or talk about an aspect of the writing process while attendees enjoy breakfast. They will be available to sign books and for further discussion after the breakfast. Tickets are \$36 and are available on the Conference Registration form. No tickets will be sold at the door.

Sunday, 8:00 am-12:00 pm

The Lady, the Tramp, and the Lion King: Mixed Messages about Gender, Race, and Ethnicity in Disney's Magic Kingdom **ACRL ANSS**

Track: Authors, Literature & Cultural Programming; Cultural Diversity

The program takes place in the midst of what is arguably the largest cultural enterprise in the world, Disney. Through an interdisciplinary panel of speakers, the program will explore the representation of race and gender in Disney media and will present an opportunity to think critically about, and perhaps challenge, preconceived notions about Disney and its effect on popular culture. This program is co-sponsored by WSS and AFAS.

Speakers: Keith M. Harris, Assistant Professor, University of California, Riverside; Moderator, Rebecca Blakeley, Government Documents Librarian, McNeese State University

Eating Across Cultures: Food is Culture **ALA EMERT**

Track: Authors, Literature & Cultural Programming; Cultural Diversity

Food—what we eat, the rituals and practices that accompany our meals, our attitudes toward our food - conveys much about our society, our cultures and our identities. Immigration has added immeasurably to our culinary richness and diversity. Panelists will speak to the role of food in communicating across cultures, preserving cultural heritage, in shaping our perceptions of cultures and of the importance of collecting related materials.

Creating the Future of the Catalog and Cataloging **ALCTS CCS**

Track: Transformation & Innovations

Explore the connections between the promise of next generation catalogs, the potential of global information networks, and what catalogers do. How may catalogers and others use new tools like WorldCat Local, the eXtensible Catalog, faceted browsing, etc., new concepts like "ambient findability" and new behaviors like social tagging, web searching, etc., to create valuable services for information users. This program will present views of the future of catalogs, cataloging, and catalogers.

Speakers: Martha Yee, Cataloging Supervisor, UCLA Film & Television Archive; Jennifer Bowen, Head of Cataloging, River Campus Libraries, University of Rochester; Tim Spalding, Creator of LibraryThing; Diane Hillman, Cornell Digital Library Research Group; Moderator: Robert Wolven, Assoc. Univ. Librarian for Bibliographic Services & Collection Development, Columbia University

Sunday, 8:30 am-10:00 am

Middle and High School Collaboration Strategies **Professionals Working with Struggling, ESL/ELL and "At-Risk" Reading Populations** **AASL**

Track: Non-Track

Media Specialists and Teachers will present and discuss their strategies and findings on how utilizing a specific trade book format helped significantly improve reading scores and overall enjoyment of reading for struggling, ESL/ELL, reluctant and "at-risk" readers. After attending this session participants will be able to: develop a roadmap for collaboration to help struggling readers etc make gains both in overall reading comprehension and in their independent reading; understand how a larger print format improves reader confidence/lowers readers anxiety level, letter and word recognition, reading comprehension and satisfaction when reading; incorporate best practices for format into classroom, reading room and library.

The Highly Effective Job Search **ALA HRDR**

Track: Non-Track

Frequent job changes and layoffs are becoming a way of life in all fields. Making a well planned change is often the best way to take your career where you want it to go. Wondering how to tell if you're making progress in your search? Or how long a search will take? Get insight from a career expert who has studied how the most (and least) effective job hunters implement the search project. Speakers: Vicki Burger, Facilitator, GM Standards For Excellence

Sunday, 9:00 am-10:00 am

YALSA's Young Adult Author Coffee Klatch \$ **YALSA**

Track: Non-Track

Enjoy coffee and conversation featuring YALSA award winning authors! This informal coffee klatch will give you an opportunity to mingle with authors that appear on YALSA's Best Books for Young Adults Lists! Tickets are \$19 and are available on the Conference Registration form.

Sunday, 10:30 am-1:00 pm

Mobile Libraries: Driving Library Services Into the Future **ALA OLOS**

Track: Non-Track

This session is designed to provide inspiration and practical ideas about current mobile library service. Whether you are already mobile, or considering a new service, hear about modern community interaction and participate in round table discussions on planning, maintenance, collection management, programming, marketing, or staffing of a contemporary mobile library. This content-filled program will conclude with an inspirational lunch presentation by Masha Hamilton, author of *The Camel Bookmobile*. Speakers: Masha Hamilton, Author, Harper-Collins; Susan Hill-Pieper, Director/Editor Paulding County Carnegie Library; Terry Sterling, Librarian

ian Supervisor, Fresno County Library; Michael Swendrowski, President, Speciality Vehicles Services, LLC; Kathleen Mayo, Outreach Services Manager, Lee County Library System; Jody Olivieri, Bookmobile Manager, Homer Township Public Library; Theresa Gemmer, Outreach Librarian, Everett Public Library; Tena Wilson, Branch Manager, Cleveland Public Library

Sunday, 10:30 am-12:00 pm

Winning Over Boy Readers with California's Teacher of the Year: Effective Literacy Improvement Strategies That Really Work with Today's Young Students **AASL**

*Track: Children & Young Adults;
Best Practices and Programming*

Engage reluctant boy readers by learning how to use proven, effective strategies to inspire young males to embrace books, improve their literacy competencies, raise their test scores and build a lifelong bridge to reading. Alan Sitomer, California's Teacher of the Year award winner, will empower attendees in this interactive program to really reach today's boys with books. Methodologies designed to excite disengaged young male students about the world of reading, including fun activities and immediately usable material, will be provided.

Speakers: Alan Sitomer, Lynwood High School

Independent School Section (ISS) Tea \$ **AASL**

Track: Non-Track

Tickets are \$29 and are available on the Conference Registration form.

Media Literacy, Artistic Expression, and Copyright **ACRL**

Track: Issues & Updates

Digital Media Studios, Knowledge Creation Labs, and Media Design Studios are becoming common spaces and services in libraries. A panel of experts will discuss copyright issues surrounding the creative use of media. Dr. Renee Hobbs will clarify how students

and faculty are using media in their roles of "knowledge creators." Mary Rasenberger will show how Fair Use is changing and discuss the 108 Study's recommendations for legislative changes. Marybeth Peters will discuss the reality of the existing law and the tension between it and what users want. This program is sponsored by the ACRL Copyright Committee.

Speakers: Marybeth Peters, Director, U.S. Copyright Office; Renee Hobbs, Professor, Department of Broadcasting, Telecommunication and Mass Media Temple University

Giving Voters a Voice with Direct Democracy: How Does This Fit into the Political Arena? **ACRL LPSS**

Track: Issues & Updates

The ballots in the November elections will contain more than presidential candidates. Twenty-seven states will vote to approve various initiatives and referendums. While all but Delaware will vote on approval for constitutional amendments proposed by the state legislature. A panel will provide information on the process of initiatives and referendums. Then lead a discussion on which types of materials and how much one needs to collect on this type of balloting process.

The Healthy Librarian: Cultivating Wellness in the Workplace **AFL BCALA; AFL AILA**

Track: Non-Track

Learn simple strategies to cultivate wellness in the workplace at your library. Participants will learn skills to manage challenges of the job including emotional patrons and a sedentary job. This interactive session will explore practical solutions including stress management skills, ergonomics and how to incorporate more activity into your day. Resources for improving one's health literacy including health check tools and developing resiliency for changes in the profession will be explored. Participants will leave with enhanced knowledge and practical skills for incorporating healthy habits into their daily work.

Speakers: Siobhan Champ-Blackwell, Community Outreach Liaison, National Network of Libraries of Medicine

Protecting Planet Earth **AFL FOLUSA**

Track: Non-Track

Authors Patrick Carman (*River of Fire* and *The House of Power*) and Dan Koeppel (*Banana: The Fate of the Fruit that Changed the World*), will be joined by others who write about environmental concerns in both fiction and non-fiction. *Library Journals* book review editor, Barbara Hoffert, will moderate the panel discussion. Authors will sign their books following the program - most of which will be free and others sold at a generous discount.

Lobbying for Operational Expenses **ALA APA**

*Track: Administration & Leadership;
Advocacy, Marketing, & Fundraising*

Many of us know how to raise money for new buildings and materials, but what about raising the funds that pay operational expenses, like salaries and utilities? The techniques may be similar, but the messages to your potential funders (citizens, university administration, board members, etc.) will be VERY different. Speakers: Emily Sheketoff, Executive Director, ALA Washington Office

What is the State of Federal Libraries? **ALA FAFLRT**

Track: Transformation & Innovations

Hear the outcome from a series of listening sessions held for federal and military librarians and learn about the issues identified as problems in the federal library community. Chime in with your ideas for legislative initiatives that are needed to support federal libraries, and learn how ALA processes such resolutions. Learn from FLICC representatives how you can participate in the Census of Federal Libraries. And share your ideas to improve information services to citizens.

Career Transitions and Surviving the In-Between Time **ALA HRDR**

Track: Career Paths & Professional Development

Career transitions may cause anxiety about financial security and family stability. You may have to relocate- as well as create doubt

Sun., 10:30 am - 12:00 pm Continued

about your sense of self worth. These transitions may be a result of layoffs, downsizing, firing, resigning, or just a decision to change careers. This session will focus on providing a road map for getting through transitional phases as painless and quickly as possible. Speakers: Caitlin Williams, President, Successful Working Women

**Energize Your Instruction:
Keep The Magic Alive for
You and Your Audience**
ALA LIRT

Track: Non-Track

Is your instruction dull and lifeless? Are you and your audience equally bored? Join speaker Andrew Sanderbeck for his presentation on how to avoid getting into a rut and put pizzazz back into your teaching. This program focuses on proven techniques that help those who teach avoid burnout and rediscover the best potential in themselves and others.

Speakers: Andrew Sanderbeck, Professional Development Speaker, Trainer and Consultant, People-Connect Institute

**The History of American
Libraries and Librarianship
in the West**
ALA LHRT

Track: Research

The Forum will consider new or continuing research to be presented at the annual conference in the following research area: the history of American libraries and librarianship in the West. The West will be defined as the "trans-Mississippi west" and the papers may be inclusive of all library development, including public, academic, private or membership libraries. Of particular interest will be studies on library development in frontier areas and the evolution of libraries and librarianship in the "new West." The time frame considered will be the 19th and 20th century.

Four Star Research
ALA LRRT

Track: Research

This program presents current research into

digital reference, public library management, library evaluation, and research methodologies.

**Library Connectivity For
Public Access: Staying Ahead
of the Curve**
ALA OITP

Track: Digital Information & Technologies
Public Libraries are struggling to obtain the bandwidth they need to provide full, effective public access to the Internet. With the assistance of the Bill & Melinda Gates Foundation, ALA has undertaken a number of activities aimed at helping libraries address this critical problem.

**Asian / Pacific American
Leaders in Libraries:
a Rare Commodity**
ALA OLOS

Track: Non-Track

Library directors, deans, deputy directors, and managers from ethnically diverse background are somewhat limited, and only a handful of them are of Asian/Pacific American background. This program will showcase Asian/Pacific American leaders who made it in our profession as dean of library school program, director or deputy director, and managers in both academic and public libraries. Each will tell the rewards and challenges of reaching the top of the profession. They will also provide insights and strategies on navigating the road to leadership; what worked for them and how they overcame different hurdles on the way to reaching their goals.

Speakers: Heawon Paick, Branch Manager, Junipero Serra Branch Library; Ben Wakashige, System Director, Learning Resource Centers, National American University; Ling Hwey Jeng, Director, Library and Information Studies, Texas Woman's University; Patty Wong, County Librarian, Yolo County Library System

**Soul of a People:
Voices from the Writers' Project**
ALA PUB PROGS

Track: Authors, Literature & Cultural Programming

The ALA Public Programs Office will provide information on library outreach programs in conjunction with a TV documentary on the

WPA Federal Writer's Project "Soul of the People: Voices from the Writers' Project".

**PRIME TIME FAMILY READING:
Bilingual Programs
Expand Nationally**
ALA PUB PROGS

Track: Children & Young Adults; Best Practices and Programming

How can your library reach the under-served, or never served, Spanish speaking families in your community? Attend this session to hear librarians from around the country discuss their successes with PRIME TIME in reaching this audience and creating new library users.

**Earth Wind and Fire @ Your
Library: Changing Climate
and Changing Lives**
ALA SRRT

Track: Non-Track

As concentration of greenhouse gases continue to increase and cause global temperatures to rise at an alarming rate, climate change continues to significantly impact the global environment, especially for poorer areas of the world, which will be most vulnerable to climate change. Join the Social Responsibilities Round Table's International Responsibilities Task Force and Task Force on the Environment as we discuss factors contributing to climate change. Furthermore, we will present a call to action outlining what we ALL can do to reduce the consequences of global warming—both in our professional and personal lives.

**Making it New: Innovation in
Children's Book Publishing
Past, Present, and Future**
ALSC

Track: Children & Young Adults; Literature & Collection Development

Four children's literature professionals will offer their unique perspectives on the history of publishing books for children in America, focusing on pivotal times of innovation, uncertainty, and change. Historian Leonard S. Marcus will discuss the catalytic role played by 19th-century children's magazines as proving grounds for writers and artists, and the symbiotic relationship between public libraries and publishers that largely guided the growth of American children's literature over the last century. Dell Yearling founder George Nicholson will discuss

the revolutionary impact that paperbacks have had on the field, and comment on the current scene from his perspective as one of publishing's most respected agents. Tim Ditlow (Random House) will discuss possible future formats and media for children's books.

Speakers: Leonard S. Marcus, Historian/critic, Brooklyn, NY; George Nicholson, Founder, Dell Yearling; Tim Ditlow, Vice President & Publisher at Large, Random House Audio; Maria Salvadore, moderator

Library 2.0 and Children's Services

ALSC

Track: Children & Young Adults; Technology

Ing Kalchthaler and David Lee King explore how can Library 2.0 make life in a children's department easier. From your department's website to planning and advertising programming, Library 2.0 offers a more user-centered approach to library services. Find out only what you need to know about L2 without getting bogged down in the tech-talk and how exactly you can embrace it and put it to good use at your library! Also, learn why staff buy-in is necessary to successfully launch into any new technology related project and ways to involve staff from the project's start, so buy-in is natural.

\$\$\$ How To @ Your Library

ALTA

Track: Administration & Leadership; Advocacy, Marketing, & Fundraising

Is there a library that doesn't need money? Experts fundraisers will tell us how to do it
Speaker: Susan Roman

Intellectual Freedom: "Who's View" ? Hot Topics

ALTA

Track: Administration & Leadership; Trustee

This program will be presented by a panel with the latest Hot Topics in libraries about intellectual freedom issues

Track: Administration & Leadership; Advocacy, Marketing, & Fundraising

This program will feature a panel of four speakers discussing best practices and trends in marketing. Representatives from academic and public libraries along with other special guests will round out the panel. This program will offer a broad spectrum of experiences, what works, what doesn't, and will include suggestions from the audience as well.

The Open Library: Promise and Peril LITA

Track: Issues & Updates

There is increasing discrepancy between the privacy values espoused by the library world and the threats to privacy inherent in many web technologies, in particular the interactive and participatory applications of Web 2.0. A panel of speakers will discuss this issue. Sponsored by the LITA Legislation and Regulation Committee with co-sponsorship of the LITA Technology and Access Committee.

Speaker: Karen Coyle

Book Group Therapy: How to Repair, Revamp and Revitalize Your Book Group RUSA CODES

Track: User Services; Outreach

Book group expert and action figure Nancy Pearl (www.nancypearl.com) will discuss book group therapy, including tips on selecting titles that generate interesting discussions; dealing with domineering personalities; and overcoming the many roadblocks to peak participation. Pearl will also discuss building a circulating book group collection (based on the successful Seattle Public Library model), a core list of titles and readers' advisory for book groups. The RUSA/CODES Readers' Advisory Committee will also share preliminary results of a national survey on book groups.

Speaker: Nancy Pearl

What Can Genealogy Do For Your Library RUSA HS

Track: User Services; Outreach

Genealogy is an excellent draw for public libraries. You can attract tourism dollars and

make your library into a destination library. Genealogists can be among your most loyal patrons—they have time and money, and will keep coming back. See how you can tap into this valuable resource @ your library.

Is Face-to-Face Reference Dying? RUSA MARS

Track: User Services; Reference

Is your library ready to take electronic reference services to the next level? This program features vanguard solutions already implemented at Ohio University and Appalachian State University. The speakers will discuss their innovative service models that include Skype and a 3D virtual reality library. This program also will address user preferences for emerging technologies that are re-shaping the landscape of contemporary reference work.

Sunday, 10:30 am-12:30 pm

Hyperlinks: Technology Catching Teens Outside the Library YALSA

Track: Children & Young Adults; Technology

Technology offers a world of outreach opportunities to catch those young adults who have limited access to the library. Incarcerated youth, youth without transportation, youth in alternative schools and working youth can access a new slate of online services. Learn to use online communities, cyber homework assistance, e-reading clubs, and other programs to connect underserved young adults to the library through these tech-focused, mobile services. Expand your library's reach with 24.7 capabilities.

Sunday, 11:00 am-1:30 pm

Fundraising in HD: The Effects of Image on Marketing, Development & Communications LAMA FRFDS

Swap & Shop: Hot Ideas for Cool PR LAMA PRMS

Track: Non-Track

View and sample a showcase of PR materials (annual reports, newsletters, reading

Sun., 11:00 am - 1:30 pm Continued

promotions, web pages and more), including winners of the Best of Show awards, a juried selection of the best library materials produced in the past year. The PR Doctors will be available for one-on-one consultations.

Sunday, 12:00 pm-2:00 pm

Specialized Outreach Services (SOS) Luncheon: Failure is motivating, Success is Paralyzing \$ ALTA

Track: Non-Track

The program is to give Librarians, Trustees, and Staff strategies to improve their relationship with one another. For the betterment for the community through service. Our program will be upbeat and informative with a touch of comedy. Tickets are \$50 and are available on the Conference Registration form.

Sunday, 1:30 pm-3:00 pm

Reaching Out to At-Risk Students AASL

Track: Children & Young Adults; Literature & Collection Development

This program will present descriptions of at-risk students; list ways to engage at-risk students in your library program; describe books at-risk students love; describe ways to take the library to the student, presentations, student book talks, demonstrations, field trips, readers advisory and more.

Speakers: Pam Rybus, Alternative School Librarian, Central Academy, Idaho

Top Technology Trends LITA

Track: Transformation & Innovations

This program features our ongoing roundtable discussion about trends and advances in library technology by a panel of LITA technology experts. The panelists will describe

changes and advances in technology that they see having an impact on the library world, and suggest what libraries might do to take advantage of these trends.

Sunday, 1:30 pm-3:30 pm

The Best of the Best from the University Presses: Books You Should Know About AASL

Track: Collection Management & Technical Services; Collection Development

Twenty-five to thirty University Press titles will be presented by PLA and the 2007-08 AASL University Presses Books Selection Committee. Titles will represent those featured in the 2008 University Press Books Selected for Public and Secondary School Libraries, an annual collection, development bibliography produced by the AAUP in coordination with the AASL American University Presses Book Selection committee. Book subjects discussed by a panel will include art, literature, history, multicultural studies, reference, and memoirs. A raffle of all books presented will be drawn at the end of the program.

Speakers: Rachel Weiss-Feldman, Marketing Manager, AAUP

Fish4Info: A Next Generation Library Portal AASL

Track: Digital Information & Technologies

This program will present the next generation school library portal created as an open source project by the School Library System of Genesee Valley BOCES. Participants will learn how Fish4Info.org provides a next generation catalog, book reviews, tagging, social bookmarking, and pathfinders to libraries and their students. The program will also cover the School Library 2.0 concepts behind the need for a next generation portal as well as the benefits of providing an online, 24/7 school library experience. Participants will leave the workshop with the portal software and installation directions.

Speakers: Christopher Harris ; Andy Austin; Michael Nyerges

Ethics in the Age of Web 2.0 AASL ISS

Track: Issues & Updates

The ALA Code of Ethics for Librarians has served school and youth services librarians for almost 70 years. How has it supported the intellectual freedom of school and public library youthful users? Does it continue to offer us the guidance we need to face the new challenges and new roles we face in a socially networked, rapidly changing digital world? What needs updating? What's missing? What has aged well? A panel of experts, library educators, and practitioners will discuss ethical issues associated with social technologies, privacy, intellectual property, censorship, access to information, leveling and labeling a collection, and selection. Speakers: Helen Adams, Retired; Debbie Abilock, Consultant/Co-Founder, Noodle-Tools, Inc.; Terry Young, Librarian, West Jefferson High School; Rebecca Butler, Associate Professor, Northern Illinois University

Lights! Camera! Action! African Americans in Film ACRL AFAS

Track: Authors, Literature & Cultural Programming; Cultural Diversity

Before Denzel Washington, Halle Barry, Jamie Foxx, and Forest Whitaker, African Americans made significant contributions to the American motion picture industry. Come and discover the historical, social, and political back-story of early Black Hollywood through discussion, film clips, and photographs.

Moving Image Collections: Surveying Tools and Preservation Basics ACRL RBMS; ACRL ARTS

Track: Collection Management & Technical Services; Cataloging & Metadata

Do your collections include film or other moving image materials? Have you wondered how to assess and prioritize moving image preservation efforts at your institution? This practical program will cover available surveying tools, current preservation approaches, and funding avenues that will help you get the job done. This program is co-sponsored by Arts and PARS.

Speakers: Snowden Becker, Co-founder, The Center for Home Movies; Hannah Frost,

Media Preservation Librarian, Stanford University; Michael Pogorzelski, Director, Academy Film Archive, Academy of Motion Picture Arts and Sciences

Creating Change: Teacher Librarians and New Learners ACRL IS

Track: User Services; Literacy and Learning

The presenter will weave together contemporary discussions on learning theory for the purpose of developing and better preparing today's teacher librarian. Specifically, the program will address the evolution of learning theory, including the controversial notion of connectivism; the characteristics, needs, and expectations of today's diverse learners and researchers, and the need for librarians to embrace change, to learn new research approaches and teaching techniques, and to teach to an ever-evolving array of learners and researchers.

Coming Out at Work: 20 Years Later AFL

Track: Issues & Updates

20 years ago, the GLBT Task Force sponsored a program at ALA on Coming Out at Work. Join us as we revisit that topic with some of those same panelists, to see how things have changed, and how things have remained the same, in the last 20 years.

SAA/ALA/AAM Jt. Committee: 21st Century Data Curation for Archives, Libraries and Museums AFL

Track: Non-Track

Digital curation, or Digital Collection/Information Management, now in its infancy will arguably become a major activity for all types of cultural heritage institutions in the not-too-distant future. Each type of cultural heritage institution has its traditional curatorial practices for physical objects; however, when the objects of concern are digital files, the possibilities for sharing best practices for managing digital collections and learning from each other are wide open.

Speakers: Jana Bradley, Professor and Director, Univ. of Arizona, School of Info. Re-

sources & Lib. Science; Bryan Heidorn, Associate Director, Univ. of Illinois at Urbana-Champaign, Graduate School of Lib. & Info. Scie; Chris Freeland, Application Development Manager, Missouri Botanical Garden

Savvy Library Services for Senior Health AFL BCALA

Track: Non-Track

Come learn to provide savvy library services for senior health information. This program will address the health information searching behavior of seniors and how we can best serve them. The presenter will share lessons learned from outreach with senior citizens and their care providers. Participants will leave with enhanced knowledge of seniors' health information needs, resources for healthy aging and how to create meaningful programs for senior health information.

Speakers: Karen Vargas, Consumer Health Outreach Coordinator, NN/LM, South Central Region

A U.S. China Experience AFL CALA

Track: Issues & Updates

With fast approaching dates of the 2008 Olympic Games to be held in Beijing and a continuously rising economy, China has become a buzzword in the media nowadays. But how much do we know about library services to users in China? This program presents first-hand experience for U.S. librarians in working with the library community in China. One keynote speaker and four panelists will present several successful outreach programs to the Chinese libraries.

CALA 2008 Annual Program: "Global Outreach:

A U.S. "China Experience" AFL CALA; ALA IRC/IRRT

Track: Non-Track

With fast approaching dates of the 2008 Olympic Games to be held in Beijing and a continuously rising economy, China has become a buzzword in the media nowadays. But how much do we know about library services to users in China? This program presents first-hand experience from U.S. librarians in working with the library community in China. One keynote speaker and the four panelists

will present several successful ongoing outreach programs to the Chinese libraries.

Speakers: Beverly Lynch, Professor of Information Studies, UCLA; Haipeng Li, Outreach Coordinator, Oberlin College Library; Trisha Davis, Head of Serials, Electronic Resources and Rights Management Dept., Ohio State University Libraries; Qiang Zhu, Director, Peking University Library, China; Lian Ruan, Director, Illinois Fire Service Institute Library

First Author, First Book AFL FOLUSA

Track: Non-Track

Be the very first to hear from writers who are sure to end up on the best-sellers list in this popular annual program sponsored by Friends of Libraries U.S.A. Meet newcomers Kaya McLaren (*Church of the Dog*) and Mark Sarvas (*Harry, Revised*) as well as others who are newly joining the ranks of first time authors. *Library Journals* book review editor, Barbara Hoffert, will moderate the program. The authors will sign copies of their books following the event most of which will be given away free while others will be sold at a generous discount.

Training Showcase: Best Practices for Continuing Library Education ALA CLENERT

Track: Career Paths & Professional Development

The training showcase is a poster session type of program celebrating innovative continuing education, staff development, training initiatives and programs in all types of libraries across the country. Come meet this unique group of trainers, staff development coordinators, and librarians who are sharing the exceptional staff learning opportunities they developed.

Care Crisis on Libraries and Librarians ALA COSWL

Track: Issues & Updates

Many women are caught between their jobs and caring for children, grandchildren and aging parents, with the library field dominated by female employers; this is an issue that affects employers and librarians personally. Come join a discussion of the "sandwich generation" situation and possible solutions libraries can offer.

Sun., 1:30 pm - 3:30 pm Continued

Beyond White Privilege 101: Continuing the Discussion ALA DIVERSITY

Track: Non-Track

Join us as we continue the dialogue begun at the White Privilege 101 discussion during ALA Midwinter. We all operate within multiple circles of privilege, and we are all motivated by hidden biases. What does this mean as we attempt to create a inclusive workforce climate? What are the implications for effectively reaching underserved populations? Communication is the key to understanding. This facilitated discussion will assist attendees in broadening perspectives and translating knowledge into action.

Politics of Differences: Cultural Sensitivities and Global Ethics for Libraries and Librarians ALA ETHICS

Track: Non-Track

How can we build a global ethical framework for the library and information profession based a common ground of values while also respecting the diversity of historically and culturally based ethical values that provide the foundation for library and information services throughout the world?

Gov 2.0: Going further with Wikinomics ALA FAFLRT

Track: Transformation & Innovations

Heard about Gov 2.0? *Wikinomics* author, Anthony D. Williams, refers to it as harnessing the power of mass collaboration and the web 2.0. Learn about the use of social technologies in DIA, CIA, NIH, GSA, DHS, DoD, and other government agencies. Discover how government is striving to behave not as an isolated department or jurisdiction, but as something new: a truly integrated organization. Meet the change agents that are bringing innovation to the bureaucracy.

Think Global, Act Local: How to Internationalize your library? ALA IRRT

Track: User Services

Presentation of the ALA Sister Libraries Program that encourages U.S. Libraries to form relationships with libraries in other countries to exchange information, to improve access to publicized information in both countries. Raise awareness of issues facing libraries in other countries, and offer opportunities to learn more a country represented by a group in your local community.

Public Library History in the Late 20th Century: A Comparative Perspective ALA LHRT

Track: Research

The program will feature a distinguished panel with three speakers who will present an historical analysis of major trends and issues affecting public libraries in France, Britain and the United States; The focus is on the period of dynamic change and transition from World War II through the end of the century. Speakers: Anne-Marie Bertrand, Director, National Supérieure des Sciences de l'Information et des Bibliothèques; Alistair Black, Professor, Leeds Metropolitan University; Douglas Raber, Professor, University of Missouri

Membership Fair ALA LIRT

Track: Non-Track

Directly after our program, join LIRT for the Membership Fair to learn about Library Instruction.

Your Library, Your Space - Using Research to Make Libraries People Friendly ALA ORS

Track: Non-Track

Planning for new or renovate libraries has changed dramatically during the past decade. Librarians and architects traditionally used surveys, demographic information and other quantitative criteria to build functional spaces. Planning today places the user at the center of designs and successful libraries must understand how customers currently use our spaces. Learn how qualitative methods such as observation, focus groups, and interviews provide the keys to designing libraries that

enhances institutional missions as well as the social dimensions of learning and community.

Booklist Adult Books Readers' Advisory Forum ALA PUBLISHING

Track: Authors, Literature & Cultural Programming

A panel of four fiction writers, including Booklist's own Keir Graff and highly regarded novelist Janette Turner Hospital, will discuss trends in American fiction in the post-9/11 era.

Practical Tips for Staff Dealing with Challenging Patrons: Teens and Adults with Issues ALA SORT

Track: Career Paths & Professional Development

Practical advice about dealing with at-risk youth featuring Joann Mondowney, Director of Flint, Michigan Public Library and author of *Hold Them In Your Heart*. Mark Willis, Community Relation Manager, Dayton Metro Library, will be discussing practical tips on handling adult patron issues such as homeless, mentally illness and other challenges from his ALA book *Dealing with Difficult Patrons!* Speakers: Joann Mondowney, Director, Flint Michigan Public Library; Mark Willis, Community Relation Manager, yton Metro Library

Ding Dong the V(HS)itch is dead ... or is it? ALA VRT

Track: Digital Information & Technologies

Librarians in media await the looming obsolescence of VHS and the switch to digital television. Many libraries house sizable VHS collections, even as they collect new titles on DVD and prepare for high definition. Many VHS titles may be impossible to re-acquire as DVDs. Speakers will discuss strategies for evaluating collections. Over-the-air television transmission will switch to digital on February 17, 2009. Speakers address converter box vouchers and their impact on libraries.

Making the Switch from Print to Online: Why, When and How? ALCTS CMDS

Track: Collection Management & Technical Services; Collection Development

Planning on going e-only? Four panelists will

examine the issues of switching from print to online from different viewpoints. Two publishers will describe challenges associated with maintaining print and online, and when and under what conditions they would choose to provide e-only. Two librarians will discuss decision-making strategies associated with dropping print and moving to e-only.

Speakers: Judy Luther, *Informed Strategies*; Tim Bucknall, University of North Carolina, Greensboro; Rick Anderson, University of Utah; Noella Owen, Springer Verlag; Kim Steinle, Duke University Press

Let Me Ask You This: Constructing & Using Effective Surveys ALSC

Track: Administration & Leadership

A hands-on approach to developing and testing surveys that provide relevant and meaningful information for planning, evaluation, and decision-making. Practical tips by a panel of experts and interactive small group experience will make participants critical consumers and skilled constructors of surveys as well as competent users of information collected.

Hey! I Want to do that, Too!: Gaming and the Elementary Age Child ALSC

Track: Children & Young Adults; Technology

Children are excited to play electronic and online games. What's available and appropriate for children in second to fifth grade? With a Ph.D. in Educational Psychology, Warren Buckleitner, editor of *Children's Technology Review*, library trustee, and community technology advocate will share his knowledge of child development and emerging technology products. In addition, check out our "Showcase of Success," sharing successful gaming and technology programs for children at libraries and media centers like yours.

Speakers: Warren Buckleitner, Ph.D., Editor, *Children's Technology Review*

Pura Belpré Award Celebracion ALSC

Track: Non-Track

Award presentation for the 2008 Pura Belpré Award winners and honorees.

Education of Trustees Program: A Library Board's Practical Guide to Hiring Experts ALTA

Track: Non-Track

Library directors and trustees have a myriad of skills and expertise, but are often faced with difficult, complex issues outside the realm of their experience. Undertaking a feasibility study, passing a millage/levy, or hiring a new director are but a few of the challenges that boards face. The panel will give practical tips on how to hire outside experts based on a new ALTA publication *A Library Board's Practical Guide To Hiring Outside Experts*.

Planning for Open Source in Cooperatives and Consortia ASCLA ICAN

Track: Digital Information & Technologies

Open Source alternatives are coming and library consortia must find their role in planning and development. What are the issues cooperatives and consortia face when exploring open source? A panel of speakers from sites implementing or planning the implementation of open source software will discuss these issues, including writing an RFI or RFP for open source solutions, and how member support will evolve, including staffing and budget changes, working with vendors and using "volunteer" assistance from the open source community. We'll also hear about the challenges and opportunities involved in creating our own systems and working in open, collaborative, cost-effective partnerships.

LAMA President's Program LAMA

Track: Administration & Leadership

Visual and Verbal Literacy - Skills for Contemporary Leadership. Leadership is about your ability to see, move, and be moved by people and things in ways that capture and expand yours and their imaginations. This program will help you both think about, and practice leadership in ways that might surprise you - leadership practiced at its confluence with the world of creativity.

Speaker: David Magellan Horth

Selling Your Story: How to Use the PLA Service Responses to Market Your Library PLA LD

*Track: Administration & Leadership;
Advocacy, Marketing, & Fundraising*

How many times have you heard "I didn't know the library did that"? The newly revised PLA Service Responses provide an effective framework for a marketing program that will make certain that everyone in your community understands the variety of services the library offers - and that they will want to use those services.

Speakers: June Garcia, Consultant, Denver, CO; Sandra Nelson, Author/Consultant, Nashville, Tenn

Get the Word Out: How to Do It Marketing for Small and Rural Libraries PLA LD

*Track: Administration & Leadership;
Advocacy, Marketing, & Fundraising*

No matter how small your library, effective marketing is the key to success and to your library's future. Come hear how small libraries across the country are leveraging simple marketing techniques to make their libraries vital to their communities. Marketing basics and practical tips for developing a strategy, effectively executing that strategy, and measuring effectiveness will be provided.

Speakers: Diana Bitting, Manager, Education Program, PALINET; Walt Crawford, Creator, Author, Publisher, OCLC; Edward James El-sner, Director & Consultant, Delton District Library, Mich.; Beth Nicholson, Director, Clarksburg-Harrison Public Library, W.Va.; Annette Wetteland, Information Specialist, State Library of Iowa/Library Administration

Programming Your Way Through Dewey: Insects, Dinosaurs, and Gross Biology @ Your Library PLA LS

*Track: Authors, Literature & Cultural
Programming*

There is a wealth of browsable, non-fiction material in our libraries. Are you looking for new ways to develop programming and highlight these exciting resources? Our invited authors discuss their work and creative pro-

Sun., 1:30 pm - 3:30 pm Continued

cess. Librarians will provide information on best practices and non-fiction programming. Speakers: Nic Bishop, Author & Illustrator, Scholastic Children's Books; Kelly Milner Halls, Author, Spokane, Wash.; Nancy Baumann, Bearport Publishing, Laramie, Wyo.; Eileen Glazik, Youth Services Program Coordinator, Vernon Area Public Library, Ill.; Susan Person, Youth Services Librarian, Lacey Timberland Library, Wash.

Providing Technology Services on the Front Lines RUSA MARS

Track: User Services

Libraries are constantly introducing technology-related services to meet users' changing needs. Although reading rooms and reference desks still exist, libraries are reinventing their public spaces to create a place for users to work corroboratively with technology to create multimedia projects. In addition to providing these spaces and services for our users, library staff must be equipped to fully support them. Explore how library staff are adapting to meet these needs.

14th Annual New Reference Research Forum RUSA RSS

Track: User Services; Reference

Three researchers discuss their peer-reviewed, in-process or completed research project on reference or user services such as user behavior, electronic services, tracking, reference effectiveness, organizational structure, training, or staffing: 1. The READ Scale (Reference Effort Assessment Data) Project: Qualitative Statistics for Meaningful Reference Assessment, A Report of the National Study - Bella Karr Gerlich & G. Lynn Berard.; 2. Does Size Matter? Examining Trends in the Provision of Remote Reference Services in Academic and Public Libraries - Denise Agosto, Eileen Abels & Lorri Mon.; 3. Problems, Processes and Judgements: User Expectations of Online Reference Service - Lynn Westbrook.

Speakers: Bella Gerlich, Assoc. Professor, University Librarian, Georgia State University; Lynn Berard, Principal Librarian, Engineering

and Science, Carnegie Mellon University; Denise Agosto, Associate Professor, College of Information Science & Technology, Drexel University; Eileen Abels, Associate Professor, College of Information Science & Technology, Drexel University; Lorri Mon, Assistant Professor, College of Information, Florida State University; Lynn Westbrook, Assistant Professor, School of Information, University Texas at Austin

Don't Run a Mickey Mouse Operation: Using the ILL Code to Develop Best Practices RUSA STARS

Track: User Services

The Interlibrary Loan Code, and its revised supplemental documentation, define the "ideal" world of resource sharing. Best practices are often discussed and debated, and striven for by many. This program will identify resource sharing policy and practice problems common to all types of libraries, and through vignettes and discussion will highlight best practices to deal with these issues. Resource sharing practitioners will be able to identify appropriate practices and initiate best practices, while being entertained by the ILL Players.

Fostering Youth Advocacy: How Libraries Can Help YALSA

Track: Children & Young Adults;

Best Practices and Programming

What does successful youth advocacy look like? How can you encourage and enable teens in your community to advocate for the programs and services that matter to them? This program will consist of a panel of youth services representatives at the state and local level who will share programs and practical information on how libraries can help young people engage with funders, decision-makers and peers and let their voice be heard. (All levels, most useful for beginners and intermediate).

Sunday, 1:30 pm-5:30 pm

You Know FRBR, But Have You Ever Met FRAD

LITA

Track: Collection Management & Technical Services; Cataloging & Metadata

To improve search and retrieval experiences for users, the data modeling concepts of FRBR (Functional Requirements for Bibliographic Records)- work, expression, manifestation, and item - have been incorporated into RDA (Resource Description and Access) and elsewhere. FRBR has been extended to both name and subject authority data through the work of FRAD (Functional Requirements for Authority Data) and FRSAR (Functional Requirements for Subject Authority Records). Speakers will describe the status of this work to date.

Adult Learners: Helping Libraries Make MAGIC! PLA LS; ALA OLOS

Track: User Services

Public Library literacy programs are a vital service in communities and the adult learners in these programs, with leadership development and support, are uniquely positioned to advocate and promote all library services, including literacy. The session will feature presentations from librarians, literacy coordinators, and adult learners highlighting the outcomes of projects that utilize adult learners to promote and advocate for their library. Small group discussions will describe several national adult learner projects that prepare learners to advocate for their library and discuss their role in adding value to the community through library outreach and advocacy. This session is for libraries who partner with adult education providers and for those managing literacy programs.

Speakers: Susan Hildreth, State Librarian of California, Sacramento, Calif.; Adult Learners

Sunday, 3:00 pm-4:00 pm

Awards Reception LITA

Track: Non-Track

LITA Awards Reception

Sunday, 4:00 pm-5:00 pm

**Committee on Accreditation:
Who and What
ALA OA**

Track: Issues & Updates

Meet the practitioners, academics, and public-at-large members who are COA, and learn what they do as accreditors.

Sunday, 4:00 pm-5:30 pm

**Is There a Right to Information
Literacy? Academy
Responsibility in the
Information Age
ACRL**

Track: User Services; Literacy and Learning

Various institutions have discussed the relationship between economic development and information literacy, and the role of information literacy in society. What is the duty of academia to ensure that college graduates are information literate? Are postsecondary educational values violated when these skills are not provided to students? This program explores professional and ethical considerations regarding IL and ways of empowering librarians as we foster change. Speakers will help define the critical issues related to academic responsibility. This program is sponsored by the ACRL Committee on Ethics.

Speakers: Lorie Roth, Assistant Vice-Chancellor, Academic Affairs, California State University; Stephanie Sterling Brasley, Manager, Information Literacy Initiatives, California State University; Penny Beile, University Librarian, University of Central Florida

**Bringing the Immersion
Program Back Home
ACRL**

Track: User Services; Literacy and Learning

Find out what the Institute for Information Literacy's Immersion program can do for you and your institution! Immersion Program alumni will describe significant learning experiences gained from the program, and how they applied this experience to transform their teaching and their IL programs.

Discover the benefits and outcomes of the Immersion Program and gain insight into the application process through the panel discussion and poster sessions.

**Coming to the Talking Circle
AFL AILA**

*Track: Administration & Leadership;
Advocacy, Marketing, & Fundraising*

All individuals and ALA units, who address American Indian issues in their work place and/or communities, are invited to the Talking Circle, to share their initiatives, thoughts, concerns and questions about where we are today in Library Service to American Indians, as well as for future considerations, and possible collaborative endeavors.

**Charting Courses: Diversity
Research Grants
ALA DIVERSITY**

Track: Non-Track

2007 Diversity Research Grant Recipients share findings. Join us for these groundbreaking discussions: "The Relationship Between Social Identity(ies) and Role Performance Among Academic Librarians"; "(Re)envisioning diversity and multicultural librarianship and pedagogy in the post 9/11 context"; and "Archival and Grey Literature Use Patterns in Library and Information Science Journal Articles with a Focus on the African American Experience (1986-2006)". These award-winning researchers will be joined by the 2008 Achievement in Diversity Honoree. Speakers: Karen E. Downing, Foundation and Grants Librarian, University of Michigan's Hatcher Graduate Library; Mark Winston, Associate Professor, UNC-Chapel Hill School of Information and Library Science; Allison Rainey, MLIS Student, UNC-Chapel Hill School of Information and Library Science; Allison M. Sutton, Assistant Professor and Psychology & Social Work Subject Specialist, University of Illinois at Urbana-Champaign Library

**Researching, Archiving,
and Collecting for the
U.S. Congress
ALA FAFLRT**

Track: User Services; Reference

Meet information professionals from the U.S. House of Representatives and U.S. Sen-

ate. The House Archivist, Robin Reeder, will discuss Member research collections and House Committee records. Erin Hromada, the House Office of History and Preservation, will discuss how her office conducts congressional research, advises users, and provides services to librarians. See new resources on "Women in Congress" and "Black Americans in Congress". Kimberly Ferguson, the Senate Library, will discuss the Virtual Reference Desk on Senate.gov.

**Alphabet Soup? Librarians
in the European Union
ALA IRC**

Track: Administration & Leadership; New Models for Collaboration

What is it like to be a librarian in the European Union? Is it different from the United States? What is it like for a librarian from the States who wants to study or work there? What about the language problems? We will hear from librarians from several different types of libraries, including public, academic and school libraries, in Europe and from librarians from the United States who have spent some time in European libraries, and a public librarian from Germany.

**Religion, Ethnicity, and Gender
in the Arab and Muslim World
ALA OLOS**

Track: Non-Track

The panelists will discuss the diversity in the Arab and Muslim world and some of the major questions and issues concerning the history and geography of the Muslim world. The speakers will also talk about Gender as portrayed in Arabic Literature in translation to English; authors are both Arab and Arab American writers. Works discussed have been authored in the Arabic, French, English and Hebrew languages. A variety of resources will be presented including books, monographs, films, and websites useful for various size libraries. Speakers: Safi S.M. Safiullah, Reference Librarian, Salt Lake City Public Library; Ghada Elturk, Community & Cultural Outreach Librarian, Boulder Public Library

Sun., 4:00 pm - 5:30 pm Continued

Programming for English Language Learners: Outreach, Programming and Best Practices for Serving Preschoolers and their Families ALSC

Track: Children & Young Adults; Early Literacy

Experienced children's librarians from different library systems offer their best proven strategies for working with preschool children with limited English proficiency and their families in culturally diverse communities. Topics covered in a lively and interactive format will be: outreach and community partnerships; program components that build English language skills; rationale for offering bilingual programs; important characteristics of second language development in preschool children and finally, how to tie it all together with early literacy skill-building.

Speakers: Betsy Diamant-Cohen, Children's Programming Specialist, Enoch Pratt Free Library; Shelley Quezada, Consultant, Library Services to the Unserved, Mass. Board of Library Commissioners; Anne Calderón, Spanish Training Coordinator, Maryland Committee for Children; Barbara Brand, Youth Services Librarian, Johnson County Library, Blue Valley Branch

LITA President's Program: Isn't it great to be in the library...wherever That is? LITA

Track: Non-Track

It's often said that we run 3 libraries at once: the library of yesterday, today, and tomorrow; both the physical library and the one that exists beyond the walls. Join Joe Janes, University of Washington, Seattle along with members of the "It's All Good" <<http://scan-blog.blogspot.com/>> blogging group as we examine the full social and cultural constructs of libraries that moves beyond Web 2.0 and integrates patrons, librarians, and resources.

Early Literacy Training for Child Care Providers: A Proven Program for Success PLALS

Track: Children & Young Adults; Early Literacy

Using Carroll County (Md.) Public Library's ground-breaking, scientifically-based study, learn about ways to train child care providers to foster early literacy skills in young children in order to promote kindergarten school readiness.

Speakers: Elaine Czarnecki, Consultant, Resources in Reading, Annapolis, Md.; Dorothy Stoltz, Outreach Services Manager, Carroll County (Md.) Public Library; Connie Wilson, Programming Specialist, Carroll County (Md.) Public Library

YALSA @ Your Library Advocacy Campaign YALSA

Track: Non-Track

This is an introduction to the @your library campaign and toolkit. Short presentations with advocacy success stories will be featured as well as examples on how to use the toolkit. (All levels).

Sunday, 5:00 pm-7:00 pm

The Laugh's On Us \$ AFL FOLUSA

Track: Non-Track

Join Friends of Libraries U.S.A's national spokesperson, Paula Poundstone (*There's Nothing in this Book I Meant to Say*), along with Dan Kennedy (*Rock On*), Beth Lisick (*Helping Me Help Myself*), Wendy Spero (*Microthrills*) and other hilarious humor writers at this event which also includes wine and cheese! Authors will sign their books following the event most of which will be given away free and some sold at a generous discount. Tickets are \$35 in advance (\$30 for FOLUSA members) at www.folusa.org or by phone - 800-936-5872, and will be \$45 at the door.

Sunday, 6:00 pm-8:00 pm

GLBT Social ALA GLBTRT

Track: Non-Track

Join us to network with friends and co-workers at our annual social, held offsite. Food and drinks, and great conversation.

Sunday, 6:00 pm-11:00 pm

2008 Newbery/Caldecott Banquet \$ ALSC

Track: Non-Track

Join us for this special event to congratulate the children's authors and illustrators who have received this year's Newbery and Caldecott medals and honors. This gala evening celebrates the year's most distinguished books for children. Cocktails (cash bar) and mingling prior to dinner with doors opening at 6:45 p.m. Tickets are \$89 and are available on the Conference Registration form. No tickets will be available at the door.

Sunday, 6:30 pm-7:30 pm

Student Reception ALA NMRT

Track: Non-Track

The reception welcomes library school students and invited guests to network in a relaxed environment and learn more about ALA units from their representatives. The Student Chapter of the Year Award is presented and light refreshments will be served.

Sunday, 6:30 pm-8:30 pm

LSSPS Annual Dinner \$ ASCLA LSSPS

Track: Non-Track

The Libraries Serving Special Populations Section, of the Association of Specialized and Cooperative Library Agencies, is hosting its

annual dinner in Anaheim. It is an opportunity to spend an evening visiting with colleagues and meet new people, over an enjoyable dinner. We will honor the ASCLA/KLAS/NOD Award recipient. Tickets are \$35 and are available on the Conference Registration form.

Sunday, 6:30 pm-9:00 pm

**LSSIRT Night Out \$
ALA LSSIRT**

Track: Non-Track

Come join LSSIRT for dinner and lively conversation with your colleagues. Tickets are \$37.50 and are available on the Conference Registration form.

Sunday, 8:00 pm-10:00 pm

**Feminists Night at the Movies
ALA SRRT**

Track: Non-Track

For some fun, relaxation and a bit of information come enjoy Sunday night at the movies. Two movies will be shown. "I Was a Teenage Feminist" by Therese Shechter is a funny, moving and very personal journey into the heart of feminism, this film begins as quest to find out whether feminism can still be a source of personal and political power, and ultimately redefines the F-word for a new generation, and "The Noble Struggle of Amina Wadud" by Elli Safari is a fascinating and powerful portrait of an African-American Muslim woman who first led a mixed-gender prayer congregation. Both movies are being provided by Women Make Movies (www.wmm.com). Sponsored by the Social Responsibilities Round Table's Feminist Task Force.

Monday, 8:00 am-10:00 am

**Team Building for Success
AASL**

*Track: Administration & Leadership;
Leadership & Management*

Learn how to develop powerful teams within your organization. See how to build a workplace culture that celebrates teamwork by

respecting and utilizing the talent, skills, and abilities of everyone within your business. You will learn how to enhance teamwork by developing common goals, defining a clear vision, establishing defined roles, engaging in shared concerns, understanding the interdependency of each team member, ensuring continuous communications, and communication skills. If you work with other people or need the people in your organization to be able to work together, this program will help to foster a culture of understanding, respect, and mutual cooperation.

Speakers: Robert P. Kane, Senior Partner, Training Unlimited, LLC; Mark Kremen, Training Unlimited, LLC

**Research Fuels the
Author's Fire
AASL**

Track: Authors, Literature & Cultural Programming; Literature

Discover how traveling to Tibet, standing in the shoes of Elizabeth Cady Stanton, fishing in Trinidad, and exploring storm sewers lead to great books. Four authors/illustrators of books for young readers will present a brief summary of the research that fuels the characters, plot, and events in their books — both fiction and non-fiction. Noted writers/illustrators will share information that will help to create and foster excitement for reading and a curiosity about new topics. Sharron McElmeel, a children's and young adult literature specialist will contribute connections and myriad of implications for classroom/library collaboration, and will moderate a Q&A session with the authors/illustrators.

Speakers: Jacqueline Briggs Martin, Author, 1999 Caldecott Award-winning *Snowflake Bentley*; Carol Gorman, Instructor and Author, Coe College; Tanya Lee Stone, Author, *Elizabeth Leads the Way*; *Elizabeth Cady Stanton and the Right to Vote*; Colin Bootman, Author and Illustrator, *A Fish for a Grand Lady*; Sharron McElmeel, M.A., YA Literature Specialist and Author, University of Wisconsin – Stout

**On-Line and On-Target:
Using Distance Education in
School Library Media
Education Programs
AASL**

Track: Issues & Updates

As more and more library education programs turn to distance learning environments, this program offers three perspectives on dealing with this kind of educational tool; those of a program director, an educator, and a student. By attending this program, participants will learn: How program coordinators, educators, and students experience a distance education program; Considerations for developing distance education programs; Considerations for developing online course; Considerations for engaging and evaluating distance students. Speakers: Allison G. Kaplan, Associate Faculty Associate, University of Wisconsin SLIS; Daniel Fuller; Susan Evans; Jennifer Maede

**Good Enough for Prime
Time 2008: How to Win
an AASL Award
AASL**

Track: Non-Track

Learn from winners how to get your program recognized, get a scholarship, send a new library media specialist to a conference, or honor a great administrator. Here's the inside scoop on how to win an AASL award. Listen to previous winners, ask questions, and get ready to be honored next year.

**ARLIS/NA - Putting Our
Expertise to Work:
Contributions of Specialized
Library Associations and
Their Members
AFL**

Track: User Services

Members from ALA Affiliate organizations the Medical Library Association, the American Association of Law Libraries, Beta Phi Mu, and the Art Libraries Society of America [ARLIS/NA] speak on areas where the expertise of association members is making a difference. Online authentication of legal resources, and information aimed at patients are just two examples.

Speakers: Carla Funk, Medical Library Assn.; Mary A. Baish, American Assn. of Law Libraries; Christie Koontz, Beta Phi Mu; Jeanne Brown, ARLIS/NA

**Jean E. Coleman Library
Outreach Lecture
ALA OLOS**

Track: Non-Track

Mon., 8:00 am - 10:00 am Continued

The unique perspective of a career library outreach professional shares impact of library outreach on the community as large.

**ALSC Charlemae Rollins
President's Program:
Touchpoints: Strengthening
Families, Building Communities
featuring keynote
Dr. T. Berry Brazelton
ALSC**

*Track: Children & Young Adults;
Early Literacy*

Based on T.B. Brazelton's pioneering infant research, and more than 60 years of listening to parents and children, Touchpoints is a way of understanding and participating in family development. Libraries are well positioned to establish partnerships with community agencies serving young children and families, bringing together child and family development expertise and resources, with space, program and resource materials so that families can be together in a safe and welcoming environment, where awareness for the importance of early learning can be increased, access for families to services and resources can be expanded, and parent/caregiver abilities to meet the needs of their very young children can be enhanced. Speakers: T. Berry Brazelton, M.D., Brazelton Touchpoints Center

**Monday Morning with ASCLA
ASCLA**

Track: Non-Track

Monday morning with ASCLA, and insider's look at a dynamic, diverse association of members who work at cooperatives and consortiums, state and national governmental agencies, academic and public libraries providing services to people with disabilities, and who are consultants or run their own businesses.

**Inside Stories:
Prison Literacy Programs
ASCLA LSSPS**

Track: User Services; Literacy and Learning
The personal stories of those who have ex-

periences in prison literacy programs including inmates, teachers, correctional librarians, and program creators. Expect to hear about the successes and the problems with programs designed to help the incarcerated improve their lives through reading and writing. Speakers invited include Jimmy Santiago Baca and Carol Muske-Dukes. Other speakers will include former inmates who have experienced literacy programs first hand, as well as, correctional librarians and teachers/creators of literacy programs.

Speakers: Jimmy Santiago Baca; Carol Muske-Dukes

**Reference Services to Teens
YALSA**

Track: Children & Young Adults

Librarians and teens will discuss the unique issues and challenges of providing reference service to teens using the *2007 Guidelines for Reference Service to Teens* as a framework. Discover what kind of reference service teens want and what they actually get. (Beginners)

**YALSA's Technology Poster
Session
YALSA**

Track: Non-Track

Take this opportunity to learn about successful and innovative library services and programs for teens that integrate technology in a way that is both effective and replicable at your library.

Monday, 8:00 am-12:00 pm

**One Part Inspiration:
Creative Trends that
Further Science Learning
ACRL STS**

Track: Transformation & Innovations

Social and cultural changes resulting from new technology continue to have an exciting impact on libraries as well as the scientific community. Why do some ventures into cyberspace find an immediate and extensive audience, and how can we apply their playful aspects to encourage learning? This program will combine a theoretical look at phenomena

such as gaming and Web 2.0 with the whimsical viewpoint of those who are actually creating and applying the "Next Media."

Speakers: Chelsea Dinsmore, International Documents Librarian, University of Florida Libraries; Valrie Davis, Outreach Librarian for Agricultural Sciences, University of Florida

**Feminist Publishing:
The Evolution of a Revolution
ACRL WSS; ALA SRRT**

Track: Issues & Updates

From pamphlets and flyers to blogs and webzines, feminist publishing has always existed at the margins of scholarly communication, even as it simultaneously enters and influences the mainstream. In honor of the 25th anniversary of the Women's Studies Section, we will explore the dynamic nature of feminist publishing with panelists representing book, magazine, blog, and web publishing. This program is co-sponsored by ALA SRRT's Feminist Task Force (FTF) and ALA's Committee on the Status of Women in Librarianship (COSWL).

Speakers: Kristin Bender, Reporter/Writer, Women's eNews and The Oakland Tribune; Kimberly Guinta, Acquisitions Editor, History, Routledge; Jennifer Nace, Assistant Librarian/Reference & Instruction Librarian, Penn State Worthington Scranton; Lisa Pierce, Editorial Database Manager, Greenwood Publishing Group; Florence Howe, Emerita Publisher/Director, The Feminist Press at CUNY

**Bull's Eye! Targeting the Right
Consumer with Market
Research
RUSA BRASS**

Track: User Services; Reference

A four-person panel will discuss and answer questions about niche marketing. The discussion will include a background on niche marketing; a snapshot of the US manga market and grassroots efforts for reaching that target demographic; and information on marketing reference sources.

Speakers: Wendy Diamond, Business Librarian and Head of Reference, California State University - Chico; Jack Kyser, Director, Los Angeles Economic Development Corporation; Marco Pavia, Director of Marketing, Tokyo Pop; Jeremy Ross, Director of New Product Development, Tokyo Pop

Monday, 8:30 am-10:00 am

EPA Libraries Forum ALA SRRT

Track: Non-Track

The U.S. EPA's National Library Network has faced many challenges since February 10, 2006, when word of a \$2 million cut in the EPA Library budget put into motion a series of events resulting in the closing of five libraries in the network and an effort from the library community to prevent further closures and reductions. The U.S. Government Accountability Office (GAO) has worked for more than a year on a report to Congress, released in February 2008. Late in 2007 the U.S. Congress restored funding to the EPA Libraries. Representatives from the GAO will discuss the ramifications of their report on the EPA's National Library Network. Sponsored by SRRT/TFOE, GODORT, FAFLRT, WO, COL, Federal Libraries subcommittee COL.

Monday, 10:30 am-12:00 pm

Using and Writing Readers Theatre for Beginning Readers AASL

Track: Children & Young Adults;

Best Practices and Programming

In this program, participants will: understand the benefits of readers theatre; learn how to prepare, manage, and implement a readers theatre program; learn how to develop scripts through modeling, samples, and a highly effective and active collaborative exercise in script writing.

Speakers: Suzanne I. Barchers, Ed.D, Weekly Reader Corp

Visual Literacy Ain't Just Watching Ads AASL ISS

Track: Children & Young Adults;

Best Practices and Programming

Decoders, fluent readers and finally expressive readers and writers—these stages apply to visual literacy as well as to reading print. In an image-drenched world, we'll look at the rhetorical situation of an image, exam-

ine some signs and symbols, and see how point of view is created by interaction of the reader, audience, and medium. We'll consider some emerging issues and teaching strategies for various types of images.

Speakers: Debbie Abilock, Consultant/Co-Founder, NoodleTools, Inc.

Cooperative Strategies for European Libraries: Access and Preservation ACRL WESS

Track: Administration & Leadership;

New Models for Collaboration

This program will highlight cooperative efforts among European libraries to enhance access to library resources through a cooperative catalog and preservation. Speakers from The European Library, OCLC PICA, and a European academic library will offer different perspectives of service and user interactions. The EL is a cooperative cataloging effort from 23 European national libraries within a consortium of 47 libraries. OCLC PICA seeks to enhance global access and preservation through innovation and collaboration.

Speakers: Janifer Gatenby, Research Integration and Standards, OCLC; Kurt De Belder, University Librarian & Director University Library, Leiden University; Olaf Janssen, Project & Account Manager, National Library of the Netherlands

Toot Your Horn: Improving Your Image ALA APA

Track: Administration & Leadership

Donna Cardillo, RN (www.dcardillo.com) is a nurse, career development "guru", professional keynote speaker, author, consultant, and coach. She knows that librarians, like nurses, don't get the status and credibility they deserve, so she'll tell us how to change that!

Speakers: Donna Cardillo, President, Donna Cardillo & Associates

Licensing Movies for Public Performance @ Your Library ALA ERT

Track: Children & Young Adults;

Best Practices and Programming

Movies are an exciting way to capture the attention of patrons of all ages and keep them returning to your library. As the trend

of showing movies to supplement book discussions and enhance summer reading programs continues to grow, it's important to understand and be compliant with copyright laws in regards to public performance. Join us for candid discussion on the laws surrounding these issues and discover exciting programming ideas for your library.

Stonewall Book Awards Brunch ALA GLBTRT

Track: Non-Track

Please join us for the 2008 Stonewall Book Award Brunch. GLBT Librarians and their supporters.

Going Local: Statistical Resources for Business ALA GODORT

Track: Research

This program will demonstrate how to find business and demographic information at county and municipal levels. Participants will learn where to find and how to harvest local government data sources for local competitive intelligence and market forecasting. Representatives from a Federal/State data partnership agency, a local government association, and an active Public Library small business outreach program will share their expertise. By the end of this program, participants will be able to find and apply government statistical information to solve specialized business problems.

Speakers: Huasha Liu, Manager of the Data and Monitoring Division, Southern California Association of Governments; Ann Marshall, Labor Market Consultant/State of California Labor Market Information System; Jeff Lambert, Business Services, Riverside Public Library

This is Your Brain on DOPA: Grassroots Organizing and Social Networking ALA IFC

Track: Non-Track

ALA is concerned about the Deleting Online Predators Act (DOPA) and similar legislation, especially its state-level progeny forcing libraries to censor access to Interactive Web Applications, including social networking sites, blogs, wikis, and more. Unsurprisingly, a number of grassroots activists also have taken up the cause. Hear them talk about

Mon., 10:30 am - 12:00 pm Continued

their organizing efforts and learn how to help defeat this type of legislation.

Connecting with a Project ALA IRO

Track: Non-Track

This program will present ways that librarians can connect with international projects. Speakers will be from Ethiopia Reads, Guyana Library project and the Mortenson Center.

Libraries & Government: Issues, Services and Strategies ALA LRRT

Track: Research

This session presents research and practice into how libraries provide and engage in a range of government services. The session also presents strategies for libraries to facilitate and cope with the provision of e-government services.

The American Dream Starts @ Your Library ALA OLOS

Track: Non-Track

Libraries have a long tradition of offering literacy services and programs for adult English language learners. In the 21st century, times have changed, immigration patterns have changed, and libraries have changed! Discover easy to use, up-to-date, online resources in the American Dream Starts @ your library toolkit; join experts and practitioners as they identify the issues, discuss service options, and showcase the kinds of best practices that can be easily implemented @ your library.

Booklist/Reference Books Bulletin: The Future of Electronic Reference Publishing, A View From the Top ALA PUBLISHING

Track: Collection Management & Technical Services; Collection Development

Top managers from reference publishing share their views about planning for tomorrow in a digital age and the challenges and opportunities that lie ahead.

Let's Talk About It: Love & Forgiveness ALA PUB PROGS

Track: Authors, Literature & Cultural Programming; Literature

The ALA Public Programs Office and the Fetzer Institute present Let's Talk About It: Love & Forgiveness, a theme-based, scholar-led reading and discussion series. Attendees will gain valuable insight from the national project scholar.

ALCTS President's Program: From Here to Eternity: the challenges of managing Oscar's very special collections ALCTS

Track: Non-Track

The ALCTS President's Program will feature the Margaret Herrick Library of the Academy of Motion Picture Arts & Sciences. Its collections include relevant working books and periodicals plus numerous special collections containing 10 million photographs, 30,000 posters, and huge numbers of movie scripts, scores, and production and costume designs. These internationally obtained materials exist in a variety of formats. Issues revolving around collection development, acquisitions, preservation, technology, legal rights, and metadata will be explored. Speakers: Dr. Linda Harris Mehr, Director, Margaret Herrick Library, Academy of Motion Picture Arts & Sciences

ALSC Awards Presentation & Membership Meeting ALSC

Track: Children & Young Adults

Join your colleagues for the annual presentation of the Batchelder, Carnegie, Geisel, and Sibert Awards. The ALSC Membership Meeting will immediately follow where Jane B. Marino, ALSC president, will recognize the 2008 professional award winners and share the past year's accomplishments and new initiatives.

Two Branches of One Tree: Partnering with Your Talking Book Library ASCLA LSSPS

Track: User Services; Outreach

This program emphasizes the important partnership between the public or school library and the regional library for the blind and physically

handicapped in serving patrons with disabilities. A panel discussion will include successful partnership projects, tips on communication, and suggestions for partnership ideas.

Sharing the Wealth: Fundraising Tactics that Won't Break your Budget (LAMA Fund Fare) LAMA FRFDS

Track: Administration & Leadership; Advocacy, Marketing, & Fundraising

This program will show you how to use partnerships, sponsorships and collaborative efforts successfully. Get new ideas that will help ease the burden of fundraising while cultivating community relationships. Speakers: Candice Y. Gwin, Kirkwood Public Library, MO; Donna Bero, Friends of the San Francisco Public Library; Elizabeth Titus, New Mexico State University

You've Been Shopped! Mystery Shopping for Better Service LAMA SASS

Track: User Services

Mystery shoppers have been used in banking, retail, restaurant and hotel establishments for years. We have two libraries that have successfully implemented mystery shopping in different ways with positive results in both cases. Other libraries need to pay attention to this technique to improve service. Participants will learn how mystery shopping is useful as a tool for improving assessment, accountability and continuous improvement; and will learn how to overcome obstacles to implementing this technique. Speakers: Kelly Pepo, Orange County Library System, CA; Marcus Kilman, University of Central Florida; Florence King, University of Georgia

Legal Issues in Developing Open Source Systems for Libraries LITA

Track: Non-Track

This session will introduce the legal issues and implications of open source projects for libraries, including the copyright and intellectual property concerns involved in doing an open source project as part of a larger organization. Speaker from the Software Freedom Law Center, a non-profit organization which provides legal aid and counsel for open source projects, including the General Public License.

Read Between the Lions: Public Television and Public Libraries Join Forces to Improve Literacy PLA

Track: Children & Young Adults; Best Practices and Programming

Hear how three public libraries in different communities utilized entertaining, research-based episodes of the award-winning educational program, *Between the Lions*, to create engaging, hands-on, library-based Reading Dens to increase and improve the literacy practices and skills of kindergarteners and their parents. Research is presented from preliminary results of a federal NICHD grant. Speakers: Christopher Cerf, President, Sirius Thinking, LTD; Kathleen Deerr, Family Place Libraries Coordinator, Middle Country Public Library, Centereach, NY; Sandra Feinberg, Director, Middle Country Public Library, Centereach, NY; Daniel Shanahan, Professor, New York University

Reach Out and Touch Someone: Public and School Libraries Collaborate for Student Success PLA

Track: Children & Young Adults; Best Practices and Programming

Are you interested in collaborating with your local school to contribute to student success? Please join librarians from Washington State and find out about some of the best practices to use in your community and the tremendous benefits of working collaboratively between libraries—all for little to NO money!

Speakers: Rhona Klein, Project Director, Washington State Library, Olympia; Betty Marcoux, Assistant Professor, University of Washington; Christopher Wolfe, NBCT Teacher/Librarian, Griffin School District, Olympia, Wash

Pacs in the Library 2.0 World PLA LD

Track: Digital Information & Technologies

The Pac is one way people find the information they need in their local library, in the region or via the Web. New technologies are being used throughout the country to make the search more accurate, user friendly and community based. This program will explore various enhancements including federated searching, Delicious, Aquabrowser, and interactive tools such as user submitted book

reviews. Training issues for staff and the public will also be discussed.

Speakers: Jesse Haro, Burton Barr Central Library, Phoenix, Ariz.; Mary Catherine Little, Director of Technical Services, Queens Borough (N.Y.) Library; Grace Lillevig, eBranch Librarian, Harris County Public Library, Houston, Tex.; Ross McLachlan, Library Services Administrator, Burton Barr Central Library, Phoenix, Ariz.; Eli Neiberger, Manager, Information Access & Systems, Ann Arbor (Mich.) District Library

Dude, Where Is My Retirement? RUSA

Track: Issues & Updates

Retirement income (in)security is a subject that regularly occupies the aging public. Only half of all workers participate in any workplace retirement plan. In 1983, the majority (88%) of these workers were covered by defined-benefit pensions. By 2004, only 37% had traditional pensions. This leaves social security as the only guaranteed source of retirement income for most workers. The need for reform of our health care system and the connection between income and health will also be discussed.

Speakers: Tom Mackell, J.D., M.A., Ph.D., Chairman of the Board of Directors, Federal Reserve Bank of Richmond; Steven Wallace, Ph.D., Associate Director, UCLA Center for Health Policy Research

Please Talk to Strangers Online: Spreading Trust in Virtual Reference Services RUSA RSS

Track: User Services; Reference

Will another library or vendor staff make my customer happy? Will they come back after their experience? Does it make a difference if an academic or public librarian responds? Our customers trust Wikipedia and Google. What can we do to make them trust us? Caleb Tucker-Raymond will facilitate a lively panel of virtual reference leaders including Karen Docherty, Vince Mariner & Bill Pardue. They will explore the issues, present their experiences, and recommend strategies relevant to all types of libraries.

Speakers: Karen Docherty, Ask a Librarian Coordinator, Maricopa Community Colleges, AZ; Vince Mariner, AccessPA Virtual Reference Coordinator, Ask Here PA; Bill Pardue, Virtual Services Librarian, Arlington Heights

Memorial Library, IL; Caleb Tucker-Raymond, Oregon Statewide Digital Reference Project Coordinator, Multnomah County Library, OR

Monday, 10:30 am-12:30 pm

Ergonomics in Libraries: Human-Centered Design for Library Facilities LAMA BES

Track: Administration & Leadership; Buildings

The Library environment presents unique physical and cognitive challenges for staff and patrons. Application of ergonomic principles in library facility design reduces injuries and improves productivity, efficiency and well-being. Judy Village, a certified professional ergonomist with 26 years of experience in applied ergonomics research, design and consulting, has worked extensively on ergonomics in library design projects and will present on incorporation of ergonomics in the design of new library facilities and renovations of existing libraries.

Speakers: Judy Village, Certified Professional Ergonomist, Adjunct Faculty, University of British Columbia School of Environmental Health

Excellence in Library Services to Young Adults: Winners from the Fifth Edition YALSA

Track: Children & Young Adults; Best Practices and Programming

Winners from the Excellence in Library Services to Young Adults program will speak and highlight their initiatives in an interactive round table format.

Monday, 10:30 am-1:00 pm

37th Annual GLBTRT Stonewall Book Award Celebration \$ ALA GLBTRT

Track: Non-Track

Join the Gay, Lesbian, Bisexual and Transgendered Round Table (GLBTRT) for its annual event celebrating outstanding GLBTQ

Mon., 10:30 am - 1:00 pm Continued

writing. 2008 winning authors Ellis Avery and Mark Doty are the invited speakers. Ellis Avery is the author of *The Tea House Fire*, (Penguin), and Mark Doty is the author of *Dog Years: A Memoir*, (HarperCollins). Advance ticket purchase is required. This popular event "sells out" quickly. Tickets are \$55 and are available on the Conference Registration form. Speakers: Authors Ellis Avery; Mark Doty (invited)

Monday, 12:00 pm-2:00 pm

Awards Luncheon \$ AASL

Track: Non-Track

Celebrate the accomplishments of your colleagues and enjoy lunch at the presentation of the 2008 AASL Awards, including the prestigious National School Library Media Program of the Year Award. Don't miss guest speaker Wendy Mass. Her 2003 novel, *A Mango-Shaped Space*, won the first ALA Schneider Family Book Award and she hasn't looked back since. Her most recent novel for teens is *Heaven Looks a Lot Like the Mall*. Her next book, *Every Soul a Star* will be published in Fall 2008. Immediately following the Awards Luncheon is the AASL President's Reception providing the opportunity to meet and greet the AASL President, Board Members and other member leaders. Tickets are \$49 and are available on the Conference Registration form.

Monday, 1:30 pm-3:30 pm

Handmade Tales: Stories to Make and Take AASL

Track: Children & Young Adults; Best Practices and Programming

Participants will learn innovative ways to jazz up their storytelling sessions. Using towels, bandanas, napkins, paper and string, participants will follow along, learning the

stories and manipulating the props. An illustrated handout is provided. *Joseph Had an Overcoat* is a clever cut-and-tell. *The Stubborn Turnip* is an innovative string story that makes audiences gasp. *The Ugly Duckling* is adapted using bath towels. *Bandana Man* is a show-stopping rendition of *Gingerbread Man*. The stories are also filled with playful audience participation. The aural and visual aspects of Handmade Tales make it a great program for students of all learning abilities. Speakers: Dianne de Las Casas, Storyteller and Author

ACRL President's Program: Predictably Irrational: The Hidden Forces That Shape Our Decisions ACRL

Track: Administration & Leadership; Leadership & Management

The 2008 ACRL presidential initiative has focused on the recruitment and retention of the new generation of librarians and thinkers in the profession. Exploring strategies to enhance creative thinking, innovation, and vibrancy in the library workplace, the president's program will highlight the research findings of Dr. Dan Ariely, author *Predictably Irrational: The Hidden Forces That Shape Our Decisions*. A panel of new generation librarians will explore with Dr. Ariely how to enhance logical thinking to create workplace vibrancy.

Partnering to Help Reduce Health Disparities in our Communities AFL REFORMA

Track: User Services; Outreach

A panel of academic and public librarians will discuss their roles in partnering with the National Library of Medicine, other National, Regional and Local health organizations to advance strategies to address health disparities. Learn how large and small libraries bridge the gap between underserved populations, health information and medical services. At the end of the program librarians will know about outreach strategies and real-life successful partnership examples to connect libraries with health institutions. Participants will be able to identify healthcare partners to combine with outreach to better deliver health information, screenings and much more.

Becoming a Better Public Library Manager: Certification Works! ALA APA

Track: Administration & Leadership; Leadership & Management

Welcome library workers who are interested in becoming certified, institutions and consultants that want to be providers, and division representatives who want to launch a program! Hear from CPLA candidates and providers.

Speakers: Darla Wegener, Director of Library Services, Lincoln Public Library (CA); Nanette Donohue, Technical Services Manager, Champaign Public Library (IL); Roberta Thomas, Administrative Librarian, Grayslake Area Public Library District (IL); Karen Jessee, Senior Librarian, Jacksonville Public Library (FL); Denise Zielinski, Director of Information Services, DuPage Library System (IL); Arlita Harris, Senior Marketing Specialist, University of North Texas

Valuing Staff: Employee Relations and Recognition Programs ALA APA

Track: Non-Track

How do you show your staff that they are the most valuable assets in the library? Staff at all levels will want to find out innovative ways to improve employee relations, and how to budget and change policies if necessary. Also sponsored by LAMA.

Speakers: Maureen Sullivan, Maureen Sullivan Associates; Amy Paulus, Head of Access Services, University of Iowa Libraries; Brian Keith, Human Resources Officer, University of Florida Libraries

Planned Giving: What Everyone Planning Their Estate Needs to Know ALA DEV.OFFICE

Track: Non-Track

Some feel that planned giving is only for the wealthy, but anyone can enhance their capacity to give by careful consideration and consultation. Please join experts in the areas of wills, trusts, estate planning, insurance, and end-of-life issues to learn how careful estate planning can benefit you and your heirs. ALA's Legacy Society members and individuals interested in giving a planned

gift to ALA or ALA's units are welcome to attend. Refreshments served.

GLBT Graphic Novels and Comics ALA GLBTRT

Track: Children & Young Adults; Literature & Collection Development

Learn about the popular and growing world of GLBT Graphic Novels and Comics. All library staff; YA Librarians.

What Are We Gonna Call It Now?: Childrens Books, Body Parts, and Censorship ALA IFC

Track: Non-Track

We know all kinds of slang for body parts. Wouldn't you think works using slang for our private parts, uh, down there, would be challenged for not using scientific names instead? Not true! Recent challenges to the use of scrotum in *The Higher Power of Lucky* and vagina in *The Vagina Monologues* prove otherwise. Join us to learn from authors and librarians how to deal effectively with challenges to perfectly fine words, slang or not.

Professional Development Around the World: Meeting the challenge of rapid change in the digital environment ALA IRRT

Track: Non-Track

An international panel will address challenges and successes in providing professional development to librarians as they transition through the profession from the beginning to the middle and later in their careers, with an emphasis on technology.

Speakers: Nancy Bolt, President, Nancy Bolt & Associates, Golden CO; Dr. Gilliam Hallam, Associate Professor, Faculty of Information Technology, Queensland University of Technology, Australia; Dr. Antonia Neubauer, President, Myths and Mountains, Inc., Incline Village, NV; Jane Kinney Meyers, President, Lubuto Library Project, Inc., Washington, DC; Jane Mirandette, President, The Hester J. Hodgdon Libraries for All Program, Loveland, CO. Moderator: Dr. Sharon Bostick, Dean of Libraries, University of Missouri, Kansas City, MO.

Map Cataloging/GIS Metadata Cross Walk ALA MAGERT

Track: Collection Management & Technical Services; Cataloging & Metadata

Speakers: Mary Larsgaard, Librarian, UC - Santa Barbara; Angela Lee, Libraries and Museums Manager/ESRI; Aleta Vienneau, GIS Metadata Specialist, ESRI

The Computer Training Bridge Program ALA OLOS

Track: Non-Track

David Fergusson presents his unique computer training tool: the Training Bridge. The goal of this proactive initiative focuses on expanding and multiplying learning opportunities for those in our community who need basic, high-quality computer literacy training, specifically those who have been underserved by current accessible services, so they have an improved, productive quality of life as they adjust to living in an electronic, networked, computer-based society.

Speakers: David Fergusson, Forsyth County Public Library, Winston-Salem, NC

Copyright 101 Poster Session: Everything You Ever Wanted to Know, But Were Afraid To Ask ALA OITP

Track: Issues & Updates

Several copyright topics will be covered in an open house session. Attendees can drop by anytime during this event. Knowledgeable copyright librarians will be available to answer questions and provide advice. Topics will include: inter-library loan, electronic reserves (print and media), replacement and preservation copies, fair use, international copyright, the public domain, and pending legislation.

Hot Topics in Copyright ALA OITP

Track: Issues & Updates

This program will highlight current copyright issues of the day including pending legislation, court rulings and the outcome of the Section 108 Study.

Institutional Repositories: New Roles for Acquisitions

ALCTS AS

Track: Digital Information & Technologies

Content types and sources are expanding faster than ever. As the Advent of electronic resources drove radical change in acquisitions, so too is the ingestion of digital content changing the work of acquisitions staff. Learn about the next new frontier for acquisitions. Speakers will provide brief overviews and context, then discuss the technology, workflow and policies of acquiring content for institutional repositories; and define some new staff roles, such as copyright negotiations and rights management.

Speakers: Maureen P. Walsh, Ohio State University; Terry Owen, University of Maryland

Celebrating Children's Book Week: A How-To for Creating Innovative Youth Programs ALSC

Track: Children & Young Adults; Best Practices and Programming

Looking for ideas to make your spring Children's Book Week a success? Come hear a school librarian, a public librarian, and a bookseller discuss their activities with an emphasis on partnerships with local businesses and attractions. Adrian Fogelin, author of *The Sorta Sisters*, will discuss how to prepare kids for great author visit experiences. CBC will discuss changes in Children's Book Week, the successes of May 2008, and plans for May 2009. Q&A to follow. Moderated by: Angelica Carpenter, Arne Nixon Center for the Study of Children's Literature, CSU Fresno (CA) and Laura Mancuso, marketing and publicity manager, Tricycle Press, Berkeley, CA

Speakers: Wendy Rosenfeld, outreach services manager, Palm Beach County Library System, Lake Worth, FL; Michelle F. Bayuk, marketing director, The Children's Book Council, Inc. (NY); Adrian Fogelin, author, Peachtree Publishers; Walter M. Mayes, library media specialist, Girls' Middle School, Mountain View, CA; Andrea Vuleta, Mrs. Nelson's Toy and Book Shop, La Verne, CA

Top Building Trends

LAMA BES

Track: Administration & Leadership; Buildings

This program will feature a panel of librar-

Mon., 1:30 pm - 3:30 pm Continued

ians, consultants, architects and others giving an overview of what is new and exciting in library architecture and design, the new must-have things to keep your academic, school, or public library up-to-date.

Speakers: Dr. James L. Mullins, Purdue University; William W. Sannwalf, San Diego State University; Joan Frye Williams, Consultant; Carol Wdige, SBRA

Using Data Analysis and Branding for Fundraising Success LAMA FRFDS

Track: Non-Track

Program will emphasize the importance of data analysis and branding for use in donor cultivation. Data collection and analysis can serve as a critical component for fundraising success. Attendees will learn how to take data and incorporate that information into request for support. Attendees will learn more about the importance of branding and its relevance to fundraising.

Speakers: Bonnie Thomas-Sharksnas, President, BTS Research Consulting, Inc.; Gary Kramer, Public Information Officer/Pioneer Library System

Keeping Your Computers Up and Running — We Can Help! LITA

Track: Administration & Leadership; Leadership & Management

Libraries are being called on more and more to support public access computing, often with no or limited in house technical support. But there's help out there. Speakers will address not only general help-seeking strategies but explore resources that staff can turn to. Representatives from WebJunction and the MaintainIT Project will discuss their own resources, share stories, and talk about efforts to help librarians learn from each other. Speakers: Barbara Gersh, MaintainIT Project; Diane Neal, North Carolina Central University; Michael Porter, WebJunction

President's Program: Quality Service in an Impersonal World RUSA

Track: User Services

Institutions as varied as banks, gas stations, grocery stores, and government agencies have all moved towards self-service models of commerce. Even libraries have moved toward a self-service model for circulation and computing. Should libraries still be in the service business? Is the traditional model of reference service - where a librarian interacts one-on-one with a user - still of value? And what defines quality library service in today's interconnected technological world? Representatives from the business, library, and education fields will present their opinions on why service is important (or not) and what factors lead to quality service.

Speakers: Donna Bachowski, Head of Reference Central, Orange County Public Library, Orlando, Florida; Marie Radford, Associate Professor & Library Consultant/School of Communication, Information & Library Studies; Rutgers University

YALSA President's Program & Membership Meeting: Between Home & School: The Teen Third Space YALSA

Track: Children & Young Adults

For many teens the library is their "third space," - not home or school, but a place that plays just as big a role. This program will discuss how to use information about third space to create welcoming teen environments, both physical and virtual. Speakers Kim Bolan (author, *Teen Spaces*) and Angela Sigg (Web Development, Denver Public Library) will offer examples of teen environments and how their creation has benefited not only the institutions but the teens as well.

Monday, 1:30 pm-5:30 pm

Collaborative Digital Initiatives: Show and Tell and Lessons Learned LITA; ALCTS PARS

Track: Digital Information & Technologies
As institutions develop more comprehensive

digital libraries, collaborating on projects can be a powerful way for them to combine strengths to enrich these collections even further. In this program, several different collaborative digitization programs, including the South Carolina Digital Library and the PALMM project of Florida, will demonstrate their results and share both their successes and challenges.

Monday, 2:00 pm-4:00 pm

FOLUSA- ALTA Gala Author Tea \$ AFL FOLUSA

Track: Non-Track

Join Jacqueline Winspear along with other best-selling authors at this traditional Friends of Libraries U.S.A. event now co-hosted by the Association of Library Trustees and Advocates. High tea will be served and authors will sign their books following the program -- most of which will be given away free! Tickets are \$35 in advance (\$30 for FOLUSA and ALTA members) at www.folusa.org or by phone - 800-936-5872, and will be \$45 at the door.

Monday, 4:00 pm-5:30 pm

The Healthy Librarian: Cultivating Wellness in the Workplace AFL AILA

Track: Issues & Updates

Speakers Lois Dye and Siobhan Champ-Blackwell will help you learn simple strategies to cultivate wellness in the workplace at your library. Participants will learn skills to manage challenges of the job including emotional patrons and a sedentary job. This interactive session will explore practical solutions including stress management skills, ergonomics and incorporating more activity into your day, with an emphasis on cultural components including, rural, tribal and urban. Examples from various Native American tribes will be included.

Speakers: Lois Dye; Siobhan Champ-Blackwell

Take Two Aspirin: Helping Public Librarians meet the Demand for Consumer Health Information **AFL BCALA**

Track: Non-Track

Under the auspices of the National Library of Medicine, the National Network of Libraries of Medicine provides a variety of free services and tools to help public librarians reach members of their community. Through staff training and training materials; consumer health workshops addressing the health information training needs of staff and customers; regional and national health information funding; proposal writing consultations to build grant writing expertise; and networking opportunities the NN/LM links you to the tools you need to meet the demand for consumer health information.

Speakers: Dana Abbey, Consumer Outreach Liaison, NN/LM Midcontinental Region

Health Information Naturally: Complementary and Alternative Medicine and the Challenge for Librarians **AFL BCALA**

Track: Non-Track

According to a recent study, more than 36% of people in the United States are using some form of complementary and alternative medicine, otherwise known as CAM. Librarians are often asked questions relating to health and medical information. These questions can be tricky enough, but when CAM is thrown into the equation it can be even more challenging. This workshop is intended for librarians who provide health information to the public and who need the tools to provide quality, evidence-based materials for their patrons.

Speakers: Kelli Ham, Consumer Health Coordinator, NN/LM, Pacific Southwest Region

Health Bytes: Technology Trends in Health Information Delivery (BCALA)

ALA

Track: Non-Track

The past few years have seen an explosion of new content delivery mechanisms - RSS feeds, blogs, and audio and video podcasting. Are these just fads or the new reality

for getting health information? How do your patrons get their health information? This session will answer those questions and address the following: New technologies and methods of health information content delivery; Types of content available for different user groups; Adapting evaluation criteria to new content formats; Implications and opportunities for libraries

Speakers: Kelli Ham, Consumer Health Coordinator, NN/LM; Gail Koauame, Consumer Health Coordinator NN/LM

L. Ray Patterson Copyright Award In Support of User's Rights **ALA OITP**

Track: Non-Track

The L. Ray Patterson Award is given annually to an individual who has demonstrated a long commitment to the fundamental tenets of the copyright law—public domain, fair use, and the advancement of learning.

Monday, 4:00 pm-7:00 pm

ALA/IIDA Library Interior Design Awards Reception \$ **LAMA BES**

Track: Non-Track

Co-sponsored by the International Interior Design Association (IIDA) and the Library Administration and Management Association (LAMA), these awards are presented to interior designers and architects for excellence in interior design of libraries. Tickets are \$50 for LAMA members, \$25 for Student/Retired members, and \$65 for all others, and are available on the Conference Registration form.

Speakers: Cheryl Durst, Executive Director, International Interior Design Association (IIDA); Marshall Shore, ALA-IIDA Interior Design Awards Committee

Monday, 5:30 pm-7:00 pm

American Indian Youth Book Awards Presentation \$ **AFL AILA**

Track: Non-Track

The American Indian Library Association (AILA) will present four award medallions to the recipients of the AILA American Indian Book Award for Children's Picture Book, Middle Readers, and Young Adults. The program will include an American Indian cultural performance, presentation of awards, and guest speakers. Appetizer refreshments will be provided. Tickets are \$25.00 each and can be ordered by sending check or money order made out to the American Indian Library Association c/o Lisa Mitten, 32 Stewart St., New Britain, CT 06053. Please include name and return address. Tickets may be picked up at the door of the event if ordered after June 1, 2008.

Monday, 5:30 pm-7:30 pm

ALSC Poetry Blast 5 **ALSC**

Track: Non-Track

Poetry should be heard and not just seen. Poetry Blast celebrates the wonder and excitement of this aural tradition, featuring contemporary North American poetry for children by poets both new and established. The audience will find this enlightening and energizing event a perfect way to end a conference day. Ten to twelve poets will read. Hosted by Barbara A Genco (Brooklyn Public Library) and Poet/Writer Marilyn Singer. Information about current and forthcoming books of poetry will be available. Poets: Francisco Alarcon, Margarita Engle, Ruth Forman, Joan Bransfield Graham, Nikki Grimes, Monica Gunning, J. Patrick Lewis, Jane Medina, Linda Sue Park, Ann Whitford Paul, Marilyn Singer, Charles R. Smith, Jr. Program subject to change.

Monday, 6:00 pm-8:00 pm

International Librarians Reception \$ **ALA IRRT**

Track: Non-Track

Please join the International Relations Round Table (IRRT) in welcoming and celebrating

Mon., 6:00 pm - 8:00 pm Continued

with librarians from more than 80 countries at the ALA Annual Conference. Open to all conference attendees, this reception offers a unique opportunity to network with hundreds of information professionals from around the world. Join us for a mixing of culture and ideas, regional cuisine, hors d'oeuvres and open bar (this event is free for international librarians). Tickets are \$30 and are available on the Conference Registration form.

Monday, 7:00 pm-10:00 pm

**Alternative Media Reception \$
ALA SRRT**

Track: Non-Track

Join your colleagues for the annual exhibit of local independent publishers and alternative media, formerly known as the Free Speech Buffet, now in its 17th year. Browse or purchase selections focusing on local, regional and major alternative publishers that may not be found in the main exhibit hall. Sponsored by SRRT's Alternative Media Task Force. Enjoy desserts and a cash bar while you celebrate media diversity. Tickets are \$15 and are available on the Conference Registration form.

Monday, 8:00 pm-10:00 pm

**Michael L. Printz Program
and Reception \$
YALSA**

Track: Non-Track

The Michael L. Printz Award is an award for a book that exemplifies literary excellence in young adult literature. The annual award is administered by YALSA and sponsored by *Booklist* magazine. Come listen to the winner, Geraldine McCaughrean for her novel *The White Darkness* and honor book authors Judith Clarke for *One Whole and Perfect Day*; Stephanie Hemphill for *Your Own, Sylvia: A Verse Portrait of Sylvia Plath*; A.M. Jenkins for *Repossessed*; and Elizabeth Knox for *The Dreamquake: Book Two of the*

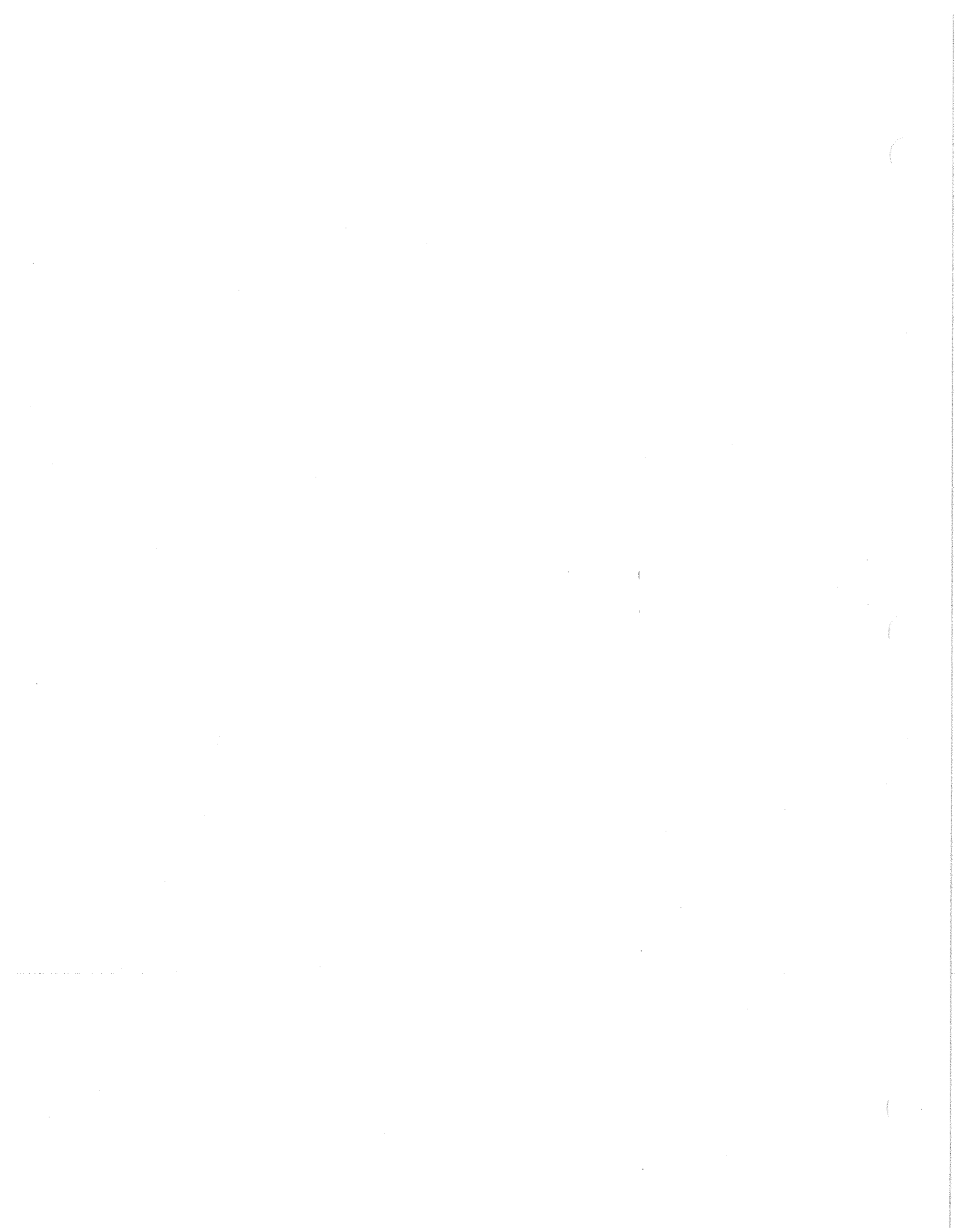
Dreamhunter Duet speak about their writing, followed by a dessert reception. Tickets are \$29 and are available on the Conference Registration form.

Tuesday, 7:00 am-9:00 am

**Coretta Scott King Book
Awards Breakfast \$
ALA EMIERT**

Track: Non-Track

Celebrate the 39th annual presentation of the Coretta Scott King Book Awards, where culturally sensitive works of African American authors and illustrators are highlighted. This annual breakfast features some of the brightest new and seasoned literacy and artistic talent. Children from neighboring communities are guests at this event, receiving new award-winning titles. A moving climax to an always remarkable conference! Tickets are \$50 and are available on the Conference Registration form.



ALTA PROGRAM SCHEDULE

Mark Your Calendar Important ALTA Dates

Teen Tech Week

March 4-10, 2008

National Library Week

April 13-19, 2008

National Library Workers Day

April 15, 2008

National Library Legislative Day

May 13-14, 2008

Virtual March

May 12-16, 2008

ALA ANNUAL Conference

June 26-July 2, 2008
Anaheim, Calif.

Library Card Sign-Up Month

September

Thursday, June 26, 2008

2:00 p.m. – 4:00 p.m.

Executive Committee Meeting

5:00 p.m. – 7:00 p.m.

ALTA Board of Directors Meeting

4:00 p.m. – 5:30 p.m.

Education of Trustees Program
“Patrons Gone Wild”

4:30 p.m. – 5:30 p.m.

Nominating Committee Meeting

Friday, June 27, 2008

8:30 a.m. – 3:30 p.m.

Advocacy Institute

10:00 a.m. – 10:45 a.m.

All Committee Meeting I

PLA National Conference,
President’s Events, Membership

10:45 a.m. – 11:30 a.m.

All Committee Meeting I

Leadership Development,
Legislation Committee,
Intellectual Freedom Committee

3:30 p.m. – 4:15 p.m.

All Committee Meeting II

Advocacy, Regional Program,
Publications

4:15 p.m. – 5:00 p.m.

All Committee Meeting II

Newsletter, Website

Sunday, June 29, 2008

7:00 a.m. – 8:00 a.m.

Past President’s Breakfast

8:00 a.m. – 10:00 a.m.

Education of Trustees Program
“Evaluation in Public Libraries”

10:30 a.m. – 12:00 p.m.

Advocacy Program
“\$\$\$: How to @ Your Library”

12:00 p.m. – 2:00 p.m.

SOS Luncheon

“Failure is Motivation, Success is
Paralyzing: Directors Working with
Staff Cohesively”

1:30 p.m. – 3:30 p.m.

Education of Trustees Program
“A Library Board’s Practical Guide
to Hiring Experts”

4:00 p.m. – 6:00 p.m.

ALTA Annual Business/Town Hall Meeting

Saturday, June 28, 2008

8:00 a.m. – 10:00 a.m.

ALTA Opening Session

“What Do They Want? How Do
They Become Part of the Team?”

10:30 a.m. – 12:00 p.m.

Intellectual Freedom Program

“Intellectual Freedom: Who’s View?”

10:30 a.m. – 12:00 p.m.

ALTA Legislative Program

ALA Washington Office Breakout
Session IV – Citizen Advocacy
for a Democratic Society

Monday, June 30, 2008

8:00 a.m. – 10:00 a.m.

2007-08 Board of Directors Meeting

10:30 a.m. – 11:00 a.m.

2008-09 Board of Directors Meeting

11:00 a.m. – 12:00 p.m.

1008-09 Executive Committee Meeting

2:00 p.m. – 4:00 p.m.

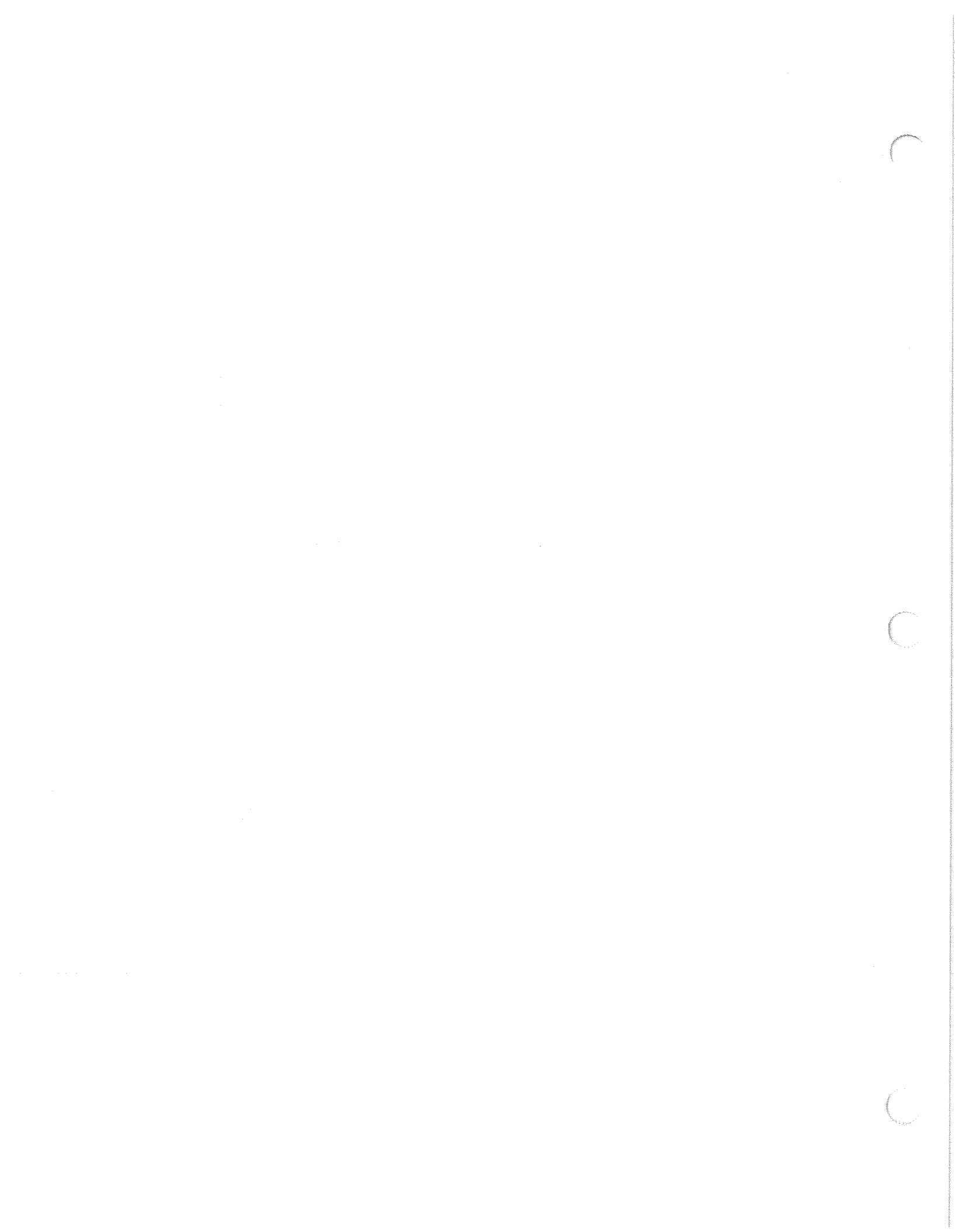
FOLUSA-ALTA Author Tea

Tickets \$35 (\$30 for FOLUSA &
ALTA members), \$45 at door


1:30 p.m. – 3:30 p.m.

ALTA President’s Program

“A Year with New Opportunities”



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: **Appoint a System Advisory Board Representative for Placentia Library District to the Santiago Library System and its successor organization for a term from July 1, 2008 to June 30, 2010.**

DATE: May 12, 2008

BACKGROUND

The California Library Services Act (CLSA) establishes the cooperative public library systems for the State of California. It also establishes and funds the direct loan and interlibrary loan reimbursement programs which are managed through the library systems.

The public libraries in Orange County are members of the Santiago Library System (SLS) which is contiguous with Orange County. All of the public libraries are members except for Santa Ana and Huntington Beach.

One of the system requirements, as defined in CLSA, is for the establishment of a System Advisory Board (SAB) for each system. The SAB consists of lay representatives, one from each member library jurisdiction, who advise the Executive Council (the Library Directors of each member library) about programs and services being offered by the system. In most instances the SAB representatives are associated with the Friends Board of Directors at their home library.

Over the years the CLSA funding for this activity has dwindled to nearly nothing, yet the SABs continue because they are required by the California Code.

In SLS the SAB members attend the quarterly Executive Council meetings and speak to issues under discussion. There are usually four or five SAB members at any given Council meeting. They are always invited to participate in the luncheon following the meeting. I don't know what the SAB will do after the upcoming merger with the Metropolitan Cooperative Library System. I have recommended that the new, combined SAB group focus on organizing an annual Friends/Foundation meeting or discussion group for Southern California to share organizational and fund raising ideas.

I have asked Glennis Clancy, member of the Placentia Library Friends Foundation Board of Directors, if she would be willing to serve in this capacity and she has agreed.

RECOMMENDATION

Appoint Glennis Clancy as the System Advisory Board (SAB) Representative for Placentia Library District to the Santiago Library System and its successor organization, for a term from July 1, 2008 to June 30, 2010.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Report on proposed Santiago Library System merger with Metropolitan Cooperative Library System.
DATE: May 12, 2008

BACKGROUND

The California Library Services Act establishes the cooperative public library systems for the State of California. It also establishes and funds the direct loan and interlibrary loan reimbursement programs which are managed through the library systems.

The public libraries in Orange County are members of the Santiago Library System which is contiguous with Orange County. All of the public libraries are members except for Santa Ana and Huntington Beach.

During the past eighteen months the library systems in the Bay area and in the Los Angeles basin have been exploring the feasibility of merging into larger operating systems. At this point there are three separate merger operations underway in the State of California, two in the north and one in the south.

In Southern California the Santiago Library System (SLS) is negotiating a merger with Metropolitan Cooperative Library System (MCLS). MCLS is a system with over thirty (30) public libraries in Los Angeles and a part of Ventura Counties. South State Library System (Los Angeles County, Inglewood and Pasadena libraries) is also negotiating a merger with Metropolitan Cooperative Library System.


SLS is the only public library system in California that doesn't assess and collect dues from its members. As a result SLS does not provide as many services to its members as MCLS does. If the merger is approved by the members of both SLS and MCLS, and also by the Library of California Board in Sacramento, then Placentia Library's dues would be approximately \$2,877. We would not begin paying the dues until July 2009 so it will not affect the Fiscal Year 2008-2009 budget.

The SLS Executive Council has approved the merger. We will be having one more SLS Executive Council Meeting on June 12, 2008 to take the final action on a resolution of support of the merger. The final documents need to be submitted to the California State Library in time to be included on the Agenda for the Library of California Board Meeting on August 15, 2008.

RECOMMENDATION

Motion to endorse the merger of the Santiago Library System with the Metropolitan Cooperative Library System effective July 1, 2009.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Selection and instruction of the District's voting delegate to the Independent Special Districts of Orange County (ISDOC) Selection Committee meeting scheduled for May 29, 2008, for the election of a regular special district Commissioner to the Local Area Formation Commission (LAFCO) for a four-year term beginning July 1, 2008.
DATE: May 12, 2008

BACKGROUND

Every other year the Independent Special Districts of Orange County elect a Commissioner to represent the districts on the Local Area Formation Commission.

Secretary DeVecchio and Trustee Turner have both indicated that they will be unable to attend the meeting.

The incumbent Commissioner is Arlene Schafer, Costa Mesa Sanitary District. She has served as an Alternate Commissioner and is currently serving as a Commissioner.

The information about the election provided by the Local Area Formation Commission is Attachment A.

The election will be conducted during the regular quarterly meeting of the Independent Special Districts of Orange County scheduled for Thursday, May 20, 2008 at 11:30 A.M. at the Municipal Water District of Orange County/Orange County Water District Joint Board Room, 18700 Ward Street, Fountain Valley.

The ISDOC luncheon program will be a presentation/discussion on California's approximately \$20 billion budget deficit and whether special district property tax revenue may again be raided to help the state address its fiscal crisis.

The lunch for this meeting will be complimentary, but reservations are requested. Please let Wendy Goodson know by Thursday, May 22, 2008 if you plan to attend.

RECOMMENDATIONS

1. Motion to identify who will represent Placentia Library District to cast the vote at the Independent Special Districts of Orange County Selection Committee Meeting on May 29, 2008.
2. Authorize Placentia Library District to vote for Arlene Schafer or any other candidate who the representative selects.





CHAIR
JOHN WITHERS
Director
Irvine Ranch Water District

VICE CHAIR
SUSAN WILSON
Representative of
General Public

ROBERT BOUER
Councilmember
City of Laguna Woods

BILL CAMPBELL
Supervisor
3rd District

PETER HERZOG
Councilmember
City of Lake Forest

JOHN MOORLACH
Supervisor
7th District

ARLENE SCHAFFER
Director
Costa Mesa
Sanitary District

ALTERNATE
PAT BATES
Supervisor
5th District

ALTERNATE
PATSY MARSHALL
Councilmember
City of Buena Park

ALTERNATE
RHONDA MCCUNE
Representative of
General Public

ALTERNATE
CHARLEY WILSON
Director
Santa Margarita
Water District

JOYCE CROSTHWAITE
Executive Officer

DATE: March 18, 2008

TO: General Managers
Independent Special Districts

FROM: Joyce Crosthwaite, Executive Officer

SUBJECT: Independent Special Districts of Orange County (ISDOC)
Selection Committee Meeting

Incumbent regular special district Commissioner Arlene Schaffer's seat on the Orange County Local Agency Formation Commission will expire on June 30, 2008. The Independent Special Districts of Orange County (ISDOC) Selection Committee will meet to fill these positions on Thursday, May 29, 2008 in conjunction with ISDOC's quarterly meeting.

The LAFCO Executive Officer will accept nominations for the position of regular special district members. Nominations must be received by LAFCO no later than 3:00 p.m. on Monday, May 19, 2006. Nominations received will be included in the informational packet sent to each district prior to the election. A copy of the ISDOC "Rules of Procedure" is attached.

Please forward the enclosed notice and nomination forms to the presiding officer from your district. As stated in the notice, if the presiding officer from your district will be unable to attend the ISDOC quarterly meeting on May 29, the board may designate another member to attend. Proof indicating board action for the designation must be provided to LAFCO's Executive Officer at the ISDOC meeting prior to balloting.

If you have any questions or concerns, please feel free to contact me at (714) 834-2556 or by email (jcrosthwaite@oclafco.org).

2008 NOMINATION FORM

Candidate for the Local Agency Formation Commission (LAFCO)

CANDIDATE INFORMATION FOR REGULAR SPECIAL DISTRICT MEMBER:

NAME: _____

TITLE: _____

DISTRICT: _____

Check box if résumé or statement of qualifications is attached.

**SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING
NOMINATION (*Must be the presiding officer or a designated alternate board member.*)**

NAME: _____ DATE: _____

SIGNATURE: _____

TITLE: _____

DISTRICT: _____

Nominations must be submitted to LAFCO prior to 3:00 p.m. on Monday May 19, 2006.
Nominations received will be included in the informational packet sent to each district
prior to the election

Return completed forms to:

Esther Garcia-Negrete
Orange County LAFCO
12 Civic Center Plaza, Room 235
Santa Ana, CA 92701

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

RULES OF PROCEDURE
adopted February 10, 1994

A. Registration

Each member of the Selection Committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer (or alternate board member selected by the district's board). Each member shall provide written authorization (such as resolution or minute excerpt) at the time of registration.

Each voting member shall register and sign a declaration of qualification. The member will then be given ballots and other voting materials.

B. Quorum

Members representing a majority of the eligible districts shall constitute a quorum. Before calling the meeting to order, the chair shall verify that a quorum has registered and is present.

C. Nomination

Independent special districts may submit nominations for the regular member positions and the alternate position. Such Nominations shall be submitted on forms to be prepared by the Executive Officer and may be accompanied by resumes [and other written material] if desired. ALL NOMINATION FORMS MUST BE RECEIVED BY THE EXECUTIVE OFFICER ON OR BEFORE 5:00 P.M. ON THE 10TH DAY PRIOR TO THE DATE OF THE ELECTION MEETING. The Executive Officer will distribute a copy of the nominations and accompanying materials to each member at least five (5) days prior to the date of the election meeting.

D. Voting

Voting shall be conducted separately for each position. A candidate must receive a majority of the votes cast in order to be elected. In the event no candidate receives a

majority, run-off balloting shall be conducted between the two candidates receiving the highest number of votes. In the case of a tie in the second highest total, the tied candidates will all be included in the runoff. Balloting will continue until one candidate receives at least a majority of the votes cast.

The above process shall be conducted to elect the first regular member from among all regular member nominees.

To elect the second regular member, the above process will then be repeated among all remaining nominees for the regular member positions.

The above process will then be followed to elect the alternate member from the alternate member nominees.

E. Selection of Terms

The candidates elected for the two regular member positions shall draw lots for the four-year term and the two-year term.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Amendment of Placentia Library District Policy 5020 – Board Meeting Agenda.
Adopt the amended Policy as a revised first reading.**

DATE: May 12, 2008

BACKGROUND

At its Special Meeting on April 1, 2008 the Library Board requested that a policy be established that required a written staff report for all agenda action items and eliminated the possibility of introducing new, non-action items with a verbal staff report.

RECOMMENDATION

Adopt Placentia Library District Policy 2020 – Board Meeting Agenda as revised as a first reading and refer to staff for comments.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

5020.1 The Library Director, in cooperation with the Board President, will prepare an agenda for each regular and special meeting of the Board of Trustees. Any Trustee may call the Library Director and request any item to be placed on the agenda no later than 2:00 P.M. on the Sunday eight days prior to the meeting date.

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Trustees, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the Library Director together with supporting documents and information, if any, no later than 2:00 P.M. on the Sunday eight days prior to the meeting date.

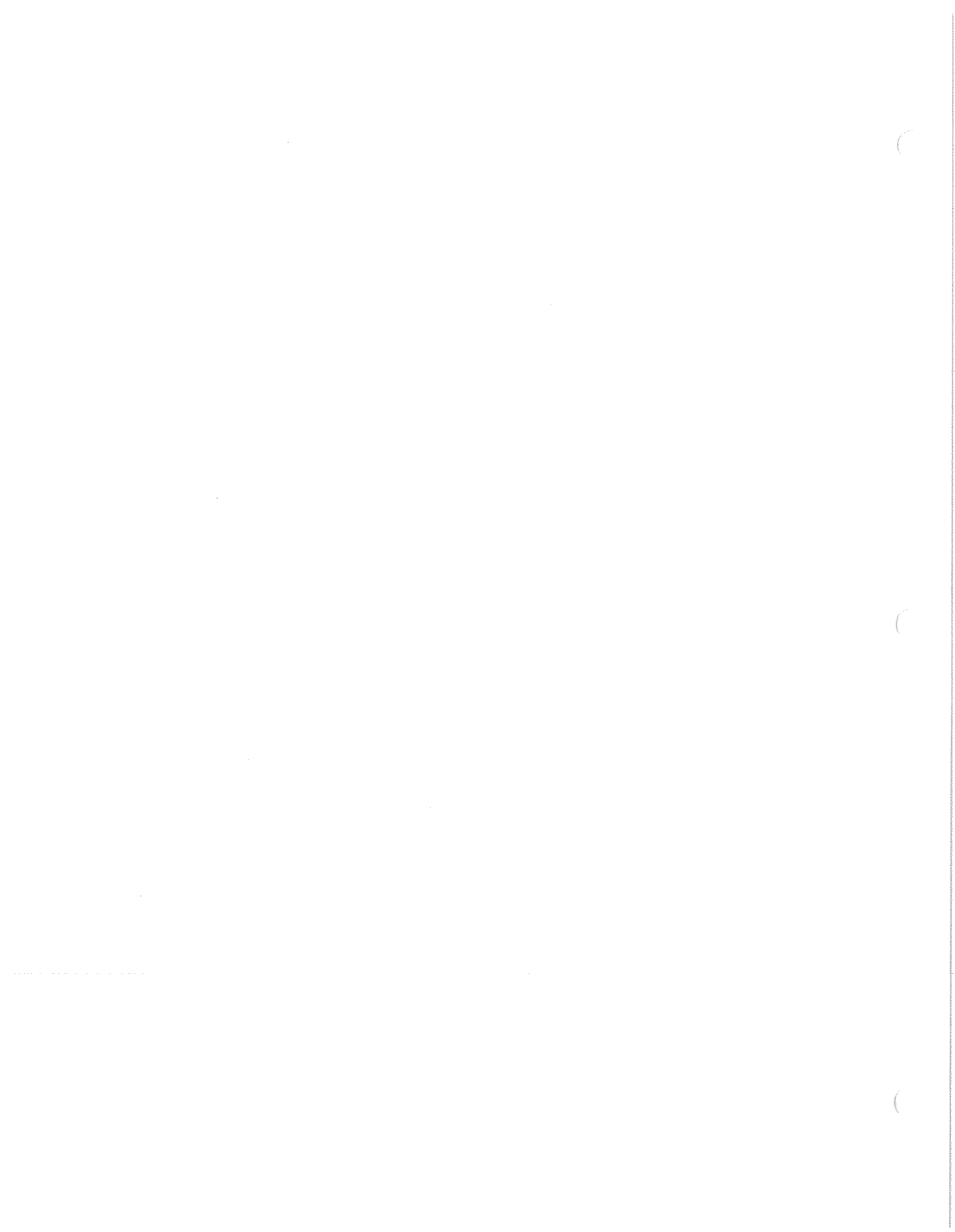
5020.2.2 The Library Director will be the sole judge of whether the public request is or is not a "matter directly related to District business."

5020.2.3 No topic which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

5020.2.4 The Board of Trustees has established a five-minute limitation per person on the total time to be devoted to a public request or comment on any given issue at any meeting.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board will not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, will be posted conspicuously for public review within the District office.



5020.4.1 The agenda for a special meeting will be posted at least 24 hours before the meeting in the same location.


5020.5 Each Agenda item of Continuing Business or Old Business presented by a member of staff must be accompanied by a comprehensive written staff report. Oral presentations by staff at Library Board Meetings concerning new or ongoing Agenda items will not be permitted in lieu of a written staff report, even if the item does not require or request any action to be taken by the Library Board.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Establishing a calendar and process for decisions about capital expenditures for facility activities.

DATE: May 12, 2008




BACKGROUND

The Library Board of Trustees has completed its Strategic Plan, Facility Master Plan and initiated the process to assess Library Facility Impact fees with the City of Placentia and the County of Orange.


The Library has been successful in generating interest in improvements to the Library's facility from the Placentia Library Friends Foundation, the City of Placentia and the Library users who participated in the Strategic Plan and Facility Master Plan processes.





The next step is for the Library Board to develop a systematic process for implementing facility changes.

Some of the activities might include:

-  Attending library facility sessions (Library Administration & Management Association/LAMA) at the American Library Association Conference in Anaheim, to learn about construction and design issues and to hear about and meet some of the experienced Library building consultants.
-  Inviting Doug Domene, Assistant Superintendent of Executive Services, Placentia/Yorba Linda Unified School District to make a presentation to the Library Board on the components, strategies, use of volunteers and organization of the recent bond campaign.
-  Inviting Linda Demmers to assist the Library Board in presenting the results of the Facility Master Plan to a meeting that includes:
 - Placentia City Council Members and Department Heads
 - Placentia/Yorba Linda Unified School District Trustees and Senior Staff including the Principals who have schools located in the District.
 - Representatives from the offices of the District's County, State and Federal elected officials.
 - Placentia Library Friends Foundation Directors and top 25 donors.

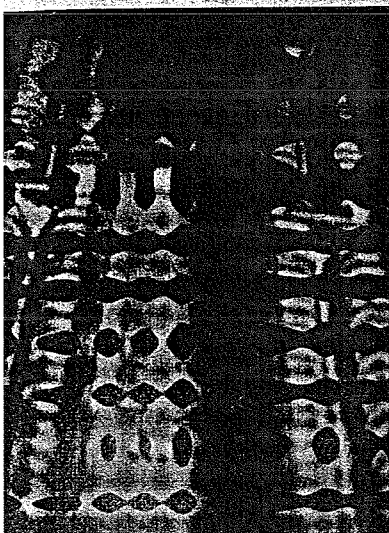
This could be done at a luncheon or dinner catered in the Library Meeting Room and would be a good time to solicit their suggestions and gauge their level of support.

-  Learning more about the economic status and projected future for Placentia by having a presentation from Alfred Gobar Associates or another economist who specializes in North Orange County. This presentation could be open to individuals from the above listed groups who wanted to benefit from the information presented – although it would be focused on Library-related issues.

-  Learning more about the public funding opportunities by inviting one or more experienced Library tax measure consultants to present a workshop on the organization (timing, volunteers, financing, marketing) of an ideal plan.
-  Identifying and visiting public libraries in the southwestern United States who have recently completed new facility and remodeling projects.
-  Appointing a Facility Chair from the Library Board to work with the Library Director and Managers in investigating construction issues for the District.
-  Establishing a Library Facility Advisory Committee from the community and staff who will work with the Library Board Facility Chair and serve as a steering committee for any construction planning and projects.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



ALTA and FOLUSA to Co-Sponsor Virtual March on Washington

Since 2003 FOLUSA has sponsored a Virtual March on Washington in conjunction with National Library Legislative Day. Now in its 6th year, ALTA will join FOLUSA as a co-sponsor.

Wednesday, May 14, 2008, is National Library Legislative Day. On this day, hundreds of librarians (and a handful of Friends and Trustees) will make their way to Washington D.C. to visit with their senators and representatives to discuss library issues. So, the trip to Washington isn't in your budget? No problem! You can sponsor a virtual trip to Washington in your community to expand the reach and impact of National Library Legislative Day. Visit www.folusa.org and click on "Advocacy" and then "Virtual March" for a flyer you can print and distribute. You will also find a list of

additional ideas for things you can do to promote the Virtual March in your community.

As important as it is for librarians to go to Washington, it is equally important for those who cannot go to make their voices heard - even if "virtually." Making advocacy an ongoing effort in your community is key to longterm support of libraries. There is strength in numbers and libraries need your help.



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

WHCLIST ANNOUNCES AWARD

The White House Conference on Library and Information Services (WHCLIST) and the ALA Washington Office have announced a \$300 award to help pay for a participant to attend Library Legislative Day held annually in Washington, DC. This year the event will take place on May 13 and 14.

WHCLIST was an effective force in library advocacy nationally, statewide, and locally, following the White House Conferences on Library and Information Services in 1979 and 1991. With no national conferences likely in the foreseeable future, WHCLIST has chosen to turn its assets over to the Washington Office to transmit the spirit of committed, passionate library support to a new generation of advocates.

The criteria for and details about the award are as follows:

- The recipient should be a library supporter (Trustee, Friend, general supporter), not a

professional librarian.

- Priority will be given to first-time attendees at National Library Legislative Day.
- Applicants should include a letter of reference from a library director, school librarian, library board chair, Friends group chair, or other library person.
- The Washington Office will contact the recipient's senator and representative to announce the award.
- Two WHCLIST leaders and a member of the Washington Office will choose the recipient each year.

Applicants for the award should send a registration form, which can be found at: <http://www.ala.org/ala/washoff/washevents/nlld/registrationa/registration.cfm>.

Applications, due by April 18, may be sent to Rosalind Reynolds, Government Relations Specialist, 1615 New Hampshire Avenue NW, Washington DC 20009.

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President's Message



ALTA President
Don Roalkvam

I've said it before and I'll say it again -- these are exciting times we live in -- exciting and busy. I want to bring you up to date on some of the ALTA doings at the ALA Midwinter Meeting in Philadelphia, and what we're working on as we move forward to the ALA Annual Conference in Anaheim. The biggest topic of conversation both in formal meetings and informal get-togethers at Midwinter was the topic of the ALTA/Friends of Libraries U.S.A. (FOLUSA) partnership. We had open, frank, and honest conversations around the pros and cons of an expanded division that includes both Trustees and Friends, what's in it for all of us, and the next steps we need to take to reach a decision. We held an ALTA Town Hall Meeting specifically to listen to and respond to the membership present in Philadelphia. I think everyone came away with a better understanding of what we are trying to do and why it makes sense to do it.

Some of the points that came out of our meetings were that there is strength in unity. Bringing our organizations of lay library supporters together for America's libraries will strengthen both our organizations and unite our voices for libraries. A new partnership will create new opportunities that can translate into increased membership for ALTA.

We can take advantage of the exposure to provide non-members with a powerful reason to join us. Right now ALTA is a relatively small organization; the vast majority of library trustees and advocates nationwide are outside our association. With a more visible profile in the wider community, non-members with an interest in their libraries will be able to join ALTA and join their voices with ours. This powerful citizen advocacy partnership will help ALTA and FOLUSA gain national recognition within and outside the library community.

We can benefit from FOLUSA's publishing and consulting services. Up to now ALTA basically had no current products to offer library trustees and directors. The ALTA publishing committee is on the verge of bringing three new publications to market and is working with FOLUSA to publish them. Working together, FOLUSA and the committee are developing an inexpensive method for making them available to members and non-members in a format they can use.

An area of cooperation that I am personally looking forward to is an opportunity to provide joint programming to support and enhance the work of trustees and friends. As a starter, the ALTA President's Program at the 2008 ALA Annual Conference will be a joint ALTA/FOLUSA effort.

Through FOLUSA publishing contacts we were able to secure Gary W. Moore, author of "Playing with the Enemy" and numerous others, a motivation-

al speaker, accomplished musician, and business professional from Illinois to speak. Librarians I have talked with have spoken glowingly about him. This will be the first of hopefully many other such ALTA/FOLUSA program collaborations.

To bring these good outcomes of an ALTA/FOLUSA partnership to fruition takes much more than just wishing and hoping for it to happen. We put together a joint steering committee to work on the tasks to bring it about. The ALTA members of the steering committee are Sherman Banks, a member of Board of the Arkansas State Library; Shirley Bruursema, ALTA Past President and Treasurer of the Lakeland Library Cooperative (MI); Peggy Danhoff, ALTA President-elect and President of the Fountaindale (IL) Board of Library Trustees; Christine Lind Hage, Public Library Association Past President and Director of the Rochester Hills (MI) Public Library; and me, Don Roalkvam, ALTA President. Sally Reed, FOLUSA Executive Director and Acting ALTA Executive Director, is a member of both the ALTA and FOLUSA groups.

The first task is to draft bylaws for the new division with steering committee members commenting and suggesting changes via e-mail. The task force will meet during the Public Library Association conference in Minneapolis. It will finalize the bylaws and decide on other structures of the organization. Examples of this would be board and committee membership. Another task is to develop a name for the partnership. Our work effort is aimed at providing you, the ALTA membership, with a more solid and detailed picture of what we anticipate the new partnership will look like. We will present this information at an ALTA Town Hall meeting at the ALA Annual Conference in Anaheim similar to the one we held in Philadelphia.

All of us want ALTA to grow and flourish. We are in the process of putting together a plan to make that happen. I especially want you to continue letting us know your thoughts and concerns about the direction we are taking. It is through all of us working together we can make our new organization the best it can be.

NOTE: The Steering Committee will meet at 417 River Street, Minneapolis, MN 55401 on Thursday, 10-noon in conjunction with the Public Library Association conference. This meeting is open to all ALA and ALTA members but as a steering committee meeting, participation will be limited to the committee members. Full minutes from the meeting will be available on ALTA's website following the conference.

Ask A Trustee - Tips & Troubleshooting Advice

By Shirley Lang

Trustee, Syosset Public Library [NY]

January 2008

Painting, Plumbing & Other Problems

A trustee writes: Several areas in our library need to be painted. Can I recommend my sister-in-law's nephew for this? He does good work and is reasonably priced.

We all would appreciate knowing about a good painter or plumber or electrician for our own personal needs. However, you raise some interesting questions regarding making such a recommendation in your role as a Trustee.

Does your library have an Ethics & Conflicts of Interest Policy? In this context, Trustees or their families may not enter into a business relationship with the library, even if they are providing a service below cost. You should review your State's General Municipal Laws, Public Officers Laws and other applicable laws with regard to Conflicts of Interest.

Since the library director is responsible for the day-to-day management of the library, this usually includes the oversight for the maintenance of the facility. If the library needs a plumber or an electrician or other outside help, the director would have the authority to take care of the problem.

There is also the issue of the cost of a project. Most state laws allow libraries to spend up to a specified amount for goods and services without the need to go out to bid. The library's annual budget should include a line item for "Capital Improvements & Building Repairs"

Do you have a Building & Grounds Committee that could look into this? The committee can ask for several proposals for the work, review the proposals and references. The committee would then make a recommendation to the Board. If your somewhat distant relative submits a proposal which is acceptable to the Board you may recuse yourself from voting on this.

Let the Sunshine In

A library user asks: I attend library Board meetings which are tape recorded. However, minutes of the meetings are merely summaries of the actions taken. When I miss a meeting do I have the right to listen to the tapes?

A Trustee asks: We are medium size suburban public library serving a large geographic area. In inclement weather, it is difficult for all Trustees to get to our monthly Board meetings. Under such circumstance can we hold our meetings via telecommunication including the approval of bills and other Board business?

James Madison wrote: "Knowledge will forever govern ignorance and a people...must arm themselves with the power knowledge gives. A popular government without popular information or the means of acquiring it, is but a prologue to a farce or tragedy or perhaps both" Aug. 4, 1822,

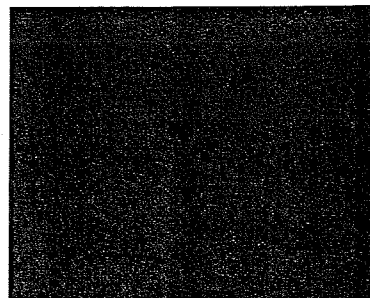
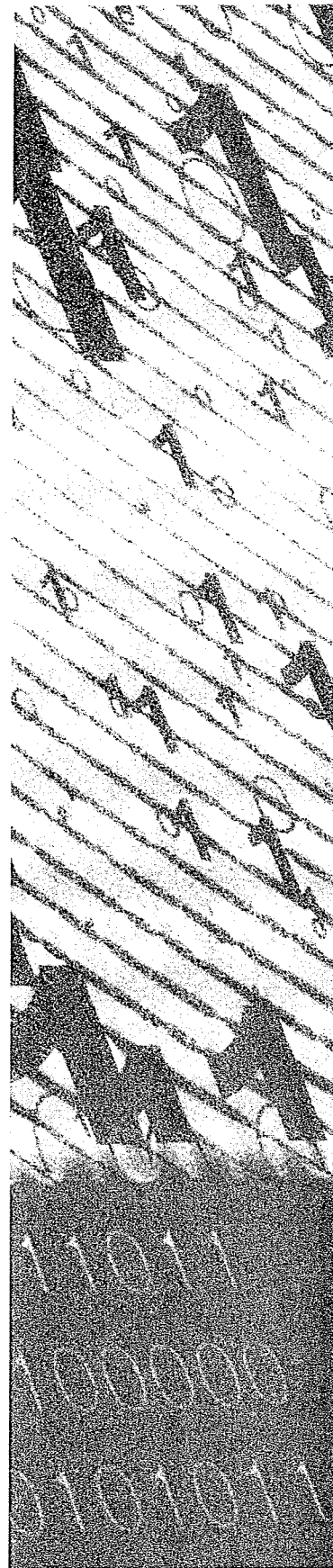
To our library user: As far as I know, every state has enacted Freedom of Information Laws (FOIL). Generally, these laws permit public scrutiny of all public records. In today's electronic age, records, including tape recordings of the public portion of duly convening public meetings, are available to anyone, without question, to listen and to take notes. However, you may not necessarily be able to purchase a copy of the tape. There are some copyright issues with regard to video tapes of public meetings.

Best to check with your appropriate State agency that oversees compliance with Freedom of Information Laws.

To our library Trustee: Open Meeting Laws usually define "meeting" as the official convening of a public body for the purpose of conducting public business. Every meeting of a public body shall be open to the public (exception - executive session for very limited items). You may wish to check your bylaws regarding the number of annual meetings required by your Charter of Incorporation. The Board can agree that, in the case of bad weather, a meeting can be postponed to the next day or the next week. Since the library is a "public body" to conduct library business by phone would be in violation of the Open Meeting Law.

It is commendable that you do not want to delay payment of library bills. The Board has the authority to delegate certain responsibilities, such as the approval of payroll to the library's

continued on page 4





**Welcome,
new ALTA
members!**

Dennis Robison,
Edenton NC

Richard Basofin,
Skokie IL

Sharon Zielinski,
Macomb MI

Bruce Woods
Merrillville IN

Edgar Mossha
Wheeling IL

Richard Miller
Lincoln NE

Anita O'Neal
Atlanta GA

Advocacy... Through Citizen Involvement

By: Sherman Banks, Chair of the ALTA Legislative Committee

In the same way that our society is diverse, so are the supporters of libraries. Free and equitable access to information in a 21st century society must take into consideration the diverse advocates of libraries. These advocates can be divided into three broad categories:

Trustees – can be appointed or elected with community involvement and political clout with fiduciary and official charge.

Friends of libraries – they can work closely with Trustees to lobby the legislature and to inform the public of the importance of libraries to education and economic development.

Library users – the primary beneficiaries, this group includes students, faculty, parents, seniors, business leaders and anyone else who understands that libraries are the cornerstone of a literate society.

Other categories of advocacy in the library field include institutional and community leaders, librarians and library staff, Library and Information Science students, and future users of libraries.

There are perhaps two areas of advocacy that are more philosophical (1) citizen advocacy and (2) citizen diplomacy in the 21st century. Both of these categories are the primary tenets in how we work to bring about change. Their concerns include recruiting and maintaining volunteers as well as fund raising and sustaining viable programs. Each is vulnerable to the shifting sands of international and domestic events that determine the economic and political climate. Although each state is different in how it approaches these situa-

tions, the actual solution is generally the same.

Citizen Advocacy/Diplomacy is a non-partisan approach to building a stronger and better avenue to support libraries and other areas of society that require direct intervention. Volunteerism is a necessary ingredient to strengthen the capacity and motivation to participate in civic affairs, build community resources, and improve protocol within our community through public education, community organization, issue advocacy, and precedent-setting for millage elections.

Volunteerism can be an effective unofficial channel to help mediate among the government, the library professional, and the electorate and pave the way for official action. We help to negotiate possible resolutions to impasses that affect the appropriation of adequate funding as well as legislation that relates to freedom of information, education and other tools that benefit community, state, and university libraries.

We build trust between the officials who make and pass the laws and appropriate funds each time we as volunteers conduct workshops on problem solving, dialogues, cultural and scientific, or any other issue that is considered intractable. We further serve to correct misperceptions and foster mutual understanding. This kind of contact helps to make negotiation with legislators and other governmental officials easier.

We believe that it is not only prudent economically, but a humanitarian and sound way to assure citizen commitment. Therefore it is imperative to have collaborative participation from both the private and public sectors to insure the success of any initiative.

Ask A Trustee — Tips & Troubleshooting Advice *continued from page 3*

treasurer or accountant. However, the Board is responsible for any negligence resulting from the adverse performance by the person to whom such authority was delegated.

Like our postal carriers, "Neither snow nor

rain nor gloom of night stays these couriers from the completion of their appointed rounds," Trustees also brave the elements to conduct library business in accordance with the law.

Please send comments and questions to sreed@ala.org to be forwarded to Shirley. The above are the opinions of the author and do not constitute legal advice.

ALTA ADVOCATES

The ALTA Advocacy Committee met at the ALA midwinter conference in Philadelphia in January. The enthusiastic members voted to add to the charge to the committee, "to enlist ALTA members as active advocates for library issues, nationally and locally." The ALTA Board accepted this change unanimously.

An important legislative thrust for ALTA is support of LSTA, the Library Services and Technology Act, the major source of federal funding for public libraries. ALTA members are urged to contact their members of Congress to restore full funding for LSTA, and particularly to double the amount of base funding, which will make a significant financial impact on small states. A subcommittee of ALA's Committee on Legislation, which includes ALTA members Sherman Banks and Joan Ress Reeves, is working on legislation to reauthorize LSTA, due in 2009. ALTA's support of this will be crucial.

The committee confirmed plans to join the ALA Washington Office with a break-out session at the ALA annual conference in Anaheim on "Citizen Advocacy for a Democratic Process." The session will be on Saturday, June 28, from 10:30-noon. Check the conference program for

location.

The Committee also discussed National Library Legislative Day in DC, on May 13 and 14. We urge all ALTA members to attend. The first day is a briefing by experts on library issues; the second day is an opportunity visit your own congressional delegation and advocate for legislation that supports libraries. Some of our members have been doing this for many years; it's a tribute to how much fun it is that they keep coming back. For more information and registration forms, see www.ala.org/nlld. Reservation forms and fees should go to state coordinators (see the website). The Briefing Day will take place at the Holiday Inn on the Hill, 415 New Jersey Avenue NW, Washington, DC 20001. For hotel reservations, call 202-638-1616 or 800-638-1116, and say you're with ALA.

Of course, one-to-one meetings with your senators and representative are always the best and most effective way to make your case. If you can't attend, however, be sure to join the "Virtual March on Washington" (see page 1).

Please join us—in all our efforts!

--Joan Ress Reeves
Chair, ALTA Advocacy Committee

**Welcome,
new ALTA
members!**

Jane Johnson
Minneton MN

Daniel Bradbury
Kansas City MO

Roma Ivey
Gary IN

Alan Cech
Wexford PA

Eric Patterson
Harvey IL

C Gilcrest
Rockford MI

Judith Bergtraum
Bayside NY

Mary Ann Reedus
Gary IN

From the Executive Director

The vast majority of America's libraries were originally established by ordinary citizens across the country. Groups who raised money, applied for grants, fought city hall for operational funding and then governed them to be sure that they would live up to their noble missions.

Today, citizen groups continue to play important roles for their libraries. Most notably these groups are library Trustees and Friends of the library groups. While both groups ensure that their libraries can and do live up to their potential, they have very distinctive roles.

As Trustees, you know that whether elected or appointed you have very important fiduciary and legal responsibilities. In addition, you set the policy and establish the goals that will ensure the library is effectively serving its community. Your most important asset in accomplishing this is the library director for which you have the critical job of hiring and evaluating performance.

Friends, too, play an important role in their

library's success. Year in and year out, Friends raise money for their libraries to complement the library's budget. Summer reading programs, new and special collections, computers and furniture, along with staff development are just some of the enhancements that Friends provide. In fact, a 2007 survey by Friends of Libraries U.S.A. (FOLUSA) found that the average Friends group raises just over \$50,000 a year for their library!

While the roles are separate and distinct, there is an important way in which these two groups work together – and it may be the most important way of all – they advocate for their libraries. In today's competitive environment, library budgets are continually threatened and even \$50,000 per year won't help. What does help is when these two important citizen groups ban together to insist that their library be well supported. There is strength in the citizens' voices – strength that is exponentially powerful when united!

Sally Gardner Reed

ALTA at a Glance
www.ala.org/alta

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Don Roalkvam

Executive Director
Sally G. Reed

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Contributing Editor
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thorn@ala.org

ALTA Mission Statement

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

ALTA Vision Statement

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

American Library Association 2008 ALTA Ballot Information

BYLAWS

Bylaws Amendment for Ratification.

In accordance with Article X, Section 1, of the ALTA Bylaws, the following amendment to the Bylaws has been approved by the ALTA Board of Directors for referral to the Membership for ratification.

Explanation for the Amendment:

In the spring 2007 election, ALTA membership ratified a series of changes to the ALTA Bylaws. One of those changes had the unintended effect of making it more difficult for the ALTA Board of Directors to go to the membership for ratification of changes in a timely manner by specifying that the Board can only send amendments to the Membership for ratification during the regular annual election, held each spring. The Board of Directors now seeks to change the provision for approving amendments to the Bylaws to authorize the Board to send a special mail ballot to all ALTA members, if necessary to act in a responsible and timely manner.

The new text is underscored.

Article X. Amendments

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the members voting in the annual election or by special election. The proposed amendment must have approval of the board of directors before being presented for vote, or must have originated by written petition of not fewer than fifty (50) members and, in either case, notice of the proposed change must be given to the membership no less than one month before such vote.

ALTA CANDIDATES



1ST Vice-President/President-Elect

BAUTISTA, HELEN MARTE
Degrees and Certifications: San Francisco State University, Master of Arts, 1970; San

Francisco State University, California State Credential, 1963. Current Position: Commissioner

San Francisco Public Library, San Francisco Public Library, 2000-present.

Statement: As advocates of libraries, we need to develop creative means to obtain funds from various sources, public and corporate, to continue and expand literacy programs in the community. Our democracy is hinged to informed citizens, and the library is the HEART and SOUL of the community. It is the center of community meetings, interactions, and developments of civil leadership. It is also a center for unification of ideals and aspirations of the young and old alike. A spirit of unity in the most diverse situations, living and loving the public library is our future.



MOSLEY, ROSE E.

Degrees and Certifications: Chicago City Wide College, University of Illinois, Cortez Peters School of Business, Loop

Jr. College. Current Position: Board President, Maywood (IL) Public Library, 2007-present.

Statement: There is a consistent need for effective leadership in ALTA--leaders who can tap into the very best efforts of all its members and get them headed in the appropriate direction. An organization like ALTA can solve many of its problems successfully by seizing opportunities with creativity. Leadership is easy during good times, but the last several years have created monumental challenges for our leaders. We are now in a period of transition and change. Our leaders must be "Change Agents," and take every task through to completion. Our leaders have to be effective collaborators and help others meet their challenges. Our leaders must help our members face the future with confidence in their ability to adapt to change and make a difference in the success of ALTA. I know that I can serve ALTA as both an effective leader and an outstanding Agent for Change.

2ND Vice-President



FABRIZIO, ANN THERESA

Current Position: New Hampshire Library Trustee Association, 2007-present.

Statement: The library is foremost in my mind. New

Hampshire Library Trustees Association works extremely hard to better the understanding

between the library and the state government. Always the "Unsung Heroes." I attend and enjoy the ALA conferences and hope that more recognition can be forthcoming from ALA. My hope for ALTA is that we remain constant in our quest for a new and vibrant organization; there is great hope on the horizon with the considered partnership with FOLUSA which is considered by many a step in the right direction. Trustees in the library world need education and get to know their rights and obligations. Primary right now is to promote membership and gain new insight to better perform as an organization.



GRITZER, CLAIRE B.
Degrees and Certifications:
Southern CT State College,
MLS Computer Technology
Course, 2002; University of
Hartford, Executive Master's
Degree in Public

Administration, 1992; University of Hartford,
Executive Master's Degree in Public
Administration, 1992; Eastern CT State College,
Bachelor of Science, 1983. Current Position:
Director, Twin Mountain Public, 2000-present.

ALTA Supports the Library Services and Technology ACT (LSTA)

By: Sherman Banks, Chair of the ALTA Legislative Committee

The Legislative Committee for ALTA met during the ALA midwinter meeting in Philadelphia to reiterate its strong support for LSTA. LSTA was a reauthorization of the Museum and Library Services Act of 2003 (H.R. 13) and is up for reauthorization in 2009.

LSTA is the only federal program authorized especially for libraries. The oversight for LSTA is provided by Institute of Museum and Library Services (IMLS). The funds are being used by state libraries to support statewide initiatives and may be distributed through sub-grants and cooperative agreements to public, school, academic, research, and special libraries and other agencies.

LSTA consolidates federal library programs, links libraries electronically, and helps provide users access to information through state, regional,

Statement: The strength of our own Division is a priority and I, too, am an agent of change. As Regional President of an international organization, my theme was "Change." Unfortunately, we still have members who say, "but we always did it that way!" We have effectively accomplished a restructuring in the American Library Trustees Association and have been working on future changes to include a partnership with the Friends of Libraries U.S.A. This will not take place without membership approval by virtue of a ballot. More explanation is forthcoming in the Voice. Both partners will continue functioning separately as before, but will share an Executive Director. Trustees are responsible for policies and standards and the Friends work on corporate funding. Together we advocate for Libraries to the benefit of each community. Yes, I believe we have a plan, won't you join with me?

These nominations have been made in accordance with the Division's Bylaws. For full details about these candidates please visit <http://www.ala.org/ala/alta/alta.cfm>. **Nominating Committee:** Jane Rowland, Andrea Arthurholz, Sherman Banks, and William G. Murphy.

national, and international networks. LSTA funds are used to help patron's access essential information on a wide range of topics to people of diverse backgrounds and geographical areas.

The 2003 reauthorization provided a doubling of the minimum state allotment under Grants to State Library Agencies program from \$340,000 to \$680,000. To date Congress has not appropriated funds. The current FY base is \$595,281. If the base were doubled, smaller states would get significant increases in their LSTA funding.

The appropriation bills for fiscal year 2008 failed to pass as stand-alone bills. Congress instead passed an eleven-bill omnibus to pay for congressional earmarks. President Bush signed the bill at the end of December 2007. Congress

ALTA Members Running for ALA Council

Bernadine Abbott-Hoduski,
Author, Helena, MT

Claire B. Gritzer,
Director, New Hampshire
Library Trustees Association,
Twin Mountain, NH

Christine Lind Hage,
Director, Rochester Hills
Public Library,
Rochester, MI

Marilyn L. Hinshaw,
Executive Director,
Eastern OK District Library,
Muskogee, OK

G. Victor Johnson,
Trustee; Board President,
Arlington Heights
Memorial Library,
Arlington Heights, IL

Wallace Koehler,
Professor & Director, MLIS
Program,
Valdosta State University,
Valdosta, GA

Linda Mielke,
Interim Director,
Shasta Public Libraries,
Redding, CA

Mable W. Robertson,
Trustee, Brooklyn Public
Library Board of Trustees,
Brooklyn, NY

continued on page 9

Deliberative Dialogue: A Different Kind of Talk— Another Way to Engage Communities

By Nancy Kranich

Trustee, Schlow Centre Region Library, State College, PA
Past President, American Library Association

My local library board just began its first strategic planning effort in many years. Like many Trustees, we aim to engage community members in this visioning process. And like many libraries, we are reaching out to the community to identify needs and assess concerns. Some libraries seek input and endorsements for their planning and policy making efforts through hearings, focus groups and surveys.

Others elicit feedback from advocates or special interest groups concerned with particular issues. A number also focus on “customer satisfaction” to determine approval levels of their users. No doubt, listening to citizens can shape a library’s future as well as build community support. But how can library boards engage citizens and actively listen to their concerns in a manner that aligns the mission of the library with the larger purposes of the community?

“The purpose of a community,” according to the Kettering Foundation, “is to work together to confront the problems that the people of that community, collectively, encounter.” (Dallas, p. 22) As library boards assess community needs during their planning and policy making efforts, they can facilitate this collective work by engaging together with citizens to solve community problems. If we involve the public in making choices, we are likely to change their perceptions of their libraries and affect their role as citizens. By engaging citizens in our work, we can help counter their feelings of alienation from local governing boards that parallels sense that they are shut out of politics. (Doble, p. 1) Researchers at the Kettering Foundation also report that citizens want something more of boards beyond accountability. They want a relationship with institutions, a sense that what they say and think counts. (Dallas, p. 20).

So how can Trustees involve citizens in a meaningful way in governing their libraries? How can we go from asking what we can do for the

By engaging citizens in our work, we can help counter their feelings of alienation from local governing boards that parallels sense that they are shut out of politics.

public to asking what we can do together? What techniques can we use to get away from the customer service model of “complain-react” and move toward a conversation that involves citizens as active participants in the decision-making process. Deliberative dialogue is a method of convening those with different positions so they can navigate through complicated

issues, listen to each other to develop a shared understanding of critical issues, build trust, and take collective action.

At the heart of the deliberative dialogue process is the belief that citizens can seek out solutions on issues that affect their everyday lives even when their expertise is limited. Unlike other public forums where citizens are invited to advocate a position in short increments, often resulting in rancorous debates and sound bites, deliberative forums encourage participants to listen to each other for deeper understanding and often find that their personal values and concerns can overlap with those who hold a very different perception of the issue and what should be done. Discussion guides for deliberative forums are framed around 3 or 4 general approaches and commonly held values, each reflecting a different diagnosis of the problem or conclusion about what should be done. This format enables participants to “see themselves” in others who hold seemingly diametrically opposed views. Where debate often leads people to burrow into their deeply entrenched positions, deliberation helps participants see the issue from each other’s vantage point.

Deliberative dialogue enables participants to see new possibilities, as well as potential trade-offs and consequences for different courses of action. Each approach embodies elements that are initially attractive and/or problematic to individual participants. A trained and neutral moderator helps partici-

pants fully understand the impact of various approaches on their own lives and the lives of others whose experience and circumstances may be very different from their own. Participants learn to think and act in ways that consider the larger public interest as they learn how their most-favored approach may inadvertently affect others in negative and unacceptable ways. They essentially join together to peel back the issue in a structured way to reveal the "problem behind the problem" and to ensure that one person's solution is not another's curse.

Forums help people of diverse views find common ground for action on an issue of deep concern. Libraries throughout the country are now using deliberative dialogue as a tool to help their communities talk through, not simply about, divisive public policy issues such as energy, democracy, terrorism, emergency services, internet content, education, immigration, health care, and racial and ethnic tensions. Often, they use discussion guides produced by organizations like National Issues Forums (NIF), Study Circles (recently renamed Everyday Democracy), and Choices. Some, like Virginia Beach, work with their communities to frame issues of local concern. Others, including a number of libraries in Arizona, use deliberative dialogue to plan for the future strategically by engaging the public in making choices about how to spend their library's limited resources and taking steps to ensure that the public views them as essential to quality of life, life-long learning and their community. My community is about to deliberate the NIF issue: "What is the 21st Century Mission of the Public Schools?" A dialogue that combines the type of

By engaging the public in governing libraries, Trustees can tap the wisdom and energy of a diversity of citizens.

planning tool used to envision Arizona library futures with the issue book created could offer Trustees a means for synthesizing many perspectives into a civic venture that will strengthen relationships between the public and its library.

Today, Americans must find new ways to think, talk and work together to make choices about critical issues. By convening forums in their own communities, libraries can foster deliberative democracy by creating experiences where citizens come together to talk about issues and participate in shaping their community's future in a meaningful way. The results of forums can foster greater understanding, inform decision making, and help communities move forward together. By engaging the public in governing libraries, Trustees can tap the wisdom and energy of a diversity of citizens and build the trusting relationships necessary for long-term involvement so that community members can work in concert with the library to shape a future together.

Dallas, Paloma. (2007). "Citizen Boards: When Local Isn't Enough," in *Connections: the Kettering Foundation's Annual Newsletter*. Dayton, OH: Kettering Foundation: 19-22.

Doble, John, Janay Cody and Laura Kelsky. (2006). *Public Thinking About Democracy's Challenge: Reclaiming the Public Role*. Dayton, OH: Kettering Foundation. November. http://www.nifi.org/stream_document.aspx?rID=10255&catID=17&itemID=10254&typeID=8

Ronan, Bernie, and Susan Adams. (n.d.). *Vibrant Libraries, Museums and Archives of the Future: Which Path Do We Choose?* Phoenix, AZ: Maricopa (AZ) Colleges Center for Public Policy.

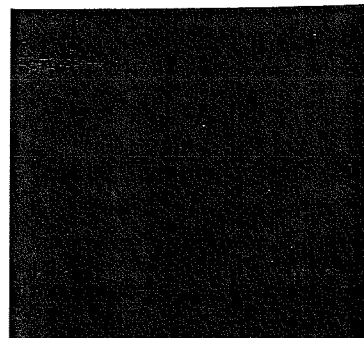
ALTA Supports the LSTA *continued from page 8*

passed a continuing resolution that sets funding for FY 2007 at FY 2006 levels. **Since the FY08 appropriation was not reauthorized, this marks the first time that there will be a decrease in the program since FY03.**

The ALTA Legislative Committee requested and received a unanimous vote from the Board of Directors of ALTA to go on record in full support of ALA's attempt to get reauthorization of LSTA

at the authorized amount. We are asking that each the Trustees contact their state's congressional delegation to prevail upon them to support full funding of LSTA and when a bill is written, to vote in favor of the reauthorization of LSTA.

If you have any questions regarding this please contact Lynne Bailey at the ALA Washington Office lbradley@alawash.org or Sherman Banks at sbanks@aristotle.net.



ALTA PROGRAM SCHEDULE

Mark Your Calendar Important ALTA Dates

Teen Tech Week

March 4-10, 2008

National Library Week

April 13-19, 2008

National Library Workers Day

April 15, 2008

National Library Legislative Day

May 13-14, 2008

Virtual March

May 12-16, 2008

ALA ANNUAL Conference

June 26-July 2, 2008

Anaheim, Calif.

Library Card Sign-Up Month

September

Thursday, June 26, 2008

2:00 p.m. – 4:00 p.m.

Executive Committee Meeting

5:00 p.m. – 7:00 p.m.

ALTA Board of Directors Meeting

4:00 p.m. – 5:30 p.m.

Education of Trustees Program
“Patrons Gone Wild”

4:30 p.m. – 5:30 p.m.

Nominating Committee Meeting

Friday, June 27, 2008

8:30 a.m. – 3:30 p.m.

Advocacy Institute

10:00 a.m. – 10:45 a.m.

All Committee Meeting I

PLA National Conference,
President’s Events, Membership

10:45 a.m. – 11:30 a.m.

All Committee Meeting I

Leadership Development,
Legislation Committee,
Intellectual Freedom Committee

3:30 p.m. – 4:15 p.m.

All Committee Meeting II

Advocacy, Regional Program,
Publications

4:15 p.m. – 5:00 p.m.

All Committee Meeting II

Newsletter, Website

Sunday, June 29, 2008

7:00 a.m. – 8:00 a.m.

Past President’s Breakfast

8:00 a.m. – 10:00 a.m.

Education of Trustees Program
“Evaluation in Public Libraries”

10:30 a.m. – 12:00 p.m.

Advocacy Program
“\$\$\$: How to @ Your Library”

12:00 p.m. – 2:00 p.m.

SOS Luncheon

“Failure is Motivation, Success is
Paralyzing: Directors Working with
Staff Cohesively”

1:30 p.m. – 3:30 p.m.

Education of Trustees Program
“A Library Board’s Practical Guide
to Hiring Experts”

4:00 p.m. – 6:00 p.m.

ALTA Annual Business/Town Hall Meeting

Saturday, June 28, 2008

8:00 a.m. – 10:00 a.m.

ALTA Opening Session

“What Do They Want? How Do
They Become Part of the Team?”

10:30 a.m. – 12:00 p.m.

Intellectual Freedom Program

“Intellectual Freedom: Who’s View?”

10:30 a.m. – 12:00 p.m.

ALTA Legislative Program

ALA Washington Office Breakout
Session IV – Citizen Advocacy
for a Democratic Society

1:30 p.m. – 3:30 p.m.

ALTA President’s Program

“A Year with New Opportunities”

Monday, June 30, 2008

8:00 a.m. – 10:00 a.m.

2007-08 Board of Directors Meeting

10:30 a.m. – 11:00 a.m.

2008-09 Board of Directors Meeting

11:00 a.m. – 12:00 p.m.

1008-09 Executive Committee Meeting

2:00 p.m. – 4:00 p.m.

FOLUSA-ALTA Author Tea

Tickets \$35 (\$30 for FOLUSA &
ALTA members), \$45 at door

The Value of Trustees to America's Libraries – ALA Presidential Candidates Speak Out.

Camila Alire

<http://camilaalire.com>



Thank you for the opportunity to address the important role and value of library Trustees to America's public libraries.

Having served as a Board member of non-profit organizations (some library-related, some not) since I was 24 years old, I understand the role of the Board of Trustees and their commitment to their organizations I also understand what it is like to have the fiduciary responsibility for such organizations. It is not an easy task, especially when the competition for a piece of the funding pie grows greater each year.

I sometimes wonder if people remember that library Boards of Trustees are serious stakeholders in our public libraries. Your commitment as a volunteer Board should not be understated nor should your service. Trustees are the link between the library, the community, and the community decision-makers. That link is invaluable. I, personally, never agreed to sit on any Board without having some kind of enthusiasm for the organization's mission and vision. When I meet any

library Trustee, I think of a dedicated individual who gives of him/herself the time commitment to work for a greater cause – our public libraries. And, for that I thank all of you.

When I think of library Trustees, the first word that comes to my mind is *advocacy*. In Colorado, every time I attend ALA's National Library Legislative Days (NLLD), we have at least two Trustees with us. I am always impressed by the passion they display when they talk to their legislators about the value of their libraries to their communities and to our democratic society. Many times, legislators think of us librarians as promoting our own causes. However, they really listen to the Trustee delegates because they realize that you are committed volunteers who have a deep-rooted dedication to your libraries.

Advocacy is the foundation for what I plan to accomplish as your ALA president. Articulating the value of libraries and their roles in supporting our democratic ideals by providing access to information to all people is in line with ALA's mission. I envision collaborating with ALA in ways that we can join forces to advocate for our libraries. Without a doubt, your role as Trustees and advocates is invaluable to America's libraries.

J. Linda Williams

lwilliams@aacps.org

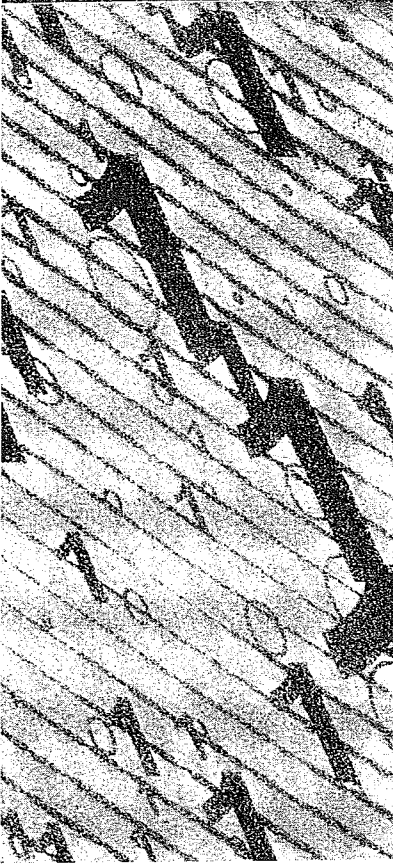


The value of Trustees to America's libraries can be seen every day in any community with excellent library service, an adequate budget and facilities that are welcoming, inviting and used for many library or library sponsored events. Library Trustees are a crucial component in bringing out the best of the best in libraries by being a supporter of its ideals and an advocate for its future.

Trustees play a special role in advocating for the library, raising the awareness of the needs of the library within the community, supporting the director and staff in their efforts to improve library services, collections and facilities. Foresight, persistence and just plain hard political work only begin to describe the volunteers who serve as public library Trustees and library advocates today. They are the people whose energy and dedication keep libraries vibrant while facing the challenges of the 21st century.

In these tough economic times, no state agency, government entity or public program is immune from budget reductions - including public libraries. Pressures on local, county, and state budgets make it harder than ever for libraries to obtain adequate funding. The library Trustee understands the value and importance of public library service and communicates that value and importance to the community, government leaders, and other decision-makers. The challenge for funding that will not only maintain a library but equip it with the resources to thrive is an arena that only Trustees and advocates can effectively enter on the library's behalf. It is wisely said that one Trustee advocate, speaking in a public forum, is worth the voices of a hundred staff. In partnership with those whose job is to serve the public by working in a library, Trustees and advocates are the not-so-visible support for America's cornerstone of Democracy – its public libraries.

ALTA contributes to this value through education and the sharing of resources to keep Trustees informed, trained and knowledgeable of their responsibilities and the best way to accomplish them to be more effective.



Three New ALTA Publications Available Free to Members

The ALTA Publications Committee will soon release three new publications. All three will be available for download by logging into the ALA website and clicking on the members' only link on the ALTA homepage. Available free of charge as PDF files, ALTA members can download and print right from home or work. If you prefer a professional looking version, all three will be available for

purchase through the ALA Online Store at a discounted rate for ALTA members. Beginning March 15 look for *A Library Board's Practical Guide to Hiring Outside Experts* and *A Library Board's Practical Guide to Self-Evaluation* on the ALTA website. The third publication, *A Library Board's Practical Guide to Evaluating the Library Director*, will be available soon thereafter.

Summer issue deadline: Article submissions due to editor: **MAY 1, 2008**

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CSL * CONNECTION

The California State Library | Founded 1850

Issue No. 49

CSL Connection – A quarterly publication of the California State Library

SPRING 2008

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In this issue:



State Librarian of California,
Susan Hildreth

Update from the State Librarian

Despite some challenging moments, it's been a good year so far. On January 9th, our Deputy State Librarian, Stacey Aldrich, and I were pleased to attend one of the first screenings of *American Idealist: Sargent Shriver at Sacramento's historic Crest Theater*. First Lady Maria Shriver was the executive producer of this moving film about her father's life. Watch for it on your local PBS station.

I was off to the American Library Association Mid-winter Meeting in Philadelphia on January 10th when the Governor released his proposed 2008/09 budget. Library staff gave me the budget news while I was stopped in Las Vegas, which is ironic because both Las Vegas and the budget revolve around give and take. On the one hand, the January numbers included \$4 million dollars for the California State Library (CSL) to support implementing a new online library system and relocating CSL staff now in historic Library and Courts I to a temporary facility during two years of renovations. On the other hand, all library programs that the State's general fund supports were slated with a 10% decrease. This 10% decrease means reducing funds that support the CSL's actual operation by \$1.6 million and reducing local assistance by \$3.4 million, including \$1.4 million each from the Public Library Fund (PLF) and Transaction-based Reimbursement (TBR) Program. Because the budget did not allocate the operations reductions, we are still determining how to cope with the reduction.

On January 22nd, I presented a California library financing overview in Sonoma County with my articulate colleagues, Ann Cousineau, Director of the Solano County Library, Anne Cain, Director of the Contra Costa County Library, and Jane Light, Director of the San Jose Public Library who joined us via telephone. I enjoyed being in the beautiful wine country, and visiting a library system hard at work projecting its long-term facilities needs, an important task I know many in our state have done already!

My staff and I spent time in January and March strategizing with staff from Libraries for the Future (LFF) about collaborative projects. Our partnership with LFF began with the Transforming Life after 50 Initiative; and now we are pursuing ways we can leverage LFF and CSL strengths and capacities to offer great new service opportunities for our libraries. There's more to come on this developing joint venture in the future!



California State Library,
Library and Courts II.



CALIFORNIA
STATE LIBRARY
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Update from the State Librarian, cont. from page 1

On January 27th, Carla Lehn and I went on an exciting jaunt to Monterey County where we participated in a lively public meeting at the Pacific Grove Public Library which is sadly facing some difficult budget times. The interest and commitment of the citizens to library services was exciting to see. On January 28th, we both participated in a literacy planning event at the beautiful new Monterey County Marina Branch Library. The Community Foundation for Monterey County which has made literacy a Foundation priority for several years is in the middle of its program and wants to develop plans to make sure this important initiative is sustainable. It was wonderful to see this commitment to literacy in Monterey County.

Senator Joseph Simitian, a great library supporter, has a keen interest in radio frequency identification (RFID) technology. Senator Simitian requested that the California Research Bureau analyze the literature and determine recommended best practices for implementation of RFID identification documents. I am chairing an expert advisory panel which has met twice this year to assist in developing these recommendations. The final report should be issued within the next few months and will be posted on the CSL website.

On February 13th, I attended a lovely lunch in the Grand Ballroom in Sacramento in honor of the visit of the President of Mexico Felipe Calderón and his wife Mrs. Margarita Zavala. The Governor and First Lady and legislative leaders all attended the distinguished event. I participated in another great lunch on February 20th when I met with staff attending CSL Literacy program training. I am very proud of all the good work that is done in our adult literacy programs.

On February 26th I attended the California Association of Museums Conference in Fresno and participated in a panel discussion on organizational models and support for cultural activities at the state level. Leveraging our cultural resources in California is a challenge because libraries, archives, museums and other cultural organizations are not together in one structure...yet!

At the February 28th Library of California Board meeting in Sacramento, Stacey Aldrich updated the Board on statewide reference activities; and the Board reviewed the resource-sharing budget reductions. Of course, the budget is a great concern to the Board which will express its reservations to the Governor and the Legislature.

March is California Association of Library Trustees and Commissioners (CALTAC) annual training month. On March 1st in San Mateo and March 15th in Orange, I provided updates on happenings in Sacramento and was fortunate to hear the great presentation done by Dr. Ken Haycock, Dean of the San Jose State School of Library and Information Science. Dr. Haycock shared a dynamic view of engaged and strategic trustees making the library a player in its community.

On March 14th I attended the South Pasadena Library's event honoring Ray Bradbury, a true literary and library hero, and it was a privilege to see him. Because I am traveling to the Public Library Association Conference in Minneapolis in late March, I will be able to give you a conference briefing and a good weather report (I hope) in the next column. Have a great spring.



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2007's 23 Things Experience: View from an Infopeep and CSL Staff

Over the summer of 2007 several staff at the California State Library (CSL), like many of their library colleagues throughout California, took Infopeople's 23 Web 2.0 Things Challenge. CSL folks "played" on 23 websites and joined the infinite online communities behind blogs, wikis, Flickr, Facebook, Twitter and more.

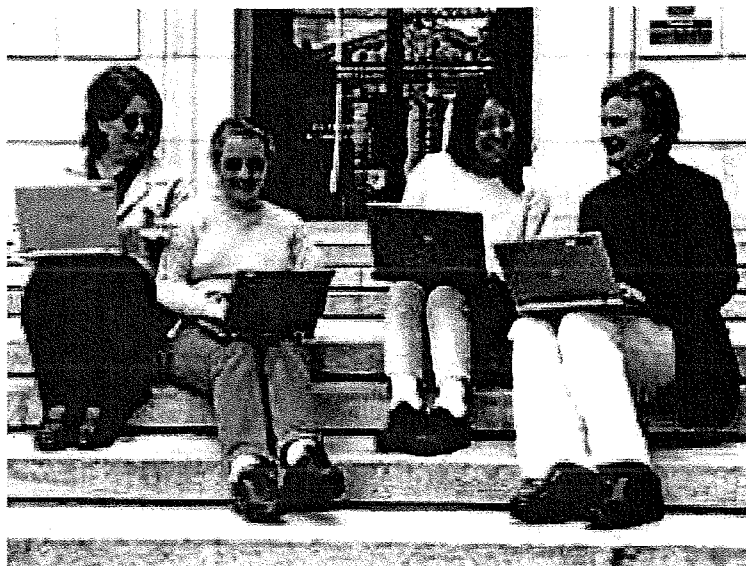
Infopeople's Eileen O'Shea shares how Infopeople's 23 Things evolved, and how it's turning out, with *CSL Connection*:

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Infopeople's 23 Web 2.0 Things Project dates back to April 2007 when we were launching Moving Libraries Forward to Web 2.0, a new training series that came about as a direct result of the State Librarian's interest in Web 2.0 and its tremendous transformational potential that is perhaps second only to the Internet itself. As we researched all things 2.0 to prepare for Moving Libraries Forward, we couldn't help but hear and read about the Public Library of Charlotte & Mecklenburg County's (PLCMC) 23 Learning 2.0 Things. It struck us that this would be a great thing to do here in California on a statewide basis. Various California libraries were also aware of the PLCMC project and asked



California State Library's 23 Thing enthusiasts on the steps of the Stanley Mosk Library and Courts Building in Sacramento (L to R: Pamela Martin, Jackie Siegel, Lillian Chow, Peggy Fish)

Infopeople if we could create a California version. The PLCMC graciously encouraged other libraries to copy and modify their original concept and thus was born Infopeople's ***Our 23 Web 2.0 Things Challenge***.

Using the PLCMC 23 Things as a jumping off point, we developed a modified set of 23 Web 2.0 Things for libraries to explore and created a blog to push out the Things and host the blogroll of participants. The Things ranged from creating a blog to editing a wiki, to learning about Twitter, to exploring Library Thing. The official challenge ran from May 9, 2007 to October 19, 2007 with over 200 people participating, and over three quarters completing all 23 things – a pretty amazing statistic! What also jumped out at us was the spread: public libraries, special libraries, school libraries, and academic libraries all took part. Reference librarians, catalogers, library school students –curiosity about Web 2.0 reached into all areas of the library world.

Though officially over, Infopeople's challenge has continued: new libraries are participating and we are adding new Web 2.0 things to the blog: we're up to 27 things and still counting! We encourage people interested in Web 2.0 to check out the blog and take on the challenge for themselves! Again, the URL for Infopeople's 23 Things blog is <http://our23things.infopeople.org/>



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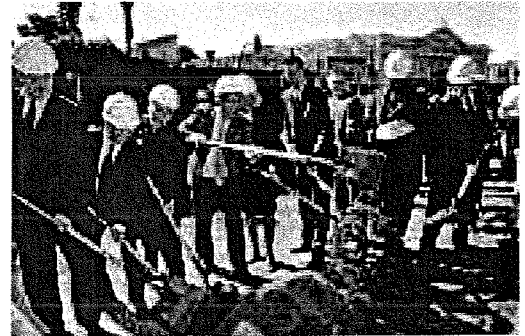
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New and Renovated Library Openings Around the State

Ingleside Branch Library Ground Breaking

The San Francisco Public Library held a ground breaking event for the new Ingleside Branch Library on Friday, February 15. The new library, a recipient of a Bond Act Grant of 2000, will be located on a prominent corner, and be part of the revitalization of Ocean Avenue. The 6,100 square foot library will include children and teen areas, public access computers and much, much more. The new Ingleside Branch Library is slated to open at the end of 2009.



Breaking ground for the new Ingleside Branch Library of the San Francisco Public Library include left to right: Sean Elsbernd (Supervisor); Luis Herrera (City Librarian); Jewelle Gomez (President, San Francisco Public Library Commission); Gerardo Sandoval (Supervisor); Bessie Condos (California State Library); Mayor Gavin Newsom; Reese Isabel (field representative for Assembly member Mark Leno); Al Harris (Library Commissioner); Edward Reiskin (Director, Department of Public Works). [Photo courtesy San Francisco Public Library]



Pictured at Left: San Francisco Mayor Gavin Newsom (center) looks on as members of the San Francisco Gold Barbershop Quartet perform at the Ingleside Branch groundbreaking ceremony. [Photo courtesy San Francisco Public Library]

Locally Funded Library Openings

Some California libraries have locally raised all funds for constructing or renovating library facilities in their communities. If you know of a library construction or renovation project in your area, please email *CSL Connection* Editor Sarah Dalton and we will include a profile of your library in an upcoming issue of *CSL Connection*.

Roseville Public Library Opens New Joint Use Facility

Sunday, January 27 was a special day in Roseville because of the grand opening of the Martha Riley Community Library, Roseville Utility Exploration Center, and Roseville Community Television Studio, a unique joint use facility in Mahany Park next to the Roseville Sports Center. Named for longtime library advocate and former City Council Member Martha Riley, the 30,000 square foot building cost \$14.4 million. The city of Roseville has proudly applied for LEED



Ribbon cutting for the new Martha Riley Community Library in Roseville include left top right: Dianne Bish (former City Librarian); Derek Whitehead (Director of Environmental Utilities); Mike Shellito (Director of Community Services and Assistant City Manager); Tom Habishi (Director, Roseville Electric); Ted Gaines (Assembly Member); Carol Garcia (City Council Member); Martha Riley (Library Advocate); Jim Gray (Mayor of Roseville); Richard Roccoci (City Council Member). [Photo courtesy Anita Spicehandler]

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Statewide Reference Project Update

Over the past several months, a team at the California State Library has been creating a plan for rethinking and retooling the Statewide Reference model. Our plan has been built on past surveys and studies, and is designed to gather more data to complete our understanding of information usage, and to create a process that will help us truly innovate how we can best provide information services to our communities. The plan consists of five stages:

Stage 1 – Data Collection (December – March 2008)

We have collected a lot of data, but one thing that seemed to be missing was information about Californians, and how they find and use information. We have been working with Zogby International to collect some snapshot data. The first poll was done via email and completed in January 2008 with 706 responses. Mid-March we launched the same survey on the web. Public libraries were invited to post the link on their websites. We hope to get more information from customers of the library in their information finding and usage behavior. We will compare this data with national trends and also use it for helping us design our new Statewide Reference model.

Stage 2 – Think Tank Preparation (April 2008)

A small group of librarians from across the state will meet as our Think Tank Creators. They will work with our Futurist Facilitators Michele Bowman and Sandy Burchsted to design a Statewide Reference Think Tank process. This group will also look at all of the data gathered relating to statewide reference and develop new combinations to help the Think Tank be more informed.

Stage 3 – Think Tank (Fall 2008)

In early Fall 2008, the Statewide Reference Think Tank will convene. Participants from across the state will gather for a 1 ½ days to think about information trends and data, and create three scenarios for what statewide reference could become. The details for the Think Tank and participation will be created by the Think Tank Creators.

Stage 4 – Statewide Input (Fall 2008)

The three scenarios created by the Statewide Reference Think Tank will be shared in a CLA presentation and other venues for additional input from the library community. We will want input that identifies what scenarios or pieces of the scenarios will be most beneficial to all.

Stage 5 – Build New Model (2009)

A Builders group will be formed to analyze the feedback from the input sessions, and to develop an action plan for creating the new statewide reference model.

The powerful and productive new system model we will build will have a strong foundation thanks to the outreach of California's library professionals.



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State Spotlight: California State Railroad Museum Library

The California State Railroad Museum Library (CSRM Library), a California agency that is part of California State Parks, has a rich and rare collection of source materials on railroading in the American West and the nation. Though the CSRM Library is a research library, any member of the public may access the library's historical treasures including its Ephemera, Manuscript Collections, Maps and Photographs in the library's reading room as well as through the library's online catalogs.

CSRM Library customers: Not just "railfans"

The CSRM Library's customers, CSRM Librarian Cara Randall says, happily accept the archival library's visiting requirements, such as wearing gloves to examine historic photographs or limiting research tools to pencils. Most "railfans," Randall reports, are "obsessed in a good way with the story of the western railways and the items in our collection."

In addition to "railfans" - railroad modelers, corporate history buffs, and people restoring historic railroad equipment, among others - the CSRM Library's customers include professional researchers and historians from around the world. Students, from 4th graders writing reports to graduate students writing dissertations, also comb through the library's resources for information and images of the Iron Horse's great 19th-century push west and the lasting social changes it brought. Reference requests also come from genealogists and documentary film producers. Researchers can contact library staff by phone at (916) 323-8073, by email, or using the contact form on the CSRM website.

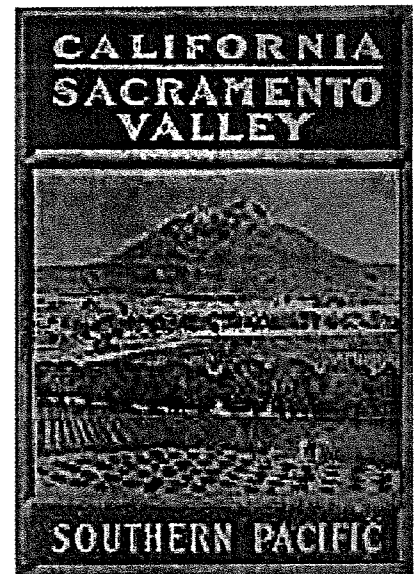
Collection overview

Ellen Halteman, Director of Collections, was the librarian when the collections were first opened to the public in 1981. Halteman explains that since 1981, the library has greatly expanded its collections primarily through donations from individual and corporate benefactors.

The CSRM Library's many documentary collections focus on the history of railroads and railroading in California and the adjacent states from the 1850s to the present. Its diverse and extensive collection also includes selected railroad topics throughout North America. The CSRM Library emphasizes acquiring material relating to the social, economic, political, cultural, technological and environmental impacts that the industry has had, and continues to have, on the region.

The CSRM Library, which provides public access to the California State Railroad Museum's documentary collections, preserves over two million photographic images, extensive archival and manuscript collections and more than 250,000 technical drawings and maps from railroad companies and railroad-related equipment manufacturers connected to more than 4,500 corporate entities throughout North America. The CSRM Library also has voluminous holdings of corporate ephemera including public and employee timetables, promotional materials, menus, tickets, postcards and other railroad-related documents.

Primary access to the research collection is on-site in Old Sacramento. Online catalogs



Promotional brochure from
California State Railroad Museum
Library corporate collections
[Photo courtesy
California State Railroad Museum]



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Ninety Years of Health Insurance Reform Efforts in California

Assembly Speaker Fabian Nunez cited the California Research Bureau (CRB) report, *Ninety Years of Health Reform Efforts*, on the floor of the California Assembly while arguing for ABX 1 1, Nunez's bill which would establish universal health care coverage in California. Noting California's history of failures to enact universal health care legislation which the report summarizes, the Speaker said it was time for California to finally address Californians' health care needs.

Early in 2007 Governor Arnold Schwarzenegger, Nunez and Senate Pro Tempore Don Perata submitted proposals to establish a comprehensive health care coverage program. Discussions were held throughout the year. Late in 2007 the Governor and the Speaker negotiated the final proposal and reached a compromise. The Senate Pro Tempore did not participate in those negotiations. As the result of the Governor's and Speaker's leadership ABX 1 1 was adopted in the Assembly on December 17, 2007 by a vote of 46 to 31 and was defeated by the Senate Health Committee on January 28, 2008 by a vote of 7 to 1. Once again the efforts to provide health care coverage to all Californians were for naught.

In *Ninety Years of Health Reform Efforts* CRB Senior Health Researcher Michael Dimmitt Ph.D encapsulates the decades of popular and legislative universal health care deliberations to which the California Speaker referred. The earliest effort to establish universal health care coverage in California was Senate Constitutional Amendment 26 which Governor Hiram Johnson signed in 1917 and which was placed on the ballot in 1918. Later, Governor Earl Warren submitted at least four proposals to the Legislature. Overall, the report shows, the Legislature has considered 41 bills since 1918. There have also been 4 ballot propositions during the same interval with no program permanently established.

National efforts to establish a universal health care coverage program go back at least as far as Teddy Roosevelt's Progressive Party Platform in 1912. In 1994, Senator Robert Dole and President Bill Clinton each made a proposal for a restructuring of the health care coverage system. Most recently, President George W. Bush proposed a health care program to increase the number of people with insurance coverage. Also, the majority of candidates for president in 2008 offered proposals to reform health care coverage.

Ninety Years of Health Reform Effort was widely distributed in the fall to the Governor's office staff, legislators, legislative staff, executive branch departments and interest groups. The report increased the awareness of the state's efforts to achieve universal health care coverage. Likewise the report summarized how similar the antecedents of ABX 1 1 were to it. The CRB report filled in many gaps for the policy makers and interest groups. The report informed the debate on the efforts to establish a comprehensive health care coverage program.

With the defeat of ABX 1 1 and an uncertain future for a comprehensive health care coverage program, the CRB has submitted a grant proposal to the California HealthCare Foundation requesting funding for a series of seminars on issues related to health care reform. The seminars will extend the discussion on establishing a comprehensive health care expansion and continue the California Research Bureau's role in providing non-partisan policy neutral health policy research to the executive and legislative branches of California State Government. The target audience for the seminars would be gubernatorial staff, Legislators, legislative staff and executive departmental staff.

For further information please contact CRB Senior Health Researcher Michael Dimmitt Ph.D at (916) 657-2645 or email at mdimmitt@library.ca.gov.



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Customer-Centered Services in the Making at the California State Library

At the California State Library (CSL), customer service is a top priority. Within the CSL's State Library Services (SLS) Bureau, the division that manages the library's general reference and government publications resources, we have merged the Government Publications Section, and the State Information and Reference Center to form the Information Resources and Government Publications Section. This reorganization will make obtaining information and services more convenient for CSL customers.

Consolidating service points

In early 2007, the SLS management team and staff reviewed how to improve customer services for SLS customers. In considering how customers access CSL resources at the Library and Courts Stanley Mosk Building (LCI), staff realized that customers with a single query often have to move among three service points on the same floor to gather all the information they need. The SLS staff decided to simplify the CSL customer information gathering process by consolidating service desks – a task made difficult by the building's late-1920's architecture.



Librarian Suzanne Grimshaw (left) and Library Technical Assistant Donna Scales (right) at the new Information Resources and Government Publications Section service desks in the California State Library's historic Gillis Hall.

Providing a single service desk would not only improve customer service but would also free staff to develop new, value-added services for customers, such as scheduling appointments with staff members for in-depth discussions about their information needs and presenting online database training tailored to the specific needs of state agencies.

Just as the SLS team was planning the new service model, the CSL learned that the long-planned LC I building renovation was scheduled to begin in early 2009. Because of the extent of the renovation, the majority of CSL's 5-million volume collection would be housed in a remote location for the duration of the renovation. This news added another dimension to the service model planning. Since infrastructure improvements including wireless access were planned, the renovation would increase flexibility in planning for a single service desk.

SLS Bureau Chief Linda Springer says, "CSL administrators and managers wanted to be sensitive to our customers' needs and provide a service point close to the current building. The Library and Courts II building is directly across the street from LCI, and isn't large enough to accommodate the displaced collections. We saw, though, that we would be able to provide a customer service point in one of the reading rooms, and that it would be a good beta test for the single-desk service model. We would have an opportunity to work through problem areas before we return to the renovated building."

Retiring Boomers accelerate change at CSL service desks

Other events changed the project course as well. The Baby Boomer exit began to affect the SLS service model planning. In mid-2007, several SLS staff retired or announced



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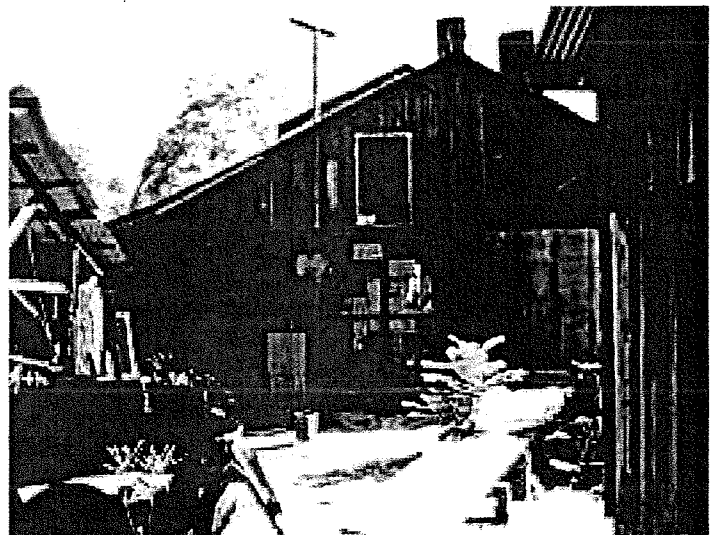
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California Cultural and Historical Endowment (CCHE) Profile: Reviving a Gold Country Relic - the Knight Foundry

A 132-year old industrial relic, the Knight Foundry, lies in rural Amador County, in the town of Sutter Creek. During the last quarter of the nineteenth century, the Knight Foundry transformed iron into pickaxes, streetlight poles, and an assortment of gears that powered mines up and down the Mother Lode. The Knight Foundry Foundation has kept the foundry intact and expects it to run again, thanks in part to support from the California Cultural and Historical Endowment.

Samuel Newman Knight built the foundry in 1872 to improve on foundries that used steam power and burned as much as 100 cords of wood per day. Powered by water pressure, Knight's enterprise, which included 60 machines connected to a water wheel, was a 19th century engineering marvel.

Like many of America's industrial heirlooms, the Knight Foundry teetered toward demolition during the 20th century. Today, what remains of the country's last water powered ironworks is a brass and bronze shop, a blacksmith shop, a coke storage building, a rolled pipe-making building, a pattern loft, a buggy shed, a horse barn, a rivet shop, a wood shed and water operated saw, and machine shop, an arrangement of buildings with cracked windows, rusted roofs, and other problems.



Knight Foundry back wall showing damage and missing section on right side.
[Photo courtesy Knight Foundry Foundation]

Saving a 19th century heirloom



Knight Foundry Pipe Shop and Pattern Loft
[Photo courtesy Knight Foundry Foundation]

An endangered site with the National Trust for Historic Preservation since 1996, the Knight Foundry is also an official project of the Save America's Treasures Program. Most recently, in August of 2007, the California Cultural and Historical Endowment (CCHE) entered into a \$50,000 contract with the Knight Foundry Foundation to investigate and identify on-site toxics. This current environmental study is intended to result in a remediation plan approved by the California Department of Toxics Substances Control. Once toxics are identified

and removed, the Knight Foundry Foundation will enter into an agreement with the City of Sutter Creek to purchase and re-open the forge. The City of Sutter Creek is also



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California Library Awards

Reforma Names California Librarian 2008 Librarian of the Year



Ron Rodriguez, 2008 Arnulfo D. Trejo Librarian
of the Year

[Photo courtesy Ron Rodriguez]

The National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking or Reforma has named Ron Rodriguez the 2008 Arnulfo D. Trejo Librarian of the Year. Rodriguez, who has worked in California libraries since 1984, is Access Services Unit Head in the Pollak Library at California State University at Fullerton. In 1989 Rodriguez was one of ten California individuals selected to participate in the California State Library's Transition into Management program.

Rodriguez says he is "humbled and honored" to receive the Reforma award. "I don't see myself as a Reforma superstar," Rodriguez says, "but as one librarian helping to promote the various issues Reforma has championed over the years. Looking back, some of the issues in 1982 are still 'in progress' today such as increasing the number of Latina/Latino librarians and encouraging graduate library schools to consider the diversity of our country's population in the courses offered.

These and other issues translate to more work ahead for the organization."

Rodriguez shares the award with his early mentors. "Certainly I would not be a librarian today if it wasn't for Karin Duran of California State University at Northridge (CSUN) and Albert Tovar of the City of Azusa Public Library," he says. "They inspired me in 1973 and 1977 respectively. John Ayala, retired Dean Emeritus of the Fullerton College Library, sparked in me an interest in the managerial side of academic libraries and that is still quite alive!"

For more information about Reforma and its various programs please visit <http://www.reforma.org/who.html>

California Preservation Program Awarded One of 19 National IMLS 2008 Connecting to Collections: Statewide Planning Grants

The California Preservation Program, a statewide preservation program administered by the Peninsula Library System, has been awarded a 2008 Connecting to Collections: Statewide Planning grant from the Institute of Museum and Library Services (IMLS). The Peninsula Library System's program was one of only 19 libraries, museums, and archives nationwide to receive a grant.

Libraries, museums, and archives use the IMLS Connecting to Collections: Statewide Planning grants to create conservation plans for their collections. The California Preservation Program will undertake a one-year statewide planning project to create a shared vision for preservation among heritage institutions in California including 1300 museums, 5000 libraries and archives, 125 historical societies and over 500 state park facilities. The California Preservation Program will partner with the California Association of Museums, the California State Library, California State Parks, and Historic Monterey in this effort.

For the full IMLS press release, please visit: <http://www.ims.gov/news/2008/012308.shtm>.

For more information about the California Preservation Program, please visit <http://calpreservation.org/>.



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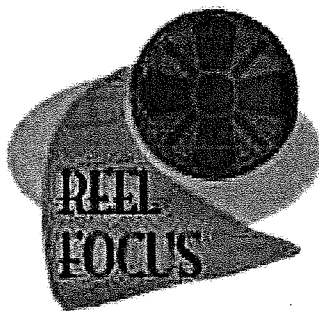
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Sandy Fouts, part of the team who wrote the Reel Focus grant, and Mary Sue Nocar, Program Coordinator [Photo courtesy Eileen Contento]

Rincon Branch of the Livermore Public Library to Present "It's a REEL World After All: Teens Making Movies" at ALA Poster Session in June



Logo for the program "REEL FOCUS: Teen Learning through Video Creativity" [Logo design courtesy Karl Pontau]

"Reel Focus: Teen Learning through Video Creativity," a filmmaking program for low-income teens, developed by staff at the Rincon Branch of the Livermore Public Library, and funded by a Library Services and Technology Act (LSTA) grant, is an innovative project from which people who work in the nation's public libraries can learn. Donna Pontau, former Rincon Branch Manager, was so sure her national colleagues would want to know about "Reel Focus" she proposed "It's a REEL World After All: Teens Making Movies" to the Young Adult Library Services Association (YALSA) for a poster session at the 2008 American Library Association (ALA) Annual Conference in Anaheim June 30.

Pontau had the right idea. YALSA and ALA selected the Rincon Branch's proposal -- an honor for a California public library.

Mary Sue Nocar, Supervising Librarian at the Rincon Branch, is now overseeing the program and says of the ALA tribute, "We're thrilled to be going to ALA and to be sharing information about how we organized 'It's a REEL World After All: Teens Making Movies.' We're looking forward to showing other public libraries how a local library can offer 5th through 12th grade students from low-income families opportunities they might not find elsewhere."

Not only do our kids get to work with high-tech and costly filmmaking equipment, they also learn study skills," Nocar says. "While making films, they write, plan, organize, edit, and outline. They also speak before groups, and use math to calculate tables and costs." Nocar says that by June the Rincon Branch will be able to show ALA-attendees films of the kids at work, "a really exciting component of our poster session," she says.



Jason Ryder, Reel Focus instructor and filmmaker, instructs students before a cascade shoot. (A cascade shoot is an exercise where students change crew positions every scene so that each receives experience in all positions.) [Photo courtesy of Mary Sue Nocar]

The Rincon Branch team named their ALA program "It's a REEL World" as a friendly nod to "It's a Small World," the legendary ride at the 2008 Conference's Anaheim neighbor, Disneyland.

For more information about the 2008 ALA Annual Conference, please visit <http://www.ala.org/ala/eventsandconferencesb/annual/2008a/home.cfm>.



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USC Shoah Foundation Institute Website Powerfully Enhanced



USC Shoah Foundation Institute logo

The USC Shoah Foundation Institute at the University of Southern California (USC), an archive of nearly 52,000 videotaped testimonies from Holocaust survivors and other witnesses, has a newly redesigned website with user-friendly interactive exhibits, high resolution video testimony clips, and lesson plans which can be a great resource for public libraries, and public library customers.

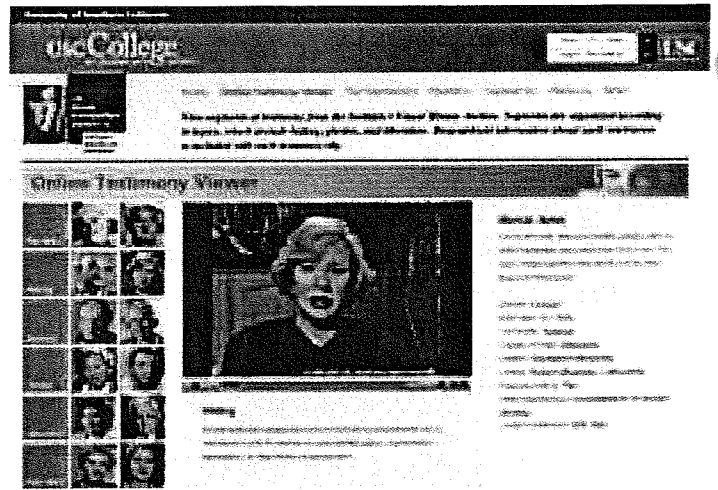
USC Shoah Foundation Institute Executive Director Douglas Greenberg says the Institute's work, particularly the new website, supports the efforts of California's libraries. Greenberg says, "Ignorance is bigotry's greatest ally. By sharing testimony clips of Holocaust survivors and witnesses online, the USC

Shoah Foundation Institute and California's public libraries can bring communities together to discuss how to overcome intolerance and bigotry."

Effective tools for engaging customers

The USC Shoah Foundation Institute's primary online resources, now in easy-to-use formats, encourage the public to watch, listen, think, and learn. The website's accessible tools support people in discussing not just the Holocaust, but tolerance; and teaching tolerance is the mission of the USC Shoah Foundation Institute.

Library staff, educators and other community leaders can download interactive exhibits or lesson plans from the USC Shoah Foundation Institute website. The testimony clips are arranged by themes such as hiding, pre-war (normal life), post-war, camps, and ghettos, or arranged by the speaker's experience group such as Jewish survivors, liberators, and political prisoners, among others. If libraries want to engage a targeted customer group, such as teens, the Institute's interactive exhibits can be potent program tools. "Surviving Auschwitz" and "Children Speak" (survivors who were children during World War II sharing the timeless struggle for identity), for example, give users one-on-one encounters with survivors.



USC Shoah Foundation Institute's *Online Testimony Viewer*
[Photo courtesy USC Shoah Foundation Institute]

USC Shoah Foundation Institute beginnings, California State Library support

According to the USC Shoah Foundation Institute website, in 1994 the Academy Award® winning director Steven Spielberg, "inspired by his experience making *Schindler's List*," established the Survivors of the Shoah Visual History Foundation to gather video testimonies from survivors and other witnesses of the Holocaust. Thousands of volunteers with video cameras were trained to record survivor



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2007's 23 Thing Experience, cont. from page 3

A view from the CSL

By following Infopeople's easy steps, CSL staff judged first-hand which of the 23 online tools were confusing or faddish, and which were solid vehicles capable of delivering superior library service to diverse customers. Some, they discovered, were a little of both. CSL Connection talked to 4 CSL staff members who finished all 23 Things.

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When **Jackie Siegel**, former CSL librarian and current information systems analyst in the CSL's Information Technology Bureau, logged on to Thing 9, Twitter, she considered how Twitter might be useful for a library. Looking at the public timeline Siegel saw "a visual cacophony of coffee breaks, music choices, and friend meet-ups interspersed with the occasional Japanese tweet." It looked, she says, "absolutely worthless. I added a few short tweets myself and all I was doing was talking to myself."

Luckily, a librarian in Alaska introduced Siegel to library uses for Twitter through his blog. As the Alaska librarian wrote about his Twitter experiences, he invited other librarians to also try Twitter. Siegel says after she sent the Alaska librarian a message, he "hooked me up with other twittering librarians throughout the United States."

Siegel learned that Twitter is an informal, friendly way to connect with others both professionally and socially. She says that some libraries are using Twitter to announce new books, others to announce events, and that one library is posting interesting reference questions.

Today, Siegel regularly networks with librarians coast to coast, from Alaska to Florida. By following librarians' postings, Siegel not only has her "finger on the pulse of librarianship" throughout the country, she is able to use Twittering librarians' expertise in computer related issues at the California State Library. "And," she says, "We also share recipes!"

Though **Pamela Martin**, a research analyst in the California State Library's California Research Bureau, knew quite a bit about Web 2.0 tools before joining Infopeople's 23 Things Challenge, she wanted to learn more. The research analyst was happy to find most of the 23 applications practical in all sorts of settings, not just libraries.

Martin's best Thing experience was learning the "ins and outs" of Really Simple Syndication (RSS) feeds. By working through the RSS tutorial, Martin discovered that "online newspapers, public agencies, and (of course) blogs offer RSS feeds as an alternative to e-mail notifications. All I had to do was sign up for Bloglines, a free service which captures the published works and lets me read them at my convenience."

While researching a paper on a Central Valley water issue, Martin kept track of a prolific water policy blog called Aquaforia. "This blog," she says, "as well as feeds from local newspapers, offered a direct look at what local citizens were doing and saying on my subject. Since then, I have also found quite a few good blogs written by education policy analysts and governance experts, which I have added to my Bloglines account."

Peggy Fish, a librarian at the California State Library (CSL), thinks her CSL customers could really use Thing 11, Library Thing, a site on which people share personal book reviews and book lists, join on-line book clubs and catalog personal libraries. "The 'suggestion' aspect of Library Thing," Fish says, "is a great tool. Its similar to the Amazon way of identifying books for the reader based on what he or she is reading now."

Fish reports that a professor at San Francisco State University (SFSU) has applied a Library Thing-like widget to the SFSU Library catalog. Fish suggests checking-out the SFSU Library catalog on the website <http://www.library.sfsu.edu/>, pulling up a



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State Spotlight, cont. from page 6



Railroad timetables from
California State Railroad Museum
Library ephemera collections.
[Photo courtesy
California State Railroad Museum]

in selected formats are also available within the "Library & Collections" portion of the Museum's website. Digital content currently includes selected photographs of railroad passenger cars from the Pullman Company as well as colorful dining car menus. In addition, with funding from an IMLS/LSTA grant (2001-2004), the CSRM Library partnered with three Sacramento institutions to create *Sacramento History Online*, a digital resource documenting agriculture and transportation in the Sacramento region from the mid-nineteenth to the early twentieth century. This website highlights not only photographs but also printed materials such as pamphlets, broadsides, tickets and posters.

A resource for public library customers

People who work in California's public libraries may wish to refer customers looking for information on railroading

in the west to the CSRM Library's *Online Catalogs Home Page*. The CSRM Library is located immediately to the west of the Railroad History Museum on the second floor of 111 "I" Street. The reading room is open to the public without charge Tuesday through Saturday from 1:00 to 5:00 p.m.

Library customers may also be interested to know that the CSRM Library is part of State Parks' Capitol District, a historic California destination which, in addition to the California State Railroad Museum includes the Governor's Mansion, the Leland Stanford Mansion, and Sutter's Fort, all of which are State Historic Parks.

For more information about the CSRM Library, please visit the "Library & Collections" section of the California State Railroad Museum website at (www.californiastaterailroadmuseum.org).

2007's 23 Thing Experience, cont. from page 13

keyword [she used "Lincoln"], finding a book to review, and following the link to More Information. "This type of tool," Fish says, "would be so great to provide CSL customers. Just connecting with Library Thing would be an easy way to start the process of providing a little extra online service."

Before embarking on the 23 Things, Lillian Chow, Senior Librarian in the California State Library Technical Services unit and former Librarian in the Witkin State Law Library, had used several bookmarking websites but not del.icio.us. Chow was excited to give this online bookmarking website accessible from any computer, a try.

Chow discovered del.icio.us was useful not only for her personal bookmarks but for links she uses at work. "In the Witkin State Law Library, we had put our selection of legal links into a web page which we had on our library computers and also emailed out to interested customers because it is not available online," Chow says.

[Del.icio.us](http://del.icio.us) became the Witkin State Law Library's "next step forward," according to Chow. "I added all the links from the web page to an account at <http://del.icio.us/csllaw>. Using tags allowed me to assign keywords so that users could get all the links on a subject (such as "decisions") previously spread out on the web page. Features like tags and viewing links that others are adding, as well as putting our collection of links online, make del.icio.us a worthwhile tool for enhancing our customer service."



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New and Renovated Library Openings, cont. from page 4

Certification (Leadership in Energy and Environmental Design) at the gold level for the new facility which meets stringent federal standards for energy efficient buildings and is partially constructed from recycled materials. Upon receipt of the award, the extraordinary structure will be the first LEED Certified building in Roseville. Of further benefit to the community, the facility can quickly be turned into an Emergency Operations Center during major civic emergencies such as floods.

Mike Shellito, Assistant City Manager and Community Services Director, states "Both the Riley Library and Exploration Center are cutting-edge facilities designed to merge new technologies and concepts in a contemporary educational environment. They represent our city's ability to keep pace with the needs of our community, while offering opportunities that will empower our residents like never before."

The Utility Exploration Center, funded by the Roseville Electric Company, has a 5,000 square foot museum on natural resources, renewable energy and sustainable practices. It also has \$1.7 million in exhibits that include interactive maps, diagrams, high tech video displays and environment-friendly product samples for homeowners. All of the center's energy comes from renewable sources, and 100% of the water for landscape irrigation is recycled.

The Roseville Community Television Studio, with high-tech editing software and production equipment that allows residents to create dynamic programming on local community-access television, offers a complete upgrade over the existing studio.

The Riley Library, a two story facility of 14,000 square feet and the third public library in the city, cost \$7.3 million (general fund) and is the first library built in Roseville since 1990. It is stocked with \$500,000 worth of new materials including books, DVD's, CD's, video games, magazines and newspapers. Its collection of 30,000 items has many environmental education materials to complement the Utility Exploration Center, along with Zoomtext keyboards and software on three computers throughout the library to facilitate computer use for people with vision challenges.

The first floor houses a circulation area, two self checkout machines, 12 children Internet computers, media collections for adults, teens and children, and a delightful children's area with a specially designed life-size oak tree sculpture -- a perfect place for story time and

family reading. The Riley Library also has a community meeting room with kitchen facilities for after-hours events. The second floor includes the adult and teen collections of books, magazines, and newspapers, 27 Internet computers for adults and teens, 3 study rooms, and a "no cell phone zone" lounge space overlooking Mahany Park. One of the outstanding features on the second floor is the Teen Area that is ringed by industrial style metal framework on which are mounted 6 flat screen televisions that are used to show educational programs, music, movies, and computer games.

The new library is part of a unique partnering effort between municipal agencies and the community has been very receptive. Rachel Delgadillo, Acting City Librarian, says "Library staff, staff from Roseville Electric, and members of other City of Roseville Departments joined together to plan this joint use facility and have made this a positive experience for all who were involved."



One of the outstanding features in the Martha Riley Community Library is a specially-designed life-size oak tree in the Children's Area which brings the outdoors into the library. This is a perfect place for story times and for sharing books. [Photo courtesy Chris Shepard, City of Roseville Communications Division]



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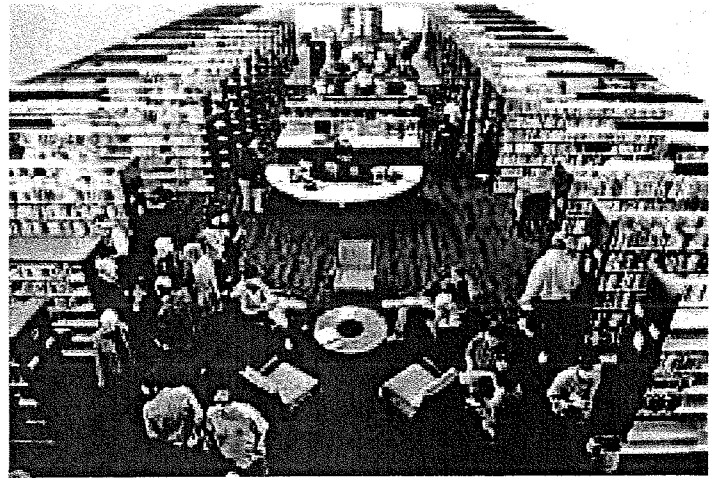
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New and Renovated Library Openings, cont. from page 15

San Marino Opens New Crowell Public Library

The Crowell Public Library, built on the same site as its predecessor, the San Marino Public Library, opened on Saturday, January 26, 2008. The city provided \$5.5 million toward the total cost of the new 29,400 square foot facility and residents, businesses, and local foundations provided the remaining \$10.6 million. The San Marino community was heavily involved in planning the new library. In addition to surveying the community, library planners held focus groups with library users, trustees, Friends of the Library, foundation members, and children. The architects, just before the design stage, held several meetings to gather impressions and design ideas from community members. The library is named for the Donald Crowell family who wanted to give a lasting contribution to the San Marino community where the Crowell family was raised. Suzanne Crowell, former mayor, council member, library supporter and local resident, provided a \$4 million gift for the library.



Local residents checking out the Crowell Public Library adult collection area on opening day. [Photo courtesy Daryl Chan]



The new Crowell Public Library's Mediterranean style is designed to blend in with other buildings in the area. Several important features from the old library including the Beatrix Potter stained glass pieces and the carved Chinese Teak Doors are included in the new building. [Photo courtesy City of San Marino]

Special areas in the library include: a computer lab with 13 computers; a homework center; a Young Adult Area; 3 small group study rooms; a large community meeting room; a small conference room; a Friends of the Library Book Shop; a large patio for outdoor gatherings and a small reflective courtyard; and 91 computers in the library for public and staff use. In addition, there is direct power and data access in all seating areas and in the homework center, and the building is wireless.

The new space offers new opportunities for expanded services for all ages including arts and music programs to showcase local talent and resources. The Library Foundation worked hard to bring in \$10.6 million and they are continuing their fundraising efforts

with an annual campaign or endowment program to support the library in the future.

Summarizing the new library, City Librarian Carolyn Crain says, "The Crowell Public Library is a beautiful, well designed, 21st century library that addresses the needs of all library users and provides flexibility for adjustments over the years. It combines comfortable reading spaces with active learning spaces and effective public meeting spaces in an atmosphere of natural lighting and rich, colorful hues. The community has expressed absolute delight in the new library and I am very proud of the results. Many, many people and groups participated in making this dream come true and the dream turns out to be a real jewel in San Marino."

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New and Renovated Library Openings, cont. from page 16

Edenvale Branch Library Opens in San Jose

The Edenvale Branch Library, which opened on November 3, 2007, is the most recent addition to the San Jose Public Library System. Funded by a \$212 million library bond measure approved by San Jose voters in November 2000, Edenvale is one of San Jose's larger branches at 22,222 square feet at a cost of \$9.7 million. A unique feature of the library is a glass and steel plant canopy overhanging the Marketplace Area near the library entrance. In creating the public art installation, the artist brought images of the natural world inside including four California native plants-- redbud, purple needle grass, California buckwheat and black walnut. Community members remark that the building's exterior, which evokes the angles and planes of Frank Lloyd Wright's architecture, provides an interesting contrast to the building's wonderful open interior display of circles and curves.

To collect information on the community's needs, the Edenvale Branch Library's architectural group facilitated three public meetings over a six month period. The outcome of these gatherings helped identify key services and areas for the library. Today, the new Edenvale Branch Library's amenities and areas include: an Internet café; a community living room with a fireplace; a technology center; group and study areas; a community meeting room with space for 100 people; 50 public computers; a homework center for students in grades K-12; a glass enclosed Teen Area; and a clearly defined Family Place that encourages parents, caregivers, and children to share reading experiences. The technologically advanced building can also support special library services such as beginning and intermediate computer skills classes, movie screenings in the Teen Area after school and on weekends, and other multimedia programs including gaming.

The San Jose Public Library Foundation chose "Branching Out: From Dream to Reality" for its fundraising campaign which provides funding for furnishings and equipment for each new branch library. More than \$75,000 has been raised for Edenvale to date with donations coming from corporate entities and from the community-at-large. Edenvale Branch Library serves an area that had no convenient library nearby. The community has enthusiastically embraced the new library—5,000 visitors attended the opening day festivities and by the day's end, 8,000 items had been checked out. San Jose Public Library Director Jane Light says, "

Edenvale Branch Library is the tenth project that we've completed under the Branch Library Development Program and we are fortunate in being able to immediately take what has been learned from all previous projects and apply that knowledge to the next project. By the time we are finished in 2011, the entire branch system will have been replaced with new and modern facilities (including three pre-bond renovations) that are in all ways equipped to suit the lifestyle needs of today's library customers."



The Edenvale Branch Children's Area is particularly attractive with an open display of circles and curves.

[Photo courtesy San Jose Public Library]



The Edenvale Branch Library uses a distinctive branding concept with clearly defined zones and consistent use of attractive display signage.

[Photo courtesy San Jose Public Library]



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New and Renovated Library Openings, cont. from page 17

Monterey County Opens New Marina Branch Library

The new Marina Branch of the Monterey County Free Libraries (MCFL) opened on September 29, 2007. The new library cost \$8 million and was funded by library bonds approved by the voters of the City of Marina in November 2002 by a 79.6% vote. To assist the City of Marina in purchasing the \$560,000 library site, the Marina Larger Library Committee raised over \$450,000 in donations from the community



Cutting the ribbon for the new Marina Branch Library from left to right: Oliver Craig (Marina Chief Building Officer); Jayanti Addleman (County Librarian); Edith Johnson (former Mayor and former County Supervisor); Ila Mettee-McCutchon (Marina Mayor); Claudia Link (Aide to Supervisor Jerry Smith); Jennifer Lagier (Director Monterey Regional Parks District); and Lenora Masterson (President, Larger Library Committee).
[Photo courtesy W. Salbacka]

The new building includes an 11,000 square foot library, a 2,000 square foot community room, a 1,500 square foot lobby and the 7,500 square foot Administrative Offices of the Monterey County Free Libraries. Funds from the sale of the old Monterey County Free Libraries Administrative Offices in Salinas helped the city pay for the construction of the new offices. MCFL provides staff and materials for the new library that the City of Marina owns. The Marina Branch is built on land purchased from the Monterey Peninsula Regional Park District, which owns the surrounding 27 acre Locke Paddon Community Park.

Special features in the new library include a community room with seating capacity for 86 persons, an outdoor patio, a Teen Room with café furniture, a Homework Center with 16 computers with a selection of black-and-white or color laser printers, three study rooms, a large Children's Room with story time area, 22 public Internet access computers, three self-checkout stations, a self-service holds pick-up area, a public WiFi Network, and a children's playground.



Crowds waiting to get a glimpse of their brand new Marina Branch Library on opening day.
[Photo courtesy R. Cauntay]

The new facility makes many library services and programs possible. The new homework center computers have enabled the library to partner with the City of Marina and the Monterey/Pacific Grove Adult School and offer seniors two computer classes per week. The Community Room has allowed the library to offer special library programming such as a Holiday Music Program featuring 21 musicians; an opportunity for MCFL to partner with other community organizations to host programs for the public such as an area-wide literacy conference, and a dance/live music/storytelling performance.

The new Marina Branch is green inside and out. Natural light, automated lighting controls, and clerestory windows save energy, and trees shade the landscaped parking lot which has environmentally sustainable features such as storm water retention and bioswales that remove silt and pollutants from surface runoff water. The area around the building is landscaped with drought-tolerant



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New and Renovated Library Openings, cont. from page 18

materials which transition to the native grasses and plants in Locke Paddon Community Park.

Marina Branch Library Manager Kurt Elliso says the new Library and MCFL Administrative Offices "have become a subject of civic pride in the Marina community. For our library staff, the new facility makes it fun to come to work and hard to leave, especially when one can see the sun set behind the cypress trees through the library's spacious windows."

Jayanti Addleman, County Librarian, says "On opening day when the ribbon was cut and we saw the waves of crowds rushing toward the entrance to the library rather than towards the stall that was handing out free hot dogs and hamburgers, I knew that I was in the right profession. There is nothing as gratifying as seeing a project, which has so much community support and which fills a need in the community, move to completion so smoothly."

San Francisco Public Library Opens Glen Park Branch Library

The San Francisco Public Library's (SFPL) Glen Park Branch was the sixth branch to be completed under the Branch Library Improvement Program, which is funded by a \$105.9 million bond measure passed by voters in November 2000. The 30-year old branch, one of four currently housed in leased facilities which will be replaced by city-owned buildings, replaces a little 1,500-square-foot library. Project costs totaled about \$5.5 million. A separate fundraising campaign by Friends of the San Francisco Public Library provided new furniture and equipment for the branch.



Cutting the ribbon for the new Glen Branch Library from left to right: Sharon Dezurick, former Branch Manager; Brian Bannon, Chief of Branches; Mayor Gavin Newsom; unidentified young library enthusiast; Donna Bero, Executive Director, Friends of the San Francisco Public Library; Luis Herrera, City Librarian; Supervisor Bevan Dufty; Steve Coulter, Library Commissioner; Jose Cisneros, City Treasurer; and Ed Lee, City Administrator.

[Photo courtesy San Francisco Public Library]

The Glen Park Branch opened with a grand gala on Saturday, October 13, 2007. Mayor Gavin Newsom, City Librarian Luis Herrera, Assemblywoman Fiona Ma, Supervisor Bevan Dufty, Steven A. Coulter., San Francisco Public Library Commission, Fred Abadi, Department of Public Works, Donna Bero, Friends of the San Francisco Public Library attended the festivities for the branch's new building. As part of the celebration, the street in front of the library was closed off and transformed into a community festival with entertainers, food, giveaways, and local merchant booths.

Located on the second floor of a multi-use building, the new branch features a beautiful public art display in the glass-enclosed foyer, special children and teen areas, a state-of-the-art program room, new shelving for a books and materials collection that's at least 40 percent larger, more computers, Wi-Fi access to the Internet and ergonomic staff work spaces.

In addition to new technologies, expanded collections and shelving spaces, the new



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Customer -Centered Services, cont. from page 8

retirement plans. Other staff members migrated to vacated jobs within the CSL. As a result, two of the three SLS service sections, the Government Publications Section and the State Information and Reference Center, experienced staff shortages significant enough to make managing two sections and staffing two service desks increasingly difficult.

Continuing to plan for the service desk merger with this new wrinkle, CSL administrators and managers decided to begin reducing service desks by merging the two sections right away, reducing the number of service desks from three to two, while plans continued for the single-desk service model. The staffing structure was reviewed and reorganized to provide the needed support. The former State Information and Reference Services and the Government Publication Section became Information Resources and Government Publications (IRGP). The new manager of IRGP, Sabah Eltareb, immediately assigned a staff task force to work on the single-desk model for the combined unit. Before planning was finalized, a virus struck several staff members simultaneously, closing one of the service desks for two days. The impromptu merger showed Eltareb, the task force, and CSL management that merging the two desks was feasible and Eltareb asked the planning team to accelerate the timetable.

In early March 2008, the planning group finalized a plan to merge heavily used items into the general reading room, Gillis Hall. Thanks to the effective planning and hard work of SLS staff, there was minor disruption to services during the relocation of materials and services continued as usual. CSL customers are receiving more convenient services, and staff members are learning new resources through cross-training. The first phase of the new customer-centered service model is in place at CSL.

New and Renovated Library Openings, cont. from page 19



City street is closed off for Glen Park Branch community festival.
[Photo courtesy San Francisco Public Library]

Glen Park Branch is more accessible with talking directional signs, a power assist front door, and an elevator. It also has a street level after-hours book drop, express checkout machines, energy efficient mechanical and lighting systems, abundant daylight, clear signage, and new furniture.

City Librarian Luis Herrera says of the San Francisco's new neighborhood branch, "Our Glen Park Branch is a wonderful feather in SFPL's cap. Its alluring architecture, paired with its expanded collections and accessibility, makes the Glen Park Branch an ideal community space and has become the civic anchor for the neighborhood."

Branch Manager Denise Sanderson says customers are elated with their new library,

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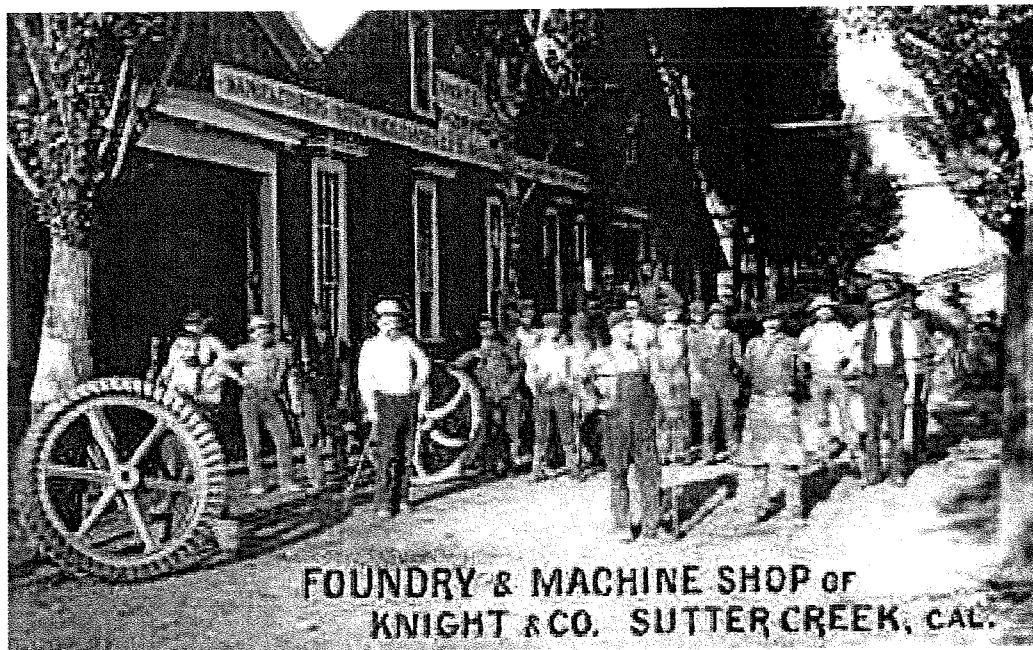
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The Knight Foundry, cont. from page 9

seeking the support of CCHE to help purchase the foundry.

Enduring craftsmanship

Before his death, Samuel Knight, by willing his foundry to his employees, began a practice of blue-collar inheritance that has lasted for generations. Reopening the Knight Foundry will be a challenge left for volunteers, including Knight Foundry Corporation Project Director Andy Fahrenwald who leads the preservation charge, and Knight Foundry Facility Manager Russ Johnson, an ironmaster who learned his craft from workers who had manned the foundry for half a century.



Samuel Knight (with cane) and his skilled workers, ca. 1885.
[Photo courtesy Amador County Archive]

The last pour for the Knight Foundry occurred in 1996 when the foundry had a contract with the City of San Leandro to forge vintage street lamp posts. Since that time, the foundry has sat silent. But preservation leaders, like Russ Johnson, with the support of the CCHE, are devoted to making it hum in California's Gold Country once again.

For more information about the Knight Foundry, please write to Knight Foundry Corporation Project Director Andy Fahrenwald at P.O. Box 1776, Sutter Creek, California 95685.

For more information about the California Cultural and Historical Endowment, please contact Executive Officer Diane Matsuda at (916) 651-8768 or email at dmatsuda@library.ca.gov.



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California Library Awards, cont. from page 10

PLA Grow Your Own @ Your Library Institutional Scholarship Winner is Kern County Library

The Public Library Association (PLA) awarded the Kern County Library an \$8,000 grant as part of PLA's highly competitive "Grow Your Own @ Your Library" Institutional Scholarship, a pilot program which addresses the education needs of public library staff working toward a Master's degree in library and information science.

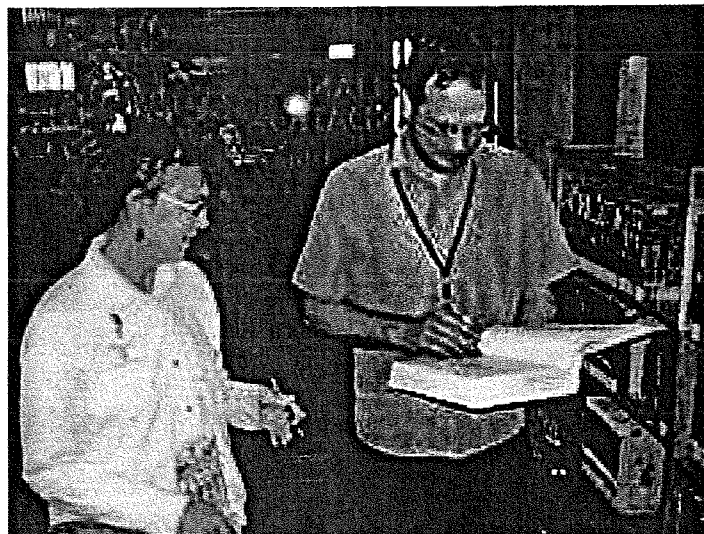
Kern County Library was one of eight libraries nationwide to receive the tuition assistance for staff members' graduate studies in library science. The award also funds staff members' attendance at a PLA Conference. Winning libraries may distribute funds to more than one staff member.

The PLA awarded one library from each of its Public Library Data Service (PLDS) population categories. Kern County Library won for the 500,000-999,999 service population category.

Kern County "fortunate" to grow librarians at home



Kern County "Grow Your Own" recipient, Jennifer Price, Library Associate, part-time and Branch Supervisor at Kern County's Wasco Branch helps Kern County customer Sandy Nozick at the Beale Memorial Library in Bakersfield.
[Photo courtesy Kern County Library]



Kern County "Grow Your Own" recipient, Marcus Clough, Library Associate in Young Adult Services at Kern County's Southwest Branch with Katherine Ross, Reference Librarian I for Kern County Library.
[Photo courtesy Kern County Library]

Diane Duquette, Director of Libraries, Kern County Library says of the PLA award, "Ironically, winning a PLA grant for growing our own professional librarians in Kern County is much akin to growing our own fruits and vegetables where most of our staff resides and work; it's best to draw sustenance from your immediate surroundings!"

Duquette goes on to say, "While much of the world depends on imports from our county, one of the largest exporters of agricultural products in the world, and one where

the largest organic farm resides, we are indeed fortunate to receive a "Grow Your Own @ Your Library" Institutional Scholarship award to help our own paraprofessional staff in



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the ranks and file continue to 'grow' to become library leaders of the future as they work towards their ultimate goal of obtaining their master's degree in library and information science. On their behalf, I am ecstatic to receive this enabling grant and to forward our appreciation to PLA for this highly competitive nationwide award."

Sherry Gomez, Deputy Director of Libraries for Kern County, says "It's great that through the generous PLA award we can support our talented staff in their efforts to become tomorrow's librarians. We are honored to have been selected in this population category out of all the applicants nationwide."

Gomez reports the Kern County district includes 24 branches, 2 bookmobiles and the main Beale Memorial Library in Bakersfield. "We currently have one staff person pursuing his MLIS online through San Jose State University, and he has been in the Urban Libraries Council Scholars program for which funding wraps-up this summer. Now, he will continue to receive money through 'Grow Your Own @ Your Library.' We have 3-4 other staff in the process of applying to online library schools so we anticipate 4-5 staff will be doing graduate work, a wonderful accomplishment," Gomez says.

For more information about the "Grow Your Own @ Your Library" Institutional Scholarship please visit <http://www.ala.org/ala/pla/plaawards/growyourown.cfm>. PLA is a division of the American Library Association.

USC Shoah Foundation Institute, cont. from page 12

testimonies in 56 countries and in 32 languages. In 2000, after recording approximately 50,000 survivors, the videographers ceased their work and the Foundation team embarked on the huge task of archiving, indexing, cataloging, and digitizing the invaluable tapes.

To help users access this rich and priceless archive, in 2000/2001 the California State Library began a series of 5 annual LSTA grants to USC for work with the Shoah Foundation. Those 5 grants, which totaled

\$865,458, supported the cataloging and digitizing of California Holocaust survivor testimonies and the eventual delivery of the collection to schools, libraries and other centers of learning via high-bandwidth media such as Internet2.

For more information about the Shoah Foundation Institute's online resources, please contact USC Shoah Foundation Institute Marketing and Distribution Specialist Sonya Sharp at sonyas@usc.edu.

Presented by
Department of the Shoah Shoah Foundation &
Made possible by
The National Holocaust Remembrance Society Foundation

**Voices of the Holocaust:
Children Speak**

A June Brillhart Production

CLICK HERE TO ENTER THE RAFFLE

USC Shoah Foundation Institute Children Speak online exhibit [Photo courtesy USC Shoah Foundation Institute]



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The California State Library hears from you!

Internet Legal Research Weekly cites California State Library website's "terrific online resources"

From the March 30, 2008 issue [#293] of *Internet Legal Research Weekly*:

State libraries are increasingly developing terrific online resources, and the California State Library site is no exception. Although of course you'll find more at the physical library itself, the online version provides a whole lotta stuff. You have access to all of the library's catalogs, so that you can find books, legal materials, documents, maps, videos, and more. There's a picture catalog featuring selected images from the library's collections, and a good set of online resources. You can also subscribe to one of 5 RSS feeds, to keep up with the latest developments.

Aldrich's Santiago workshop deemed "excellent"

To Stacey Aldrich, Deputy State Librarian:

Thank you so much for your excellent presentation at the Santiago Library System's Reference Committee workshop. You were, indeed, the perfect speaker for "Future Trends in Reference." Your talk was informative and inspiring. We could have listened to you for much longer! Many of us, including me, will be checking out your blog to find the information you referenced. I know that putting together a presentation of this quality takes a lot of time and dedication, and it was clear that you worked hard for us. You have motivated us to take the next steps into the future.

*Melinda Steep
Acting Library Director
Yorba Linda Public Library*

Yolo County Youth Services library specialist grateful for ELF information

I would like to take this opportunity to thank Suzanne Flint and Judy Klikun who spoke at the MVLS meeting informing us about the ELF grant.

Applying for the grant was a learning experience. Attending the training in Pasadena was wonderful. I had never attended such an event. It was exciting meeting others from all over the state that were interested about our children, reading and outreach to our communities.

You have opened doors only dreamed of by granting us the \$5000. We are implementing our plan, and our goal is within reach.

Thank you for the funding and having the confidence that we can and will make a difference in our community of West Sacramento .

*Cathy Lorda
Library Specialist, Youth Services
Yolo County Library*

Palos Verdes Library District Director applauds CSL publication

In a prior life I was responsible for a large pension fund, so I had more exposure than I would have liked to actuarial analysis and the complexities of pension funding. Now I am responsible for managing total employment costs for our special library district, so the issue is still of concern.



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Actuarially Speaking: A Plain Language Summary of Actuarial Methods and Practices for Public Employee Pension and Other Post-Employment Benefits is one of the clearest explanations I have seen of how pension liabilities are calculated and of the room for variability in the outcomes.

Congratulations to author Grant Boyken and the others who contributed on producing this document.

*Kathy Gould
Director
Palos Verdes Library District*

Gates Foundation leader applauds ARSL progress

Congratulations on the progress [[the Association for Rural and Small Libraries](#)] has made in a short amount of time. The foundation was pleased to have WebJunction use their residual Rural Sustainability grant funds to ARSL to build your capacity as an organization.

The Foundation would also like to express its appreciation to BCR for serving as ARSL's fiscal agent. Thanks again for taking time to provide the update on your work and all the best in planning for your conference – it's great to see this gathering happening on the west coast!

*Jill Nishi
Deputy Director
U.S. Libraries Program
Bill and Melinda Gates Foundation*

Thank you to CSL Librarian

I am a clerical assistant at the Habeas Corpus Resource Center, a California state agency that represents death row inmates in their post-conviction proceedings. Recently, I was in charge of a major research project pertaining to one of our cases. David Cismowski, a senior librarian in the Government Publications Section at the California State Library, was extremely helpful to our team and could not have been more courteous and responsive to my many questions. He was diligent in following up and provided me with frequent progress reports. He emailed me PDF versions of many of the articles we needed, which was very convenient, considering our office is in San Francisco.

Additionally, in the two or so cases when an item was not available at the California State Library, Mr. Cismowski was thorough in explaining which library might have the item.

Mr. Cismowski blew me away with his high level of professionalism and helpfulness. Without him and the California State Library as a resource, I'm sure we'd still be desperately searching around for our materials. In fact, I have emailed his contact information to the staff as research projects pop up quite often in the course of our work.

Thank you to the California State Library, and thank you to Mr. Cismowski!

*Zoe Overbeck
Habeas Corpus Resource Center
San Francisco*



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Praise for *Transforming Life after 50 Institute*

I wanted to thank the California State Library for the opportunity to participate in the *Transforming Life after 50 Institute* in December.

The presenters were very inspiring and energizing. Both Stephanie and I are very excited about opportunities to further engage our "50+s." I also wanted to say that Suzanne Flint's graciousness is so appreciated and set the tone for the session.

This was an exceptional event!

Valerie Maginnis
Mission Viejo Library

Thanks to the California State Library for the fabulous *Transforming Life after 50 Institute*. It was eye-opening, and rusty wheels in my hair started turning again. I am sure you will see many fabulous library programs emerge from this opportunity.

Hillary Theyer
Torrance Public Library

Many thanks for including us in the *Transforming Life after 50 Institute*. We greatly enjoyed the opportunity to hear the experts speak about how libraries can effectively serve the diverse clientele.

It was a pleasure to connect with so many dedicated and energetic public librarians. We're so pleased that the California State Library will be providing them the tools they will need to create successful programs. We'll be watching as your project unfolds; if there is anything these two Oregonians can do for you, please let us know!

Congratulations on a very successful conference!

Abigail Elder and Jane Salisbury
Multnomah County Library
Portland, Oregon



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