

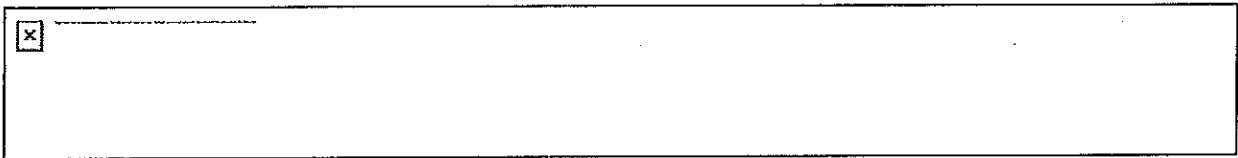
**Elizabeth Minter**

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

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



### News From the Capitol

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

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

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

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

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

## SENATOR SIMITIAN INTRODUCES NEW LIBRARY CONSTRUCTION BOND BILL

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### Action Alert



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Submitted by Mike Dillon and Christina Dillon, CLA Lobbyists

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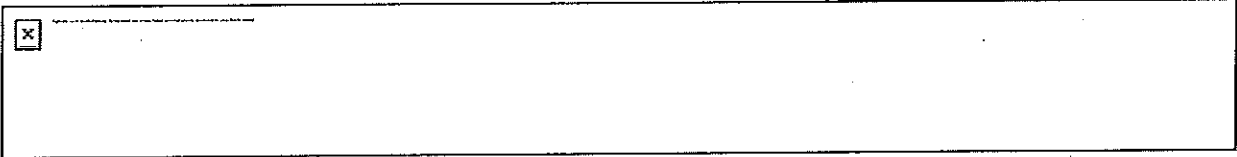
**Elizabeth Minter**

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

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



### News From the Capitol

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

[More Info](#)

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

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

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

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

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

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

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

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

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

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

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

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



## LEGISLATIVE ANALYST RELEASES CRITICAL ANALYSIS OF 2008-09 BUDGET

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### Action Alert



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Submitted by Mike Dillon and Christina Dillon, CLA Lobbyists

Tell A Friend

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

CITY OF PLACENTIA INVOICES

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

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


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





## Agenda Item 26

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 


DATE: Mar 18, 2008

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

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

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




TO: Elizabeth D. Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager   
 Date: March 18, 2008

**SUBJECT: Grant Status**

Source	Date Submitted		By	Submitted By	ELLI	FFL	Adult Literacy		Spanish Literacy	Children's		Homework Club	Library		Amount
	Submitted	Date					Literacy	Literacy		Literacy	Literacy		Room	Library	
<b>Grants Pending</b>															
Barbara Bush Foundation	07/07/07		Ferrari												35,000
Staples Foundation	09/30/07		Ferrari												\$10,000
<b>TOTAL PENDING</b>															
<b>Grants Received</b>															
CLLS (State Library)	\$30,000	08/01/07	PLLS		X		X								
Draper Grant	\$10,000	3/1/2007	Ferrari								X				
Disney Grant	\$5,000	9/6/2007	PLLS								X				
CLLS (State Library)	\$23,729	11/9/2007	PLLS		X		X								
<b>TOTAL</b>															
<b>Grants Denied/Withdrawn</b>															
Pacific Life	35,000	08/27/07	Ferrari												X
Pacific Life	\$5,000	08/27/07	Ferrari					X							
Irvine Health Found.	7,000	10/07/07	Ferrari												X
Rosenthal Fund	3,000	3/1/2007	Ferrari												X
Klein Foundation	25,000	7/1/2007	Ferrari					X							
<b>TOTAL</b>															
															\$75,000



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE : March 18, 2008

**SUBJECT: Poet Laureate.**

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

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





February 29, 2008

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

From: Tom Andersen, Bureau Chief  
Library Development Services

Subject: Library of California Board Actions February 28, 2008

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

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

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

*Mission Statement:* The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.  
*Vision Statement:* The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

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

**Adoption of Agenda**

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

### **Approval of Minutes**

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

### **CLSA Consolidations and Affiliations**

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

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

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

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

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

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

*Doc.#12108*



<p><b>Table A</b> <b>Requests for Network Affiliation for New Members</b></p>
---

**GOLD COAST LIBRARY NETWORK**

**Member**

Antioch University Santa Barbara

**Participating Libraries**

Antioch University Santa Barbara Library

Board Actions, February 28, 2008

Attachment B

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

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

**Board Actions, February 28, 2008**

**Attachment C**

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

February 28, 2008  
August 7, 2008

Sacramento  
Sacramento

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

**2008**

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

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

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

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

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

March 20 Serra Cooperative Library System, Administrative Council

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

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

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

April 3 Peninsula Library System, Administrative Council, PLS Office

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

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

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

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

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

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

May 1 Peninsula Library System, Administrative Council, PLS Office

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

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

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

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

May 2 Serra Cooperative Library System, Administrative Council

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

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

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

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

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

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

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

June 5 Peninsula Library System, Administrative Council, PLS Office

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

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

August 7 Library of California Board meeting, Sacramento

August 21 Serra Cooperative Library System, Administrative Council

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

**2009**

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

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

*Doc.#12108*



# Costa Mesa Sanitary I

... an Independent Special District

**Board of Directors**  
Art Perry  
Arlene Schafer  
Bob Ooten  
James Ferryman  
Gary Monahan

**March 5, 2008**

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

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

**Dear ISDOC Member:**

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

Thomas A. Fauth  
Assistant Manager

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

Joan Revak  
Board Secretary  
Program Manager  
Clerk of the District

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

Alan R. Burns  
Legal Counsel

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

Marcus D. Davis  
Treasurer/Director of Finance

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

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

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

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

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

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

*Arlene Schafer*  
cmsdca.gov





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Library Director's Report

**DATE:** March 18, 2008

Activities Report:

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

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



Managers Meetings:

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

Staff Meetings

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



Placentia Library District  
Managers Meeting Minutes  
February 20, 2008

Vernon Napier, Recorder

1. Communications

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

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

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

Record keeping for in-service training.

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

B. Public Services

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

*Noted*

Implementing safety training times

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

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

*Mary to include these figures in her report*

C. Building signage

Status of Placentia History Room door correction

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

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

Video surveillance in use notices

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

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

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

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

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

## **2. Budget Implementation**

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

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

## **3. Placentia History Room**

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

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

## **4. Staff Meetings**

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

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

## **5. PLFF update – Elizabeth**

A. Author's Luncheon  
*a. Noted*

B. Annual meeting plans  
*a. Noted*

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

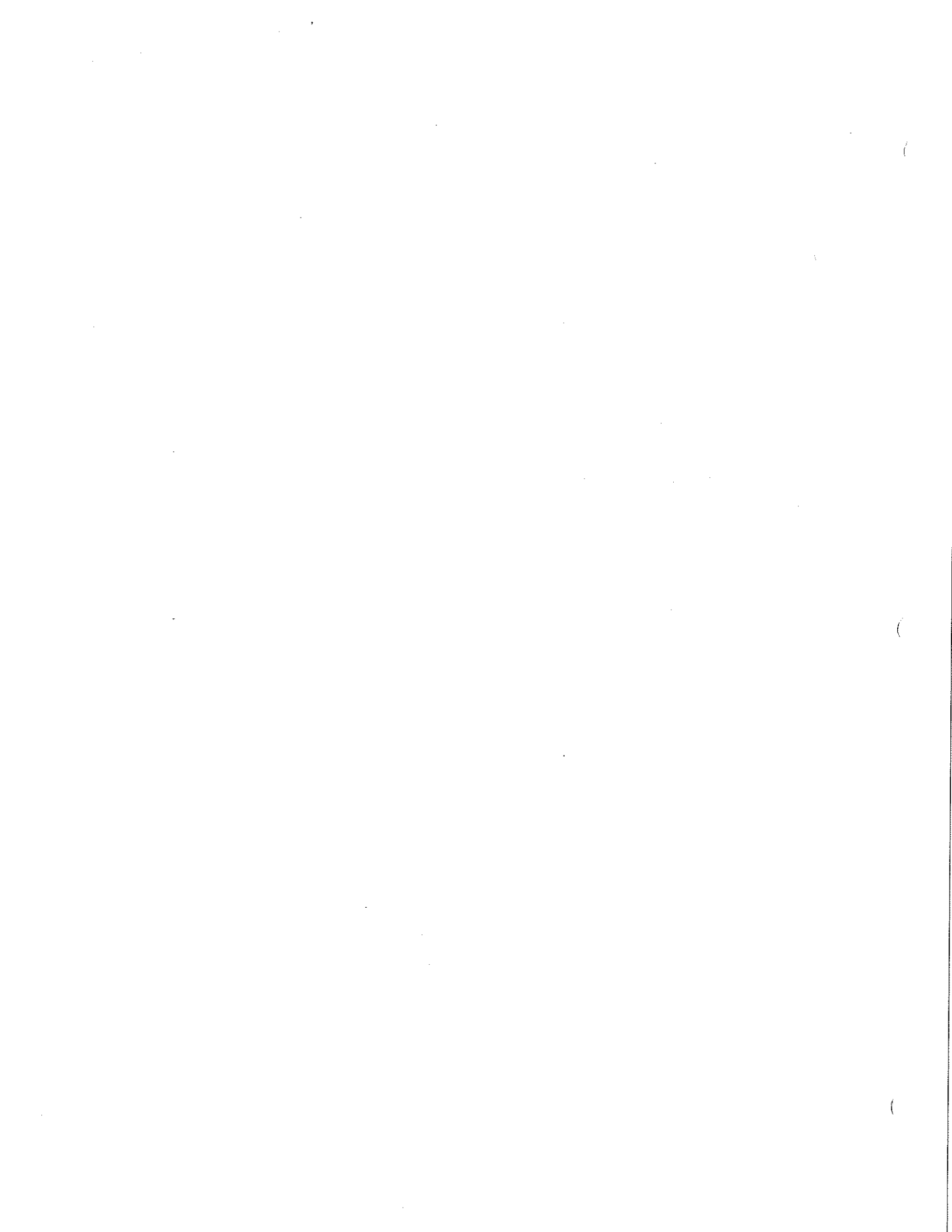
**A. Administration**

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

**B Public Services**

**C Technical Services**

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



Placentia Library District  
Managers Meeting Agenda  
February 27, 2008

Jim Roberts, Recorder

1. Communications

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

B.. Public Services (carryover from Feb 20)

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

Implementing Passport processing. Vernon keeping track.

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

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

Include # of printer issues in report.

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

C. Building signage

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

Video surveillance in use notices

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

Signage for international collection and other moved items.  
Pending.

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

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

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

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

2. Budget Implementation

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

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

3. Placentia History Room

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

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

4. Staff Meetings

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

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

5. PLFF update – Elizabeth

A. Author's Luncheon All ready.

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

6. Status report on Departmental Projects & Staff Meetings

A. Administration Outside window cleaning scheduled for Mar. 31

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



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



Placentia Library District  
Managers Meeting Agenda  
March 5, 2008

1. Communications

-Report on Passport training – Minter

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

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

*Staff that still need training: Gurkweitz, Monroe*

-Status on implementation of Passport review – Napier

*The staff is completing their observation/execution sessions as required on an ongoing basis.*

-Distribution of new Passport Agency Resource Guide (PARG) – Napier

*PARG will be disseminated on CD and loaded on intranet once received from US office*

-Non Passport training issues

*Implementing Literacy staff into regular schedule for 2 hours per week so that they can build and maintain skills – implementation report from Roberts*

*Implementation began last week.*

*Implementing Literacy tutor training for Library Assistants, Librarians & Coordinators of Volunteer & Development Services*

*Working on training schedule. Suggest sending invitations to Board of Trustees and PLFF board members to observe training.*

*Status report on Safety Training scheduling and completion – Goodson, Napier & Roberts.*

*40% of staff has started their safety training sessions. Incomplete sessions report disseminated to managers.*

*Emergency Preparedness Manual (EPM) drafts received from all departments.*

C. Amending monthly Reference Report to include the number of times staff had to resolve printer issues – confirmation from Roberts that this has been discussed with Strazdas and is being implemented.

*Confirmed by Roberts that this information will be included in the Board Reports.*

D. Amending monthly Reference Report to include statistics on public computer use as reflected by statistics from PC Reservation, including the number of “local” uses and “guest passes”. – discussion by Roberts and Napier

*Roberts and Napier to work on this with a completion date of March 20, 2008.*

E. Building signage

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

Video surveillance in use notices  
*Completed.*

Signage for public printer – status report on wording proposal –  
Status report by Napier  
*Napier to provide proof to Goodson to order.*

Signage for international collection and other moved items – Status report by Napier.  
*Napier to provide proof to Goodson to order.*

F. Intranet report – Napier

*New software options to be introduced by end of March.*

G. Web site issues – Napier

*Consultant will have proposed design  
Napier to visit Palos Verdes library and tour facility*

H. Envisionware vending. Status report.

*Working on issues.*

I. Status Report on implementation of new Page position for public service area monitoring after school – Roberts

*Wendy Sun has been doing well. No issues reported.*

2. Budget Implementation

A. Janitor's contract supplement – status report by Goodson – staff support needed for initial service this week.

*Contract begins March 7, 2008. Goodson to be on site.*

B. Social networking – develop plan for implementation into Public Services – Roberts to report on activities

*Strazdas and Dallstream are researching potential, proposal and budget implications (i.e. library aide)*

C. Grant applications – Roberts to report on his study of the current grant process and make recommendations

*Roberts to establish meeting with grants consultant and Library Director.*

D. Report from Library of California about State Budget for libraries – Minter

*PLF – 14% of PLF & reducing another 10%.  
TBR – reduced also*

- E. Discussion of changes in administrative organization – Minter  
*Reorg. Meeting scheduled for March 6, 2008 to discuss draft/changes.*

3. Placentia History Room

- A. Atwood Yacht Club Reunion plans, Friday, April 4 – this will be a History Room Project – Minter  
*Pat Irot is coordinator of event. All managers scheduled to attend.  
Goodson requesting Hernandez to work event as videographer with Phil Giraladin as consultant on site.*
- B. Digitization project ready for fund raising. Brochure is ready for proof reading & final design – Minter  
*Minter to finish brochure for distribution this week.*
- C. Why are the Placentia History Room volunteers announcing to City Council and via cable tv to the City at large that the flood video was a project of the Placentia Historical Committee? Roberts  
*Roberts to research.*

4. Staff Meetings

- A. Agenda issues for March meeting. Jim & Vernon  
*Valerie Poole questions follow-up  
Guest Pass implementation  
Passport Agent Training Changes  
Safety Training Update  
Library Security  
New staff introductions*

Minter has invited Stacy Aldrich, Deputy State Librarian, to make a presentation to staff on social networking and changes to reference services at the local level and at the Regional and State levels.  
*Minter to scheduled Aldrich's attendance.*

- B. Annual safety Claims Workshop in Sacramento – Wendy will not be able to attend so Minter will go in her place. This means that Minter will be out the entire week of March 24<sup>th</sup>.  
*Minter will attend workshop in Goodson's place.*

5. PLFF update – Elizabeth

- A. Annual meeting plans  
*Seeking a speaker for annual meeting*

- B. Status of development of process and form for staff requests for grants from PLFF – Roberts  
*Roberts will create template for grant requests*

6. Status report on Departmental Projects & Staff Meetings

- A. Administration
  - Ongoing records scanning project*
  - Budget preparation*
- B; Public Services – National Library Week Plans for 50<sup>th</sup> Anniversary
  - Roberts to take to program committee's next meeting*
- B. Technical Services
  - Passports numbers are down 29% for this time period*

Placentia Library District  
Managers Meeting Agenda  
March 12, 2008

Vernon Napier, Recorder

1. Communications

- A. Status on implementation of Passport processing – there was no registration sheet on Sunday for experienced processors – Napier  
Status of training for Gurkweitz & Monroe – Roberts  
Status on distribution of new PARG – Napier

1. *The one passport per week requirement will commence next week*
2. *Vernon to enquire about latest PARG*
3. *Vernon to find out when the online training will go live*

B.. Non Passport training issues

Implementing Literacy staff into regular schedule for 2 hours per week so that they can build and maintain skills – status report from Roberts  
*In process*

Implementing Literacy tutor training for Library Assistants, Librarians & Coordinators of Volunteer & Development Services – status report by Roberts – schedule on staff intranet  
*Training will commence on Sunday, June 1, 2008*

Schedule for April Meetings with Elizabeth & Valerie – has it been distributed to staff and names added to the information on the calendar on the staff intranet – Jim & Vernon  
*Vernon & Jim to make sure that staff are individually advised of the schedule*

Status report on Safety Training scheduling and completion – Goodson, Napier & Roberts  
*Noted*

C. Building signage

Signage for public printer – status report on wording proposal – Status report by Napier  
*In progress*

Signage for international collection and other moved items – Status report by Napier  
*Spanish wording ready – order placed through Wendy*

- D. Intranet report – Napier
  - 1. *Agreed to name "StaffNet"*
  - 2. *Presently under construction – will be ready to present to staff at next week's All Staff meeting*
- E. Web site issues – Napier
  - 1. *Elizabeth wants more links to Amazon*
  - 2. *Meeting with Charles today to continue project*
- F. Envisionware vending. Status report.  
*Upgraded to latest version this morning*

2. Budget Issues

- A. Presentation this afternoon of Administrative organization proposal to staff  
*Discussed presentation*
- B. Janitor's contract supplement – status report by Goodson – on first week's visit  
*Wendy will ask for comments from staff at All Staff meeting*
- C. Social networking – develop plan for implementation into Public Services – Napier to report on staff visit to Palos Verdes and Roberts to report on plans – do we want to recommend Pages to assist with this or scheduling regular staff in the workroom?
  - 1. *Palos Verdes plans to schedule staff in workroom 2 hours a day, 5 days a week.*
  - 2. *We will offer similar service beginning in July, likely using Library Pages.*
- D. Grant applications – Roberts to report on his study of the current grant process and meeting schedule with Ferrari Philanthropic Consultants  
*Elizabeth & Jim to arrange meeting with Ferrari Consultants*
- E. Pension fund change proposal  
*To be re – presented as part of budget discussion*

3. Placentia History Room

- A. Atwood Yacht Club Reunion plans, Friday, April 4 – status report – Minter. *Noted*
- B. Celebrating Placentia Authors – status report. Is this going to continue after this fiscal year?  
*The Program Committee to propose a new theme for next year*



4. Staff Meetings

A. Agenda issues for March meeting. Jim & Vernon

Stacy Aldrich, Deputy State Librarian, will not be here in March, perhaps in April. She will make a presentation to staff on social networking and changes to reference services at the local level and at the Regional and State levels.

1. *Vernon will introduce StaffNet; advise "1 passport/wk" policy*
2. *Wendy to remind staff of Safety Training requirement; distribute Personnel Policy Manual*

B. Annual safety Claims Workshop in Sacramento – Wendy will not be able to attend so Minter will go in her place. This means that Minter will be out the entire week of March 24<sup>th</sup>, leaving midday on Monday. Plans for Manager Meeting for March 26. *Noted*

5. PLFF update – Elizabeth

A. Working with them to get them more interactive with the Library Program Committee so that will be their channel of communication about program assistance needs for Library programs (and we should let them do this on their own), and for them to let staff know about upcoming PLFF activities. *Noted*

B. Annual meeting plans  
*A speaker has been arranged and the venue booked*

C. Status of development of process and form for staff requests for grants from PLFF – Roberts – PLFF did not give staff an opportunity to make presentations on March 10 so it will be done at the April meeting – Jim, Mary & Caroline need to be present to make their reports. – the new form is to be used. *Noted*

D. Jim needs to work with the Placentia History Room Committee and Staff to be sure that they understand that their program and assistance requests need to be channeled through the Library Program Committee and not directly to PLFF. They will use the same application form for Grants from PLFF as the staff will. The PLFF Program Committee chair or her representative needs to be personally notified about each Library Program Committee meeting and changes in meetings.

6. Status report on Departmental Projects & Staff Meetings

A. Administration

1. *This is Board Week*
2. *Safety Committee met*

B; Public Services – National Library Week Plans for 50<sup>th</sup> Anniversary  
*Jim to provide text to go on StaffNet*

C. Technical Services

1. *Visit to Palos Verdes*
2. *Installed upgrade to Print Release software*
3. *Configuring StaffNet*

ALL STAFF MEETING MINUTES  
FEBRUARY 20, 2008

Valerie Poole follow-up Questions

WiKi, what can be done to improve it?

- *Suggestions given include better software packages. Napier already researching packages.*
- *Performance review & step program. Reviewed.*

What is the frustration with phone system?

- *Phone system issues resolved.*

What would staff like to do to meet community members outside the library if they are not going to do to the Network Lunch 2x/year?

- *Management suggested giving other networking opportunities such as:*
  - *School events*
  - *Ribbon cuttings*
  - *Chamber breakfasts/mixers*
  - *Library events*
  - *Roundtables*

Guest Pass Implementation

- *To begin February 24, 2008*

Passport Agent Processing – Changes

- *To begin February 24, 2008, all passport agents to observe 2X/week & execute 1X/week*

Safety Training On-line sessions for staff – Overview

- *Training provided to access online.*

Library Security

- *Discussed dealing with public behavior issues and steps to resolve them.*

New staff

- *Kristen announced the staff additions of Clerk I Laura Mitchell & Aide Wendy Sun.*

Department Updates

- **Public Services**
  - Adult (Mary, Kathy)
    - *Guest pass implementation*
  - Children's (Caroline & Phyllis)

- *In-N-Out Reading Program*
    - *The addition of David Ferrari to Children's Dept.*
  - Literacy (Jim, Toby, Nadia, Hilda)
    - *State Report completed/submitted*
    - *Homework Clubs up and running*
  - History Room (Gary)
    - *2<sup>nd</sup> Local Authors Event coming up*
  - Volunteer Svcs. (Lois)
    - *Homeward Bound Program up and running*
- Technology Services
  - Web/Technology (Vernon)
    - *Scheduling software options*
    - *Wiki replacement options*
  - Acquisitions (Katie)
    - *Midwest Tape demonstration scheduled*
  - Circulation (Kristen)
    - *New staff, Laura & Wendy*
    - *Recruitment in process for vacant clerk & aide positions*
- Administrative Services
  - Development (Yesenia)
    - *Author's Luncheon on March 1, 2008*
  - Admin (Wendy)
    - *Pension Plan Overview*
    - *Records scanning project up and running*
    - *Janitor supplement contract to commence March 7, 2008*
  - Safety (David)
    - *Emergency Plan Manual under draft*
    - *Random drill to be scheduled/executed no later than May 31, 2008.*

## Technical Services

Technical Services Department Meeting  
Agenda / Minutes  
February 20, 2008

Staff attending: Vernon, Katie, Jesus

### **Shelving options**

Various possibilities for collection placement on newly cleared shelving were discussed. Removal of the first blue set of stacks (next to the magazine area) and using the next blue set of stacks for the International Collection seems to be the most functional and attractive use of the space. We also discussed relocating the local government documents and telephone books, currently shelved on the Business Table, to the Reference stacks closest to the Business Table. The Business Table could then be removed and replaced with a more comfortable and attractive work table.



## Circulation

CIRCULATION MEETING AGENDA 2-20-2008 4:30 pm

*minutes recorded by: Kristen*

*In attendance: Ed, Shawn, David, Jesus, Estella, Alex, Wendy, Yesenia, Vernon, Kristen*

- Welcome:
  - Wendy--Library Aide
  - Laura--Library Clerk
  - Andra--Substitute Clerk
  
- Reminders:
  - Library card applications:
    - All clerks--when on desk, work on updating library card applications daily so they don't build up
  - Holds:
    - Sensitize all holds before they are put on the hold shelf and make sure dvds are in locked cases.
  - Books on CD:
    - Count cds in each case before checking them in. Lately we've found bocds on the shelf but still missing cds
  - Credit card receipts:
    - CKO: After patron signs a receipt, make sure it is all the way in the drawer
    - Passport: After writing the fee breakdown on the top of the receipt, put it in the register right away. If you see a receipt in the passport office, put it in the register.
  - Patron accounts:
    - There should never be a date of birth in the guardian name field. If you notice it, cut and paste the parent's birthdate to the note field.
  
- URSA
  - enter email address for patron in URSA before creating them as a Placentia borrower. If they do not have an email address, enter a letter in the field and create borrower. When editing their account in Horizon, delete the letter from the email address field.
  
- Computer Use Card
  - use "pcu" for borrower type, not "nb"
  - enter all information immediately, write barcode and your initials at the top of the application, and place with other library card apps





## Website Advisory Group

Placentia Library District  
Website Advisory Group Minutes  
February 21, 2008

Vernon Napier, Recorder

### 1. Attendees

Caroline Gurkweitz, Yesenia Gomez, Toby Silberfarb, Vernon Napier (Mary Strazdas away)

### 2. Website revision

The framework for the revised website is now with the consultant. He is working to a deadline of February 29. Once the skeleton is in place Vernon will flesh it out for review by the Group

### 3. Assignments

Each member of the Group is directed to review the website information that pertains to her/his department. It is critical that all information is up-to-date and that all links are working before moving the data to the new website

### 4. Website hosting

Vernon advised that instead of using a commercially hosted server, the Library's will soon host the website on its own server.



## Program Committee

### PROGRAM COMMITTEE MEETING

February 27, 2008

Meeting Minutes: Program Committee / February 27, 2008

#### Members attending:

Jim  
Caroline  
Dixie  
Gary  
Lois  
Mary  
Meredith  
Nadia  
Toby  
Yesenia

#### 1. Children's Programming

In & Out Burger – Food for Thought – begins March 8

Read 5 public library books and earn a free hamburger

June is school readiness month

Puppet Workshop: a hands on event for children is scheduled for April 19th and for adults April 26th

Imagination Celebration: April 21st. This is our third year with the county-wide event.

#### 2. Adult Programming

Health Educator for Prospect Medical Group, Dr. Paul Montanchez will be here March 11th and 18th  
Monday evening March 24 between 7 and 8:30 p.m. Dr. Joseph Arnold from CSUF will present a Mark Twain program

"Money Basics" is scheduled for Tuesday, April 22 between 7 and 8:30 p.m.

"Laugh Away Your Stress" will be held on Monday, May 5th. Paul Montanchez, the Health Educator from Prospect Medical Group, will show techniques that will ease the pressures of everyday living.

Mary is looking in to having a summer adult reading program

April 8th is the tentative date set for Buena Vista movie

A tentative date of May 19th has been set for a Memorial Day program with veterans

#### 3. History Room

April 4th is the scheduled date for the Atwood Yacht Club reunion

Local author celebration is scheduled for May 10 from 1 to 3 p.m.

History Room brochures still need to be proofed before they can be given out to the public

#### 4. Other Programming – Dixie

Spoke about the programs OLLI has for older adults

#### 5. Poetry Programming

22 people attended the Poetry for Pleasure program on Feb. 9th

The next poetry program is scheduled for April 5th. The poetry topics are random or "potluck".

#### 6. Volunteer Coordinator

Homebound Read program is coming along. Two people have signed up for the service.

Will speak to St. Jude's Senior Collaborative group on Thursday, Feb. 28th about the Homebound Read Program and also to the Women's Roundtable on March 5th

#### 7. Development

Annual meeting is scheduled for April 28th

Author's Luncheon is Sat., March 1st

**8. Tutoring and Homework Clubs**

Nadia reported that there are five new families in HIS House  
Tutor training weekend of March 2nd

**9. Next meeting**

March 12, 2008 at 1:30 p.m.

**10. Adjourn**

Meeting adjourned at 3:00 p.m.

**Minutes submitted by Lois Monroe**

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: March 18, 2008

SUBJECT: Program Committee Report for the month of Jan. and Feb. (combined as Feb.).

***ADULT SERVICES***

	Feb 06-07	Feb 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	2	4	10	9
NUMBER OF ATTENDEES	80	71	200	209

***CHILDREN'S SERVICES***

	Feb 06-07	Feb 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	22	31	160	234
NUMBER OF ATTENDEES	767	1,609	6,587	8,918

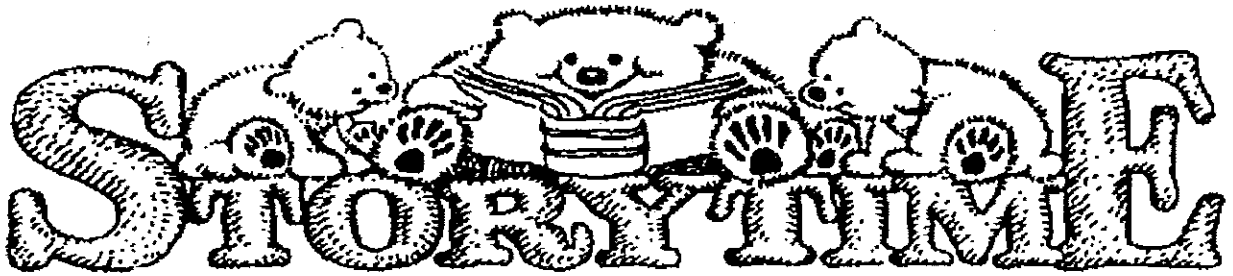
**PROGRAM COMMITTEE**

	Feb 06-07	Feb 07-08	YTD 06-07	YTD 07-08
NUMBER OF MEETINGS	4	4	14	13
NUMBER OF ATTENDEES	38	44	111	121
NEWS RELEASES	3	3	9	9

***LITERACY SERVICES***

	Feb 06-07	Feb 07-08	YTD 06-07	YTD 07-08
Total Tutors	268	206	296	200
Total Students	516	302	328	319
Total Hours	3,069	1,301	11,458	5,723

For more detailed literacy statistics, see Agenda Item 34, pages 2 of 3 and 3 of 3.



Placentia Library / 411 E. Chapman Ave. / Placentia, CA 92870  
(714) 528-1906 ext 212

## **Story Time with Georgette Baker!**

Georgette Baker is a certified teacher, speaker of 5 languages and world-traveling performer. Georgette has been performing for children exclusively for more than 15 years. She enlivens performances with abounding enthusiasm for her unusual artifacts and creatures (which she shares with her audiences), her contagious laughter, and her exaggerated storytelling techniques.

### **Thursday morning**

*Lap-Sit for children 24 months and younger*  
**9:05-9:25 a.m.**

*Story Time I for children 6 years old and younger*  
**9:45-10:15 a.m.**

*Story Time II for children 6 years old and younger*  
**10:30-11:00 a.m.**

- ♦ Thursday Lap-Sit program made possible by the Gordon & Dixie Shaw Fund
- ♦ Programs are free and no pre-registration is necessary.
- ♦ Schedule subject to change without notice.



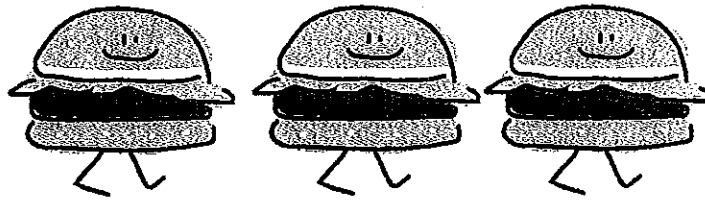
Pocket Tales:  
Stories & Music  
With Lindsay Whipple  
Wednesdays  
6:30 p.m.

Contact Children's Dept for current schedule.

Placentia Library / 411 E. Chapman Ave

Placentia, Ca 92870

714-528-1906 ext 212



# In-N-Out Burger

**“Food for Thought” Reading Program**

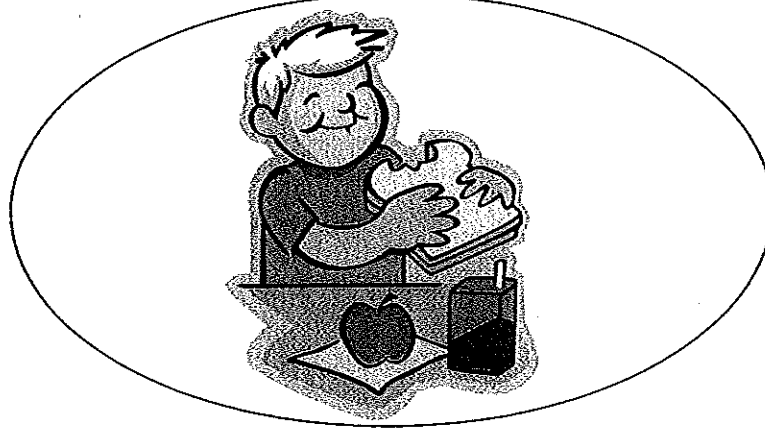
## **Free Hamburgers!**

**March 8 – April 19, 2008**

- Registration begins March 8<sup>th</sup> in the Children’s Department.
- Children between the ages of 4 and 12 are eligible to participate.
- Children not able to read (4 years and older) may participate if a family member reads to the child.
- **Books must be checked out from Placentia Library.**
- Children need to read five books and then write the book titles on the reading log they received at registration.
- After five books have been read, a parent or guardian needs to sign the reading log. Bring the signed reading log to the Children’s Department in the library.
- For every five books read, the child will receive a Food for Thought Achievement Award (a certificate for free hamburger or cheeseburger).
- Each child may earn up to three award certificates during the program, while supplies last.
  
- **NO CERTIFICATES GIVEN OUT AFTER APRIL 19th.**

*Placentia Library / 411 E. Chapman Ave  
Placentia CA 92870 / 714-528-1906 ext 212*





# Lunch!

at the Library

For parents and caregivers with children 5 years old and younger. Come to the Children's Department and enjoy a story, a lesson on a health topic, and a FREE light lunch.



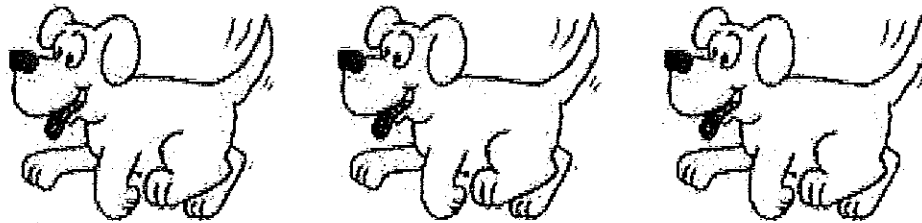
Children & Families  
Commission of Orange County

2008: January 17 / February 21 / March 20

April 17 / May 22. All at NOON.

PLACENTIA LIBRARY

411 E. Chapman Ave. Placentia CA 92870 / 714-528-1906 ext 212



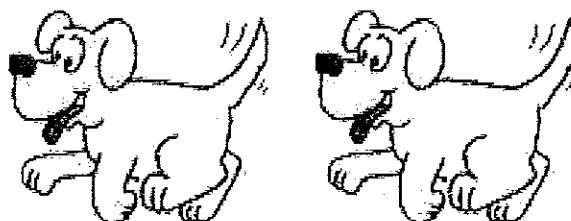
# Read to the Dogs!

(or just pet these wonderful animals)

Open to all ages!  
January 28, Monday  
February 25, Monday  
March 31, Monday  
at 6:00 p.m.

Specially trained dogs from  
Bright and Beautiful Therapy Dogs, Inc.

Placentia Library / Children's Dept /  
411 E. Chapman Ave. Placentia, CA  
714-528-1906 ext. 212





## TEACHERS! HAVE YOU HEARD?

**Placentia Library has a FREE Outreach  
Service to YOUR Classroom!  
(Placentia Public Schools)**

No field trip forms or bus to schedule.  
We send a storyteller to your classroom!

For MONDAY or WEDNESDAY reservations call:  
AMY at 714-402-9133

For THURSDAY or FRIDAY reservations call:  
CAROL ANN at 714-904-3496

Placentia Library District Children's Dept.  
411 E. Chapman Ave. Placentia 92870 / 714-528-1906 ext 212  
NOT A SCHOOL SPONSORED EVENT

INVITING ALL KINDERGARTEN - 12<sup>TH</sup> GRADE STUDENTS

PLACENTIA LIBRARY DISTRICT

P.A.S.S. AT PLACENTIA LIBRARY

INVITES YOU TO THE



HOMEWORK  
CLUB

MONDAYS, TUESDAYS, WEDNESDAYS AND THURSDAYS  
4:00 P.M. TO 6:00 P.M.

STARTING MONDAY, SEPTEMBER 17<sup>TH</sup>, 2007

STUDENTS NEED TO BRING THEIR HOMEWORK AND TEXTBOOKS

PASS is a homework assistance program that is available to all K-12 students. We provide students with tutors who are able to help the students with their homework assignments. This program requires no pre-registration. Students are welcome to drop-in as needed. Students are helped on a first come, first served basis. Parents of elementary school children must remain in the building during the homework club session.

FOR MORE INFORMATION, PLEASE CALL JIM ROBERTS, NADIA  
DALLSTREAM OR TOBY SILBERFARB, IN THE LITERACY DEPARTMENT,  
AT 524-8408 EXT 215, 214 OR 213.

Date: Monday,  
March 24, 2008

# True Stories and Other Lies

Time: 7-8:30 p.m.



Dr. Joseph Arnold from  
CSUF will share some  
Mark Twain humor in the  
library's Meeting Room.

## Placentia Library

411 East Chapman Avenue  
Placentia, CA 92870

Phone: 714-528-1906 ext. 209

E-mail: [reference@placentialibrary.org](mailto:reference@placentialibrary.org)

# “Weighing Your Options” Nutrition & Healthy Living Series

Free Event

Healthy Cooking  
Demonstrations  
Free Samples!!

Presented by Placentia Linda  
Hospital, Prospect Medical  
Group & Placentia  
Library.

All programs in this series will be held from

*10:30 a.m. to 12 p.m.*

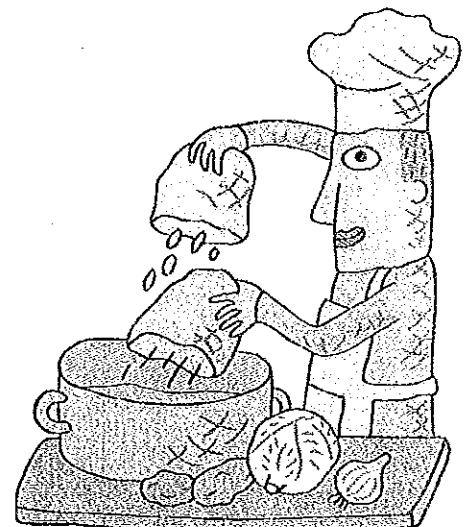
*at the Placentia Library Meeting Room*

*411 East Chapman Avenue*

on the following dates:

- Tuesday, January 15, 2008  
*-Diet and Nutrition*
- Tuesday, January 22, 2008  
*-Exercise*
- Tuesday, February 12, 2008  
*-Reading Food Labels*
- Tuesday, February 19, 2008  
*-Making Healthy Food Choices*
- Tuesday, March 11, 2008  
*-Emotional Eating*
- Tuesday, March 18, 2008  
*-Eating Out and Recipe Modification*

Start the year thinking healthy! This six-session nutrition and healthy living program, taught by Paul Montanchez, MPH, CHES, CDE, Health Educator for Prospect Medical Group, will help you do just that.



For reservations, please call 1-800-554-7879

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian



Date: for Board Meeting, March 18<sup>th</sup>, 2008

**Subject: February 2008 Activities in the Children's Department**


<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lap Sit 24 months & younger	4	102
Story Time I: 6 years & younger	4	115
Story Time II: 6 years & younger	4	198
Pocket Tales: Stories & Music	4	157
Read to the Dogs event	1	51
School Visit	2	605
Lunch @the Library	1	23
School Outreach Visits	11	358
<b>Total February 2008</b>	<b>31</b>	<b>1609</b>
<b>Total February 2007</b>	<b>22</b>	<b>767</b>
<b>Current FY to date</b>	<b>234</b>	<b>8918</b>
<b>Previous FY to date</b>	<b>160</b>	<b>6587</b>

*Cg*

REFERENCE STATS: FEBRUARY 2008			
BOARD MEETING: MARCH 18, 2008			
AGENDA ITEM 33			
PAGE 2 OF 2			
DATE	IN-PERSON	PHONE	TOTAL
closed 1			
2	35	2	37
3	21	1	22
4	48	2	50
5	53	3	56
6	47	1	48
7	50	2	52
closed 8			
9	39	4	43
10	28	2	30
11	46	4	50
12	45	4	49
13	40	3	43
14	41	1	42
closed 15			
16	35	0	35
17	27	1	28
closed 18			
19	44	3	47
20	40	5	45
21	49	4	53
closed 22			
23	33	3	36
24	31	0	31
25	40	5	45
26	63	3	66
27	43	4	47
28	44	2	46
closed 29			
TOTAL	942	59	1001



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: March 18, 2008

**SUBJECT: Placentia Library Literacy Services (PLLS) Activities Report for the months of January and February.**

**Tutor Training.** There was no tutor training in January. There was one tutor training workshop in February and 4 tutors were trained. All are tutoring or pending

**Placentia Rotary Reading Enrichment Program (PRREP).**

The PRREP Clubs at El Dorado High School and Valencia High School began again in October. We are still signing up PRREP volunteers for this school year.

**Update on the three off-site PLLS homework clubs.** Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on October 8. The Kraemer-Placentia Library Homework Club started in early November. All continue to be extremely successful.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI started again this school year in mid-October. We are active at three elementary schools--Ruby Drive, Topaz, and Brookhaven.

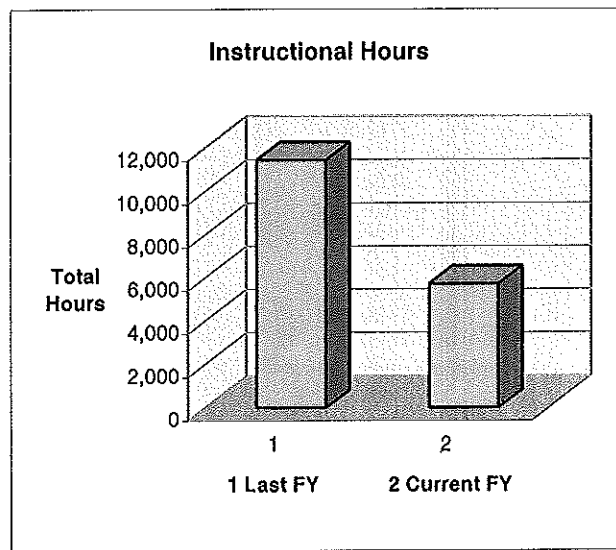
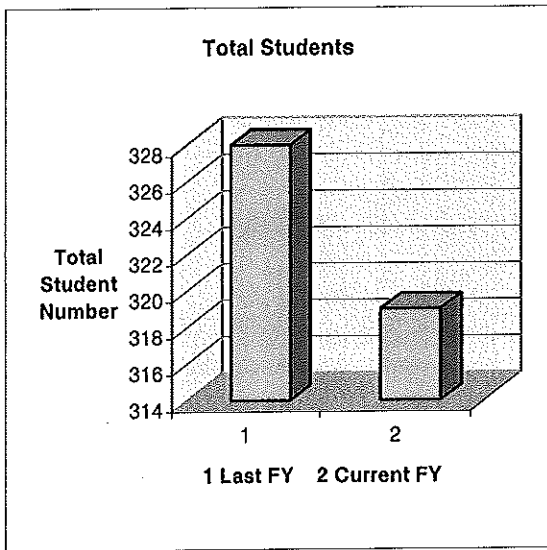
**Federal Work Study (FWS).** Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY were very strong, and continue to be this school year. We renewed our FWS contract with Cal State Fullerton and Western State last spring for FY 2007/08, and we already have twenty-two (22) FWS tutors from Cal State Fullerton processed in and most of them are tutoring.

**Literacy statistics.** See Agenda Item 34 Pages 2 of 3, and 3 of 3.

## Placenta Library Literacy Services

Report of Growth and Progress

	Jan/Feb 06-07	Jan/Feb 76-08	YTD 06-07	YTD 07-08
<b>Tutors</b>				
Adult	61	49	101	83
Teen	41	42	91	50
Hours Instruction	1,617	1,301	11,458	5,723
Other Volunteer Hours	120	120	960	960
Total Hours	1,737	1,421	11,554	1,683
<b>Training Workshops</b>				
Workshops Held	1	1	10	9
Tutors Trained	6	4	93	86
<b>Students</b>				
With Adult Tutors	206	75	246	186
With Teen Tutors	52	131	82	133
In Groups	0	0	0	0
Total Active Students	258	206	328	319
<b>Families for Literacy</b>				
Family Students	5	6	6	6
Family Tutors	5	6	6	6
Hours of Instruction	60	60	540	480
<b>ELLI Program</b>				
K-6th Grade Students	192	188	421	201
Tutors for K-6th Grade	12	12	24	6
Hours of Instruction	284	705	3,505	705
<b>Homework Clubs</b>				
On-Site: Students	168	70	804	508
On-Site Tutors	22	16	102	30
Hours of Instruction	172	512	850	1,000
H.I.S. House Students	13	13	51	41
H.I.S. House Tutors	8	9	34	20
Hours of Instruction	134	240	714	732
Topaz Students	40	10	203	81
Topaz Tutors	10	5	39	39
Hours of Instruction	340	200	3,947	2,860
Kraemer Students	90	7	252	168
Kraemer Tutors	8	2	27	27
Hours of Instruction	600	60	1,738	1,798
<b>Total Tutors</b>	136	206	296	200
<b>Total Students</b>	208	302	328	319
<b>Total Instruction Hours</b>	1,617	1,301	11,458	5,723





TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian *MS*  
DATE: March 18, 2008  
SUBJECT: **Reference and Adult Services report for February, 2008**

- There were two Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. The trough featured romance books written by Suzanne Enoch, who will be featured at the March 1, 2008 author's luncheon. Playaways have been temporarily moved to the area near our recorded books. There was a book display of Jane Austen materials (to tie in with the PBS series on her work) and one called "Bake for Family Fun Month." We also displayed materials related to African-American History Month.
- On February 9 our poet laureate, Meredith Laskow, was hostess to the OLLI poetry class from CSUF and interested patrons. Twenty-two people gathered in the literacy area of the library to read and listen to poetry, much of it written by the OLLI students.
- There were two programs about nutrition done in the library's meeting room on Tuesday morning by Paul Montanchez, Health Educator for the Prospect Medical Group. Their dates were February 12 and 19, and the times were from 10:30 a.m. to noon. We did these in partnership with the Placentia-Linda Hospital, which currently lacks classroom space because of remodeling, and each program drew about 25 people, primarily seniors. (These were the second two of a series of six programs over a three-month period, and were advertised both by us as well as the hospital. This was the first time Adult Programming has become involved in a series of programs.) Reception of the programs was enthusiastic, especially because Mr. Montanchez made tasting samples for everyone of smoothies in his first class and tacos in his second. Attendance by the third class jumped to almost double the first two. The final two programs in the series will occur in March. I believe it is succeeding because, other than advertising, setup, and cleanup, there is minimum participation on the library's part, making things easier for our very small staff.
- Deborah Miller presented "Buying on eBay" Tuesday, February 12. She gave audience handouts and carefully explained WHY it is important to learn how to buy on eBay before attempting to sell. Twenty-four patrons came to the program and enthusiastically asked if Ms. Miller might do a follow-up selling program. At this time, she is not interested in doing more classes.
- Upcoming confirmed programs include "True Stories and Other Lies", with Dr. Joseph Arnold, Monday, March 24; an author visit (Andrea Portes) is scheduled through the MCLS Big Box program on Tuesday, April 8; "Money Basics" on Tuesday, April 22; a puppet workshop for adults is planned on Saturday, April 26. Monday, May 5 there will be a morning workshop with Paul Montanchez called "Laugh Away Your Stress;" Charlie Frazee will do another history/travel program for the library on Monday, June 16.

Statistical Comparisons at the Reference Desk  
February FY 2007/2008

	2007	2008	YTD 06-07	YTD 07-08
Phone Reference Questions	203	212	1,490	1,805
Desk Reference Questions	1,924	1,608	15,900	23,537
E-Mail Reference Questions	0	0	5	1
Ready Reference	16	18	183	220
Instruction	143	147	1,553	1,600
Computer Use	2,672	3,631	25,896	31,653
Reference Books: In-Library Use	3,616	3,502	28,364	31,188
Patron Database Signups	N/A	N/A	933	N/A

TO: Elizabeth Minter, Library Director  
FROM: Gary Bell, Librarian *GB*  
DATE: March 18, 2008  
**SUBJECT: History Room report for February**

History Room visitors in February: fiscal year: 2006-2007: 5  
History Room visitors in February fiscal year: 2007-2008: 26

The 1938 Flood DVD continues to generate tremendous response and interest. It was shown to veterans and has been requested by the Orange County Historical Society to be shown at their next meeting. A contact was made at Melrose School with an offer to exhibit the DVD and have Eddie Castro talk. A reporter was here to see the film, read the file on the flood and search our archives for an article on the event which has appeared in the Orange County Register, as well as in the Placentia News Times. On February 27<sup>th</sup> a group from the Placentia Presbyterian Church met at the library and viewed the film and toured the History Room. Marie Schmidt informed the city council of the 70<sup>th</sup> anniversary of this historic event. The two copies of the film that we have in circulation seem to be always checked out and there are reserves on them. Twenty additional copies have been obtained for purchase.

Our outreach effort continued with an open house for Girl Scouts held on February 23<sup>rd</sup>. The ambassador's uniform and vest were on display.

Addresses have been gathered and letters sent to members of the West Atwood Yacht Club for a reunion to be held on April 4<sup>th</sup>. Phone reservations are being accepted and recorded.

Our second celebration of local authors was held on February 2<sup>nd</sup> and was a great success. Authors included Margot Palmgren, David Bauman, Meredith Laskow, Jim Armstrong, Barbara Pronin and Larry de Graaf. Thirty attendees enjoyed stimulating dialogue and light refreshments.

Suad Ammar was contacted to help us identify photos of past library events.

Two students from Cal. State Fullerton searched our files for flood information with an emphasis on the geological factors.

The committee met to discuss and plan the West Atwood Yacht Club reunion. Pat Irot is the chair person for this event.

There were many requests for information on Horace Wilcox, one of the founders of Hollywood, as well as requests for volumes in the Bancroft Library.

February marked the end of Larry Cummings tenure as an employee of the History Room. His work and devotion to the History Room is exemplary and we wish we could retain him.





Placentia Library District  
On-line database usage – February 2008

	February 2008	February 2007		Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D change
Chilton Library (Automobiles)	10	-		45	0	45
General Reference Center	131	82		582	649	-67
Opposing Viewpoints	99	94		588	503	85
Newsbank -Newspaper search	43	6		532	202	330
Newsbank -Magazine search	0	0		3	4	-1
L.A Times	18	6		78	31	47
Wall Street Journal	10	20		55	685	-630
Heritage Quest	2,782	2087		29,141	35,795	-6,654
Learning Express (Learn a test)	11	7		100	35	65
Novelist	2	1		25	234	-209
Tumblebooks	313	465		3,179	2,732	447
MorningStar	102	303		1,103	534	569
Value Line	238	-		3,733	0	3,733

**Library website traffic for the period March 2007 through February 2008**

	Mar'07	Apr'07	May'07	Jun'07	Jul'07	Aug'07	Sep'07	Oct'07	Nov'07	Dec'07	Jan'08	Feb'08	Y-T-D	Monthly Average
Unique visitors	2,569	2,388	2,301	2,218	2,336	2,246	2,455	2,587	2,533	2,150	2,709	2,472	28,964	2,414
Number of visits	4,317	4,000	3,925	3,742	3,864	3,836	4,037	4,327	4,220	3,636	4,644	4,236	48,784	4,065
(Visits per visitor)	1.68	1.67	1.70	1.68	1.65	1.70	1.64	1.67	1.66	1.69	1.71	1.71	249,113	20,759
Pages visited	20,338	18,635	19,422	17,373	22,980	23,934	20,064	22,537	21,417	18,530	21,644	22,039	249,113	20,759
(pages per visit)	4.71	4.70	4.94	4.64	5.94	6.23	4.97	5.20	5.07	5.09	4.66	5.20	6,142	5.11
<b>Pages most viewed</b>														
Application for library card	0	57	44	99	27	18	45	57	0	35	29	42	453	38
Borrowing library materials	164	135	117	110	130	109	119	117	55	80	114	100	1,350	113
Calendar	174	122	109	226	170	161	145	128	124	83	128	95	1,665	139
Catalog	491	604	301	468	5,603	340	375	423	367	337	376	379	10,064	839
Community links	66	57	59	64	44	72	58	57	84	23	48	39	671	56
Contact Us	150	162	169	159	167	126	181	151	188	157	215	160	1,985	165
Frequently Asked Questions	242	261	233	235	254	201	237	272	238	163	229	250	2,815	235
Home page	14,543	13,008	13,656	12,760	17,236	18,994	14,875	16,589	15,805	13,682	16,361	16,322	184,031	15,336
Kids page	206	178	199	317	209	206	205	202	215	137	218	242	2,534	211
Literacy services	77	83	72	58	76	116	172	201	174	136	141	73	1,379	115
Passport applications	546	444	311	317	324	245	234	226	179	181	331	296	3,634	303
Photos (pick of the pics)	159	115	85	92	126	103	68	121	107	112	92	90	1,270	106
Searching for information	670	626	728	424	451	493	489	492	483	353	438	495	6,142	512

## Placentia Library District

TO: Elizabeth Minter, Library Director  
FROM: Vernon Napier, Technical Services Manager  
DATE: March 12, 2008  
SUBJECT: **Technology Report for February 2008**

- Selected and installed intranet software program. When properly configured I will instruct staff in its use. This should be by mid-March.
- Continued work on the Library's revised website.
- Participated in web demonstration of software designed to facilitate Requests for Information and Requests for Proposal
- Participated in web demonstration of software that is used to create and maintain staff schedules
- Changes are coming to the downloadable audio and e-book site. As of March 31, 2008, Califa will no longer be maintaining the downloadable audio book and e-book website. Overdrive, Inc. is taking over control of this service. The current participating libraries will continue at the same cost through 2010. Only libraries serving populations under 100,000 will be eligible to join the consortium from now on. Placentia Library patrons will see very little change when they use the new website. The main difference will be the deletion of the "Califa" name.
- Removed unneeded shelving to give more comfortable access to magazines display.



Placentia News  
Weekly JAN 31 2008

# Citizen of the Year

Retired schoolteacher is also president of the Women's Round Table.

By ERIC NEFF  
STAFF WRITER

337  
Retirement hasn't stopped Barbara Hemmerling from serving her community every day.

After years of teaching fourth-, fifth- and sixth-graders at Wagner Elementary, Hemmerling has taken on a multitude of roles in key community nonprofits.

Her efforts led the Chamber of Commerce to name her its Citizen of the Year for 2008.

The announcement was made at a dinner Jan. 17 at Alta Vista Country Club attended by about 90 people.

Hemmerling beat out six other nominees for the award.

The nominees were judged by a three-person panel of anonymous businessmen from Carson, Long Beach and La Palma.

Hemmerling said she was "very pleased" when she found out she was the winner, adding that it was an honor to be nominated in the first place.

Hemmerling was suggested by the Placentia Round Table



ROD VEAL/ORANGE COUNTY REGISTER

**CITIZEN OF THE YEAR:** Placentia resident Barbara Hemmerling poses with her Citizen of the Year award.

Women's Club, where she is in her second year as president, and the Placentia Library Friends Foundation, where she is in her 19th year as secretary. Wagner also heads the Philanthropic Education Foundation, and she is active in the Messiah Lutheran Church and Charity's Closet.

The chamber board chose

to only elect one winner this year, a break from years past when two winners were selected. Board president Michael Ebenhock said that the board made the decision after polling most of the nominating organizations.

"They felt it was just too much to come up with two," Ebenhock said. "It is citizen not citizens - of the year."

## The nominees

The six other nominees for Citizen of the Year and their sponsors:

**Karen Richards**, Placentia-Linda Hospital

**Marie Schmidt**, Placentia Historical Committee

**Dean Cassidy**, League of Women's Voters

**Judy Johnson**, Moms of Military Prayer and Support Group

**Craig Green**, Citizens for a Better Placentia

**Bill Zavala**, Citizens for a Better Placentia

**pacific clippings**  
post office box 11789  
santa ana, calif. 92711  
Yorba Linda Star  
Weekly JAN 31 2008

# Child-proofing Internet access

Library looks at new policy to stay eligible for government funding.

BY ERIN WELCH  
CONTRIBUTING WRITER

The Library Commission may add content filters to public-use computers to keep the branch in the running for state and federal discounts on telecommunication fees.

Commissioners will vote next week on changes to the library's Internet policy.

If approved, all library computers used for public Internet access would be filtered for adult content for the safety of computer users under the age of 18.

The library had 28 computers for the public to use. Nine are in the adult section and, currently, don't have filters, but will get the software if the policy is approved. In July 2007, the library ap-



**PROHIBITED:** This is the room at the Yorba Linda Library where the most computers will be affected by the filter on adult content.

plied for and began receiving through the federally funded E-Rate program.

**ROD NEAL, ORANGE COUNTY REGISTER**  
To continue getting discounts, the library must be able

ly compliant with the Children's Internet Protection Act.  
"Our primary reason for pursuing E-Rate is to receive the discounts and save taxpayer money," Acting Library Director Melinda Steep said. "The estimated amount of savings is more than \$10,000."

The child-protection act requires a safety policy that ensures "specific technology that blocks or filters internet access...to visual depictions that are obscene, child pornography or are harmful to minors."

Upon final approval, the policy would take effect immediately.  
For adult users conducting bona fide research, the filter could be turned off temporarily by a library technician, Steep said.

The Library Commission is expected to vote on the policy change at its 6:30 p.m. meeting on Feb. 7 in the Yorba Linda Room of the library, 15181 Imperial Highway.

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Placentia News  
Weekly JAN 31 2008

## Library hosts veterans night

Outreach events  
give community a  
chance to learn  
Placentia history.

BY ERIC NEFF  
STAFF WRITER

337  
The public library held the first in a series of special open houses last week meant to make the community aware of preservation efforts being done at the library.

Wednesday's open house targeted veterans.

Attendees enjoyed light refreshments and watched a movie on a flood that came through Placentia in 1938.

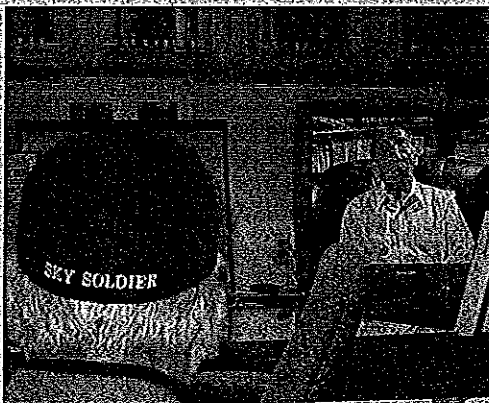
Library volunteer Pat Irot said the next event will target the Girl Scouts in February.

"We feel like these groups need to know about us," Irot said.



PHOTOS BY ERIC NEFF, STAFF WRITER

**WATCHING HISTORY:** A group of veterans watch a documentary on a flood that went through Placentia in 1938.



**PLACENTIA HISTORY:** Ray Chavez, a Vietnam veteran in the 173rd Airborne Brigade, watches the documentary. Chavez was in the first Army division to hit the ground in Vietnam.

**pacific clippings**  
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The Register  
Daily FEB 02 2008

# Where does Placentia go from here?

Finance Director Terrence Beaman talks about city's fiscal problems in the wake of a damaging state audit.

By ERIC NEFF  
THE ORANGE COUNTY REGISTER

**PLACENTIA** — Since Placentia was hit with a \$36 million bill by the state last month, the city's finances have been in an even greater state of uncertainty than they were before, when failed rail and road separation projects plunged the city into debt.



The man in the middle of the city's push to restore order in Placentia is Finance Director Terrence Beaman. The Cal State Long Beach graduate had stints with the cities of Los Alamitos and Monrovia before he took over Placentia's finances in June 2006, long after the fiscal crisis first surfaced.

Since then, he's been digging through old records, in part to reduce what the California Department of Transportation says it is owed. He is also trying to improve current bookkeeping.

**Q. What's your assessment of the city's financial situation?**

**A.** The city's current financial position is really not good. During the 2006-07 fiscal year, revenues came in a little better than expected, expenses

## Placentia and the audit

The California Department of Transportation spent two and a half years auditing the city of Placentia's finances for rail and road separation projects. The city says it spent about \$60 million on the project, and \$36 million of it was in grants, which Caltrans says it wants reimbursed.

Of that, \$11.8 million is non-negotiable, Caltrans officials say, because the state found improper payments for properties and conflict-of-interest violations. The city says it will challenge these findings through legal means.

The remaining \$24 million is for expenditures that Caltrans said the city could not sufficiently account for. City officials counter that they have provided proper documentation, and that the state is unfairly changing its standards after the fact. Nevertheless, city officials say they will still be able to produce the necessary documentation by Caltrans' deadline of June 1.

es came in a little under. So our projected general fund balance is minus \$3.2 million, which in my opinion is pretty severe, pretty dire. We don't have any reserves.

**Q. Were there problems with the accounting in the decade before you came here?**

**A.** I think the accounting needed more attention. They needed outside eyes (referring to CPA Mike Matsumoto and himself); they needed a fresh

set of eyes to come in and look at their financial records.

**Q. What potential do Caltrans officials have to limit services?**

**A.** Huge. Because if they required the city to pay back \$36 million today (Caltrans says the figure is negotiable), I think that could bankrupt this city or any city. That's the first problem.

The second would be if they required us to pay back the \$11.8 million (which Caltrans says isn't negotiable). If nothing else, it would require us to do some kind of shifting of priorities as far as expenditures, budgets, people, staffing, capital outlay requests and infrastructure. So far we don't want to talk about that, and we don't want to think of that.

The City Council has been very consistent in its refusal to touch staff. On the other hand, if those are Caltrans demands, that's a potential out there.

**Q. How much would the city like to have in reserve?**

**A.** Perfect world, in my opinion, is about 20 percent of your annual operating revenues or expenditures. So if we have about a \$29 million budget, it'd be about \$6 million.

**Q. What is your reaction to Yorba Linda's \$36 million surplus, being the financial director for a city in pretty much the opposite situation?**

**A.** Probably a little envious, because they probably don't have the level of stress that we have. They probably don't have the morale problems that we have. They wouldn't have the trouble we have of recruiting or retaining people.

When you drive through this community it's shocking; this is such a nice community.



### **pacific clippings**

**p m b 1 1 7 8 9**  
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Fullerton Observer  
Weekly **FEB 0 1 2008**

#### **FEB 9: POETRY FOR PLEASURE**

**PLACENTIA LIBRARY, 332**  
**411 E. CHAPMAN AVE. (at Kraemer)**  
**714-528-1906**

**1pm-3pm** Cal. State's OLLI Poetry for Pleasure class will present their latest anthology containing over 200 poems written by 23 students. Books will be for sale and refreshments will be served.

Free info: 714-528-1906

### **pacific clippings**

**p m b 1 1 7 8 9**  
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Placentia News  
Weekly **JAN 3 1 2008**

#### **Local authors to talk about writing**

**332**  
The Placentia Library History Room is hosting a panel of six local authors who will talk about their writing and publishing experiences.

David Baumann, Margo Palmgren, Meredith Lasko, Barry deGraaf and Jim Armstrong will also be available to answer questions and autograph their books at the event, which runs from 1 to 3 p.m. Feb. 2 at the library.

The library is at 411 E. Chapman Ave.

### **pacific clippings**

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**santa ana, calif. 92711**

The Register  
Daily **FEB 0 1 2008**

**332 PLACENTIA**  
**Beauties compete:** The Miss Placentia Pageant is at 6:45 tonight at Valencia High School's auditorium. The teen competition will be at 2 p.m. Tickets are available at the Chamber of Commerce and are \$15 to each show. The emcees for the event are Jordan Kruke, Miss Teen California 2007 and a Placentia native, and Michael Ebenhock, president of the Placentia Chamber of Commerce. Julie LaCroix, Miss Placentia 2006, will emcee the teen pageant.  
**Eric Neff**  
714-704-3782 eneff@ocregister.com

### **pacific clippings**

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Orange City News  
Weekly **FEB - 7 2008**

**332 Poetry for Pleasure** will take place on February 9 from 1 to 3 p.m. at the Placentia Library, 411 E. Chapman Ave. in Placentia, Cal. State Fullerton's Osher Lifelong Learning Institute Poetry for Pleasure class will present its latest anthology. More than 200 poems written by 33 students. Info: 714-528-1906.

### **pacific clippings**

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**santa ana, calif. 92711**

The Register  
Daily **FEB 1 2 2008**

**332 PLACENTIA**  
**Assistant curator opening:**  
The Placentia Founders Society is seeking a volunteer assistant curator to help develop and mount exhibits and learn archiving and historical preservation for projects related to the Bradford House. Training will be provided by John Stahler, PFS vice president-curator, who is completing his doctoral degree in public history. Information: 714-998-5546.  
**Eric Neff**  
714-704-3782 eneff@ocregister.com

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santa ana, calif. 92711

Placentia News  
Weekly FEB - 7 2008

# Placentia vows to fight Caltrans audit

## City hopes lobbying firm will help with legal challenges.

BY ERIC NEFF  
STAFF WRITER

332  
With the state Department of Transportation saying the city will have to return up to \$36 million in grants spent on railroad projects, city officials are saying they will fight the demand with everything they have got.

It's a "terrible, terrible thing that this city is facing," Councilman Greg Sowards said about the Caltrans audit of Placentia projects tied to its failed OnTrac agency.

The \$36 million the state says Placentia owes is more than a year's worth of expenses for the city, which is already facing a general fund deficit of \$3 million.

"We really can't live with that," Finance Director Terrence Beaman said.

Legal challenges will be the most significant weapons at the city's disposal. The city has already hired a consulting firm at a cost of \$90,000 to help with negotiations and legal conversations with Caltrans. Their work will start this week.

"We'll fight it all the way to a court and get it in front of a jury as long as we feel we're in the right," Councilman Scott Brady said.

Expressing confidence in the city's legal position, Mayor Scott Nelson said: "Our understanding is Caltrans' legal team has not looked at this very thoroughly."

The second objective for the city is to find documents accounting for expenditures that Caltrans officials said they were not provided access to. The audit says \$11.8 million is due flat-out, but the rest of the \$36 million could be widdled

down if the appropriate documents are produced.

Several city officials said they are confident that staff will produce the documents by Caltrans' June 1 deadline, though Sowards and Councilwoman Connie Underhill have expressed doubts about that claim.

To track down the documents, the city has formed a data assemblage team of Beaman, City Engineer Andy Muth, Mike Matsumoto, an accountant hired by the city, and a representative from the city attorney's office.

Caltrans has promised to assist the city in its search, and the team will make its first trip to Sacramento around the first of March.

None of these tactics are guaranteed to lower the debt, though, and Dominguez said backup plans for the city would include appealing to the state legislature and, ultimately, contracting out services and laying off employees.

**pacific clippings**

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**santa ana, calif. 92711**

Yorba Linda Star  
 Weekly FEB 07 2008

# Measure A passed by voters

## Bond issue will pay for more renovations and new facilities.

By **ERIN WELCH** and  
**ERIC NEFF**  
 STAFF WRITERS

332

A debate that divided residents in the Placentia-Yorba Linda Unified School District over what is best for their children settled with the narrow approval of a \$200-million bond measure on Tuesday that will finance improvements for schools across the district.

Measure A finished with 56.7 percent approval and 43.3 percent opposed. It needed 55 percent to pass.

The measure aims to modernize schools that didn't receive money through Measure Y, a \$102-million bond approved by voters in 2002.

Mary Weddle, president of Campaign for Kids, established to back Measure A, said she was "ecstatic" that the measure passed.

"It tells me that very specific things are being discussed here," she said, in reference to the gymnasiums, auditoriums and other facilities that will be paid for by the bond measure.

Opponents of the bond measure were concerned about the increase in property tax. Property owners within the district will pay about \$29.50 per \$100,000 of their home's assessed value each year for 25 years.

Alan Grotz, a Placentia resident, said he was disappointed with the election result, adding that the school district said Measure Y would complete all improvements when it was on the ballot.

"It's just something that won't work, because all it is is taxes getting around Proposition 13, and they'll be back for more," he said.

Measure Y allowed for 23

schools and 19 playgrounds to be upgraded. Also, four new schools were built.

But, according to school district officials, many more improvements are needed.

Superintendent Dennis Smith said he was "gratified for the support" when he heard the election results, and that the funds "can really take us to a whole new level."

Improvements are to include upgraded classrooms, technology infrastructure, technology for staff and student use, sports and performing arts facilities, vocational programs and construction of new facilities.

"It's tremendous for our school district," Smith said. "It allows us to complete the major projects from Measure Y."

Now, a bond oversight committee will be formed to monitor spending of the bond money. The state will provide about \$12 million in matching funds.

For a complete list of improvements, see

[www.ocregister.com/yorbalinda](http://www.ocregister.com/yorbalinda).

## pacific clippings

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Anahelm Bulletin  
Weekly FEB - 7 2008

### 332 EVENTS

**Comedy Fiesta** is slated to take place Friday, February 8 at 7:30 p.m. at the Titan Pavilions in Fullerton. Cal State University Fullerton M.E. Ch. A. is hosting Comedy Fiesta with star comedian Ernie G. Performers include Luke Torres, G. Reilly, & Shayla Rivera. Tickets are \$20 and \$15. Info: 714-278-3846. Cal State Fullerton is located at 800 N. State College Blvd. The Pavilion is at

**Poetry for Pleasure** will take place on February 9 from 1 to 3 p.m. at the Placentia Library, 411 E. Chapman Ave. in Placentia. Cal State Fullerton's Osher Lifelong Learning Institute Poetry for Pleasure class will present its latest anthology. More than 200 poems written by 33 students. Info: 714-528-1906.

**Valentine's Day Dinner Show** with John Pinette is slated for Thursday, February 14 at 7:30 p.m.

at the Brea Improv. Celebrate Valentine's Day at the Improv. With admission to the show, guests will receive a glass of champagne, orange almond dinner salad, choice of entree (Prime Rib, Chicken & Mushrooms with Asparagus, Chicken Tequila Pasta, or Mushroom Farfalle), Chocolate Mousse dessert, and a flower for that special valentine. Tickets: \$75. Info: 714-482-0700. The Improv is at 120 S. Brea Blvd. in Brea.

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Placentia News  
Weekly FEB - 7 2008

### 332 UNDERSTANDING FOOD LABELS

The Placentia Library is offering a free program on reading food labels at 10:30 a.m. Tuesday in the library's Meeting Room.

Paul Montanez, Health Educator for Prospect Medical Group, will teach the program. The library is at 411 E. Chapman Ave.

### HOW TO DEAL ON EBAY

The Placentia Library is offering a free program on purchasing items off of eBay at 6:30 p.m. Tuesday.

Deborah Miller, who has taught at local community colleges, will lead the program. Refreshments will be served.

The library is at 411 E. Chapman Ave.

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The Register  
Daily FEB 13 2008

**332 PLACENTIA**  
**City openings:** The city has several positions open for citizens that are interested in participating in local government. The senior advisory committee, the veterans advisory committee and the historical committee are all looking to fill vacancies. Applicants for the senior advisory committee must be over 55 years old. Veteran committee members do not have to be veterans. Historical committee applicants should be familiar with Placentia history and preservation principles. The senior committee meets quarterly, and the veterans and historical committees meet bi-monthly. Applications are due Feb. 21.

Eric Neff  
714-704-3782 eneff@ocregister.com

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The Register  
Daily FEB 14 2008

**332 PLACENTIA**  
**Girl scouts:** Girl Scout leaders will be visiting the Placentia Library History Room from 1 to 4 p.m. Feb. 23 at 401 E. Chapman Ave. Visitors can learn about the History Room collections and how they can assist the Girl Scouts. Information: 714-528-1925, ext. 224.

Eric Neff  
714-704-3782 eneff@ocregister.com

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Placentia News  
Weekly FEB 14 2008

## Italian exchange student reunion

**332** The Placentia Library is holding a social get-together for student-exchange participants from 1 to 4 p.m. March 8 in the History Room.

It is a chance to reunite with others and to share stories from past exchanges.

In the 1980s, students from Morse School and St. Joseph's School, both in Placentia, along with teachers and parents, participated in a student exchange, creating a unique adventure between Placentia, Italy and Placentia.

Information: 714-528-1925, ext. 224.

# pacific clippings

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

The Register  
Daily FEB 16 2008

**332 PLACENTIA**  
**Books delivered:** The library is offering a reading and book-delivery program for home-bound residents. Volunteers will go to the participant's home to read aloud or deliver books. Volunteers are available 9 a.m. to 3 p.m. Monday through Thursday for two one-hour visits a month. Information: 714-528-1906, ext. 219.

Eric Neff  
714-704-3782 eneff@ocregister.com

# pacific clippings

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

The Register  
Daily FEB 18 2008

**332 PLACENTIA**  
**Calling history buffs:** The city is seeking to fill a vacancy on its Historical Committee. Members are typically familiar with historic-preservation principles and practices and have knowledge of Placentia history. Application forms are available from the City Clerk's Office at City Hall, 401 E. Chapman Ave. Applications are due by 5 p.m. on Thursday. Information: 714-993-8231.

Michael Mello  
714-704-3796 mmello@ocregister.com

# pacific clippings

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

The Register  
Daily FEB 20 2008

**332 PLACENTIA**  
**Municipal breakfast:** The Placentia Chamber of Commerce is hosting the eighth annual State of the City Breakfast at 7:15 a.m. Feb. 28 at Alta Vista Country Club. Cost is \$45 per person. Information: 714-528-1873.

Eric Neff  
714-704-3782 eneff@ocregister.com

**pacific clippings**

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santa ana, calif. 92711

Placentia News  
Weekly FEB 21 2008

**Best-selling author to speak at luncheon**

New York Times best-selling paperback author Suzanne Enoch, a Placentia native, will

be the featured speaker at an author's luncheon at 10:30 a.m. March 1 at Alta Vista Country Club. The Placentia Library Friends Foundation is sponsoring the event.

Tickets are \$45 and are available online at

[www.placentialibrary.net](http://www.placentialibrary.net) or by calling 714-528-1925, ext. 201.

**BRIEFLY**

**pacific clippings**

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Placentia News  
Weekly FEB 21 2008

**Tutors to be trained to help young kids**

The Placentia Library is holding its next volunteer tutor training from 1:30 to 4:30 p.m. March 2 at the library, 401 E. Chapman Ave. All trained individuals will be able to assist elementary school-aged children with their educational needs. To secure a seat, the library asks potential tutors to call three days in advance. Information: 714-528-1906, ext. 219.

**pacific clippings**

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

The Register  
Daily FEB 28 2008

**PLACENTIA**

**Bestselling author:** Bestselling author Suzanne Enoch, a Placentia native, will be the featured speaker at an author's luncheon at 10:30 a.m. Saturday at Alta Vista Country Club. Tickets are \$45 and are available online at

[www.placentialibrary.net](http://www.placentialibrary.net) or by calling 714-528-1925, ext. 201.

Eric Neff  
714-704-3782 [eneff@ocregister.com](mailto:eneff@ocregister.com)

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The Register  
Daily FEB 26 2008



**ATTENTIVE CROWD:** It was a full house for the Noteworthy Duo's performance at the historic Bradford House.

# CLASSIC MUSIC, HISTORIC HOUSE

Placentia Founders  
Society hosts Sunday  
concerts in city  
founding father's home.

Photos and story by  
**GABRIEL PETERSON**  
SPECIAL TO THE REGISTER

**PLACENTIA** • Music filled the downstairs of the historic Bradford House on Sunday, one of several concerts to be held this winter in the 1902 Victorian home-turned-museum.

The concerts are hosted by the Placentia Founders Society, which is dedicated to the restoration of the home of one of city's founding fathers.

Flutist Lisa Schroeder and guitarist Jeff Askew joined together as the Noteworthy Duo for an afternoon of classical music.

Schroeder is a freelance flutist and private instructor throughout Southern California. Askew is a freelance guitarist and he teaches guitar at Biola University.

The next program at the Bradford House will be March 16 and features the Harmonia Baroque Players.

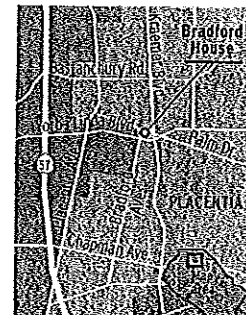
For more information or for tours of the house at 136 Palm Circle, call 714-993-2470.



**MUSIC MAN:** Guitarist Jeff Askew reads from multiple sheets of music.



**THE LOCATION:** The historic Bradford House is the site of the Placentia Founders Society's concert series



The Register

**pacific clippings**

February 11, 2008  
 Santa Ana, Calif. 92711

The Register  
 Daily FEB 23 2008

**HOME & GARDEN CALENDAR**

**CHECK IT OUT  
 ORANGE COUNTY HOME**



Each month, Orange County Home takes you inside designer-decorated houses and gardens, as well as specialty stores throughout the county — as no other local interior design magazine can. For more information, call 714-796-2444, or subscribe online at [www.orangecountyhomemagazine.com](http://www.orangecountyhomemagazine.com). Look for copies in select Barnes & Noble stores and Ralphs supermarkets in Orange County.

**GARDEN EVENTS**

**Editor's Top Pick** General orchid care. Learn about different requirements of orchids, watering, light, fertilization, etc. Noon Feb. 23, The Plant Stand, 2972-A Century Place, Costa Mesa. 800-698-1077.

[www.plant-stand.com](http://www.plant-stand.com)

**California Friendly Gardening for the Water-Wise Gardener.** Workshop by Guy Stivers, landscape architect. Learn how to save water in your garden with good design. 9 a.m. Feb. 23, Huntington Beach Public Library, 7111 Talbert Ave., Huntington Beach. 714-842-4772.

[www.shipleynature.org](http://www.shipleynature.org)

**Organic gardening with Gisel Schoniger of Kellogg Garden Products.** Rebuild your garden the organic way. Schoniger will show you how. Learn about the best products for a bountiful vegetable crop. 10 a.m. Feb. 23, Blue Hills Nursery, 16440 E. Whittier Blvd., Whittier. 562-947-2106. [www.bluehills.com](http://www.bluehills.com)

**African violet show and sale.** Plant sale and show of African violets. 10 a.m. Feb. 23, Fullerton Arboretum, 1900 Associated Road, Fullerton. 714-278-3579. [www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Gardening class.** Laguna Hills Nursery offers a series of spring gardening workshops specifically designed for beginners and even experienced gardeners who desire better results. 9:30 a.m. Feb. 23, Laguna Hills Nursery, 71 Auto Center Drive, Foothill Ranch. 949-830-5653. [www.lagunahillsnursery.com](http://www.lagunahillsnursery.com)

**Winter-spring clearance sale at The Potting Shed.** Half off all plants in The Potting Shed. 10 a.m. Feb. 23, Feb. 24 and March 1, Fullerton Arboretum, 1900 Associated Road, Fullerton. 714-278-8347.

[www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Tri-County African Violet show and sale.** Fullerton Arboretum on Feb. 23 and Feb. 24, 2008. 10 a.m.-4 p.m. Fullerton Arboretum, 1900 Associated Road, Fullerton. 714-278-3407. [www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Huntington View Garden Club monthly meeting.** Guests welcome. Meet folks interested in local gardening. 6:15 p.m. Feb. 25, Sea Aire Mobile Home Park, 6241 Warner Ave., Huntington Beach. 714-894-4858.

**National Invasive Weed Awareness Week.** Attend this free lecture by an employee of the Weed Abatement department of the Orange County agriculture commissioner's office. 10 a.m. Feb. 27, Fullerton Arboretum, 1900 Associated Road, Fullerton. 714-278-4691

[www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Little Naturalists: "If I Were a Tree" (children ages 2-5).** Join the Environmental Nature Center's early childhood expert Rainbow Pharaon for a program all about trees. Learn which trees are which, what they need to survive and how they help humans and animals. 10 a.m. Feb. 27, Environmental Nature Center, 1601 16th St., Newport Beach. \$5. 949-645-8489. [www.enccenter.org](http://www.enccenter.org)

**Orange County Cactus and Succulent Society.** Speaker Tim Harvey will discuss "Container-free Cultivation of Xerophytes" (plants that require very little water). 7:30 p.m. Feb. 28, Fullerton Arboretum, 1900 Associated Road, Fullerton. 714-378-9089. [occss.org](http://occss.org)

**Principles of plant growth.** Covers the physical and biological principles of plant development. 6 p.m. Feb. 28, UC Riverside Extension, 1200 University Ave., Riverside. \$449. 800-442-4990.

**"Prelude to Spring" Winter Bulb Festival.** Guests can enjoy abundant late-winter bloom in our Southern African bulb garden, and throughout the grounds, plus a plant sale of unusual late winter and early spring bulbs, perennials and succulents. 10 a.m. March 1, UC Irvine Arboretum, near the corner of Jamboree Road and Campus Drive, Irvine. \$2. 949-824-5833.

**Indoor Tropical Plant spring cleaning.** Learn about cleaning, fertilizing, pruning and repotting techniques. Noon March 1, The Plant Stand, 2972-A Century Place, Costa Mesa. 800-698-1077.

[www.plant-stand.com](http://www.plant-stand.com)

**Little Naturalists: "A Log's Life."** Join us for this parent-child playtime to learn about the life of a log. We'll read "A Log's Life" and use magnifying lenses to discover the exciting life within a log. 10 a.m. March 3, Environmental Nature Center, 1601 16th St., Newport Beach. \$5. 949-645-8489. [www.ENCCenter.org](http://www.ENCCenter.org)

**Anaheim Beautiful quarterly luncheon.** Marcie Edwards, general manager of Anaheim Public Utilities, will be the guest speaker at this event. Noon March 5, Crowne Plaza Fullerton, 1500 S. Raymond Ave., Fullerton. \$25 presale; \$30 at the door. 714-765-6079.

[www.anaheimbeautiful.org/MainFrame.htm](http://www.anaheimbeautiful.org/MainFrame.htm)

**San Clemente Garden Club meeting.** Guest speaker Dave Brandt will discuss "Attracting Birds to Your Garden." 1 p.m. March 5, St. Andrews by the Sea United Methodist, 2001 Calle Frontera, San Clemente. 949-498-1318.

**Award-winning home composting workshop.** Learn how to compost. 10 a.m. March 8, Fullerton Arboretum, 1900 Associated Road, Fullerton. \$5/member, \$7/non-member. Free to residents of participating cities. 714-278-4681. [www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

thorne Blvd., Torrance. Free. 818-366-1858.  
**Printmaking with vegetables (children).** Recommended ages: 6-10. 10 a.m. March 8, Fullerton Arboretum, 1900 Associated Road, Fullerton. \$5/child. 714-278-3407. [www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Anyone can grow orchids.** This course teaches basic orchid culture, including topics such as light, temperature, watering, fertilization and potting. 6 p.m. March 13, UC Riverside Extension, 1200 University Ave., Riverside. \$49. 800-442-4990.

**How to grow the best tomatoes with Steve Goto.** Third-generation nurseryman and well-known tomato expert Steve Goto shows how to grow the best tomatoes. 9 a.m. March 13, Fullerton Arboretum, 1900 Associated Road, Fullerton. \$8/members \$10/non-members. 714-278-3407. [www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Del Norte Garden Club meeting.** Speaker Marge Hunt will discuss the basic requirements for geraniums. 9:30 a.m. March 13, Placentia Library, 411 E. Chapman Ave., Placentia. 562-691-6917.

**Hummingbird hike.** Join Environmental Nature Center naturalist Leslie Hollwell for a hike in the Environmental Nature Center to search for hummingbirds and their nests. Learn where these tiny bits of nonstop energy get their fuel. 1 p.m. March 15, Environmental Nature Center, 1601 16th St., Newport Beach. \$3. 949-645-8489. [www.ENCCenter.org](http://www.ENCCenter.org)

**Steve Goto Tomato and Vegetable Seminar.** Learn about new products to produce an abundant garden and get info on the best varieties to plant. 1 p.m. March 16, Blue Hills Nursery, 16440 E. Whittier Blvd., Whittier. Free. 562-947-2106. [www.Bluehills.com](http://www.Bluehills.com)

**The Horticultural Society of Orange County.** A garden club that's open to all who enjoy gardening. 7:30 p.m. March 18, East Anaheim Christian Church, 2216 E. South St., Anaheim. 714-635-5541. [www.geocities.com/thehortsocietyofoc](http://www.geocities.com/thehortsocietyofoc)

**Leaf Art Critter Collage (children).** Children will get a minilesson about leaves, followed by a leaf-collecting expedition through the arboretum. Recommended ages: 6-10. 3 p.m. March 19, Fullerton Arboretum, 1900 Associated Road, Fullerton. \$5/child. 714-278-3407. [www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Sea and Sage Audubon Annual Dinner.** The special guest speaker will be David Allen Sibley, author of "The Sibley Guide to Birds." 6 p.m. March 21, Irvine Hilton, 18800 MacArthur Boulevard, Irvine. \$65. 949-261-7963. [www.seaandsageaudubon.org](http://www.seaandsageaudubon.org)



SAFETY COMMITTEE MEETING  
March 11, 2008  
MINUTES

I. Call to Order: 3:00 PM

Members Attending:

David Ferrari  
Wendy Goodson  
Alexander Hernandez  
Jesus Diaz

II. Old Business

1. The Safety Committee went over the different departments EPM checklist drafts and will incorporate it into the new updated manual.
2. Went over the safety online training class.

II. New Business

1. Upon looking at the Disaster Manual, the Safety Committee decided to change the name to Emergency Plan Manual (EPM).
2. Went over the EPM from Reference and made revisions to it.

Prepared by : Wendy Goodson



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
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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

**SUBJECT:** Legislative Issues and a Review of the Status of the State Budget and State Library Budget

**DATE:** March 18, 2008

### BACKGROUND

Agenda Item 24 contains information about current legislation affecting independent special districts and libraries.

I attended the North Orange County Legislative Alliance meeting on March 13, 2008. The speaker was the Executive Director of the Orange County Business Council (OCBC), Lucy Dunn. She gave an introduction to Orange County that was the most impressive, fact-filled statement I have ever heard. I have requested a copy and will share it with the Library Board if she sends it to me. I am also in the process of acquiring multiple copies of the newly released 2008 Community Indicators Report from the OCBC. The Library Board should seriously consider sending a representative to some of the OCBC forums on economic issues in Orange County.

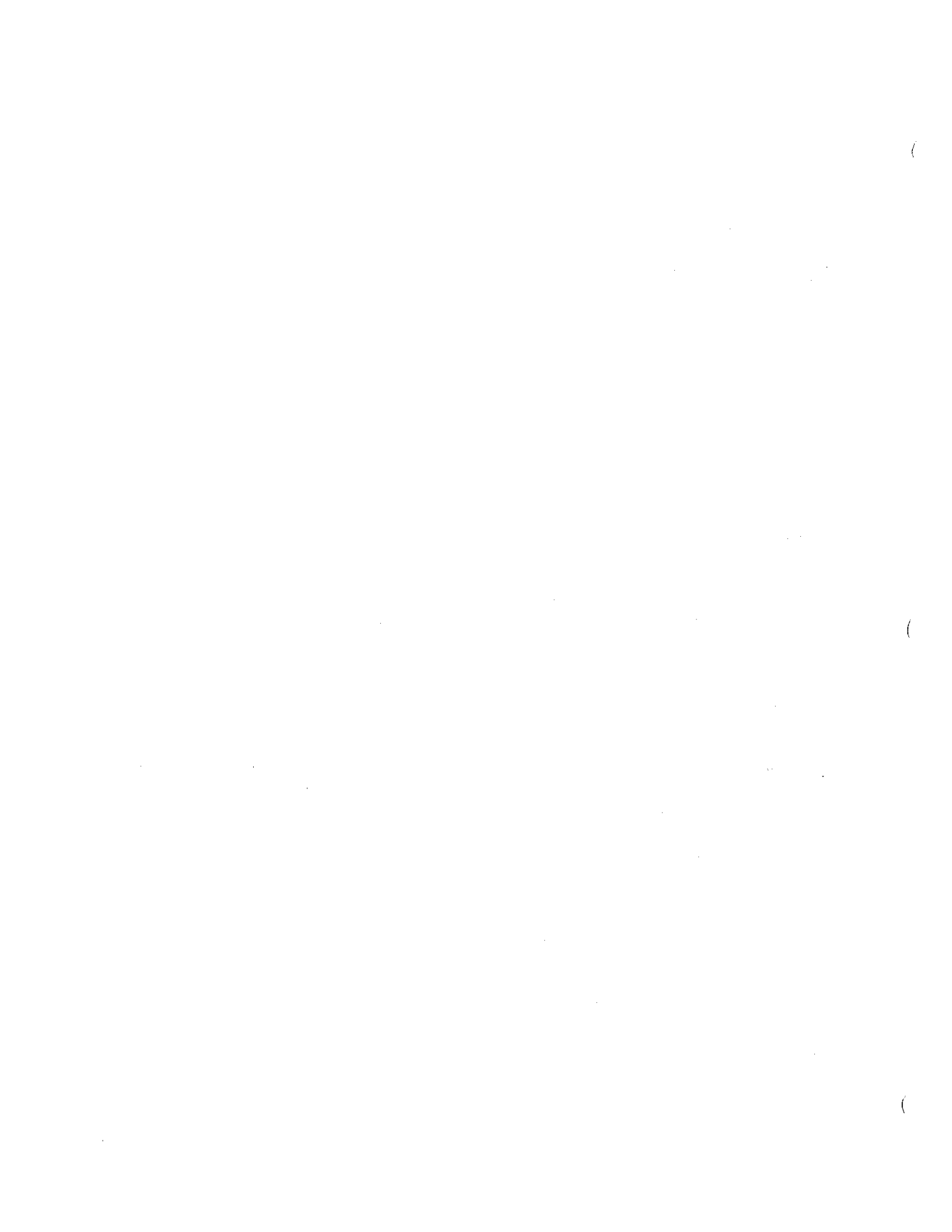
The California Association of Library Trustees and Commissioners met on Saturday, March 15, 2008 at the City of Orange Public Library. State Librarian Susan Hildreth reported that California's public libraries should be comforted by the fact that the Public Library Fund still exists and was not totally eliminated in the most recent budget, although that may still happen in the May revisions. This year Placentia Library District received 14.3 % of its authorized allocation and the Governor's budget is recommending a 10% decrease for next year. Literacy funds are also scheduled for a 10% cut which may be enlarged with the May revisions. Ms. Hildreth urged the Trustees and Commissioners to work with legislators to remind them about the importance of these programs and to ask them to keep them alive with no additional cuts.

Ms. Hildreth also reported that the California Library Association Legislative Committee is working on legislation for emergency waivers for the Public Library Fund maintenance of effort provisions for next year.

The Trustees may report on any contacts they have had with Federal, California or Orange County Legislators.

### RECOMMENDATION

Action to be determined by the Library Board of Trustees.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Elizabeth D. Minter, Library Director  
Placentia Library District Board of Trustees  
Placentia Library Foundation Board of Directors  
Placentia Library District History Room Committee  
Placentia Library Foundation Book Store Volunteers  
Library Staff

**FROM:** James A. Roberts, Public Services Manager *JAR*









**SUBJECT:** Word of Mouth Marketing topic for April 2008 – Placentia Library Children’s Services

**DATE:** March 18, 2008

The District’s Word of Mouth Marketing campaign for April is **Volunteer Opportunities**.

The topics for the next few months are:

- April –Volunteer sign-up
- May -- Summer Reading Program
- June -- Placentia History Room
- July -- Audio Books & e-books (digital branch)
- August – Literacy Tutor sign- up

-  The badges will be distributed on April 1st, 2008. Please wear them at work every day. Please also feel free to wear them when you are shopping or otherwise out in the community.
-  The badges are designed to be conversation starters. They need your participation to make them successful!
-  The library staff selected “**Volunteer Opportunities**” as the topic for April’s topic of month marketing button.
-  Every fiscal year, the Library depends on volunteers to support many of our successful programs and events.
-  In the Children’s Department, student volunteers accounted for 1,300 service hours in fiscal year 2006/07.
-  In the Literacy Department, there were more than 250 volunteers in fiscal year 2006/07.
-  In the Literacy Department, volunteers accounted for more than 15,000 hours of tutoring in fiscal year 2006/07, making the Placentia Library District Literacy Services one of the top literacy programs in the State of California.
-  In other Library Departments, volunteers accounted for over 4,000 hours in fiscal year 2006/07.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

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

**DATE:** March 18, 2008

### BACKGROUND

At its Work Session on January 15, 2008 the Library Board of Trustees reviewed Placentia Library District Policies 2300 through 2327, Personnel Job Descriptions. At its Regular Meeting on February 19, 2008 the Library Board adopted as a first reading Placentia Library District Policies 2020 -- Vacations; 2040 – Sick Leave; 2110 – Health and Welfare Benefits; 2115 – Volunteer Workers' Compensation Insurance; 2120 – Educational Assistance; 2125 Notary Public Training Services; 2130 – Pay Periods and Distribution of Pay Checks; 2160 – Authorized Leave; 2170 – Performance Evaluation; and 2220 – Equal Employment Opportunity, and referred them to the staff for review and comments.

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

These policies are now ready for final adoption.

### RECOMMENDATION

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

- 2300 – Job Description – Library Director
- 2303 – Job Description – Manager of Administrative Services
- 2315 – Job Description – Librarian II
- 2317 – Job Description – Librarian
- 2319 – Job Description – Library Assistant

2320 – Job Description – Coordinator of Development and Volunteer Services

2321 – Job Description – Clerk II

2323 – Job Description – Clerk I



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description -- Library Director  
**POLICY NUMBER:** 2300

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

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

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

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

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

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

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### 2300.2 Typical Tasks

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

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

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

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

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

**2300.2.6** Conducts labor negotiations.

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

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

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

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

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

**2300.2.12** Serves as a United States Passport Application Acceptance Agent.

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

**2300.4** Desirable Qualifications:



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

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

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

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

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

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

**2300.5 Other Requirements:**

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

2300.5.2 Must possess mobility to operate a motor vehicle.

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

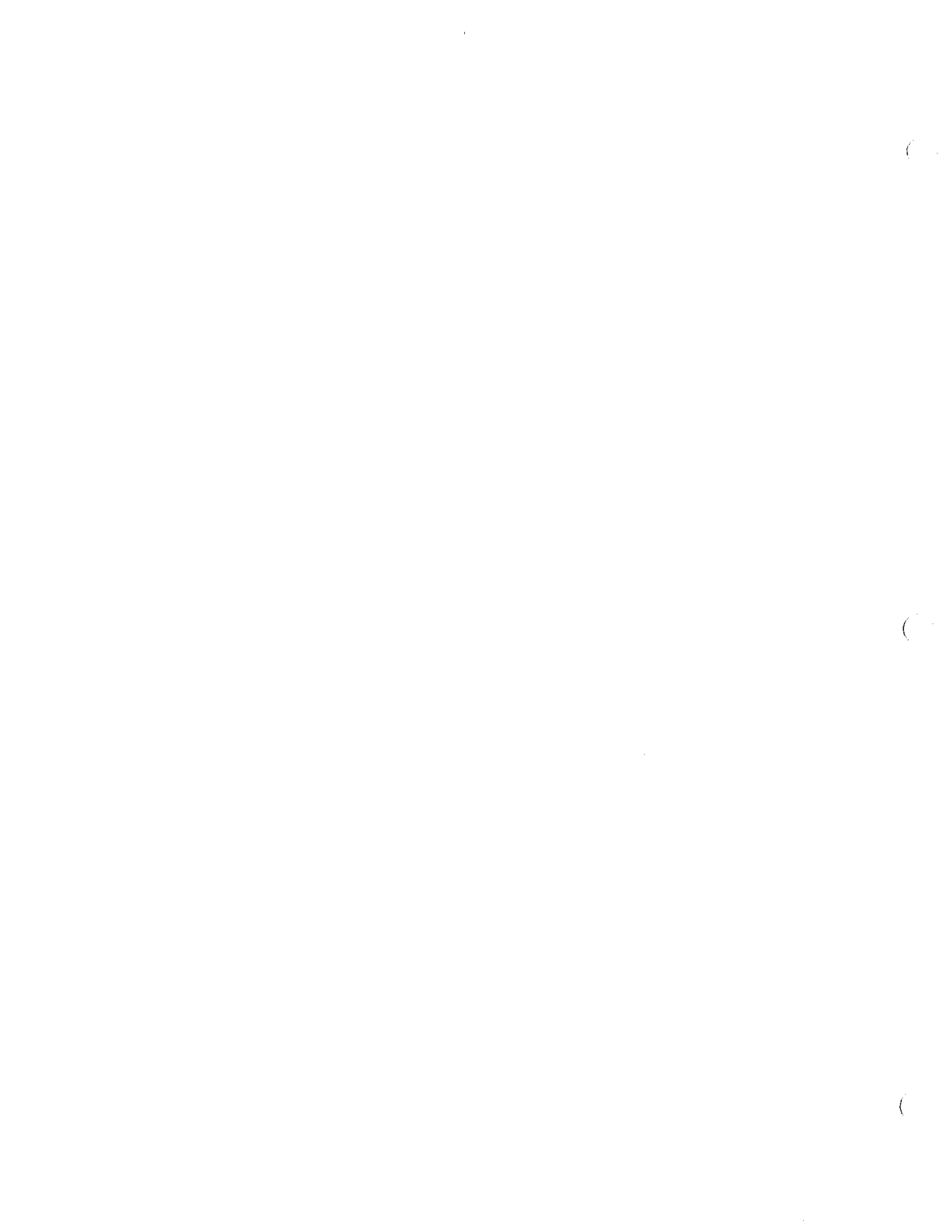
2300.5.4 Must possess stamina to move about the library.

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

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

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



## Placentia Library District

### POLICY HANDBOOK

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

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

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

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

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

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**2303.1.4** Maintains the District's checkbooks and general ledger.

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

**2303.1.6** Prepares the Administrative Services and entrepreneurial activities work schedules.

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

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**2303.1.8** Seeks to carry into effect the policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will communicate the goals and objectives of the Board to the staff and the community and encourage citizen participation in the affairs of the District.

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

### 2303.2 Typical Tasks

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

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

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

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

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

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

**2303.2.7** Maintains files and records related to the operations of the Administrative Office

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**2303.2.8** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

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**2303.2.9** Makes travel arrangements for District Staff and Trustees.

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**2303.2.10** Schedules the use of the Meeting and Conference Rooms.

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2303.2.11 Coordinates bid processes and purchasing (excluding books and library materials).

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2303.2.12 Coordinates maintenance and safety of the District's physical facility.

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2303.2.13 Works on special projects as assigned.

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2303.2.14 Negotiates and manages contracts and service agreements with District vendors.

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2303.2.15 Manages the recruitment process for all District positions.

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2303.2.16 Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

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2303.2.17 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

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2303.2.18 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

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2303.2.19 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

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2303.2.20 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

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2303.2.21 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

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2303.3 Required Qualifications. He/she will have a BA or BS in Business or a related field. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

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2303.4 Knowledge and abilities:

2303.4.1 Proficiency in Word, Excel and Quickbooks.

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**2303.4.2** Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

**2303.4.3** Knowledge of personal computer hardware and software operations.

**2303.4.4** Knowledge of basic fund accounting, cost accounting and budgeting.

**2303.4.5** Ability to apply the knowledge listed above.

**2303.4.6** Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet.

**2303.4.7** Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

**2303.4.8** Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

**2303.4.9** Ability to respond to routine inquiries or complaints from Library customers.

**2303.4.10** Ability to supervise staff and implement personnel policies and procedures.

**2303.4.11** Ability to analyze difficult problems and recommend solutions.

**2303.4.12** Ability to take independent action.

**2303.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2303.4.14** Ability to present information to District management and the Library Board of Trustees.

**2303.4.15** Ability to organize and manage work flow for self and others.

**2303.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

**2303.5 Physical Demands**



**2303.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2303.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2303.5.1.2** Must possess mobility to operate a motor vehicle.

**2303.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2303.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2303.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2303.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

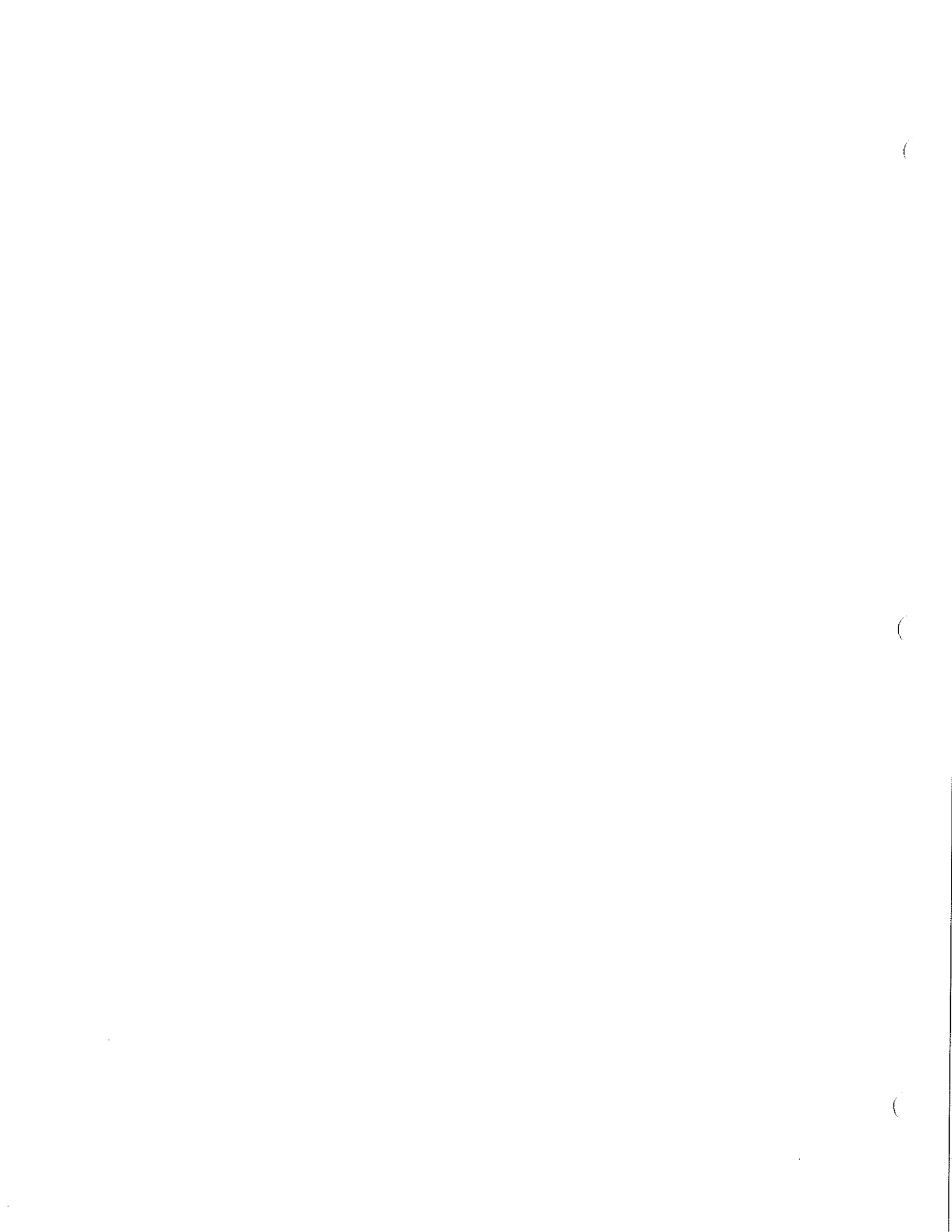
**2303.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2303.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2303.6 Work Environment**

**2303.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2609.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.









## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Job Description – Librarian II  
**POLICY NUMBER:** 2315

**2315.1** A non-exempt supervisory classification under the general direction of the Manager of Public Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Supervises either the reference and adult services activities or the children's services activities including readers' advisory, instructing the public in the use of library materials and equipment, selecting print and audio/visual materials and managing the adult services or children's services sections of the District's web site. Supervises and trains public service desk personnel and volunteers. Develops and presents programs and exhibits.

**2315.1.1** Does specialized reference work using print and electronic formats.

**2315.1.2** Is responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

**2315.1.3** Prepares for the Public Services Manager's approval the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.

**2315.1.4** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2315.1.5** Seeks to carry into effect the expressed policies of the Board of Trustees. He/she will communicate the goals and objectives of the District to the staff and the community.

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**2315.1.6** Prepares monthly and annual reports as assigned by the Public Services Manager.

#### 2315.2 Typical Tasks

**2315.2.1** Implements the public services program of the Library at either the Reference Desk or the Children's Services Desk.

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**2315.2.2** Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2315.2.3** Allocates the library materials budget assigned to that department.

**2315.2.4** Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials

**2315.2.5** Advises the Technical Services Manager on catalog problems and recommends changes

**2315.2.6** Recommends policies for public services to the Manager of Public Services.

**2315.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials.

**2315.2.8** Establishes and implements work procedures for department staff.

**2315.2.9** Trains and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..

**2315.2.10** Represents the District's Reference and Adult Services department or the Children's Department at Santiago Library System and the State Library of California.

**2315.2.11** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

**2315.2.12** Coordinates programs and exhibits as assigned by the Manger of Public Services.

**2315.2.13** Prepares and submits reports of activities to the Manager of Public Services as required.

**2315.2.14** Serves as a United States Passport Application Acceptance Agent.

**2315.3** Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in a library of recognized standards, preferably including public service desk assignments. He/she will possess a valid California driver's license and be a United States Citizen.

**2315.4** Knowledge and abilities:



- 2315.4.1** Knowledge of modern public library organization, procedures and policies.
- 2315.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2315.4.3** Knowledge of personal computer and network hardware and software operations
- 2315.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2315.4.5** Knowledge of reference sources and methods to serve adult and children.
- 2315.4.6** Knowledge of current events, literature and standard works in various fields.
- 2315.4.7** Knowledge of personnel, safety management and supervisory skills.
- 2315.4.8** Ability to apply the knowledge listed above.
- 2315.4.9** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2315.4.10** Ability to respond to common inquiries or complaints from Library customers.
- 2315.4.11** Ability to supervise staff and implement personnel policies and procedures.
- 2315.4.12** Ability to analyze difficult problems and recommend solutions.
- 2315.4.13** Ability to take independent action.
- 2315.4.14** Ability to prepare and present reports that conform to prescribed style and format.
- 2315.4.15** Ability to efficiently use word processing, spreadsheet, database , desktop publishing and library system software applications.
- 2315.4.16** Ability to organize and manage work flow for self and others.
- 2315.4.17** Ability to establish and maintain effective relations with co-workers, the public and community organizations.





## **2315.5 Physical Demands**

**2315.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2315.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2315.5.1.2** Must possess mobility to operate a motor vehicle.

**2315.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2315.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2315.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2315.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2315.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2315.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2315.6 Work Environment**

**2315.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2315.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

