
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Public Hearing on the Fines & Fees Schedule for Fiscal Year 2006-2007

DATE: July 31, 2006

BACKGROUND:

Attachment A is the Fines & Fees Schedule for Fiscal Year 2006-2007 as approved by the Library Board at its Regular Meeting on June 19, 2006 and scheduled for Public Hearing at the Library Board Regular Meeting of July 31, 2006.

The Notice of Public Hearing for the Proposed Fines & Fees Schedule for Fiscal Year 2006-2007 for the Placentia Library District was published in the *Placentia News Times* on July 27, 2006 and posted as a legal notice at the Library on July 20, 2006. The Proof of Publication will be included with the General Consent Calendar for the August 21, 2006 Library Board Meeting.

The Public Hearing should be conducted before Board discussion of the item.

Staff is recommending no changes for Fiscal Year 2006-2007.

Attachment B is Resolution 07-01 adopting the Fines & Fees Schedule for Fiscal Year 2006-2007.

RECOMMENDATIONS:

1. Conduct the Public Hearing on the Policy as published.
2. Adopt the Placentia Library District Fines and Fees Schedule.
3. Adopt motion to read Resolution 07-01 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for FY 2006-2007 of the Placentia Library District of Orange County. *Beth / Aug 3*
4. Motion to adopt Resolution 07-01 by a roll call vote. *Priscilla / 1/8*



PLACENTIA LIBRARY DISTRICT FINES AND FEES SCL

Adopted for Fiscal Year 2005-2006 on August 15, 2005

Proposed for Fiscal Year 2006-2007

<u>FINES</u>	<u>PER DAY</u>
All Items.....	\$.20
There is a two day <i>grace period</i> on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.	

<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
All Items.....	\$ 10.00

<u>RESERVES & SHELF CHECKS</u>	<u>PER ITEM</u>
All Items.....	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	5.00

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
Cataloged Adult & Children's Books..... Item Cost + \$ 5.00	\$ 20.00
Uncataloged Paperbacks..... Item Cost + \$ 5.00	5.00
Magazines/Pamphlets..... No Processing Fee	3.00
Cassettes..... No Processing Fee	10.00
CD's, CD ROM's & Videos..... Item Cost + \$ 5.00.....	15.00
Audio Books (all formats)..... Item Cost + \$ 5.00	50.00

**Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement.....	\$ 2.00
Cleaning CD/DVD, next business day service.....	2.00
Cleaning CD/DVD, expedited same day service.....	5.00
Fax per document (outgoing or incoming) plus \$.10 per page.....	2.00
Laminating, per sheet.....	1.00
Notary services, per signature.....	10.00
Printing, black ink, per page.....	.10
Photocopy, black ink, per page.....	.15
Printing & Photocopy, color, per page.....	1.00
Passport check preparation.....	2.00
Passport photo, per person.....	10.00
Test monitoring, per exam.....	30.00

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Up to four hours.....	\$ 35.00
Additional hours, in four hour increments.....	35.00
Set-up & Clean-up combination	30.00
Set-up fee.....	20.00
Clean-up fee.....	20.00

<u>SURCHARGES</u>	
Returned check, up to 30 days	\$ 30.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	15.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.

RESOLUTION 07-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
THE FINES AND FEES SCHEDULE FOR FY 2006-2007 OF PLACENTIA LIBRARY
DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19645 of the Education Code of the State of California establishes that the Board of Library Trustees shall make and enforce all rules, regulations and bylaws necessary for the administration, government, and protection of the library, and all property belonging to it; and

WHEREAS, Section 19661 of the Education Code of the State of California establishes that for violation of any rule, regulation, or bylaw a person may be fined or excluded from the privileges

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 2006-2007 dated July 31, 2006, and implements such on July 31, 2006.


AYES: TRUSTEES:
NOES: TRUSTEES:
ABSENT: TRUSTEES:
ABSTAIN: TRUSTEES:
State of California)
)ss.
County of Orange)

I, Jean Turner, 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 a regular meeting hereof held on the thirty first day of July, 2006.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirty first day of July, 2006.

Jean Turner, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Fiscal Year 2006-2007 Budget Hearing
DATE: July 31, 2006

BACKGROUND:

The Fiscal Year 2006-2007 Budget for Fund 707 (General Fund) was presented to and reviewed by the Library Board at its June 19, 2006 Regular Meeting and scheduled for Public Hearing at the Library Board's Regular Meeting on July 31, 2006. The \$57,700 in carryover funds allocated for special projects has been added to the expenditures for Fund 707.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for 2006-2007 Fiscal Year for the Placentia Library District was published in the *Placentia News Times* on July 27 and posted as a legal notice at the Library on July 20, 2006. The Proof of Publication will be included with the General Consent Calendar for the August 21, 2006 Library Board Meeting.

Fiscal Year 2006-2007 Budget

The Orange County Budget Forms for Placentia Library District Funds 702 (Structural Repair), 703 (Automation Replacement), 706 (Bond Redemption), 707 (General Fund), and 708 (Sick Leave Payoff) are Attachment A.

A summary of the Orange County forms is Attachment B.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Budget for 2006-2007 Fiscal Year for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment C.

Budget Resolution

The Fiscal Year 2006-2007 Budget for all District Funds needs to be adopted by Resolution 07-02. (Attachment D)

RECOMMENDATIONS:

1. Conduct Public Hearing on the Budget for Fiscal Year 2006-2007 as published.
3. Finalize Placentia Library District Budget for all Funds for 2006-2007 Fiscal Year.
4. Motion to read Resolution 07-02 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2006-2007 Budgets for the Placentia Library District of Orange County.
5. Motion to adopt Resolution 07-02 by a roll call vote.
6. Authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

*Beck/Hess
Ra/Rod
Beck/Hess
Ra/Rod*

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Equipment & Struct. Repair
FISCAL YEAR 2006-2007

At a meeting held on July 31, 2006, the Board of
Trustees of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the
schedules for the Fiscal Year 2006-2007 in the amount of \$ 118,541 (from
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the
space provided below, the amount which may be adjusted to balance the total
requirements and the available financing.

Adjust 5200 -- Appropriation for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: 5 Chairperson: Al Shkoler
(Please Print)

Richard C. DeVecchio, Ed.D. Gaeten M. Wood

Betty Escobosa

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870-6198

ATTN: Mgr. Administrative Services Telephone: (714) 528-1925 Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: (714) 528-1925 Ext. 202

E-mail: administration@placentialibrary.org

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT
FISCAL YEAR 2006-2007

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (From Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Equipment & Struct. Repair DISTRICT
FISCAL YEAR 2006-2007

SCHEDULE FOR FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/05 (from last year's schedule, Line 4)	<u>123,057</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2005-2006	<u>4,268</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2005-2006	<u>(13,343)</u>
4.	Fund Balance - 06/30/06 (Line 1 + 2 - 3)	<u>113,982</u>
5.	Less: Total Reserves @ 06/30/06 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves <u>0</u>	
5B.	Other Reserves <u>0</u>	
5C.	Total Reserves (line 5A + 5B)	<u>(0)</u>
6.	Total Fund Balance Available 07/01/06 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	<u>113,982</u>

Prepared by: (District) Elizabeth D. Minter Telephone: (714) 528-1925

Prepared by: (County) _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT
 FOR FISCAL YEAR 2006-2007
 SCHEDULE FOR RESERVE REQUIREMENTS

	1 2005-2006 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2006-2007
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule for Fund Balance Available, Lines 5A and/or 5B.
2. Record any decrease in reserves to Column 2. Post total of Column 2 to Schedule 16, Column 4, Cancellation of Reserves.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Increase or New Reserves.
4. Reserves for 2006-2007 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925 Ext. 202

Prepared by: (County) _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2006-07

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TOTAL	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED				
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED			
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE (1)									
Fund Balance Available			Actual 2004-05 (2)	Actual 2005-06 (3)	Recommended 2006-07 (4)	Approved 2006-07 (5)		Fund Identification Other Than District General Fund (6)	
6610 Interest			120,464	123,057	113,982			702 - PLACENTIA LIBRARY DISTRICT - EQUIPMENT & STRUCTURAL REPAIR FUND	
7130 Other Governmental Agencies			2,703	4,268	4,559				
TOTAL MEANS OF FINANCING			123,167	127,325	118,541				
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS (7)									
SERVICES AND SUPPLIES									
1300 Maintenance - Equipment				2,986					
1400 Maintenance - Buildings and Improvements									
1800 Office Expense				32					
1912 Investment Administrative Fees			110	93	100				
TOTAL SERVICES & SUPPLIES			110	3,111	100				
4000 Equipment				10,232					
TOTAL EQUIPMENT				10,232					
5200 Appropriation for Contingencies					118,441				
TOTAL FINANCING REQUIREMENTS			110	13,343	118,541			Fund Identification Other Than District General Fund (12)	

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Automated Replacement
FISCAL YEAR 2006-2007

At a meeting held on July 31, 2006, the Board of
Trustees of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the
schedules for the Fiscal Year 2006-2007 in the amount of \$ 11,211 (from
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the
space provided below, the amount which may be adjusted to balance the total
requirements and the available financing.

Adjust 5200 -- Appropriation for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: 5 Chairperson: Al Shkoler
(Please Print)

Richard C. DeVecchio, Ed.D. Gaeten M. Wood

Betty Escobosa

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870-6198

ATTN: Mgr. Administrative Services Telephone: (714) 528-1925 Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: (714) 528-1925 Ext. 202

E-mail: administration@placentialibrary.org

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT
FISCAL YEAR 2006-2007

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (From Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____ (From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Automated Replacement DISTRICT
FISCAL YEAR 2006-2007

SCHEDULE FOR FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/05 (from last year's schedule, Line 4)	<u>10,409</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2005-2006	<u>379</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2005-2006	<u>(8)</u>
4.	Fund Balance - 06/30/06 (Line 1 + 2 - 3)	<u>10,780</u>
5.	Less: Total Reserves @ 06/30/06 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves	<u>0</u>
5B.	Other Reserves	<u>0</u>
5C.	Total Reserves (line 5A + 5B)	<u>(0)</u>
6.	Total Fund Balance Available 07/01/06 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	<u>10,780</u>

Prepared by: (District) Elizabeth D. Minter Telephone: (714) 528-1925

Prepared by: (County) _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT
 FOR FISCAL YEAR 2006-2007
 SCHEDULE FOR RESERVE REQUIREMENTS

	1 2005-2006 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2006-2007
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule for Fund Balance Available, Lines 5A and/or 5B.
2. Record any decrease in reserves to Column 2. Post total of Column 2 to Schedule 16, Column 4, Cancellation of Reserves.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Increase or New Reserves.
4. Reserves for 2006-2007 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increases or New Reserves (Column 3).

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925 Ext. 202

Prepared by: (County) _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2006-07

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING			
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)								
SUMMARY BY SOURCE								
(1)								
Fund Balance Available			Actual 2004-05 (2)	Actual 2005-06 (3)	Recommended 2006-07 (4)	Approved 2006-07 (5)	Fund Identification Other Than District General Fund (6)	
6610 Interest			10,190	10,409	10,780		703 - PLACENTIA LIBRARY DISTRICT - AUTOMATED REPLACEMENT FUND	
7130 Other Governmental Agencies			229	379	431			
7817 Interfund Transfers In - from Funds 700-799								
TOTAL MEANS OF FINANCING			10,419	10,788	11,211			
SUMMARY OF FINANCING REQUIREMENTS								
SUMMARY OF FINANCING REQUIREMENTS								
(7)								
SERVICES & SUPPLIES			Actual 2004-05 (8)	Actual 2005-06 (9)	Recommended 2006-07 (10)	Approved 2006-07 (11)	Fund Identification Other Than District General Fund (12)	
1800 Office Expense								
1900 Professional and Specialized Services				8	10			
1912 Investment Administrative Fees			10	8	10			
TOTAL SERVICES & SUPPLIES			10	8	10			
5200 Appropriation for Contingencies					11,201			
TOTAL FINANCING REQUIREMENTS			10	8	11,211			

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - I & S
FISCAL YEAR 2006-2007

At a meeting held on July 31, 2006, the Board of
Trustees of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the
schedules for the Fiscal Year 2006-2007 in the amount of \$ 178,801 (from
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the
space provided below, the amount which may be adjusted to balance the total
requirements and the available financing.

Adjust 5200 -- Appropriation for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: 5 Chairperson: Al Shkoler
(Please Print)

Richard D. DeVecchio, Ed.D. Gaeten M. Wood

Betty Escobosa

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870-6198

ATTN: Mgr. Administrative Services Telephone: (714) 528-1925 Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: (714) 528-1925 Ext. 202

E-mail: administration@placentialibrary.org

COUNTY OF ORANGE
Placentia Library - I & S DISTRICT
FISCAL YEAR 2006-2007

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (From Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - I & S DISTRICT

FISCAL YEAR 2006-2007

SCHEDULE FOR FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/05 (from last year's schedule, Line 4)	<u>166,017</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2005-2006	<u>6,041</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2005-2006	(<u>134</u>)
4.	Fund Balance - 06/30/06 (Line 1 + 2 - 3)	<u>171,924</u>
5.	Less: Total Reserves @ 06/30/06 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves <u>0</u>	
5B.	Other Reserves <u>0</u>	
5C.	Total Reserves (line 5A + 5B)	(<u>0</u>)
6.	Total Fund Balance Available 07/01/06 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	<u>171,924</u>

Prepared by: (District) Elizabeth D. Minter Telephone: (714) 528-1925

Prepared by: (County) _____

Verified by _____

COUNTY OF ORANGE
 Placentia Library - I & S DISTRICT
 FOR FISCAL YEAR 2006-2007
 SCHEDULE FOR RESERVE REQUIREMENTS

	1 2005-2006 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2006-2007
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule for Fund Balance Available, Lines 5A and/or 5B.
- Record any decrease in reserves to Column 2. Post total of Column 2 to Schedule 16, Column 4, Cancellation of Reserves.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Increase or New Reserves.
- Reserves for 2006-2007 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925 Ext. 202

Prepared by: (County) _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2006-07

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY									
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT				TOTAL	TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	UNSECURED			
Interest and Sinking										
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)										
SUMMARY BY SOURCE										
(1)	Actual 2004-05 (2)	Actual 2005-06 (3)	Recommended 2006-07 (4)	Approved 2006-07 (5)	Fund Identification Other Than District General Fund (6)					
Fund Balance Available	162,519	166,017	171,924		706 - PLACENTIA LIBRARY DISTRICT INTEREST AND SINKING BOND REDEMPTION					
6610 Interest	3,647	6,041	6,877							
7130 Other Governmental Agencies										
7817 Interfund Transfers In - from Funds 700-799										
TOTAL MEANS OF FINANCING	166,166	172,058	178,801							
SUMMARY OF FINANCING REQUIREMENTS										
SUMMARY OF FINANCING REQUIREMENTS										
(7)	Actual 2004-05 (8)	Actual 2005-06 (9)	Recommended 2006-07 (10)	Approved 2006-07 (11)	Fund Identification Other Than District General Fund (12)					
SERVICES AND SUPPLIES										
1900 Professional and Specialized Services										
1912 Investment Administrative Fees	149	134	150							
TOTAL SERVICES AND SUPPLIES	149	134	150							
4807 Interfund Transfers Out - to Funds 700-799										
5200 Appropriation for Contingencies			178,651							
TOTAL FINANCING REQUIREMENTS	149	134	178,801							

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library
FISCAL YEAR 2006-2007

At a meeting held on July 31, 2006, the Board of
Trustees of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the
schedules for the Fiscal Year 2006-2007 in the amount of \$ 3,256,161 (from
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the
space provided below, the amount which may be adjusted to balance the total
requirements and the available financing.

Adjust 5200 -- Appropriation for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: 5 Chairperson: Al Shkoler
(Please Print)

Richard C. DeVecchio, Ed.D.

Gaeten M. Wood

Betty Escobosa

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870-6198

ATTN: Mgr. Administrative Services Telephone: (714) 528-1925, Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: (714) 528-1925, Ext. 202

E-mail: administration@placentialibrary.org

COUNTY OF ORANGE
Placentia Library DISTRICT
FISCAL YEAR 2006-2007

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (From Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____ (From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library DISTRICT

FISCAL YEAR 2006-2007

SCHEDULE FOR FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/05 (from last year's schedule, Line 4)	<u>851,896</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2005-2006	<u>2,080,449</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2005-2006	(<u>1,847,522</u>)
4.	Fund Balance - 06/30/06 (Line 1 + 2 - 3)	<u>1,084,823</u>
5.	Less: Total Reserves @ 06/30/06 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves <u>10,000</u>	
5B.	Other Reserves <u>0</u>	
5C.	Total Reserves (line 5A + 5B)	(<u>10,000</u>)
6.	Total Fund Balance Available 07/01/06 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	<u>1,074,823</u>

Prepared by: (District) Elizabeth D. Minter Telephone: (714) 528-1925

Prepared by: (County) _____

Verified by _____

COUNTY OF ORANGE
Placentia Library DISTRICT
 FOR FISCAL YEAR 2006-2007
 SCHEDULE FOR RESERVE REQUIREMENTS

	1 2005-2006 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2006-2007
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)	10,000	0	0	10,000
Other Reserves (Provide Detail):				
TOTAL	10,000	0	0	10,000

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule for Fund Balance Available, Lines 5A and/or 5B.
2. Record any decrease in reserves to Column 2. Post total of Column 2 to Schedule 16, Column 4, Cancellation of Reserves.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Increase or New Reserves.
4. Reserves for 2006-2007 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925 Ext. 202

Prepared by: (County) _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2006-07

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)
	ASSESSED VALUATION		ROLL CHANGER/FUND		MEANS OF FINANCING VOTER APPROVED DEBT		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
General							
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							
SUMMARY BY SOURCE (1)							
Fund Balance Available	Actual 2004-05 (2)	Actual 2005-06 (3)	Recommended 2006-07 (4)	Approved 2006-07 (5)			
6210 Property Taxes - Current Secured	709,481	841,896	1,074,823		707 - PLACENTIA LIBRARY DISTRICT		
6210 Public Utility Secured Taxes (Sub-revenue 01)	1,267,080	1,402,237	1,576,688				
6220 Property Taxes - Current Unsecured	21,745	21,704	21,000				
6230 Property Taxes - Prior Secured	62,315	63,058	58,000				
6240 Property Taxes - Prior Unsecured	26,256	31,527	15,000				
6250 Property Taxes - Special District Augmentation	984	977	750				
6280 Property Taxes - Current Supplemental	7,813	7,833	6,500				
6300 Property Taxes - Prior Supplemental	83,836	103,457	65,000				
6540 Penalties & Costs on Delinquent Taxes	2,035	1,745	1,400				
6610 Interest							
6690 State - Homeowners' Property Tax Relief	18,463	31,388	30,000				
6970 State - Other	17,217	16,963	17,000				
7130 Other Governmental Agencies	110,739	149,407	150,000				
7670 Miscellaneous Revenue	251,823	250,033	240,000				
7680 Six-Month Expired (Outlawed) Checks		120					
TOTAL MEANS OF FINANCING	2,579,787	2,922,345	3,256,161				

SUMMARY OF FINANCING REQUIREMENTS

SUMMARY OF FINANCING REQUIREMENTS				Fund Identification Other Than D General Fu (12)	
	Actual 2004-05 (8)	Actual 2005-06 (9)	Recommended 2006-07 (10)	Approved 2006-07 (11)	
SUMMARY OF FINANCING REQUIREMENTS					
SALARIES AND EMPLOYEE BENEFITS					
0100 Salaries and Wages	788,699	896,271	1,040,934		
0200 Retirement	104,529	116,518	144,588		
0300 Employee Group Insurance	94,207	132,249	128,927		
0301 Unemployment Insurance	3,764				
0310 Accid Death and Dismemberment Insurance	5,281	506			
0350 Worker Compensation	16,713	12,635	8,500		

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2006-07

SUMMARY OF FINANCING REQUIREMENTS					
SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 2004-05 (8)	Actual 2005-06 (9)	Recommended 2006-07 (10)	Approved 2006-07 (11)	Fund Identification Other Than District General Fund (12)
TOTAL SALARIES AND EMPLOYEE BENEFITS	1,013,193	1,158,179	1,322,949		707 - PLACENTIA LIBRARY DISTRICT
SERVICES AND SUPPLIES	14,390	14,995	14,400		
0700 Communications	1,153	2,095	1,100		
0900 Food	6,148	16,816	7,500		
1000 Household Expense	11,002	12,282	13,100		
1100 Insurance	27,970	28,536	33,000		
1300 Maintenance - Equipment	56,991	58,110	69,750		
1400 Maintenance - Buildings & Improvements	4,670	3,968	5,000		
1600 Memberships	300		22,953		
1700 Miscellaneous Expense	71,210	65,337	67,650		
1800 Office Expense	6,346	6,387	6,900		
1803 Postage	135,842	127,010	153,820		
1900 Professional and Specialized Services	674	686	1,000		
1912 Investment Administrative Fees	2,576		1,000		
2000 Publications and Legal Notices	628	639	31,700		
2100 Rents and Leases - Equipment	97,955	86,917	105,000		
2200 Rents and Leases - Buildings & Improvements	191,372	150,740	225,816		
2400 Special Departmental Expense	10,586	26,379	23,250		
2700 Transportation and Travel - Meetings/Conferences	57,101	55,612	66,500		
2800 Utilities					
3000 Bad Debts					
TOTAL SERVICES AND SUPPLIES	696,914	656,509	849,439		
OTHER CHARGES					
3700 Taxes and Assessments	6,107	8,894	10,000		
TOTAL OTHER CHARGES	6,107	8,894	10,000		
FIXED ASSETS					
4000 Equipment	21,676	22,441	56,700		
4200 Buildings & Improvements					
TOTAL FIXED ASSETS	21,676	22,441	56,700		
4700 Payments to refunded debt escrows		1,499			
4807 Interfund Transfer Out - to Funds 700-799					
5200 Appropriation for Contingencies			1,017,073		
Increase or New Reserves					
TOTAL FINANCING REQUIREMENTS	1,737,891	1,847,522	3,256,161		

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Unused Sick Leave Payoff
FISCAL YEAR 2006-2007

At a meeting held on July 31, 2006, the Board of
Trustees of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the
schedules for the Fiscal Year 2006-2007 in the amount of \$ 11,252 (from
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the
space provided below, the amount which may be adjusted to balance the total
requirements and the available financing.

Adjust 5200 -- Appropriation for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: 5 Chairperson: Al Shkoler
(Please Print)

Richard C. DeVecchio, Ed.D. Gaeten M. Wood

Betty Escobosa

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPSs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870-6198

ATTN: Mgr. Administrative Services Telephone: (714) 528-1925 Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: (714) 528-1925 Ext. 202

E-mail: administration@placentialibrary.org

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT
FISCAL YEAR 2006-2007

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (From Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____ (From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Unused Sick Leave Payoff DISTRICT
FISCAL YEAR 2006-2007

SCHEDULE FOR FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/05 (from last year's schedule, Line 4)	<u>10,157</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2005-2006	<u>670</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2005-2006	<u>(8)</u>
4.	Fund Balance - 06/30/06 (Line 1 + 2 - 3)	<u>10,819</u>
5.	Less: Total Reserves @ 06/30/06 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves	<u>0</u>
5B.	Other Reserves	<u>0</u>
5C.	Total Reserves (line 5A + 5B)	<u>(0)</u>
6.	Total Fund Balance Available 07/01/06 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	<u>10,819</u>

Prepared by: (District) Elizabeth D. Minter Telephone: (714) 528-1925

Prepared by: (County) _____

Verified by _____

COUNTY OF ORANGE
 Placentia Library - Unused Sick Leave Payoff DISTRICT
 FOR FISCAL YEAR 2006-2007
 SCHEDULE FOR RESERVE REQUIREMENTS

	1 2005-2006 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2006-2007
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule for Fund Balance Available, Lines 5A and/or 5B.
 2. Record any decrease in reserves to Column 2. Post total of Column 2 to Schedule 16, Column 4, Cancellation of Reserves.
 3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Increase or New Reserves.
 4. Reserves for 2006-2007 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).
- Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925 Ext. 203
- Prepared by: (County) _____ Verified by: _____

SPECIAL DISTRICTS
 PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF DISTRICT BUDGET DETAIL
 FOR FISCAL YEAR 2006-07

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY										Fund Identification Other Than District General Fund (6)	
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT				TOTAL	TAX RATE		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	UNSECURED					
General												
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)												
SUMMARY BY SOURCE												
	(1)	(2)	(3)	(4)	(5)	(6)						
Fund Balance Available		9,943	10,157	10,819		708 - PLACENTIA LIBRARY -						
6610 Interest		223	670	433		UNUSED SICK LEAVE PAYOFF						
7130 Other Governmental Agencies												
TOTAL MEANS OF FINANCING		10,166	10,827	11,252								
SUMMARY OF FINANCING REQUIREMENTS												
SUMMARY OF FINANCING REQUIREMENTS												
	(7)	(8)	(9)	(10)	(11)	(12)						
SUMMARY OF FINANCING REQUIREMENTS												
SERVICES AND SUPPLIES												
1900 Professional and Specialized Services			8	10								
1912 Investment Administrative Fees		9	8	10								
TOTAL SERVICES AND SUPPLIES												
5200 Appropriation for Contingencies			11,242									
TOTAL REQUIREMENTS		9	8	11,252								

Placentia Library District
Orange County Auditor Budget Forms Summary
FY 06-07 Proposed

REVENUE

Object Code	Description	Fund Number					DISTRICT TOTAL
		702	703	706	707	708	
	Fund Balance Available	113,982	10,780	171,924	1,074,823	10,819	1,382,328
6210	Property Tax - Current Secured				1,576,688		1,576,688
6210-01	Property Tax - Public Utility Secured				21,000		21,000
6220	Property Tax - Current Unsecured				58,000		58,000
6230	Property Tax - Prior Secured				15,000		15,000
6240	Property Tax - Prior Unsecured				750		750
6280	Property Tax - Current Supplemental				6,500		6,500
6300	Property Tax - Prior Supplemental				65,000		65,000
6540	Penalties & Costs on Delinquent Taxes				1,400		1,400
6610	Interest	4,559	431	6,877	30,000	433	42,300
6690	State - Homeowners Property Tax Relief				17,000		17,000
6970	State - State Library & Other				150,000		150,000
7670	Miscellaneous & Local Revenue				240,000		240,000
7680	6-month Expired Checks						-
7817	Operating Transfers In						-
TOTAL MEANS OF FINANCING		118,541	11,211	178,801	3,256,161	11,252	3,575,966

EXPENSES

Object Code	Description	Fund Number					DISTRICT TOTAL
		702	703	706	707	708	
SALARIES & EMPLOYEE BENEFITS							
0100	Salaries & Wages				1,040,934		1,040,934
0200	Retirement				144,588		144,588
0300	Employee Group Insurance				128,927		128,927
0350	Workers Compensation				8,500		8,500
	TOTAL SALARIES & BENEFITS	-	-	-	1,322,949	-	1,322,949
SERVICES & SUPPLIES							
0700	Communications				14,400		14,400
0900	Food				1,100		1,100
1000	Household Expense				7,500		7,500
1100	Insurance				13,100		13,100
1300	Maintenance - Equipment				33,000		33,000
1400	Maintenance - Buildings & Improvements				69,750		69,750
1600	Memberships				5,000		5,000
1700	Miscellaneous Expense				22,953		22,953
1800	Office Expense				67,650		67,650
1803	Postage				6,900		6,900
1900	Professional & Specialized Services				153,820		153,820
1912	Investment Administrative Fees	100	10	150	1,000	10	1,270
2000	Publications & Legal Notices				1,000		1,000
2200	Rents & Leases - Semi-Annual Bond				31,700		31,700
2400	Special Department Expense - Books				105,000		105,000
2700	Transportation & Travel				225,816		225,816
2800	Utilities				23,250		23,250
3000	Bad Debts				66,500		66,500
	TOTAL SERVICES & SUPPLIES	100	10	150	849,439	10	849,709
3700	Taxes & Assessments				10,000		10,000
FIXED ASSETS							
4000	Equipment				56,700		56,700
	TOTAL FIXED ASSETS	-	-	-	56,700	-	56,700
4807	Operating Transfer Out						-
5200	Provision for Contingencies	118,441	11,201	178,651	1,017,073	11,242	1,336,608
	Provision for Reserves				10,000		10,000
	TOTAL FINANCING REQUIREMENTS	118,541	11,211	178,801	3,256,161	11,252	3,575,966

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

TO: Library Board President
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Public Hearing Procedures
DATE: August 15, 2005

Public Hearing Procedures

1. Announce the Public Hearing topic.
2. Declare the Public Hearing Open.
3. Ask for and listen to comments from the public. The Library Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing Closed.
5. Process Board discussion of the item.
6. Process motion to read resolution by Title only.
7. Have the Administrative Assistant or Library Director read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant or Library Director conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.

RESOLUTION 07-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
FISCAL YEAR 2006-2007 BUDGETS FOR THE PLACENTIA LIBRARY DISTRICT
OF ORANGE COUNTY

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 2006-2007 were reviewed at the Regular Meeting of the Board of Trustees on July 31, 2006; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVE, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 2006-2007, and implements such on July 1, 2006 as follows: FUND Budget Unit 702 for \$118,541, FUND Budget Unit 703 for \$11,211, FUND Budget Unit 706 for \$178,801, FUND Budget Unit 707 for \$3,256,161, and FUND Budget Unit 708 for \$11,252.

AYES: TRUSTEES:
NOES: TRUSTEES:
ABSENT: TRUSTEES:
ABSTAIN: TRUSTEES:

State of California)
)ss.
County of Orange)

I, Jean Turner, 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 a Regular Meeting hereof held on the thirty first day of July, 2006.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirty first day of July 2006.

Jean Turner, Secretary
Board of Trustees of the Placentia Library District

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: July 31, 2006

BACKGROUND

The State Budget was passed without any reductions to the Governor's May Revisions that recommended an increase in the Public Library Fund and the Transaction Base Reimbursements for public libraries.

No other legislative items related to public libraries are pending at this time.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Review and amend Placentia Library District Policy 2319, Job Description – Library Assistant
DATE: July 31, 2006

BACKGROUND:

At its meeting on June 19, 2006 the Library Board asked Trustee DeVecchio and the Library Director to review and revise the job description presented with Agenda Item 51.

Trustee DeVecchio, Library Director Minter and Administrative Services Manager Goodson met on June 26 and prepared a revised proposed job description, Attachment A.

The Board's Policy Revision Policy provides that if the Board amends Placentia Library District Policy 2319 it will be done as a first reading. Staff will then have the opportunity to review and comment. The final adoption will take place on a Library Board Agenda after the staff review. If this policy is amended the managers will begin the process of updating the remaining non-exempt position descriptions for Board review.

RECOMMENDATIONS:

1. Review and ^{*adopt*} amend Placentia Library District Policy 2319, Job Description – Library Assistant.
2. Adopt Placentia Library District Policy 2319, Job Description – Library Assistant as a first reading and request review by staff.

Placentia Library District

POLICY HANDBOOK

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

POLICY NUMBER: 2320

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

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

2320.1.2 Prepares all library publications, print and electronic.

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

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

2320.1.5 Carries out the expressed policies of the Board of Trustees. Communicates and assists in the execution of the goals and objectives of the Board 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.

Deleted: Library Assistant

Deleted: 2319

Deleted: 2319

Deleted: Library Director, Manager of Public Services or the Manager of Technical Services

Deleted: Performs library work in the reference, circulation, technical services, literacy or administration departments.

Deleted: responsible

Deleted: , specialized

Deleted: a broad knowledge of books, information systems, interactive searching and

Deleted: 2319

Deleted: Does specialized reference work using print and electronic formats

Deleted: 2319

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

Deleted: 2319

Deleted: 3

Deleted: He/she m

Deleted: 2319

Deleted: 4

Deleted: He/she s

Deleted: eeks to carry into effect

Deleted: He/she will translate

Deleted: ¶

¶
2319

Deleted: 5

Deleted: He/she p

Deleted: Public Services Technica ... [1]

Deleted: 2319

Deleted: 6

Deleted: May s

Deleted: or

Deleted: ¶

Deleted: 2319

Deleted: 7 If he/she works a mil ... [2]

Deleted: January 17, 2005

Deleted: 2319



2320.2 Typical Tasks

Deleted: 2319

2320.2.1 Coordinates volunteers for all library activities:

Deleted: 2319

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.

Deleted: Answers reference questions at a public service desk.

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.

Deleted: January 17, 2005

Deleted: 2319

10
11

(

12

(

(

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:

Deleted: 2319

Deleted: 2

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.

Deleted: January 17, 2005

Deleted: 2319



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 Library Director or Manager of Administrative Services.

2320.3 Required Qualifications. B.A. or B.S. degree, a valid California driver's license, and be a United States citizen. 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.

Deleted: 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.

Deleted: 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.

Deleted: 2319.2.4 Works at the Circulation Desk as the supervisor.

Deleted: 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.

Deleted: 2319.2.6 Manages the collection of fines and processing collection n ... [3]

Deleted: 2319

Deleted: 10

Deleted:

Deleted: 2319.2.11 Assists the public with using the electronic databases ... [4]

Deleted: 12

Deleted:

Deleted:

Deleted: 2319.2.13 Plans and implements a component of the Li ... [5]

Deleted: 17

Deleted:

Deleted: Manager of Public Services or Manager of Technical Services

Deleted: 2319

Deleted: He/she will possess a

Deleted: He/she will possess a

Deleted:

Deleted: 2319

Deleted: 2319.4.1 Knowledge of modern public library organization ... [6]

Deleted: 2

Deleted: Knowledge of application of Dewey Decimal Classification syst ... [7]

Deleted: January 17, 2005

Deleted: 2319



<u>2320.4.2</u> Knowledge of personal computer hardware and software operations including word processing, spreadsheet, database management, publishing, graphics and photo management.	Deleted: 2319
	Deleted: 3
<u>2320.4.3</u> Knowledge of the principles of volunteer management.	Deleted: 2319
	Deleted: 4
	Deleted: skills required to perform ... [8]
<u>2320.4.4</u> Knowledge of the principles of effective print and electronic communication and design for newsletters, brochures and other publications.	Deleted: 2319
	Deleted: 5
	Deleted: reference sources and ... [9]
<u>2320.4.5</u> Knowledge of current events and literature.	Deleted: 4
	Deleted: 2319
<u>2320.4.6</u> Ability to apply the knowledge listed above.	Deleted: 6
	Deleted: literature and standards ... [10]
<u>2320.4.7</u> Ability to make effective public presentations.	Deleted: 2319
	Deleted: 7
<u>2320.4.8</u> Ability to read, analyze and interpret professional publications and staff reports.	Deleted: 2319
	Deleted: 8
	Deleted: common scientific and ... [11]
<u>2320.4.9</u> Ability to respond to common inquiries or complaints from Library customers.	Deleted: 2319
	Deleted: 9
	Deleted: 2319
<u>2320.4.10</u> Ability to follow District policies and procedures.	Deleted: 10
	Deleted: Library
<u>2320.4.11</u> Ability to analyze difficult problems and recommend solutions.	Deleted: 2319
	Deleted: 1
<u>2320.4.12</u> Ability to work independently with minimal supervision.	Deleted: 2319
	Deleted: 2
<u>2320.4.13</u> Ability to prepare and present reports that conform to prescribed style and format.	Deleted: take
	Deleted: action
	Deleted: 2319
<u>2320.4.14</u> Ability to organize, manage work flow and multi-task with frequent interruption.	Deleted: 3
	Deleted: 2319.4.14 Ability to ... [12]
	Deleted: 2319
<u>2320.4.15</u> Ability to establish and maintain effective relations with co-workers, the public and community organizations.	Deleted: 5
	Deleted: and
	Deleted: for self
<u>2320.5</u> Physical Demands	Deleted: 2319
	Deleted: 6
<u>2320.5.1</u> 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: 2319
	Deleted: 2319
	Deleted: January 17, 2005
	Deleted: 2319



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.

Deleted: 2319

2320.5.1.2 Must possess mobility to operate a motor vehicle.

Deleted: 2319

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

Deleted: 2319

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

Deleted: 2319

Deleted: The employee is required

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

Deleted: 2319

Deleted: The employee is required

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.

Deleted: 2319

Deleted: The employee m

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.

Deleted: 2319

Deleted: The employee m

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

Deleted: 2319

Deleted: A

Deleted: ance

Deleted: at off-hours meetings

Deleted: and occasional travel are required.

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.

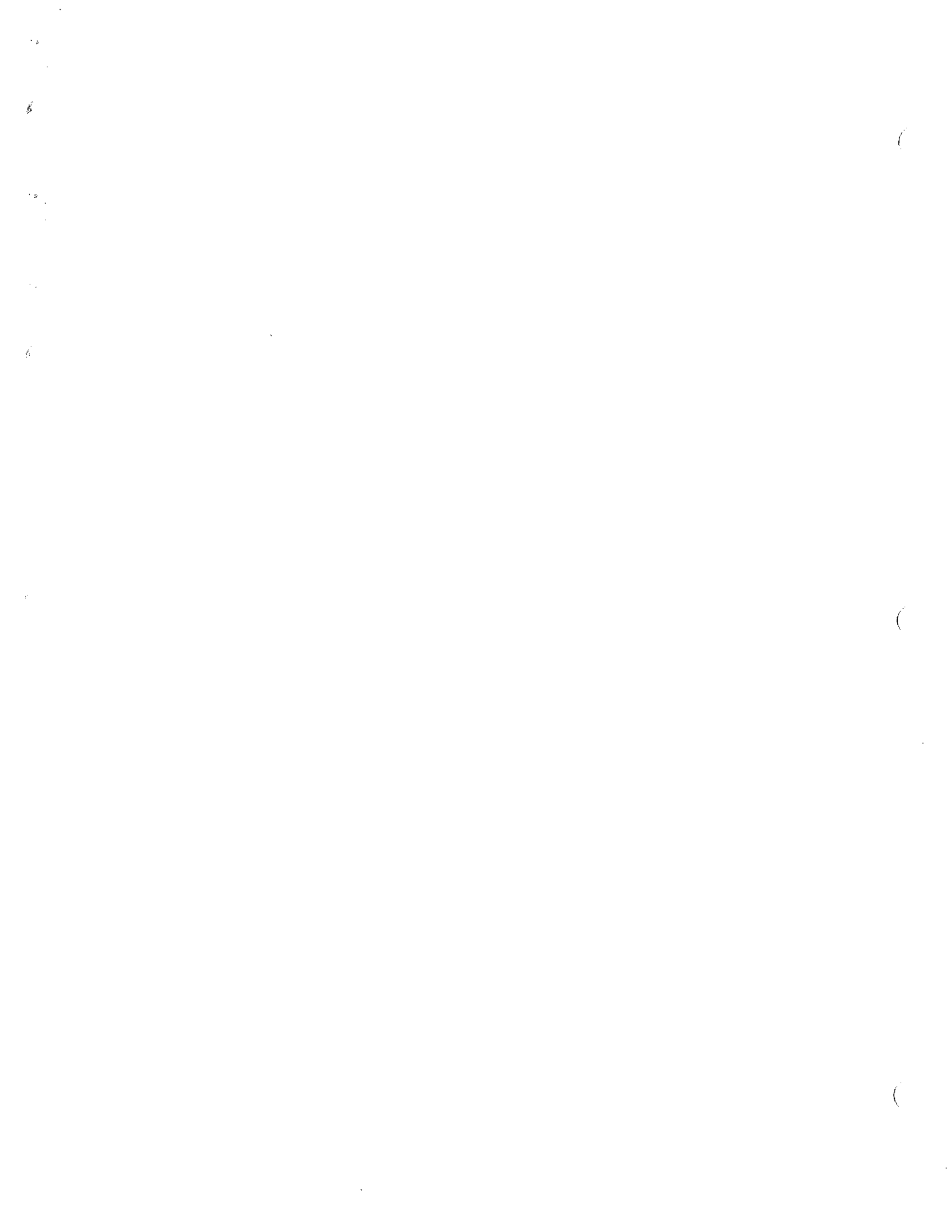
Deleted: 2319

Deleted: 2319

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.

Deleted: January 17, 2005

Deleted: 2319



Page 1: [1] Deleted	HP Authorized Customer	6/26/2006 9:11:00 AM
---------------------	------------------------	----------------------

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

Page 1: [2] Deleted	HP Authorized Customer	6/26/2006 9:13:00 AM
---------------------	------------------------	----------------------

2319

Page 1: [3] Deleted	HP Authorized Customer	6/26/2006 9:18:00 AM
---------------------	------------------------	----------------------

Public Services Technical Services

Page 1: [4] Formatted Indent: Left: 0", First line: 0"	HP Authorized Customer	6/26/2006 9:19:00 AM
---	------------------------	----------------------

Page 1: [5] Deleted	HP Authorized Customer	6/15/2006 8:47:00 AM
---------------------	------------------------	----------------------

7 If he/she works a minimum of twenty hours per week, he/she is

Page 4: [6] Formatted Font: Bold	HP Authorized Customer	6/26/2006 12:15:00 PM
-------------------------------------	------------------------	-----------------------

Page 4: [7] Formatted Indent: Left: 0", Hanging: 1.31", Tabs: 2.25", Left	HP Authorized Customer	6/26/2006 9:59:00 AM
--	------------------------	----------------------

Page 4: [8] Deleted	HP Authorized Customer	6/26/2006 9:09:00 AM
---------------------	------------------------	----------------------

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.

Page 4: [9] Formatted Font: Bold	HP Authorized Customer	6/26/2006 1:22:00 PM
-------------------------------------	------------------------	----------------------

Page 4: [10] Formatted Font: Not Bold	HP Authorized Customer	6/26/2006 1:19:00 PM
--	------------------------	----------------------

Page 4: [11] Formatted Font: Not Bold	HP Authorized Customer	6/26/2006 1:19:00 PM
--	------------------------	----------------------

Page 4: [12] Formatted Font: Bold	HP Authorized Customer	6/26/2006 1:16:00 PM
--------------------------------------	------------------------	----------------------

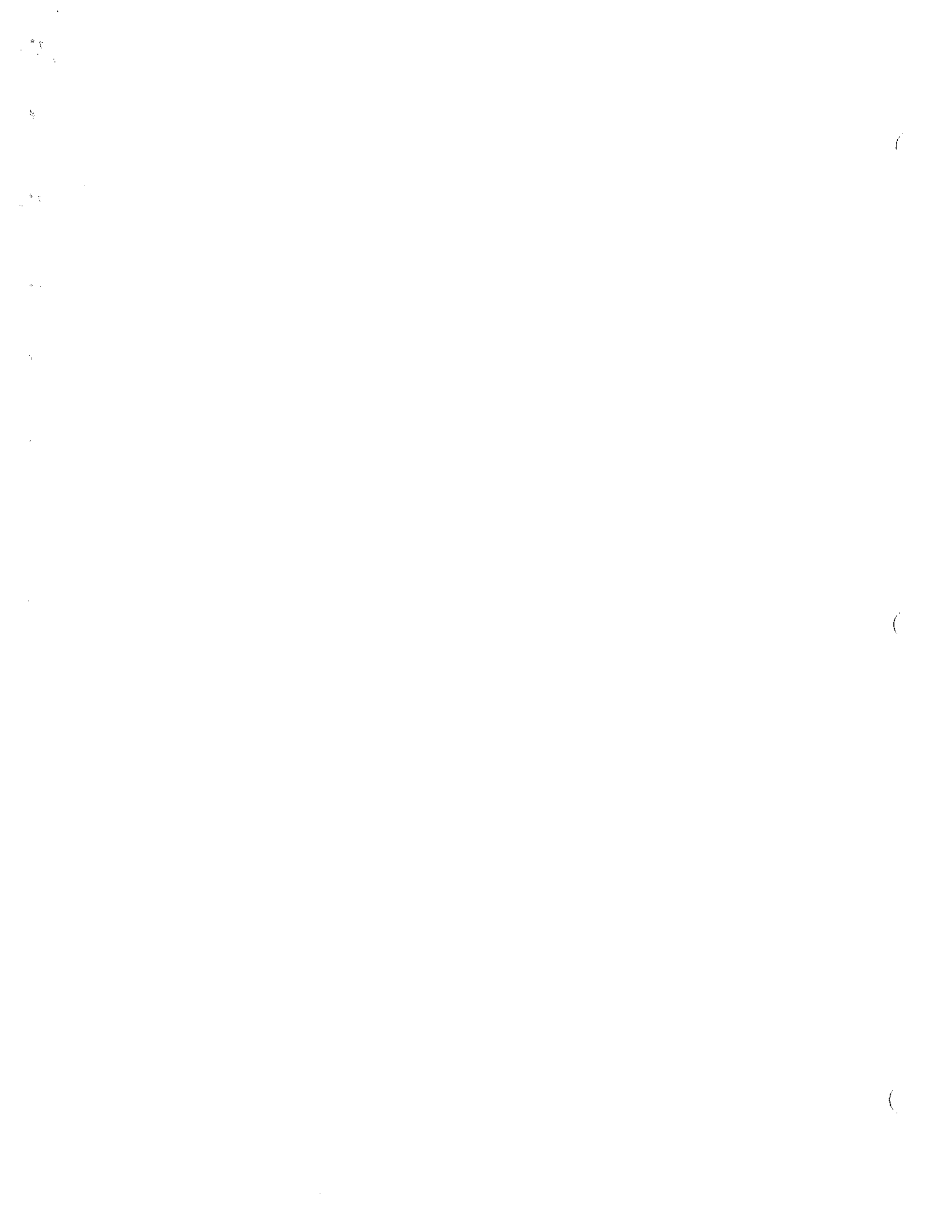
Page 4: [13] Deleted	HP Authorized Customer	6/26/2006 9:21:00 AM
----------------------	------------------------	----------------------

2319.2.3 Works in Administration as the volunteer and support organization coordinator. Assists with fundraising projects for the Friends of Placentia Library and the Placentia Library Foundation.

2319.2.4 Works at the Circulation Desk as the supervisor.

2319.2.5 Manages the library system software for circulation, patron registration and delinquent account collections in compliance with Tri City Library Consortium and Placentia Library District policies and procedures.

2319.2.6 Manages the collection of fines and processing collection notices for delinquent accounts.



2319.2.7 Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.

2319.2.8 Manages the public photocopier machines and the Vendacard dispenser.

2319.2.9 Recommends policies for public services to the Manager of Public Services.

Page 4: [14] Formatted Font: Bold	HP Authorized Customer	6/26/2006 1:16:00 PM
Page 4: [15] Formatted Font: Bold	HP Authorized Customer	6/26/2006 1:16:00 PM
Page 4: [16] Formatted Font: Bold	HP Authorized Customer	6/26/2006 1:16:00 PM
Page 4: [17] Formatted Font: Bold	HP Authorized Customer	6/26/2006 1:16:00 PM
Page 4: [18] Formatted Font: Bold	HP Authorized Customer	6/26/2006 1:16:00 PM
Page 4: [19] Formatted Font: Bold	HP Authorized Customer	6/26/2006 1:16:00 PM
Page 4: [20] Formatted Font: Times New Roman, Bold	HP Authorized Customer	6/26/2006 1:16:00 PM
Page 4: [21] Formatted Font: Bold	HP Authorized Customer	6/26/2006 1:16:00 PM
Page 4: [22] Formatted Tabs: 1.25", Left + Not at 1.31"	HP Authorized Customer	6/26/2006 1:23:00 PM
Page 4: [23] Formatted Font: Times New Roman	HP Authorized Customer	6/15/2006 11:18:00 AM
Page 4: [24] Formatted Font: Times New Roman	HP Authorized Customer	6/15/2006 11:18:00 AM
Page 4: [25] Formatted Font: Times New Roman	HP Authorized Customer	6/15/2006 11:18:00 AM
Page 4: [26] Formatted Font: Times New Roman	HP Authorized Customer	6/15/2006 11:18:00 AM
Page 4: [27] Deleted	HP Authorized Customer	6/15/2006 11:15:00 AM

2319.2.11 Assists the public with using the electronic databases and reference services.

2319

Page 4: [28] Deleted	HP Authorized Customer	6/15/2006 11:40:00 AM
----------------------	------------------------	-----------------------

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

Page 4: [29] Deleted	HP Authorized Customer	6/26/2006 9:46:00 AM
Manager of Public Services or Manager of Technical Services		
Page 4: [30] Formatted Tabs: 1.25", Left + Not at 1.31"	HP Authorized Customer	6/26/2006 1:24:00 PM
Page 4: [31] Deleted	HP Authorized Customer	6/26/2006 9:21:00 AM
2319.4.1	Knowledge of modern public library organization, procedures and policies.	

2319

Page 4: [32] Deleted	HP Authorized Customer	6/26/2006 11:25:00 AM
Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings		
Page 5: [33] Deleted	HP Authorized Customer	6/26/2006 9:21:00 AM
2319		
Page 5: [33] Deleted	HP Authorized Customer	6/26/2006 11:32:00 AM
3		
Page 5: [34] Deleted	HP Authorized Customer	6/26/2006 9:21:00 AM
2319		
Page 5: [34] Deleted	HP Authorized Customer	6/26/2006 11:32:00 AM
4		
Page 5: [34] Deleted	HP Authorized Customer	6/26/2006 11:26:00 AM
skills required to perform reference work for adult and children using print and electronic resources and interactive searching		
Page 5: [35] Deleted	HP Authorized Customer	6/26/2006 9:21:00 AM
2319		
Page 5: [35] Deleted	HP Authorized Customer	6/26/2006 11:32:00 AM
5		
Page 5: [35] Deleted	HP Authorized Customer	6/26/2006 11:27:00 AM
reference sources and methods to serve adult and children		
Page 5: [36] Deleted	HP Authorized Customer	6/26/2006 9:21:00 AM
2319		
Page 5: [36] Deleted	HP Authorized Customer	6/26/2006 11:32:00 AM
6		
Page 5: [36] Deleted	HP Authorized Customer	6/26/2006 11:31:00 AM
, literature and standard works in various fields		



Page 5: [37] Deleted 2319	HP Authorized Customer	6/26/2006 9:21:00 AM
Page 5: [37] Deleted 7	HP Authorized Customer	6/26/2006 11:32:00 AM
Page 5: [38] Deleted 2319	HP Authorized Customer	6/26/2006 9:21:00 AM
Page 5: [38] Deleted 8	HP Authorized Customer	6/26/2006 11:32:00 AM
Page 5: [38] Deleted common scientific and technical journals, financial reports, and legal documents.	HP Authorized Customer	6/26/2006 11:31:00 AM
Page 5: [39] Deleted 2319	HP Authorized Customer	6/26/2006 9:21:00 AM
Page 5: [39] Deleted 9	HP Authorized Customer	6/26/2006 11:33:00 AM
Page 5: [40] Deleted 2319	HP Authorized Customer	6/26/2006 9:21:00 AM
Page 5: [40] Deleted 10	HP Authorized Customer	6/26/2006 11:33:00 AM
Page 5: [40] Deleted Library	HP Authorized Customer	6/26/2006 11:33:00 AM
Page 5: [41] Deleted 2319	HP Authorized Customer	6/26/2006 9:21:00 AM
Page 5: [41] Deleted 1	HP Authorized Customer	6/26/2006 11:33:00 AM
Page 5: [42] Deleted 2319	HP Authorized Customer	6/26/2006 9:21:00 AM
Page 5: [42] Deleted 2	HP Authorized Customer	6/26/2006 11:33:00 AM
Page 5: [42] Deleted take	HP Authorized Customer	6/15/2006 5:28:00 PM
Page 5: [42] Deleted action	HP Authorized Customer	6/15/2006 5:28:00 PM
Page 5: [43] Deleted 2319	HP Authorized Customer	6/26/2006 9:21:00 AM
Page 5: [43] Deleted 3	HP Authorized Customer	6/26/2006 11:33:00 AM
Page 5: [44] Deleted 2319	HP Authorized Customer	6/26/2006 9:21:00 AM
Page 5: [44] Deleted 5	HP Authorized Customer	6/26/2006 11:33:00 AM
Page 5: [44] Deleted and	HP Authorized Customer	6/15/2006 5:28:00 PM



Page 5: [44] Deleted for self	HP Authorized Customer	6/15/2006 5:29:00 PM
Page 5: [45] Deleted 2319	HP Authorized Customer	6/26/2006 9:21:00 AM
Page 5: [45] Deleted 6	HP Authorized Customer	6/26/2006 11:33:00 AM
Page 1: [46] Deleted January 17, 2005	HP Authorized Customer	6/26/2006 12:49:00 PM
Page 1: [46] Deleted 2319	HP Authorized Customer	6/26/2006 9:21:00 AM

1

(

2

(

(

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Amendment to Placentia Library District Policy 2110 – Health and Welfare Benefits

DATE: July 31, 2006

BACKGROUND

At its Regular Meeting on May 9, 2006, the Library Board of Trustees approved transferring Placentia Library District's medical insurance program from a small group Blue Cross HMO policy that includes life insurance coverage of \$15,000, to the Special District Risk Management Authority (SRDMA) EPO policy that includes no life insurance coverage. The effective date of the policy change is August 1, 2006. In order to maintain the same level of life insurance the Board authorized the policy provided by Assurant Employee benefits to be changed from \$35,000 to \$50,000 per covered employee effective August 1, 2006. This change in coverage netted the District over \$25,000 in reduced employee insurance costs for Fiscal Year 2006-2007.

As a result of the transfer of the medical insurance plan from the small group Blue Cross HMO policy to the SDRMA EPO policy, a new employee deductible of \$300 per year has been established for expenses other than physician and physical therapy office visits, and the co-pay rate for office visits and physical therapy has increased from \$10 to \$30 per visit. While this policy will provide significant financial benefit for the District it will also result in a significant increase in medical payments for each covered employee. Since the change in medical plans was not intended to have a negative impact on the employees the Library Managers, in consultation with staff, developed a recommendation that minimizes the impact on staff while preserving most of the budget savings for the District. If this recommendation is implemented the net increase for Library employees will be \$5 per office visit (the current rate is \$10) that will be offset by a more favorable coverage for pharmacy.

The Library Managers evaluated the potential cost of rebating the deductible and co-pay expenses for employees and estimates it to not exceed \$7,000 per year. The Library Director recommends that the Library Board provide the rebates for one year from the County Exempt Fund and that once the usage factor has been determined that the expense be included in the Fund 707 Budget beginning in Fiscal Year 2007-2008.

The Library Director is also recommending that the rebate program include 50% of the employee's co-pay for major dental work, excluding orthodontia and cosmetic procedures, for the employee only (not for family members). The reimbursement for employees working less than 40 hours per week would be pro-rata basis at the same percentage as their policy co-payment. This program is being recommended because the high cost of these procedures has discouraged some employees from receiving recommended treatments for root canals, crowns, deep cleanings and filling replacements. It is anticipated that when SDRMA begins to offer dental insurance coverage next year that its major dental coverage will be at a minimum 75% level.

Placentia Library District Policy 2110 -- Health and Welfare Benefits needs to be updated to reflect the premium payment practice differences for exempt and non-exempt employees that have been in existence since before 1991. The proposed policy is Attachment A.

RECOMMENDATION

1. Approve rebating employees for the employee deductible and \$15 of the office and physical therapy visits and 50% of the employee's co-pay for major dental work excluding orthodontia and cosmetic procedures effective August 1, 2006.
2. Adopt Placentia Library District Policy 2110 -- Health and Welfare Benefits as a first reading.
3. For Fiscal Year 2006-2007 the rebates will be paid from the County Exempt Fund.

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.

Deleted: The District pays the premium for the employee coverage for full-time employees and a pro-rata payment for regular part-time employees.. Family coverage is available for all policies except disability insurance if the employee pays the additional premium cost.

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 Non-Exempt employees. Spouse and family coverage is available for all policies except family long-term accidental death and dismemberment coverage at the employee's expense.

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 employee only for the following conditions. Regular part-time employees enrolled in medical and/or dental coverage are eligible to receive pro-rata reimbursements.

2110.1.3.1 Medical Insurance Reimbursement of:

- (a) \$300 annual deductible. Employee must submit itemized receipt(s) from the care provider(s).
- (b) \$15.00 co-pay for physician office visit. Employee must provide itemized receipt from the physician's office.
- (c) \$15.00 co-pay for physical therapy. Employee must submit itemized receipt from the physical therapist's office.

Formatted: Bullets and Numbering
Deleted: ; c
Deleted: provide
Formatted: Indent: Left: 2", Hanging: 4.4"
Deleted: R
Deleted: physician's office
Formatted: Bullets and Numbering
Deleted: O
Deleted: V
Deleted: ; c
Deleted: q
Formatted: Bullets and Numbering
Deleted: P
Deleted: T
Deleted: ; c
Deleted:
Deleted: provide
Deleted: physician's
Deleted: September 20, 2004



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.

- Deleted: ¶
- Deleted: "
- Deleted: P
- Deleted: balance; e
- Deleted: ¶
- Deleted: provide
- Deleted: S
- Deleted: ¶
- Deleted: reimbursable
- Deleted: ¶
- Deleted: ¶

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 Retirement Plan. Upon achieving regular employee status, employees will be enrolled in the District's employee retirement plan.

2110.3.1 The District contributes seven per cent of an employee's annual salary to the plan. There is no employee contribution to the retirement plan.

2110.3.2 Employees are vested in the retirement 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.

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

Deleted: \$15,000 of this coverage is provided only if the employee has elected to accept the medical insurance coverage.

2110.5 Deferred Compensation. Probationary and regular employees in all job classifications are eligible to participate in the United States Conference of Mayors Deferred Compensation Plan or any other deferred compensation adopted by the Library Board of Trustees. Participation is voluntary and the employee must process the application.

Deleted: September 20, 2004



TO: Elizabeth Minter, Library Director
 FROM: Vernon Napier, Technical Services Manager
 SUBJECT: **Library Security Cameras**

BACKGROUND

At present we have 7 cameras located around the library and are able to see what is going on in real time, but we have no reliable recording if we wish to review past events. There have been several occasions recently when we have wanted to review the security camera coverage, only to discover that the recording mechanism had failed.

In order to give us full and reliable coverage staff recommend an additional 7 cameras inside, 2 outside cameras, and replacing the old VCR with a digital video recorder (DVR). To this end I invited 4 companies to provide quotes for equipment and installation. (Since one of the companies would only accept the job if they were also hired to run new cable throughout the building, I have received just three quotes.)

	<i>ADT</i>	<i>Remote deVision</i>	<i>Protection One</i>
Digital Video Recorder	\$3453 single channel 60 fps 320 Gb h'drive	\$3450 16 channels 120 fps 600 Gb h'drive	- 8 channels - 600 Gb h'drive
Interior cameras (seven)	\$2492	\$2380	(not itemized)
Exterior cameras (two)	\$1680	\$550	(not itemized)
Labor	included	\$550	(not itemized)
TOTAL	\$7625	\$6930	\$10,262

RECOMMENDATION

Approve the expenditure of \$6930 to purchase the equipment and labor quoted by the lowest bidder, Remote deVision.



TO: Elizabeth Minter, Library Director
 FROM: Vernon Napier, Technical Services Manager
 SUBJECT: **e-Commerce and Point of Sale services**
 DATE: July 24, 2006



BACKGROUND

In order to improve service to the public and our ability to analyze income receipts, we have investigated ways to

- accept on-line debit/credit card payment of fines, fees, enrolments, etc. This will give patrons a convenient way to pay for Library services whether they are in the Library or at an off-site PC with internet access
- allow payment for photocopies and print copies using a debit/credit card. This will eliminate the cumbersome card vending system now in use.

We met recently with representatives from Envisionware, the company whose software we already use to authenticate users, monitor access to our public PCs and control print requests. (It is worth noting that Envisionware has an established working relationship with Sirsi/Dynix, the company whose software runs our integrated library system.) The three components necessary to effect the improved services are:

- | | |
|---|----------|
| 1. Staff Transaction Station, Point of Sale
(hardware, software & installation) | \$10,235 |
| 2. e-Commerce (onsite and remote web access)
(account authentication modules & installation) | \$7,090 |
| 3. Cash/Debit Card vending equipment | \$2,780 |

RECOMMENDATION

1. Approve the budgeted expenditure of \$20,105 for the purchase of the Envisionware products detailed in the report.
2. Authorize the Library Director to sign all contracts

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Travel Authorizations for the California Special Districts Association (CSDA) Annual Conference and the Internet Librarian Conference

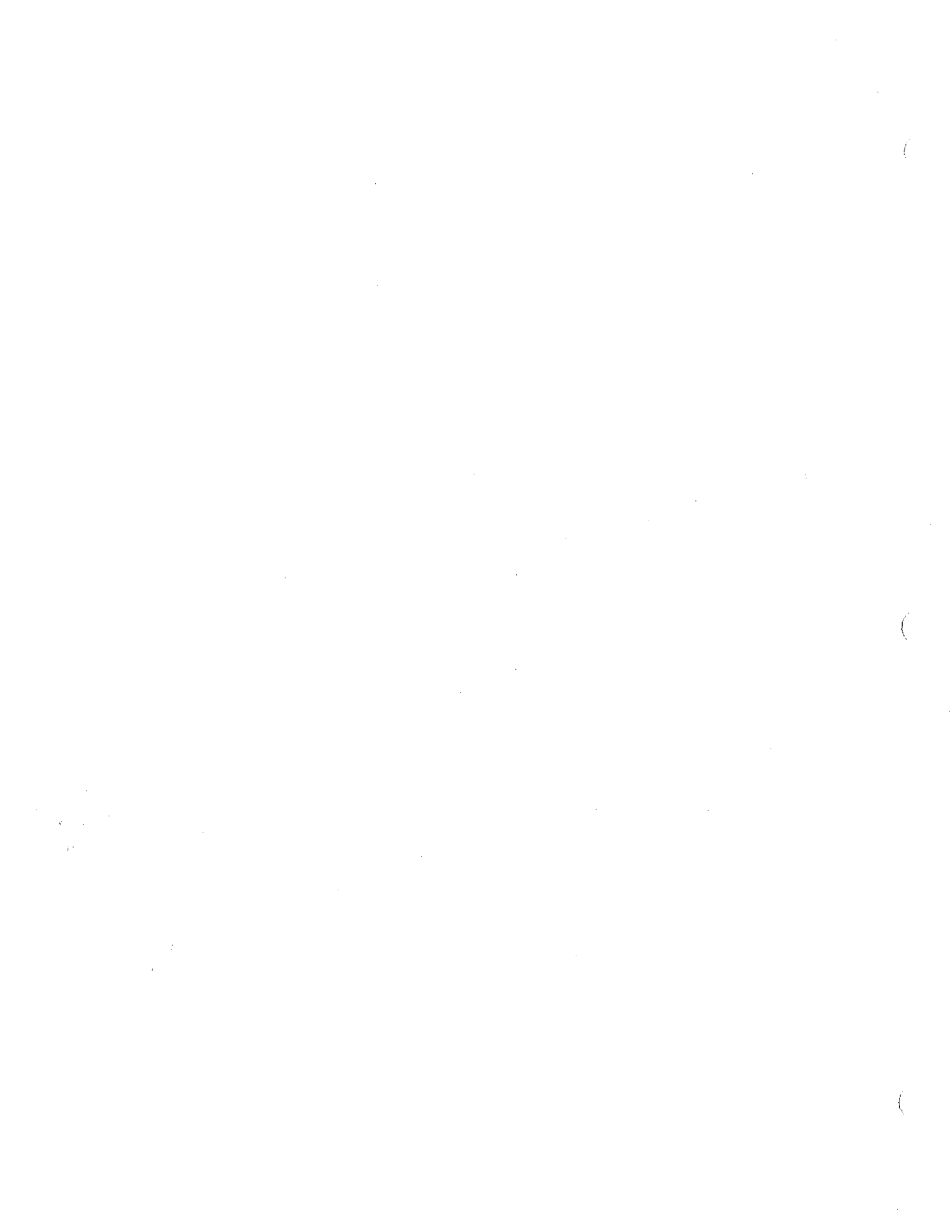
DATE: July 31, 2006

BACKGROUND

1. California Special District Association (CSDA) Annual Conference, Olympic Valley, September 26 – 28, 2006. At its meeting on May 9, 2006 the Board authorized three registrations currently held by Shkoler, Wood and Minter. The Library Director is requesting approval of transportation and meal expenses for Public Services Manager Jim Roberts and Poet Laureate Meredith Laskow since they have been asked to present a program on the District's Poet Laureate Program on Tuesday, September 26. Total cost not to exceed \$6,062.80 with \$2,618.80 in staff expense and \$4,444.00 in trustee expense. All items to be paid from the General Fund. The per person estimates are Attachment A.
2. The Internet Librarian Conference, Monterey, October 22-26, 2006. The program addresses a wide range of technical topics for web based library services and electronic library services. An analysis of the cost is Attachment B. The Library Director recommends that she and Technology Manager Vernon Napier attend at a cost not to exceed \$3,575 from the General Fund.

RECOMMENDATIONS

1. Authorize participation and payment of expenses for President Shkoler, Trustee Wood, Library Director Minter, Public Services Manager Roberts and Poet Laureate Laskow for the California Special Districts Association Annual Conference (CSDA), September 26-28, 2006 in Olympic Valley at a cost not to exceed \$6,062.80. *[Signature]*
2. Authorize participation and payment of expenses for Library Director Minter and Technology Manager Napier to attend the Internet Librarian Conference in Monterey, October 22-26, 2006 at a cost not to exceed \$3,575 to be paid from the General Fund. *[Signature]*



Placentia Library District
 Travel Estimate

Name: Elizabeth Minter
 Event: CSDA Annual Conference
 Location: Olympic Valley, CA
 Fund: General Fund

Date	Mon 09/25/06	Tue 09/26/06	Wed 09/27/06	Thur 09/28/06	TOTAL
Registration		275.00			275.00
Hotel	190.00	190.00	190.00		570.00
Breakfast		15.00	15.00	15.00	45.00
Lunch	20.00	20.00	35.00	40.00	115.00
Dinner	25.00	25.00		50.00	100.00
Air/Train					-
Local Trans.					-
Mileage @ \$.485	266.75	72.75	72.75	266.75	679.00
Parking/Tolls					-
Telephone					-
Misc.	20.00	20.00	20.00	20.00	80.00
TOTAL	521.75	617.75	332.75	391.75	1,864.00

Name: Al Shkoler
 Event: CSDA Annual Conference
 Location: Olympic Valley, CA
 Fund: General Fund

Date	Mon 09/25/06	Tue 09/26/06	Wed 09/27/06	Thur 09/28/06	TOTAL
Registration		275.00			275.00
Hotel	190.00	190.00	190.00		570.00
Breakfast		15.00	15.00	15.00	45.00
Lunch		20.00	35.00	40.00	95.00
Dinner		25.00		50.00	75.00
Air/Train					-
Local Trans.					-
Mileage @ \$.485	266.75	24.25	24.25	266.75	582.00
Parking/Tolls					-
Telephone					-
Misc.	20.00	20.00	20.00	20.00	80.00
TOTAL	476.75	569.25	284.25	391.75	1,722.00

Placentia Library District
 Travel Estimate

Name: Gaeten Wood
 Event: CSDA Annual Conference
 Location: Olympic Valley, CA
 Fund: General Fund

	Mon	Tue	Wed	Thur	TOTAL
Date	09/25/06	09/26/06	09/27/06	09/28/06	
Registration		275.00			275.00
Hotel	190.00	190.00	190.00		570.00
Breakfast		15.00	15.00	15.00	45.00
Lunch		20.00	35.00	40.00	95.00
Dinner		25.00		50.00	75.00
Air/Train					-
Local Trans.					-
Mileage @ \$.485	266.75	24.25	24.25	266.75	582.00
Parking/Tolls					-
Telephone					-
Misc.	20.00	20.00	20.00	20.00	80.00
TOTAL	476.75	569.25	284.25	391.75	1,722.00

Name: Jim Roberts
 Event: CSDA Annual Conference
 Location: Olympic Valley, CA
 Fund: General Fund

	Tue	Wed	Thur	TOTAL
Date	09/26/06	09/27/06	09/28/06	
Registration				-
Hotel				-
Breakfast	15.00	15.00		30.00
Lunch	20.00	20.00		40.00
Dinner	25.00			25.00
Air/Train	101.50	101.50		203.00
Local Trans.				
Mileage @ \$.485	19.40	19.40		38.80
Parking/Tolls				-
Telephone				-
Misc.	20.00	20.00	20.00	60.00
TOTAL	200.90	175.90	20.00	396.80

Placentia Library District
 Travel Estimate

Name: Meredith Laskow
 Event: CSDA Annual Conference
 Location: Olympic Valley, CA
 Fund: General Fund

Date	Tue 09/26/06	Wed 09/27/06	Thur 09/28/06	TOTAL
Registration				-
Hotel				-
Breakfast	15.00	15.00		30.00
Lunch	20.00	20.00		40.00
Dinner	25.00			25.00
Air/Train	101.50	101.50		203.00
Local Trans.				-
Mileage @ \$.485				-
Parking/Tolls				-
Telephone				-
Misc.	20.00	20.00	20.00	60.00
TOTAL	181.50	156.50	20.00	358.00

Total Staff	2,618.80
Total Trustee	3,444.00
TOTAL Conference	6,062.80



Placentia Library District
Travel Estimate

Name: Vernon Napier
Event: Internet Librarian Conference
Location: Monterey, CA
Fund: General Fund

	Sat	Sun	Mon	Tue	Wed	Thur	TOTAL
Date	10/21/06	10/22/06	10/23/06	10/24/06	10/25/06	10/26/06	
Registration		199.00	245.00				444.00
Hotel	150.00	150.00	150.00	150.00	150.00		750.00
Breakfast	15.00					15.00	30.00
Lunch	20.00	20.00	20.00	20.00	20.00	20.00	120.00
Dinner	25.00	25.00	25.00	25.00	25.00		125.00
Air/Train							-
Local Trans.							-
Mileage @ \$.455	166.88	13.35	13.35	13.35	13.35	166.88	387.15
Parking/Tolls		10.00	10.00	10.00	10.00		40.00
Telephone							-
Misc.	20.00	20.00	20.00	20.00	20.00	20.00	120.00
TOTAL	396.88	437.35	483.35	238.35	1,555.93		2,016.15

Name: Elizabeth Minter
Event: Internet Librarian Conference
Location: Monterey, CA
Fund: General Fund

	Sat	Sun	Mon	Tue	Wed	Thur	TOTAL
Date	10/21/06	10/22/06	10/23/06	10/24/06	10/25/06	10/26/06	
Registration			245.00				245.00
Hotel		150.00	150.00	150.00	150.00		600.00
Breakfast							-
Lunch		20.00	20.00	20.00	20.00	20.00	100.00
Dinner		25.00	25.00	25.00	25.00		100.00
Air/Train							-
Local Trans.							-
Mileage @ \$.445		166.88	13.35	13.35	13.35	166.88	373.80
Parking/Tolls		10.00	10.00	10.00	10.00		40.00
Telephone							-
Misc.		20.00	20.00	20.00	20.00	20.00	100.00
TOTAL	-	391.88	483.35	238.35	1,113.58		1,558.80

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director Performance Evaluation, Contract and Salary
DATE: July 31, 2006

BACKGROUND

Library Board President Shkoler has requested that I prepare a summary of my goals and accomplishments for the last fiscal year and that I submit it to him.

Attachment A is the Library Director Goals approved by the Library Board at its April 18, 2005 Regular Meeting.

Attachment B is the original discussion draft of the Employment Agreement between the Placentia Library and Elizabeth Minter. The Library Director was never given a copy of the revised document as it was signed in 2005 and expired on 6/30/2006.

Attachment C is Salary Adjustment History for the Library Director since she was hired in August 1991.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director's Goals
DATE: April 18, 2005

BACKGROUND

At a meeting with President Shkoler and Trustee Wood on March 12, 2005 I was asked to prepare some goals for the Library Director for the next performance period. I was given no direction on the number or scope of the goals to be recommended.

At the Library Board Meeting on March 21 the Board discussed my proposed goals in Closed Session and I was asked to rephrase the goals. Subsequently Trustee De Vecchio met with me to discuss the format and recommend changes.

At the Library Board Special Meeting on April 4 the Board discussed my revised proposed goals in Closed Session and I was asked to expand and rephrase the goals.

Potential Goals are:

During the next Library Director Performance Review Period, April 4, 2005 through April 30, 2006 the Library Director's goals are as follows:

1. That she will have managed the strategic planning process:
 - a. Propose a strategic plan development process by April 18, 2005.
 - b. Identify potential facilitators for various elements of the strategic planning process by April 18, 2005.
 - c. Arrange a retreat for the Library Board of Trustees, full time staff, Friends Board of Directors and Foundation Board of Directors representatives of the public to be held on July 15, 2005.
 - d. Facilitate staff preparation of the goals and objectives by September 30, 2005.
 - e. Make a presentation of the Proposed Strategic Plan to the Library Board of Trustees of the Plan on October 17, 2005.

- f. Make a presentation of the Proposed Strategic Plan to a Public Hearing (if one has been set by the Library Board) on November 15, 2005.
 - g. Have print and electronic copies of the Strategic Plan available for public distribution within 30 days of the adoption of the Plan by the Library Board of Trustees.
 2. The Library Director will identify, prepare and recommend revisions or new policies for the Placentia Library District Policy Manual when a new development arises. The next formal review of the entire document is not scheduled to begin until December 2006, but individual policies may be revised in a timely fashion as issues are identified.
 - a. The Reserve Policy will be completed by April 18, 2005.
 3. The Library Director will implement public and technical services programs funded by the Fiscal Year 2005-2006 Budget. All program changes brought about by the budget will be coordinated with library managers, staff, volunteers, support organizations, vendors, news media and the public.
 - a. Increase in public service hours to include Thursdays from 6:00 to 9:00 P.M. and Fridays from 9:00 A.M. to 6:00 P.M. by September 6, 2005. (if funded by the Library Board of Trustees in the Fiscal Year 2005-2006 Budget)
 - b. Coordinate selection of consultant, supervise the collection of data for a wage, salary and benefits study and present the result to the Library Board of Trustees by December 19, 2005 so that the recommendations may be adopted for the Fiscal Year 2006-2007 Budget. (if funded by the Library Board of Trustees the Fiscal Year 2005-2006 Budget)
 - c. Coordinate the selection of an RFID vendor and the initiation of RFID conversion for the collection by March 20, 2006. (if funded by the Library Board of Trustees the Fiscal Year 2005-2006 Budget)
 - d. Select, purchase, install and introduce to the public a self-service check-out unit by March 20, 2006. (if funded by the Library Board of Trustees the Fiscal Year 2005-2006 Budget)
 4. The Library Director will encourage staff to create and strengthen partnerships with community organizations and Library support organizations to continue existing collaborative opportunities for the Library and develop new ones that will strengthen the Library's relationship with the community and enable larger, more effective programs through the use of shared resources.
 - a. Continue to encourage staff use of the Federal Work Study Programs at Western State College of Law and California State University Fullerton to supplement personnel budgets by providing staff for literacy and children's activities.
 - b. Continue to assist the Friends of Placentia Library on a day-to-day basis with its fund raising and membership development activities by attending its Board meetings and events, managing its database and membership records and advising them about general non-profit management issues.

- c. Promote the new Placentia Legacy brochure (a collaborative project of H.I.S. House, Placentia/Yorba Linda Boys and Girls Club, Placentia Founders Society and Placentia Library Foundation that I initiated) with local attorneys, accountants, financial planners and insurance brokers by making office visits and networking at professional meetings.
 - d. Continue to assist the Placentia Library Foundation on a day-to-day basis with its fund raising activities by attending its Board meetings and events, managing its database and donor records, visiting with donors about major and planned gifts, working on the Donor Reception Committee and advising the Foundation Board about general non-profit management issues.
 - e. Continue to work with Placentia Round Table Women's Club to increase the volunteer support and financial contributions of its members to Library activities by supporting its activities and soliciting gifts from its Board of Directors.
 - f. Continue to work with the Placentia Chamber of Commerce to increase the Library's visibility with the business community by attending the Breakfasts and Mixers and by having staff rotate participation in the Networking Lunches.
5. The Library Director will expand the Library's local revenue through entrepreneurial activities by Library staff and supporting the fundraising and membership activities of the support organizations.
- a. Initiate Notary Service to the public by July 1, 2005.
 - b. Identify the speaker, identify and invite the celebrity waiters, coordinate the ticket sales and financial arrangements and generally organize the Author's Luncheon on March 4, 2006.
 - c. Assist the Foundation Gifts Committee with the design, organization and implementation of the Annual Giving Campaign by July 31, 2005.
 - d. Initiate a CD/CVD repair service by September 30, 2005. (if funded by the Library Board of Trustees the Fiscal Year 2005-2006 Budget)
6. The Library Director will enhance the Library's visibility in the community.
- a. The Library Director will have the new web site completed and online by December 31, 2005.
 - b. The Library Director will select and hire a contractor to prepare news releases and increase the Library's presence in local newspapers by September 30, 2005. (if funded by the Library Board of Trustees the Fiscal Year 2005-2006 Budget)
 - c. The Library Director will work with the cable TV franchise to increase the capabilities of the Library's cable television channel by September 30, 2005.

- d. The Library will have a new public services brochure by July 1, 2005 and it will be inserted in the next issue of Notations and distributed with the first issue of the Newsletter for Teachers.
- e. The Library will re-institute its Newsletter for Teachers and have the first issue distributed by September 6, 2005.

Employment Agreement
Between the Placentia Library District of Orange County
and
Elizabeth D. Minter

THIS AGREEMENT, made and entered into on April 1st, 2005 by and between the Placentia Library District of Orange County, an independent special library district, hereinafter called "District", and Elizabeth D. Minter, hereinafter called "Employee", both of whom understand as follows:

WITNESSETH:

WHEREAS, the Placentia Library District Board of Trustees, hereinafter called "Board", hired Employee as the Library Director of the District effective August 19, 1991 under the authority of California Government Code Section 19462; and

WHEREAS, District desires to continue to employ the services of Employee as its Library Director as provided by Section 2000 of the Placentia Library District Policy Handbook; and

WHEREAS, it is the desire of the Board, to provide certain compensation and benefits, to establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, Employee desires to continue employment as Library Director of the District;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1: Duties

District hereby agrees to continue to employ Employee as Library Director to perform the functions and duties specified in the District Policy Manual and to perform other legally permissible and proper duties and functions as the Board shall from time to time assign.

The Employee shall be in charge of and responsible for the operation and management of the District and the general business and governmental affairs of the District in accordance with the laws of the State of California governing special district libraries. The Employee shall do and perform all services, acts, or functions necessary or advisable to manage and conduct the business and governmental affairs of the District, and as may be from time to time determined by the Board and as detailed in the job description as provided by Section 2300 of the Placentia Library District Policy Handbook. Employee shall perform all duties with due diligence and with the best interest of the District in mind.

Section 2: Term

- A. The term of this contract will begin on April 1st, 2005 and shall continue for a period of fourteen months and will automatically terminate on June 30th, 2006. At least 30 days prior to the expiration of this agreement the Board will meet for the purposes of renewing

this contract. In the event the Board determines not to renew the contract the Board will provide 30 days written notice of their intent not to renew.

- B. During the term of this contract the Employee is "at-will." Employment at-will may be terminated with or without cause and with or without notice at any time by the Employee or the Board. Employee further understands that she does not have a property interest in her position as Library Director. Employee further understands and agrees that her status as an at-will employee may not be changed except in writing signed by the President of the Board following a resolution approved by the majority of the Board. The term of this agreement shall commence on April 1st, 2005, and shall continue until terminated by either party as provided for herein.
- C. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Board to terminate the services of Employee at any time, subject only to the provisions set forth in Section 7 of this agreement.
- D. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from her position with District, subject only to the provisions set forth in Section 7 of this agreement.

Section 3: Salary

- A. District agrees to compensate Employee for her services rendered pursuant hereto an annual base salary of \$100,012.22, payable in bi-weekly installments.
- B. Cost of living (COLA) adjustments or any other benefits except as expressly provided in this agreement will not apply.
- C. Salary increases, if any, during the term of this agreement shall be based, in part, on a performance review with the percentage salary increase determined by the Board (see Section 4, below).

Section 4: Performance Evaluation

- A. District agrees to meet with Employee from time to time for purposes of evaluating the Employees performance. The Board in its sole discretion will establish the criteria for evaluating the Employee's performance and to establish goals by which to measure Employee's performance. District further agrees to meet with Employee after the 3-month anniversary date of this agreement for the purpose of evaluating Employee's performance.
- B. The Board shall make every reasonable effort to review and evaluate the performance of the Employee at least once annually in advance of the adoption of the annual operating budget. Said review and evaluation shall be in accordance with specific criteria developed by District, and may include staff input as part of that process. The criteria may be added to or deleted from as the Board may determine, in consultation with the Employee. Further, the Board President shall provide the Employee with a summary

written statement of the findings of the Board and provide an adequate opportunity for the Employee to discuss the evaluation with the entire Board.

Section 5: Management Benefits

Employee shall receive the following fringe benefits:

- A. Employee shall accrue one hundred sixty (160) hours of vacation per year in accordance with the accrual provisions of the District's personnel policy manual.
- C. Employee accrues 8 hours of sick leave per month. In the event of retirement, permanent disability or death, the District shall pay the Employee, or heirs, in accordance with the District's Policy Handbook.
- D. Health, dental, life, accidental death and dismemberment, and other health-related insurances, retirement, reimbursement for authorized District related expenses, and disability leave shall all be allowed in accordance with the District's Policy Handbook. In addition the supplemental life insurance policy, with total coverage in the amount of \$150,000, in effect since December 28, 1999 will be continued. Employee's family medical coverage is provided at the Exempt Management Employee rate of \$54 per month.
- E. In accordance with the District's leave policy, the Employee shall be entitled to all holiday leave, jury duty, bereavement leave and other leave stipulated available to Management Employees as defined by the District's Policy Handbook.
- G. This agreement is not intended to and in fact does not entitle the Employee to any benefits other than those stated in this agreement.

Section 6: Professional Development

- A. District agrees to budget for and to pay for professional dues and subscriptions of Employee necessary for the continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for continued professional participation, growth, and advancement, and for the good of the District.
- B. District hereby agrees to budget for and to pay for reasonable travel and subsistence expenses of Employee for professional and office travel, meetings, and occasions necessary to continue the professional development of Employee, and to adequately pursue necessary functions for District, including but not limited to American Library Association, Placentia Chamber of Commerce, Independent Special Districts and the California Special Districts Associations, and such other appropriate, regional, state, and local governmental groups and committees thereof, as approved by the Board, which Employee serves as a member on behalf of the District.
- C. District also agrees to budget for and to pay for reasonable travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for professional development and for the good of the District.

- D. Employee shall obtain prior Board approval for any expenses in this Section which are not budgeted and for all out-of-state functions. Emergency situations may be approved by the Board President or his/her designee.

Section 7: Termination of Agreement, Severance Pay and Retirement

- A. This agreement may be terminated at any time by either party in writing with or without cause or notice. Both sides agree that it is preferable to provide thirty (30) days advance notice of termination, but such advance notice is not required.
- B. The parties to this Agreement expressly acknowledge that Employee is "at will" and serves at the pleasure of the Board. Employee may be terminated at any time with or without cause at the sole discretion of the District. The District recognizes the right of the Employee to terminate her employment at any time with or without reason.
- C. Notwithstanding anything else contained in the Agreement, the terms and provisions of this Agreement shall terminate automatically and immediately upon the death or permanent disability of Employee which precludes the Employee from performing the essential functions of her job with or without an accommodation.
- D. Termination for Cause - In the event Employee is terminated by Board for cause, the Employee shall be given written notice setting forth the reasons for such termination. No severance or termination pay shall be awarded to the Employee if District determines to terminate Employee for cause.
- E. Termination Without Cause - District and Employee agree that circumstances may arise under which District wishes to terminate this agreement without reference to specific issues or failure to perform on the part of Employee. In the event District wishes to terminate Employee without reference to cause, then Employee shall be entitled to severance pay in a lump sum equal to one month's salary for each year of employment, pro-rated to the date of termination. Termination compensation will be subject to the pension fund contribution for that year.
- F. In the event Employee is terminated by the Board pursuant to either paragraph D or E above, the Employee shall receive accrued but unused vacation. Accrued sick leave benefits shall be paid in accordance with District personnel policy.
- G. Should Employee choose to retire, written resignation with desired retirement date shall be provided to the Board at least 60 days prior to said date.

Section 8: Notices

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- A. President – Placentia Library District Board of Trustees, Placentia Library, 411 East Chapman Avenue, Placentia, CA 92870.
- B. Elizabeth D. Minter, 539 Gardenia Avenue, Placentia, CA 92870.
- C. Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 9: General Provisions

- A. The text herein shall constitute the entire agreement between the parties and supersedes any and all other agreements, either oral or in writing between the District and the Employee and contains all of the covenants and agreements between the parties with respect to such employment in any manner whatsoever.
- B. Each party to this agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and no other agreement, statement, or promise not contained in this agreement shall be valid or binding. Any modification of this agreement will be effective only if it is in writing and signed by both the District and the Employee.
- C. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- D. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- E. The parties agree to submit any and all disputes regarding this contract or the employment relationship to binding arbitration with the American Arbitration Association, pursuant to their rules for Employee/District matters.
- F. The parties agree that nothing in this contract abrogates the Employees expectation of due process or her protections from discrimination as defined by the State of California or the United States Government.
- G. This agreement shall be interpreted under the laws of the State of California.
- H. Employee understands that the Board may, from time to time, revise the District's Personnel policies. Employee understands that she is subject to those policies and procedures when they are not in conflict with the contents of this agreement.

IN WITNESS WHEREOF, Placentia Library District, has caused this agreement to be signed and executed in its behalf by its Board president, and duly attested by its Secretary, and the Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

Dated: _____

Board President

Secretary

Employee

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Salary Adjustment History for the Library Director
DATE: July 31, 2006

BACKGROUND:

Salary History

The Library Director was appointed on August 19, 1991 at a salary of \$60,000.

A merit increase of 8.3% was awarded in March 1992 for a salary of \$65,000.

A 4.2% COLA was awarded in July 1992 to all staff. The Library Director was included for a salary of \$67,730. There was no merit adjustment.

The Library Director declined all discussion of a merit increase in Fiscal Year 1992-1993 because of the severe budget cuts and pending staff layoffs.

The 3% COLA granted to staff effective January 1, 1994 did not include the Library Director. There was no merit adjustment.

A merit increase of 4.5% was awarded in March, 1994, which when adjusted for the COLA granted to the staff in January, 1994 provided a net merit increase of 1.5% for a salary of \$70,800.

A 1.8% COLA was awarded in July 1994 to all staff. The Library Director was included for a salary of \$72,072. There was no merit adjustment.

A 3% COLA was awarded in July 1995 to all staff. The Library Director was included for a salary of \$74,234. There was no merit adjustment.

In June 1996, the Library Director declined the Board's offer to discuss a merit increase because of the continuing revenue shortfalls of the District and the condition of the book budget.

A 2% COLA was awarded in July 1996, to all staff. The Library Director was included for a salary of \$75,720. There was no merit adjustment.

A 2% COLA was awarded in July 1997, to all staff. The Library Director was included for a salary of \$77,226. There was no merit adjustment.

A 2% COLA was awarded in July 1998, to all staff. The Library Director was included for a salary of \$78,775. There was no merit adjustment.

A 4% COLA was awarded in July 1999, to all staff. The Library Director was included for a salary of \$81,926. There was no merit adjustment.

A 5% merit adjustment was awarded on September 16, 1999 for a salary of \$86,022.

A 3.4% COLA was awarded in July 2000, to all staff. The Library Director was included for a salary of \$88,932. There was no merit adjustment.

A 3.2% COLA was awarded in July 2001, to all staff. The Library Director was included for a salary of \$91,787. There was no merit adjustment.

A 2.8% COLA was awarded in July 2002, to all staff. The Library Director was included for a salary of \$94,361. There was no merit adjustment.

A 3.9% COLA was awarded in July 2003, to all staff. The Library Director was included for a salary of \$98,050. There was no merit adjustment.

A 2% COLA was awarded in July 2004, to all staff. The Library Director was included for a salary of \$100,012. There was no merit adjustment.

A 3% COLA was awarded in July 2005, to all staff except the Library Director. There was no merit adjustment. The Library Director salary remained at \$100,012.

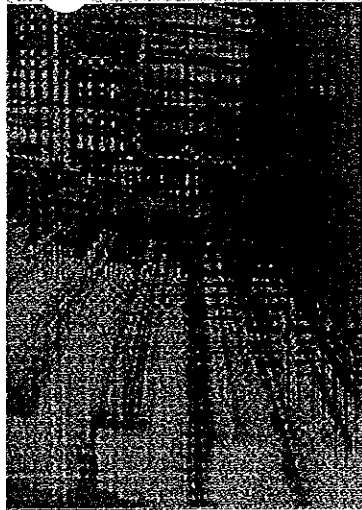
A 4.7% COLA was awarded in July 2006, to all staff except the Library Director. There was no merit adjustment. The Library Director salary remained at \$100,012.

Comparisons with Public Libraries in Orange County and other Independent Special Library Districts:

Placentia Library District Comparative Library Director Compensation Packages May 2006				
Current Salary	Current Salary	Receive COLAS	Receive Bonus/Merit Policy	Salary Scale/Steps
Alta Dena	\$94,320			
Anaheim	\$122,724			
Buena Park	\$104,416	Yes	No	No
Fullerton	\$107,520	Irregular	No	No
Mission Viejo	\$124,236	Yes	No	No
Newport Beach	\$131,000	Yes	No	Yes/5 steps
Orange (City)	\$118,488			
Orange County	\$130,000	No	No	Yes/"Broad Band"
Palos Verdes	\$108,150	No	No	No
Placentia	\$100,012	No	No	No
Yorba Linda	\$119,124	Yes	Yes, up to 7.5 %	Yes/5 steps

RECOMMENDATIONS:

Action to be determined by the Library Board of Trustees.



Trustees Help Libraries Reach Out to the Community

At the Maywood Public Library District, where ALTA board member Rose Mosley is a library trustee, computer services to the blind and physically handicapped are rolling out this spring. The library has purchased a new Dell computer, a reader, a double-sided Braille printer, two scanners, and JAWS software with a grant from the Illinois Department of Commerce and Economic Opportunity. A special services room to house this equipment has been created. In addition, a magnifier machine will also be housed in this room. A recent TDD machine was installed, and the room will soon be equipped to receive "relay" telephone messages for the deaf. These services will be marketed to the general public. The library staff members are also working with Lighthouse for the Blind to get out this message.

In 2003, the Maywood Public Library created the Maywood Public Library Toastmasters Club. As of now, the club has sixteen active members. The club meets twice monthly on Thursday evenings from 6:45 to 8:00 P.M. The membership

includes citizens who have prominent positions in the Maywood community as well as business and professional people seeking to improve their speaking skills to advance their careers. Mosley has the Distinguished Toastmasters Award, the highest achievement in Toastmasters. She has worked tirelessly to promote the club. The Maywood Public Library Toastmasters Club is continually recruiting new members to come and develop or improve their speaking skills and public persona and to have fun!

The Maywood Public Library District also offers basic computer literacy classes continuously throughout the year. Taught by a library staff member, these classes offer basic skills, in keyboarding, the use of hardware and software, and the Internet. This class is followed by a class in basic Microsoft Word. The classes have been extremely popular, and there is a waiting list to enroll for most of the year.

—Stan D. Huntington, Director, Maywood (IL) Public Library District

In This Issue

ALTA Update from the President	2
Focus on YOU	2
2006 Annual Conference Schedule	4
News and Views	6

Join Us to Reach Higher Heights

With spring here and with summer fast approaching, the Education of Trustees Committee encourages you to register soon for the 2006 ALA Annual Conference to be hosted by that great city of New Orleans.

Let us take a look at you, the trustee, and the Education of Trustees Committee and how we work together.

As a trustee you are part of the D.A.C.T. group (Dependable, Accountable, Capable, and

Trainable). We know that as a trustee the populace has confidence in your abilities to do an outstanding job. While doing the job they want you to be ready with answers when necessary and to be capable of making intelligent decisions.

As the Education of Trustees Committee, our part is to give you avenues to help you become an effective D.A.C.T. member. Therefore, on the national level we reach out to various pro-

continued on page 3

President's Message: You'll Have a Great Experience in New Orleans

Come to New Orleans for educational opportunities, networking with colleagues and having fun. Join your fellow trustees at the Friday night gala in beautiful, historic Gallier Hall, the city's original City Hall. Experience great food, wine, music, favors, and more in this architecturally unique, festive setting located on St. Charles Street, within walking distance from most conference hotels. Helen Kohlman, New Orleans trustee, says, "Y'all come—it'll be better than it ever was." [Editor's Note: Please check online at www.ala.org/alta for the conference room assignments. Any updates will be posted there as soon as they are available.]

The executive committee met in Chicago on April 1st at which time we discussed restructuring and publication possibilities, and ways to increase membership. Keith Fiels, executive director of ALA, visited with us at some length and assured us of continued support for ALTA. We look forward to hearing your ideas at Annual Conference.

I appreciate your confidence in electing me President of ALTA and the support you have given me this past year. I want to thank Anne Sterling, vice president/president elect, Don Roalkvam, second vice president, Marguerite Richey, past president, Shirley Bruursema, councilor, Sharon Saulmon, *Voice* editor, the ALTA Board of Directors, committees and task forces for their hard work and creative ideas. I especially want to thank Kerry Ward, ALTA Executive Director, for his leadership, patience, and excellent help, and Dollester Thorn, program coordinator, for her great help. I could not have made it without all of you.

Please know that I will continue to be there for you as we face ever more challenges in the future. Our ability and expertise to advocate for libraries is needed more at this time than ever before. We will build a bigger, stronger ALTA, and our voices will be heard throughout the land.

—Jane Rowland, ALTA President, jrowland@calumetcitypl.org

Focus On You

A recent newspaper column tells of a library board that had purchased police-style badges for the board members at a cost of over \$600. The board attorney did not know anything about it, according to the article. "One library staff member joked that they might be used to collect overdue fines." One library director reported that their library trustees did not have badges or even name tags. They did have a security card to get into restricted areas of the building. On the ALTA board listserv the discussions varied.

Several trustees reported having name badges for use at public events. "The board members are not directly involved in enforcing rules of the library, this is a staff function. The board sets the rules, but the staff makes sure they are followed," said Vic Johnson, trustee at

Arlington Heights (IL) Memorial Library and ALTA board member.

Trustees going off on a tangent without the rest of the board members' approvals give the rest of the library trustees a bad name. Trustees should act as a group with actions recorded carefully in their minutes, commented Lillian Edlmann, active in the New Hampshire Library Trustees Association and member of several ALTA committees.

[Editor's note: We all know that board members are special, dedicated volunteers who should be treated with respect. The board should decide as a whole what recognition is appropriate. What would be the most helpful to board members? Library board trustees may have business cards that they can give people when being library advocates in the community, at the state capitol or in Congress.]

ALTA President
Jane Rowland

Let's Talk: How Much for a Cup of Coffee?

A trustee writes that he spends a lot of time at the library, is a hands-on trustee, knows all the staff, and has implemented many new ideas on his own. While at the library, he occasionally visits the employee lounge for a cup of coffee. His director has denied him access to this area claiming he intimidates the staff.

He asks: "After all, is a cup of coffee too much after working so many hours pro bono?"

A director writes that her board relies on her to make almost all policy decisions for the library. While this is most complimentary, and some directors would like this, she feels that the board is abandoning its responsibilities.

She asks: "How can I get them to be more involved?"

TRUSTEE/DIRECTOR RELATIONSHIP, POLICY MAKERS VS. MANAGERS, SO WHERE'S THE BEEF—OR THE CUP OF COFFEE?

Most problems between trustees and directors occur when there is a lack of understanding of the role and responsibilities of the board as the policy-making body for the library and the director as the person responsible for the day-to-day management of the library.

Library policies form the framework for every aspect of the library's operations. Unlike the library's bylaws, policies should be reviewed and updated frequently. Once the board agrees on a policy, the implementation of that policy becomes the responsibility of the director.

Trustee orientation and education clarifies and delineates the boundaries between the trustee's role and that of the director.

For our coffee drinking trustee: Enjoy your visits to the library. Allow the director to do her job of managing the library and upholding library policy. Bring your suggestions to the board and let the board, with the advice of the director, make the decisions on the implementation of new ideas.

For our director who wants greater trustee involvement: Ask for it. Why should the board do any work when you do it for them? Perhaps it is a lack of awareness, so it is up to you to educate them and let them know what their legal role and responsibility is. Acknowledge their value and importance as policy makers and caretakers for the health, vitality, and growth of the library.

—Shirley Lang, Syosset (NY) Public Library trustee and ALTA Board member

Trustees *continued from page 1*

professionals in their prospective fields to enlighten and equip you with good, sound information. The facilitators are qualified individuals that are informed on issues regarding libraries that they would love to share with you.

It is very important to keep on top of things regardless of the size of your library, whether in the areas of safety, security, protection, policies, ordinances, board, staff and administration relationships, or communication. We are here to help!

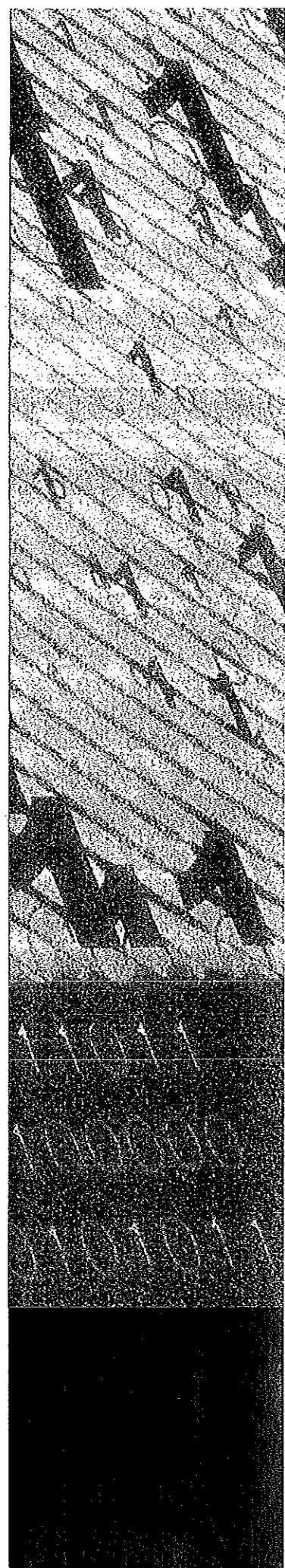
If you have any suggestions for upcoming sessions, send all to gracechild6@yahoo.com or tbslibrary@yahoo.com. Please send them prior

to June 10, 2006 to be included in June's committee meeting. Every single one of you, as a trustee, has a right to make a suggestion. But remember that we can only focus on one at a time. So work with us to be a proactive committee.

We are looking forward to a very successful, fun-filled convention in New Orleans. Let's all take part in it with a positive attitude

***D.A.C.T. was used just for this article. The information is true.

—Florence Bean and Tonya Butler, Maywood (IL) Public Library District trustees



ALTA at a Glance

www.ala.org/alta

President:

Jane Rowland

Executive Director:

Kerry Ward

The Voice

Editor:

Sharon A. Saulmon
ssaulmon@rose.edu

Contributing Editor:

Dolleston Thorn
dthorn@ala.org

Design/Production:

Christine Velez,
ALA Production Services

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.



ALTA Program Schedule for Annual Conference 2006 in New Orleans

THURSDAY, JUNE 22, 2006

Committee Meetings

2-4 P.M.

Executive Committee Meeting
220609
HIL / Melrose

5:00 P.M. - 7:00 P.M.

ALTA Board of Directors Meeting
#220610
HIL / Melrose

FRIDAY, JUNE 23, 2006

2-4 P.M.

ALTA Re-Structuring TF
#220611
SHER / Bayside A

Committee Meetings

4:00-5:30 P.M.

All Committee Meeting—Intellectual Freedom, Membership, President's Program,

Advocacy, Local Arrangements, Education of Trustees, Ways & Means TF

#220612

SHER / Napoleon BR B3

7:30-10:00 P.M.

GALA

Gallier Hall

SATURDAY, JUNE 24, 2006

10:30 A.M.—NOON

ALTA Opening Session

"Show Me The Money: Marketing Your Library to Stakeholders for Maximum Impact (and cash)"

#220340

SHER / Grand BR B

1:30-3:30 P.M.

ALTA President's Program: "ALTA—Touching The Community"

#220338

SHER / Rhythms BR III

Committee Meetings

4:00-5:30 P.M.

All Committee Meeting #2: Specialized Outreach Services, Action Development, Legislation, Publications, Strategic TF

#220614

SHER / Napoleon BR C1/C2

4:30-5:30 P.M.

Nominating Committee Meeting (Closed)

#220616

SHER / Rampart

5:30-7:00 P.M. *No-conflict time*

ALA Opening General Session

SUNDAY, JUNE 25, 2006

8-10 A.M.

Education of Trustees "Who's Watching Your Back?" Making Your Library Safe and Secure"

#220352

SHER / Napoleon BR B3

10:30 A.M.—NOON

Intellectual Freedom Program- "Emerge-
Enlighten-Enrich"

#220329

SHER / Rhythms BR III

NOON—1:30 P.M.

SOS Luncheon Embracing the Community
"An Ongoing Romance."

#220346

SHER / Bayside A

1:30—3:30 P.M.

Advocacy Program

Raise Your Advocacy Comfort Level: The
ABC's of Advocacy: Simple Ideas

#220355

SHER / Napoleon BR A2/A3

4:00—5:00 P.M.

ALTA Business Meeting

#200617

SHER / Napoleon BR D3

Committee Meetings

4—5 P.M.

Conference Program & Evaluation

Committee Meeting

#220620

SHER / Rampart

ALTA Midwinter Board Actions

By consent, to approve the minutes from the 2005 Annual Conference and the preliminary programs for the 2006 Annual Conference.

To reaffirm, that in accordance with its advocacy mission and as a division of ALA, ALTA is committed to continuing its full involvement in all aspects of the Advocacy Institute.

To approve a proposal from the Legislation

MONDAY, JUNE 26, 2006

8—10 A.M.

2005-06 ALTA Board of Directors Meeting

220625

SHER / Bayside B

10:30 A.M.—11:00 A.M.

2006-07 ALTA Bd of Directors Meeting

#220627

SHER / Bayside B

11:00 A.M.—NOON

2006-07 ALTA Executive Cmte. Meeting

#220627

SHER / Bayside B

Hotel abbreviations are as follows:

MCC—Morial Convention Center

SHER**—Sheraton New Orleans

HIL**—Hilton New Orleans Riverside

EMB—Embassy Suites New Orleans

*Headquarters

**Co-headquarters

Committee that the ALTA Councilor be directed to vote for ALA Council resolutions against the PATRIOT Act and the loss of access to government documents.

To approve a proposal from the Jury on Trustee Citations that the requirements for the ALA/ALTA Trustee Citation Award be changed.

To support the ALA dues increase proposal.

To immediately form an Ad Hoc Committee to explore restructuring options for ALTA and to report back to the board at the 2006 Annual Conference.

Welcome new ALTA members!

E. Adams
Birmingham, AL

Thomas Adams
Birmingham, AL

Gwendolyn Amamoo
Birmingham, AL

Anne Carter
Eugene, OR

Dan Davidson
Jefferson, MO

Diana Davis
West Covina, CA

Mary Ghikas
Chicago, IL

Jessie Jackson
Jackson, MS

Eugene King
Decatur, IL

Clifford Kulwin
Montclair, NJ

Lori McClung
Cleveland, OH

Caleb Mathews
Ames, IA

Ray Montelon
Rockford, IL

Melissa Oulavong
Rockford, IL

Shanta' Owens
Birmingham, AL

Dennis Rossow
Lake Zurich, IL

Samuel Rumore
Birmingham, AL



WHAT DOES A LIBRARY TRUSTEE DO?

What are the duties and responsibilities of a library trustee? What sort of training would be beneficial for new (and veteran) trustees as they serve their public library? How can we attract qualified candidates who really understand what library trustees DO and what they cannot (or should not) do? These were just a few of the questions discussed and addressed by the Trustee Training Task Force of the North Suburban Library System (NSLS) in Wheeling, Illinois.

Now public libraries and their trustees can look to the NSLS Web site (www.nsls.info) and the new "Trustee Info" section linked to the home page (www.nsls.info/about/board/trustees) for a wealth of information useful to public library trustees. What does a library trustee DO? Visit the web site and print a downloadable brochure which defines a trustee, outlines a trustee's duties, and provides space for an individual library to add information about their own library's board of trustees. You can also find links to valuable information on laws and standards, definitions of trustee duties and roles, tips for being an effective trustee, professional development opportunities, and links to organizations (ALA and ALTA, for example).

Established in the fall of 2005, the NSLS Trustee Training Task Force began as a response

to comments and surveys from trustees who attended various orientation and professional development programs offered in the summer of 2005, but wanted to see more programming offered for trustees. The task force continues to work on developing additional training and orientation opportunities for trustees. Members of the task force include NSLS Executive Director Sarah Long, NSLS Public Library Liaison Anna Yackle, Public Library Directors (Dan Armstrong, co-chair, Carole Medal, and Lynn Stainbrook) and Library Trustees (Estelle Cooperman, Kathy Caudill, co-chair, and Kim Isaacson).

—*Kathryn Caudill, ALTA member and Elia Area (IL) Public Library District trustee*

LEGISLATIVE ADVOCACY SUMMIT AT CONFERENCE

On March 2 the US Senate approved the reauthorization of the USA PATRIOT Act. This reauthorization of the PATRIOT Act makes several of the expiring provisions permanent, and extends two others, including Section 215, which gives the FBI access to business and library records. These new provisions will impact libraries and how we manage our own policies around privacy and access to information.

The new PATRIOT Act, signed into law by President Bush in

March, introduces more stringent guidelines as well as redefines several provisions contained in the original document. Under the original PATRIOT Act, the FBI only had to assert that information pertaining to foreign intelligence information, international terrorism, or clandestine intelligence activities were "sought." Under the new legislation, the FBI can obtain library records of anyone and can do so when they present facts that show reasonable grounds that the records are "relevant" to an "authorized" investigation as described above.

Section 505 of the reauthorized PATRIOT Act now includes language asserting that libraries, when functioning in their traditional roles, which, increasingly involves providing Internet access to patrons, are not subject to National Security Letters (NSLs). However, the language states that libraries are subject if the library "is providing the services defined under" Section 2510(15) of title 18, which says "electronic communication service means any service which provides to users thereof the ability to send or receive wire or electronic communications."

A discussion conducted by U.S. Senators Sununu and Durbin on February 16, 2006, clarified the intent of the provision: "a library that has Internet access, where a person can find an Internet e-mail service, is

not a communications service provider; therefore, it would not fall under the purview of the NSL provision in 18 U.S.C. 2709."

While the ALA continues to call on Congress to pass SAFE acts, which would help cure many of the problems that still exist in the new legislation, it is also important that the Trustees' community take an active role in raising the awareness of how these new policies affect our great institutions. We can continue to encourage discussion and collaboration around these new laws and their impact to our work. Libraries provide a valuable service for all our communities and it is important that we continue support of this great work.

A Legislative Advocacy Summit will be held at the upcoming ALA National Conference in New Orleans, LA. Co-sponsored by the Committee on Legislation (COL) Grassroots Subcommittee (GRAS), and the Joint Legislative Assembly, this interactive meeting will focus on an overview of ALA advocacy activities, brainstorming, and discussion of how to collaborate on legislative efforts. The Summit will be chaired by Cathy Hartman (COL) and Michele McKnelly (Legislation Assembly).

—*Mable Robertson, Brooklyn (NY) Public Library Trustee*

BROOKLYN TRUSTEE PREPARES TO MAKE A DIFFERENCE AFTER KATRINA/WILMA/RITA

Trustee Mable Robertson has made a decision to assist the survivors of Katrina/Wilma/Rita by spending time training in what to do in an emergency.

During the month of March, Robertson began taking the first of a series of Emergency Preparedness Training that was arranged by the Progressive National Baptist Convention and the American Red Cross.

The first eight-hour training session was held in Wilmington, Delaware to allow interested persons from the eastern region participation. There were over one hundred participants who received the training. Other sessions will be given in Brooklyn, New York and throughout the eastern region in partnership with the American Red Cross and the NAACP.

While attending the ALA Annual Conference in New Orleans, Robertson and husband Clarence will assist in the New Orleans recovery effort planned and coordinated by the American Library Association, New Orleans Public Library, and other local agencies in New Orleans.

It is important for all of us to help the survivors of the hurricanes rebuild their lives.

*Mable Robertson, Brooklyn
(NY) Public Library Trustee*

VOLUNTEER TO HELP REBUILD NEW ORLEANS

At the Annual Conference on Friday, June 23, or Tuesday, June 27, from 9:30 A.M. to 5:30 P.M. conference attendees may register to assist in day-long community service efforts. Exact jobs will be determined working with The New Orleans Public Library and community service groups, such as Habitat for Humanities, United Way, etc. All participants will be notified in advance of the various projects and will be able to pick the one in which they wish to participate. The registration fee is \$10 and will be contributed to the "ALA Hurricane Katrina Library Relief Fund." Lunch, transportation, and a participation t-shirt are included. To register to participate, please go to the ALA homepage and select "Events and Conference" (www.ala.org), using the registration form. If you are already registered for the Annual Conference, you can register for the volunteer days by submitting a second registration form, just for this event.

MEETING IN ARIZONA

Arizona had a statewide conference of library friends and trustees at the end of April. The emcee was author and journalist Jana Bommersbach. Workshops on book sales, membership, and advocating for your library were offered. It was a great day

of instruction and networking with Friends and library supporters from around the state!

—Barbara Prentice

WORK WITH LOCAL BOOKSTORES

Gilpin County (CO) Public Library had a Library Book Night at Barnes and Noble Bookstore. An author had a book signing, and the library received 25 percent of sales throughout the store during the event. Borders Bookstore had Library Benefit Days for two days for the Douglas County (NV) Public Library with 10 percent of sales given to the library.

STATEWIDE MARKETING EFFORTS

Several states have begun statewide marketing campaigns for libraries. Local libraries may then capitalize on the professionally designed campaign. Montana's campaign is "What's Your Story? Find It at the Library!" in cooperation with the Montana State Library and Montana Library Association. This multi-year effort will target different groups, beginning with seniors. The Oklahoma Library Association in cooperation with the Pioneer (OK) Library System is using "Just So You Know" as the statewide marketing campaign this year to let everyone know that libraries have the information they need for pleasure, business, or academics.

Mark Your Calendar Important ALTA Dates

ALA CONFERENCE ALTA EVENTS

June 23–26, 2006
New Orleans

LIBRARY CARD SIGN-UP MONTH

September

BANNED BOOKS WEEK

September 23–30, 2006

**CONGRATULATIONS TO
SHARON KARMAZIN!
ALTA MAJOR BENEFACTORS AWARD**

Sharon Karmazin and the Karma Foundation is this year's ALTA Major Benefactors Award recipient.

Karmazin has given over \$185,000 to forty-two libraries and the New Jersey Library Association. The Karma Foundation's Tipping Point grant program for New Jersey public libraries allowed libraries to take advantage of special opportunities that arose and motivated and empowered library employees and library trustees to innovate on behalf of the library.

Funds were used for programs in small and large public libraries in New Jersey:

- Ocean County—FISH! Customer Care Program
- Cliffside/Fairview—Joint Spanish Collection
- Piscataway—Web site customer research and revisions
- New Brunswick—Homework Center
- Roselle—Directional Signs
- West Deptford—Men's Program
- Phillipsburg Free—Fund-raising Campaign
- Margaret Heggan Free—Computer program for grandparents (how to e-mail their grandchildren)
- Franklin Township—New logo creation
- NJLA Leadership Institute—Training possible future leaders

An Opportunity Grant Program has now begun where up to one hundred grants of up to \$500 each will be given. The foundation also awarded a grant to the New Jersey Library for the Blind and Handicapped for \$15,000 in 2002 for sign language training of librarians in Burlington, Morris and Monmouth Counties. The beginner and advanced classes trained sixty-six librarians.

The Karma Foundation was established in 1996 to provide grants in support of organizations engaged in activities and programs in the following areas Arts & Culture, Education and Literacy, Health and Human Services, and Development & Enrichment of Jewish Life. What a great library supporter!

Fall 2006 deadline: Aug. 2, 2006

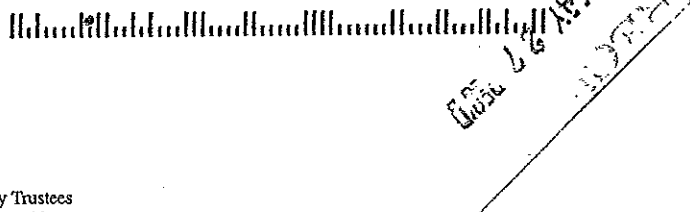
ALTA Voice of
America's
Library
Trustees &
Advocates

American Library Association
50 E. Huron St.
Chicago, IL 60611

NON-PROFIT ORG
U.S. POSTAGE
PAID
BIRMINGHAM AL
PERMIT NO. 3020

Address Service Requested

*****AUTO**MIXED AADC 350
0003235 5 MBR ALTA.
MRS. ELIZABETH D. MINTER
PLACENTIA LIBRARY DISTRICT
411 E CHAPMAN AVE
PLACENTIA CA 92870-6101



7
7

The Voice is published quarterly by the Association for Library Trustees and Advocates and is available with membership in ALA/ALTA. Address membership correspondence to Kerry Ward, ALTA, 50 E. Huron St., Chicago IL 60611. Send newsletter information to Sharon Saulmon, 12228 High Meadow Ct., Oklahoma City, OK 73170; ssaulmon@rose.edu; (405) 736-0259