

CITY OF PLACENTIA  
Placentia, California

(Director of Administrative Services - continued)

training programs for employees. Coordinates and reviews employee performance evaluation, employee development, and similar programs. Recommends changes in personnel rules, regulations, and policies, and assists in their application. Serves as Compliance Officer for Americans with Disabilities Act.

Makes comparative studies, researches personnel and management problems, and writes reports; maintains basic personnel records and files.

Provides supervision and direction for the City Environmental Planning and Disaster Preparedness Sections.

Provides supervision and direction for the City Records Section, in support of the elected City Clerk.

QUALIFICATIONS GUIDE

Training and Experience

A Bachelor's degree with major in public administration, political science, business administration, human resources or industrial relations, or related fields; a related Masters Degree is highly desirable; and three (3) years progressively responsible administrative and management experience in municipal government. Previous experience in a California City Manager's office is preferred.

Knowledge and Abilities

Knowledge of principles of local government, organizations, public relations, and city management, knowledge of general research, statistical, and report writing methods; knowledge of the principles and practices of effective supervision, training, and employee relations.

General knowledge of principles and practices of public personnel administration, principles and methods of position classification, compensation, recruitment and selection, training, benefits, and employee relations.

General knowledge, or ability to quickly learn, the principles, practices, techniques, and laws regarding waste management and disaster preparedness; knowledge of public information and public relations techniques.

October 1994

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(Director of Administrative Services - continued)

Knowledge of the principles of management, organization, and public administration.

Ability to conduct professional studies utilizing analytical and statistical techniques, compile and prepare selection material, organize and conduct interviews and performance tests, prepare written reports, apply policies to specific cases, interpret City policies and programs, counsel and maintain cooperative working relationship with administrative staff and employees, effectively represent the City in intense adversarial situations, and make effective oral presentations before the City Council, community groups, employee groups, and community members.

Licenses

A valid California Motor Vehicle Operator's license.

Physical Demands

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

While performing the duties of this position, the employee is frequently required to bend, sit, twist, reach, stretch, push/pull/drag/lift up to 20 pounds, use feet to drive, and use hands for feeling, simple grasping, firm grasping, and fine manipulation (both hands).

Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Specific hearing abilities required by the position include adequate hearing at close proximity, at a distance, and in both ears.

Other specific abilities required by this position include articulate, understandable verbal communication (including presentations before large audiences), auditory and visual comprehension (understanding and processing the written and spoken word), effective communication with co-workers and the public in person and by phone, short- and long-term memory recall, reading, writing, functioning independently, interacting effectively in group situations, accepting supervisory authority,

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(Director of Administrative Services - continued)

making independent decisions, possessing problem solving skills, and functioning in highly stressful situations.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

There are no significant weather, temperature, humidity, noise, vibration, or atmospheric conditions associated with this position.

CITY OF PLACENTIA  
Placentia, California

CLASS SPECIFICATION  
July 1996

## FINANCE SERVICES MANAGER

### CLASS SUMMARY

Under direction, supervises accounting, payroll, purchasing, centralized data processing, liability claims, grant, and budget processes and professional fiscal and clerical staff, and performs a wide variety of professional duties; and does related work as required.

#### Essential Functions

Essential functions include the following. Other duties may be assigned.

Insures that the City's general accounting system conforms to sound accounting procedures and legal requirements; prepares and coordinates the compilation of various financial reports, balance sheets, cash receipts, and disbursement statements; conducts internal audits, prepares journal entries and adjustments to the general and subsidiary accounting ledgers; checks invoices and processes warrants; verifies classification of funds and accounts; advises operating departments on established City accounting procedures and regulations.

Assists the Director in developing and revising revenue projections; review and reconcile budget reports; manage and coordinate the annual budget review process; prepare budget instructions, review submitted departmental data, and develop the preliminary and final budgets; assists processing of liability claims; coordinates grant fund accounts (such as HCDA, ISTEPA, etc.) with county, state and federal officials, coordinates property tax roll assessments.

Coordinates the City's computer accounting and payroll system; verifies accuracy of computer input and resultant computer reports; analyzes operation of computer system and seeks changes where required to meet City's needs.

Supervises the work of subordinate professional and clerical staff engaged in accounting, payroll and purchasing activities; performs a wide variety of first line supervisory duties; coordinates and assists auditors during annual audits; and conducts various special studies or projects on behalf of the Director of Finance or City Administrator.

### QUALIFICATIONS GUIDE

#### Training and Experience

Graduation from college with a major in accounting, business, public administration, or a related field, including courses in advanced accounting, auditing, and cost accounting.

CITY OF PLACENTIA  
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CLASS SPECIFICATION  
July 1996

(Finance Services Manager - continued)

Five years of responsible professional accounting experience including at least two years of public agency accounting experience and two years in a supervisory capacity.

Education or experience related to financial applications of electronic data processing is highly desirable.

**Knowledge and Abilities**

Thorough knowledge of the principles of accounting and auditing, financial, and statistical reporting, principles of municipal accounting [Governmental Accepted Accounting Procedures, (GAAP)], utility accounting, cost accounting, auditing, and budgeting; principles of data processing systems and procedures; principles of office management, practices, and procedures; operating of standard financial office equipment; modern supervisory principles and practices.

Ability to prepare clear and comprehensive financial statements and reports; analyze complex financial records and resolve difficult accounting problems; make account reconciliations and accurate arithmetic calculations; advise subordinate clerical employees in routine accounting and bookkeeping detail; establish and maintain effective working relationships with department heads and employees; operate a variety of office equipment.

**Licenses**

A valid California Motor Vehicle Operator's license.

**Physical Demands**

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

While performing the duties of this position, the employee is frequently required to sit, and use hands for feeling, simple grasping, firm grasping, and fine manipulation. The employee is occasionally required to bend, twist, reach, stretch, push/pull/drag/lift up to 20 pounds.

**CITY OF PLACENTIA**  
Placentia, California

**CLASS SPECIFICATION**  
July 1996

(Finance Services Manager - continued)

Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Specific hearing abilities required by the position include adequate hearing at close proximity, at a distance, and in both ears.

Other specific abilities required by this position include articulate, understandable verbal communication, auditory and visual comprehension (understanding and processing the written and spoken word), effective communication with co-workers and the public in person and by phone, short- and long-term memory recall, reading, writing, functioning independently, interacting effectively in group situations, and accepting supervisory authority.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

There are no significant weather, temperature, humidity, noise, vibration, or atmospheric conditions associated with this position.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Public Services  
**POLICY NUMBER:** 2305

**2305.1** The Public Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the adult services, children's services and literacy services programs of the library. May be designated in charge of the Library during the absence of the Library Director.

**2305.1.1** He/she attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2305.1.2** He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2305.1.3** He/she oversees the preparation of public service desk schedules and the assignment of substitute hours.

**2305.1.4** He/she coordinates the continuing education and in-service training program for the Public Services staff

**2305.1.5** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2305.1.6** 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 Public Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

**2305.1.7** He/she prepares monthly and annual reports on the public service activities of the Library.

**2305.1.8** He/she coordinates the adult and children's programming activities and exhibits in the Library.

### 2305.2 Typical Tasks

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**2305.2.1** Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

**2305.2.2** Coordinates Library services projects with the City of Placentia and other outside organizations.

**2305.2.3** Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2305.2.4** Manages and coordinates the Library's WEB site.

**2305.2.5** Manages the Library's programs for adults and children and schedules and coordinates exhibits.

Deleted: 2305.2.5 . Manages the passport application agency program.¶

**2305.2.6** Prepares grant applications for Public Service activities.

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**2305.2.7** Establishes and implements work procedures for department staff.

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**2305.2.8** Negotiates and manages contracts and service agreements with Library vendors.

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**2305.2.9** Speaks before community groups about books and Library services.

Deleted: 10

**2305.2.10** Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

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**2305.2.11** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

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**2305.2.12** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May take notes for the minutes in the absence of the Administrative Assistant.

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**2305.2.13** Plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

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**2305.2.14** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

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**2305.2.15** May be required to work up to half-time on a public services desk or in the literacy department.

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**2305.2.16** Serves as a United States Passport Application Acceptance Agent.

**2305.3** Required Qualifications. He/she will possess a masters 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 a minimum of two years as a department supervisor. He/she will possess a valid California driver's license and be a United States Citizen.

**2305.4** Knowledge and abilities:

**2305.4.1** Knowledge of modern public library organization, procedures and policies.

**2305.4.2** Knowledge of computer hardware and software operations

**2305.4.3** Knowledge of skills required to perform reference work for adults and children using print and electronic resources.

**2305.4.4** Knowledge of reference sources and methods to serve adult and children.

**2305.4.5** Knowledge of skills required to operate all components of a library-based literacy program.

**2305.4.6** Knowledge of basic fund accounting and budgeting.

**2305.4.7** Ability to apply the knowledge listed above.

**2305.4.8** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2305.4.9** Ability to respond to common inquiries or complaints from Library customers.

**2305.4.10** Ability to supervise staff and implement personnel policies and procedures.

**2305.4.11** Ability to analyze difficult problems and recommend solutions.

**2305.4.12** Ability to take independent action.

**2305.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2305.4.14** Ability to present information to Library management, public groups and the Library Board of Trustees.

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**2305.4.15** Ability to organize and manage workflow for self and others.

**2305.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

**2305.5 Physical Demands**

**2305.5.1** 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.

**2305.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2305.5.1.2** Must possess mobility to operate a motor vehicle.

**2305.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2305.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2305.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

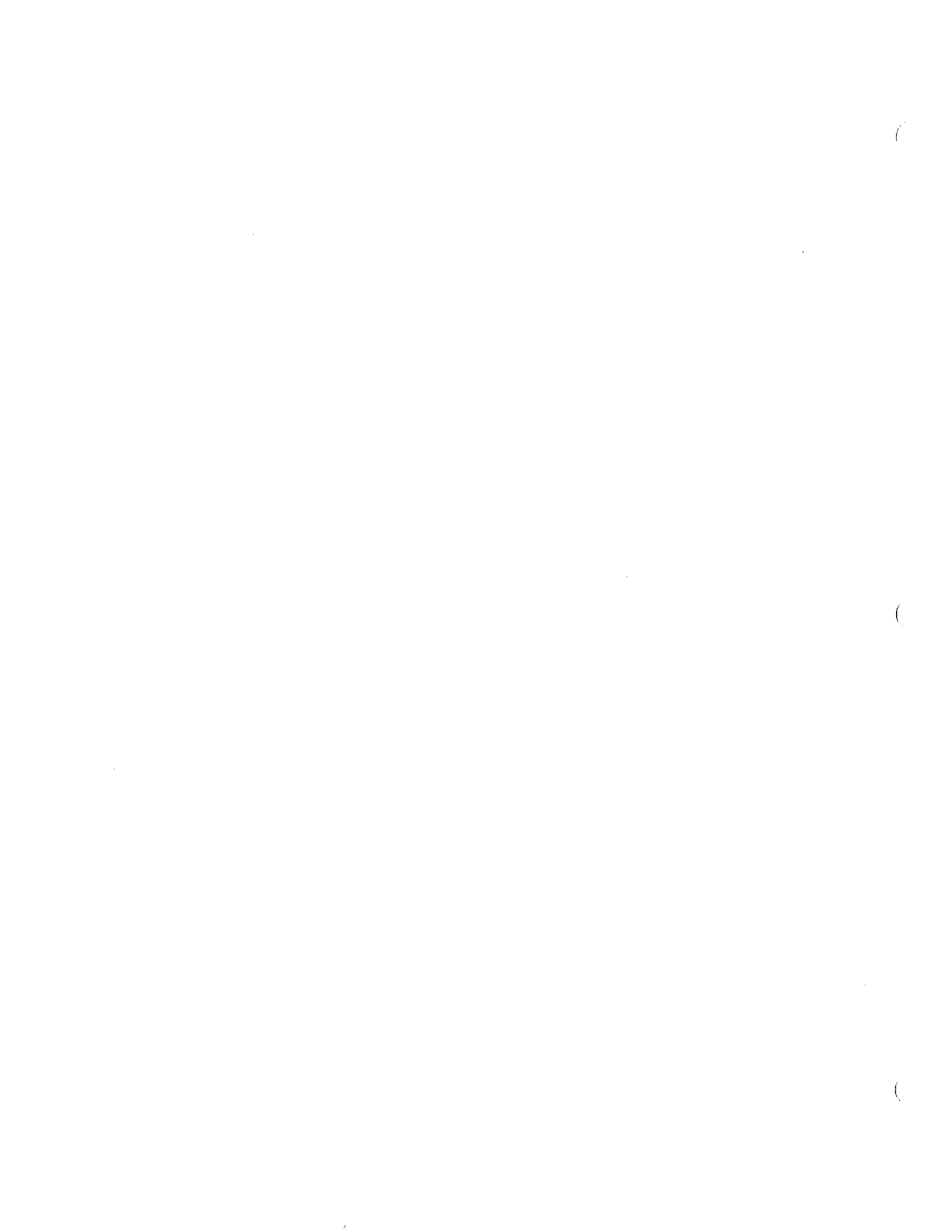
**2305.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2305.5.1.7** 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.

**2305.5.1.8** Attendance at off-hours meetings and occasional travel are required.

**2305.6 Work Environment**

**2305.6.1** 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.



**2305.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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









**SUBJECT:** Personnel Allocation Schedule and Organization Chart for Fiscal Year 2005-2006 Budget, effective July 1, 2005

**DATE:** July 18, 2005

**BACKGROUND:**

The Proposed Personnel Allocation for Fiscal Year 2005-2006 is Attachment A and the Proposed Organization Chart for Fiscal Year 2005-2006 is Attachment B.

The Fiscal Year 2005-2006 Personnel Allocation and Organization Chart includes three position reclassifications and additional clerical and librarian staff to meet grant obligations and provide additional coverage during peak hours of service.

-  1.0 FTE Library Clerk I reclassified to Library Clerk II
-  1.0 Librarian I reclassified to Librarian II
-  1.0 Administrative Assistant reclassified to Administrative Services Manager
-  Additional .50 FTE Librarian I for the LSTA Grant with HIS House.
-  Additional .50 FTE Librarian for the Reference and Children's Desks to increase Saturday and weekday afternoon coverage.
-  Additional .50 FTE Library Clerk for the Circulation Desk to increase Saturday, Sunday and weekday afternoon coverage.
-  Additional .50 FTE Library Clerk for Administration to increase Saturday and weekday afternoon coverage for Passport application processing and general office duties in support of the Manager of Administrative Services and the Development Director.
-  Additional 1.0 FTE Library Page to increase the check-in and reshelving capacity and assist staff with public service activities during afternoons, evenings and weekends.

**RECOMMENDATION:**

Adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2005-2006, effective July 1, 2005.



Placentia Library District

Personnel Allocation for Fiscal Year 2005-2006  
 Presented to the Library Board of Trustees June 15, 2005

Proposed Personnel Allocation for Fiscal Year FY2005-2006

|                              | Admin       | Public Svcs | Adult       | Literacy    | Child       | Circ        | Passport &<br>Tech Svcs | TOTAL        |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------------|--------------|
| Library Director             | 1.00        |             |             |             |             |             |                         | 1.00         |
| Service Manager              | 1.00        | 0.25        |             | 0.75        |             |             | 1.00                    | 3.00         |
| Administrative Assistant     |             |             |             |             |             |             |                         | 0.00         |
| Librarian II                 |             |             | 1.00        |             |             |             |                         | 1.00         |
| Librarian                    |             |             | 1.75        | 1.50        | 0.50        |             | 0.50                    | 4.25         |
| Library Assistant            | 1.00        |             |             |             | 1.00        | 1.00        |                         | 3.00         |
| Library Clerk II             |             |             |             |             |             | 2.00        |                         | 2.00         |
| Library Clerk I              |             |             |             |             |             | 1.13        | 2.05                    | 3.18         |
| Substitute Librarian         |             |             | 0.25        |             | 0.25        |             |                         | 0.50         |
| Substitute Library Assistant |             |             |             |             |             |             |                         | 0.00         |
| Substitute Clerk             |             |             |             |             |             | 0.50        | 0.10                    | 0.60         |
| Library Aide                 | 0.25        |             |             |             |             | 2.13        | 0.50                    | 2.88         |
| Page                         |             |             |             |             |             | 1.50        |                         | 1.50         |
| <b>TOTAL</b>                 | <b>3.25</b> | <b>0.25</b> | <b>3.00</b> | <b>2.25</b> | <b>1.75</b> | <b>8.26</b> | <b>4.15</b>             | <b>22.91</b> |

Placentia Library District

Personnel Allocation for Fiscal Year 2004-2005  
Presented to the Library Board of Trustees August 9, 2004

Proposed Revised Personnel Allocation for Fiscal Year FY2004-2005, Effective August 9, 2004

|                              | Admin       | Public Svcs | Adult       | Literacy    | Child       | Circ        | Passport &<br>Tech Svcs | TOTAL        |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------------|--------------|
| Library Director             | 1.00        |             |             |             |             |             |                         | 1.00         |
| Service Manager              |             | 0.25        | 0.25        | 0.75        |             |             | 0.75                    | 2.00         |
| Administrative Assistant     | 1.00        |             |             |             |             |             |                         | 1.00         |
| Librarian II                 |             |             |             |             |             |             |                         | 0.00         |
| Librarian                    |             |             | 2.50        | 1.00        | 1.50        | 1.00        | 0.25                    | 6.25         |
| Library Assistant            | 1.00        |             |             |             |             |             |                         | 1.00         |
| Library Clerk II             |             |             |             |             |             | 1.00        |                         | 1.00         |
| Library Clerk I              |             |             |             |             |             | 1.63        | 1.55                    | 3.18         |
| Substitute Librarian         |             |             | 0.19        |             | 0.19        |             |                         | 0.38         |
| Substitute Library Assistant |             |             |             |             |             |             |                         | 0.00         |
| Substitute Clerk             |             |             |             |             |             | 0.38        |                         | 0.38         |
| Library Aide                 | 0.25        |             |             |             |             | 2.00        | 0.50                    | 2.75         |
| Page                         |             |             |             |             |             | 0.50        |                         | 0.50         |
| <b>TOTAL</b>                 | <b>3.25</b> | <b>0.25</b> | <b>2.94</b> | <b>1.75</b> | <b>1.69</b> | <b>6.51</b> | <b>3.05</b>             | <b>19.44</b> |

Personnel Allocation for Fiscal Year 2004-2005  
Presented to the Library Board of Trustees June 30, 2004

Allocation Adopted by the Library Board of Trustees for FY2004-2005

|                              | Admin       | Public Svcs | Adult       | Literacy    | Child       | Circ        | Passport &<br>Tech Svcs | TOTAL        |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------------|--------------|
| Library Director             | 1.00        |             |             |             |             |             |                         | 1.00         |
| Service Manager              |             | 0.25        | 0.25        | 0.75        |             |             | 0.75                    | 2.00         |
| Administrative Assistant     | 1.00        |             |             |             |             |             |                         | 1.00         |
| Librarian II                 |             |             |             |             |             |             |                         | 0.00         |
| Librarian                    |             |             | 1.75        | 1.00        | 1.25        | 1.00        |                         | 5.00         |
| Library Assistant            | 1.00        |             | 0.25        |             | 0.25        |             | 0.25                    | 1.75         |
| Library Clerk II             |             |             |             |             |             | 1.00        |                         | 1.00         |
| Library Clerk I              |             |             |             |             |             | 1.63        | 1.55                    | 3.18         |
| Substitute Librarian         |             |             | 0.19        |             | 0.19        |             |                         | 0.38         |
| Substitute Library Assistant |             |             |             |             |             |             |                         | 0.00         |
| Substitute Clerk             |             |             |             |             |             | 0.38        |                         | 0.38         |
| Library Aide                 | 0.25        |             |             |             |             | 2.00        | 0.50                    | 2.75         |
| Page                         |             |             |             |             |             | 0.50        |                         | 0.50         |
| <b>TOTAL</b>                 | <b>3.25</b> | <b>0.25</b> | <b>2.44</b> | <b>1.75</b> | <b>1.69</b> | <b>6.51</b> | <b>3.05</b>             | <b>18.94</b> |

Placentia Library District

Allocation Adopted by the Library Board of Trustees for FY2003-2004

|                              | Admin       | Public Svcs | Adult       | Literacy    | Child       | Circ        | Passport &<br>Tech Svcs | TOTAL        |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------------|--------------|
| Library Director             | 1.00        |             |             |             |             |             |                         | 1.00         |
| Service Manager              |             | 0.25        | 0.25        | 0.75        |             |             | 0.75                    | 2.00         |
| Administrative Assistant     | 1.00        |             |             |             |             |             |                         | 1.00         |
| Librarian II                 |             |             |             |             | 1.00        |             |                         | 1.00         |
| Librarian                    |             |             | 1.50        | 1.00        |             | 1.00        |                         | 3.50         |
| Library Assistant            | 1.00        |             | 0.50        | 0.50        | 0.25        |             | 0.25                    | 2.50         |
| Library Clerk II             |             |             |             |             |             | 1.00        |                         | 1.00         |
| Library Clerk I              |             |             |             |             |             | 1.50        | 1.00                    | 2.50         |
| Substitute Librarian         |             |             | 0.41        |             | 0.40        |             |                         | 0.81         |
| Substitute Library Assistant |             |             |             | 0.54        |             |             |                         | 0.54         |
| Substitute Clerk             |             |             |             |             |             | 0.38        |                         | 0.38         |
| Library Aide                 | 0.25        |             |             |             |             | 2.00        | 0.50                    | 2.75         |
| Page                         |             |             |             |             |             | 0.50        |                         | 0.50         |
| <b>TOTAL</b>                 | <b>3.25</b> | <b>0.25</b> | <b>2.66</b> | <b>2.79</b> | <b>1.65</b> | <b>6.38</b> | <b>2.50</b>             | <b>19.48</b> |

Allocation Adopted by the Library Board of Trustees for FY2002-2003

|                              | Admin       | Public Svcs | Adult       | Literacy    | Child       | Circ        | Tech Svcs   | TOTAL        |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Library Director             | 1.00        |             |             |             |             |             |             | 1.00         |
| Service Manager              |             | 0.50        | 0.25        | 0.50        |             |             | 0.75        | 2.00         |
| Administrative Assistant     | 1.00        |             |             |             |             |             |             | 1.00         |
| Librarian II                 |             |             |             |             | 1.00        |             |             | 1.00         |
| Librarian                    |             |             | 0.50        | 1.00        |             |             |             | 1.50         |
| Library Assistant            | 1.00        |             | 1.50        | 0.50        | 0.25        | 1.00        | 0.25        | 4.50         |
| Library Clerk II             |             |             |             |             |             | 1.00        |             | 1.00         |
| Library Clerk I              | 0.50        |             |             |             |             | 1.50        | 0.50        | 2.50         |
| Substitute Librarian         |             |             | 0.41        |             | 0.40        |             |             | 0.81         |
| Substitute Library Assistant |             |             |             | 0.54        |             |             |             | 0.54         |
| Substitute Clerk             |             |             |             |             |             | 0.38        |             | 0.38         |
| Library Aide                 | 0.25        |             |             |             |             | 2.00        | 0.50        | 2.75         |
| Page                         |             |             |             |             |             | 0.50        |             | 0.50         |
| <b>TOTAL</b>                 | <b>3.75</b> | <b>0.50</b> | <b>2.66</b> | <b>2.54</b> | <b>1.65</b> | <b>6.38</b> | <b>2.00</b> | <b>19.48</b> |



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**  
 Organization Chart for Fiscal Year 2005-2006  
 Presented June 15, 2005

Library Staff  
 ( 22.91 FTE )

**LIBRARY BOARD**  
 Library Director ( 1.00 FTE )  
 Minter

**Technical Services  
 (Including Passport Clerks)**  
 ( 12.41 FTE )

Technical Services Manager  
 Napier

**Circulation Services**  
 ( 8.26 FTE )

Library Assistant  
 Gomez ( 1.00 FTE )  
 Library Clerk II  
 Quintanar ( 2.00 FTE )  
 Wnek  
 Library Clerk I  
 Diaz ( .63 FTE )  
 Vacant ( .50 FTE )  
 Library Aide (Lead Shelver)  
 Guzman ( .50 FTE )  
 Peterson ( .875 FTE )  
 Stryzik ( .25 FTE )  
 Hernandez ( .50 FTE )  
 Library Student Assistant  
 (Shelvers)  
 ( 1.50 FTE )  
 Substitute Clerk  
 ( .50 FTE )

**Acquisitions  
 Processing Services  
 Passport Clerks**  
 ( 3.15 FTE )

Librarian  
 Matas ( .50 FTE )  
 Library Clerk  
 Perez ( 2.05 FTE )  
 Robison ( .55 FTE )  
 Vacant ( .50 )  
 Library Aide  
 Ervin ( .50 FTE )  
 Substitute Clerk  
 ( .10 FTE )

**Administrative Services**  
 ( 2.25 FTE )

Administrative Manager  
 Goodson ( 1.00 FTE )  
 Library Assistant  
 (Volunteer Coordinator)  
 Millonzi ( 1.00 FTE )  
 Library Aide  
 Stryzik ( .25 FTE )

**Public Services**  
 ( 7.25 FTE )

Public Services Manager  
 Roberts ( .25 FTE )

**Adult Services**  
 ( 3.00 FTE )

Librarian II  
 Strazdas ( 1.00 FTE )  
 Librarian  
 Bell ( 1.75 FTE )  
 Bell ( .75 FTE )  
 Matas ( .50 FTE )  
 Vacant ( .50 FTE )  
 Substitute Librarian  
 ( .25 FTE )

**Children's Services**  
 ( 1.75 FTE )

Librarian  
 Humple ( .25 FTE )  
 Bell ( .25 FTE )  
 Library Assistant  
 Gurkweitz ( 1.00 FTE )  
 Substitute Librarian  
 ( .25 FTE )

**Literacy Services**  
 ( 2.25 FTE )

Public Services Manager/  
 Literacy Coordinator  
 Roberts ( .75 FTE )  
 Librarian  
 Silberfarb ( 1.00 FTE )  
 Vacant ( .50 FTE )





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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:** Ratification of the Independent Special District LAFCO Budget Allocation Formula  
**DATE:** June 18, 2005

**BACKGROUND:**

The Board of Directors of the Independent Special Districts of Orange County is requesting that each member District submit a resolution endorsing the continuance of the alternative formula that has been developed by the member districts for allocating the budget share of the Orange County Local Area Formation Commission (LAFCO). A letter explaining the history of the formula is Attachment A.

The proposed resolution is Attachment B.

**RECOMMENDATION:**

1. Read Resolution 05-04 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County approving an alternative formula for distributing LAFCO fees among the independent special districts in Orange County.
2. Adopt Resolution 05-04.



June 17, 2005

[Inside Address]

**Subject: Independent Special District LAFCO Cost Allocations**

Dear President and Members of the Board of Trustees:

The Orange County Local Agency Formation Commission adopted its final budget on May 11, 2005. Government Code Section 56381 requires that the Commission's annual operating costs be equally divided among the County, cities and independent special districts. While the law includes a formula for allocating costs among individual cities and special districts, it also allows for adoption of an alternative formula. In the case of special districts, an alternative formula requires approval by a majority of the districts representing a majority of their combined populations.

On April 17, 2001, the Independent Districts of Orange County (ISDOC) adopted an alternative formula which has been used to distribute LAFCO costs among independent special districts since 2001. Effective in FY 2005-2006, two additional independent special districts – Orange County Vector Control and Orange County Cemetery District – were formally determined to be subject to LAFCO budget apportionments under Government Code Section 56381 by reason of LAFCO's legal counsel's advice.

With the addition of the two independent special districts, Municipal Water District of Orange County's legal counsel, McCormick, Kidman & Behrens, which has assisted the ISDOC Executive Committee over the years, recommended to the Executive Committee that another vote be taken by the independent special districts of Orange County regarding the use of the alternative allocation formula.

The alternative formula approved by ISDOC in 2001 (Exhibit 1) recognizes the differences in the ability to pay between enterprise and non-enterprise districts. Non-enterprise districts pay a set fee ranging from \$250 to \$2,000. Enterprise districts each pay a percentage of the remainder within five categories, based on the size of their operating revenues. Exhibit 2 provides FY 2005-06 estimates, by independent special district, using the alternative formula adopted by ISDOC in 2001.

If the alternative formula (currently in use) is not re-approved by a combination of a majority of the ISDOC membership and those representing a majority of the population served by those Districts, the formula provided in Government Code §56381 will be used. It allocates individual special district costs based on each district's total revenues as a percentage of the total district revenues within the County.

ISDOC is requesting that each member agency, before July 31 2005, adopt a resolution (sample resolution enclosed) approving the alternative formula that has been in place since 2001. Please submit a copy of your executed resolution to:

ISDOC Executive Committee  
C/O David Cordero  
Municipal Water District of Orange County  
P.O. Box 20895  
Fountain Valley, CA 92728.

The vote will be declared official by the ISDOC Executive Committee as soon as a minimum of 15 affirmative votes from Districts representing a majority of the population served have been received. At the quarterly ISDOC meeting on September 29, the results of the voting will be announced. If approved by a majority of the members, the alternative formula as approved in 2001 will continue to be used. If not, the formula prescribed in Government Code Section 56381 will be substituted to allocate FY 2005-2006 costs.

It is the recommendation of the ISDOC Executive Committee that your Board of Directors adopt this resolution and submit it by July 31, 2005.

If you have any questions regarding this matter, please contact David Cordero at 714-593-5012 or Elizabeth Minter at 714-528-1925, Ext. 203.

Sincerely,

John S. Dudley  
President

RESOLUTION 05-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
APPROVING AN ALTERNATIVE FORMULA FOR DISTRIBUTING LAFCO FEES  
AMONG THE INDEPENDENT SPECIAL DISTRICTS IN ORANGE COUNTY

WHEREAS, Government Code Section 56381 requires the Orange County Local Agency Formation Commission (LAFCO) to annually adopt a final budget for LAFCO operations by June 15th; and

WHEREAS, on May 11, 2005, LAFCO discussed, considered and adopted the final LAFCO budget for fiscal years 2005-2006, 2006-2007 and 2007-2008 during a noticed public hearing as required by law; and

WHEREAS, Government Code Section 56381.6 requires that the Commission's annual operating costs be equally divided between the County, cities and independent special districts; and

WHEREAS, Government Code Section 56381.c requires that the independent special districts' share be allocated to each district using each district's total revenues as a percentage of the combined total district revenues within a county; and

WHEREAS, Government Code Section 56381.d allows for an alternative allocation method if approved by a majority of the districts, representing a majority of their combined populations; and

WHEREAS, on April 17, 2001, the Independent Special Districts of Orange County (ISDOC) adopted an alternative formula for distributing the special districts' share of LAFCO's budget; and

WHEREAS, the alternative formula recognized the need for all special districts to contribute, that no one district should bear a disproportionate share of the cost, and the differences in the ability to pay between enterprise and non-enterprise districts; and

WHEREAS, on July 1, 2005, two additional independent special districts, the Orange County Vector Control and the Orange County Cemetery District, were formally added by ISDOC as subject to the LAFCO budget apportionments under Government Code Section 56381.

BE IT RESOLVED, that the Placentia Library District of Orange County reaffirms its vote of April 17, 2001 to use the alternative formula developed by the Independent Special Districts of Orange County and adopted on that date as the continuing formula for assessing the independent special district shares of the LAFCO operating budget.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California    )  
                                  )ss.  
County of Orange     )

I, Gaeten Wood, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the eighteenth day of July, 2005.

IN WITNESS THEREOF, I have hereunto set my hand and seal this fifteenth day of June, 2005.

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Gaeten Wood, Secretary

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Authorize and Set Date and Time for Staff Appreciation Dinner  
**DATE:** July 18, 2005

**BACKGROUND:**

The 2004 Staff Appreciation Dinner was held on Thursday, September 9, 2004 at 6:30 P.M. at Table 10 Restaurant in Fullerton.

Fifty-one reservations were made and forty-nine staff members, Library Trustees, Friends Board Members, Foundation Board members and guests attended.

The cost was \$980.00. There were eight paid guests at \$160.00. The cost for the Library Board and Friends was \$820.00 or \$410.00 per organization.

For the past several years the staff has indicated that a Thursday evening at 6:30 P.M is its preferred time.

Sandra Stark has extended an invitation for the next dinner to be held at her home.

There will be a staff event on Thursday, September 22 in the Library in honor of Laranne Millonzi's wedding. Since the invitation list for this event will be similar to that of the Staff Appreciation Party perhaps the events could be merged and catered.

**RECOMMENDATION:**

Authorize a budget and set date and time and location for the Staff Appreciation Dinner





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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:** July 18, 2005

Activities Report:

- Jun 13 Attended the CSDA Finance Workshop in Costa Mesa
- Jun 14 Attended the CSDA Human Resources Workshop in Costa Mesa that included the annual sexual harassment training for managers.
- Jun 15 Participated in acquisitions software meeting with Baker & Taylor representative and Library professional staff. Demonstrating search techniques for new acquisitions service for the District.
- Jun 30 Attended the Chamber Breakfast with the installation of officers.  
  
Met with the Library Directors of Buena Park, Alta Dena and Palos Verdes Library Districts to discuss strategic planning and various administrative issues.
- Jul 7 Participated in a web demonstration of volunteer management software that is housed online.
- Jul 7-10 Cleaned out and reorganized the Technology Manager's Office
- Jul 12 Attended the ISDOC Board Meeting at the Municipal Water District of Orange County in Fountain Valley.

Staff Meetings:

- Jun 15 Deniene Husted met with staff to discuss the preparation of the Annual Report brochure. Each department is responsible for determining what statistics will represent its accomplishments for FY 2004-2005. The brochure is to be ready for the Strategic Planning Workshop on July 15 and will later be distributed as an insert in *Notations*. Staff also discussed the work schedules and job assignments of the new staff members.
- Jul 6 Reviewed the status of the Annual Report brochure and discussed safety issues and the Strategic Planning Retreat.



TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager  
 DATE: July 18, 2005

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

| DEPARTMENT                     | NUMBER OF PROGRAMS | NUMBER OF ATTENDEES  |
|--------------------------------|--------------------|----------------------|
| <i>ADULT SERVICES</i>          | 1                  | 70                   |
| <b><u>TYD Total</u></b>        | <b>10</b>          | <b>186</b>           |
| <br><i>CHILDREN'S SERVICES</i> |                    |                      |
| Wed. PM Story Times            | 0                  | 0                    |
| Thurs. AM Story Times          | 4                  | 221                  |
| 3-4 year-old music times       | 3                  | 168                  |
| 5-6 year-old music times       | 3                  | 164                  |
| Lap Sits                       | 4                  | 226                  |
| Class Visits                   | 1                  | 76                   |
| School Visit                   | 1                  | 160                  |
| Morse Carnival                 | 1                  | 96                   |
| Read to Dogs event             | 1                  | 73                   |
| Summer Reading Program         | 1                  | 692                  |
| Summer Reading Events          | 2                  | 197                  |
| <b>TOTAL FOR JUNE</b>          | <b><u>21</u></b>   | <b><u>1,184</u></b>  |
| <b>YTD TOTAL</b>               | <b><u>250</u></b>  | <b><u>10,988</u></b> |

| <i>LITERACY SERVICES</i> | <i>June 2004-05 FY 2004-05 YTD</i> |        |
|--------------------------|------------------------------------|--------|
| Total Tutors             | 167                                | 334    |
| Total Students           | 222                                | 374    |
| Total Hours              | 1,410                              | 15,867 |

For more detailed literacy statistics, see Agenda Item 39, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian *CG*

Date: for Board Meeting, July 18<sup>th</sup>, 2005

**Subject: June 2005 Activities in the Children's Department**

| <b>TYPE OF PROGRAM</b>   | <b>NUMER OF PROGRAMS</b> | <b>TOTAL ATTENDANCE</b> |
|--|--------------------------|-------------------------|
| Lap Sit 2 years and under  | 4                        | 226                     |
| Story Time (a.m.) 3 - 6 year olds  | 4                        | 221                     |
| Music Time 3 - 4 year olds   | 3                        | 168                     |
| Music Time 5 - 6 year olds   | 3                        | 164                     |
| Class Visits   | 1                        | 76                      |
| School Visit   | 1                        | 160                     |
| Read to the Dogs event   | 1                        | 73                      |
| Carnival at Morse Elementary   | 1                        | 96                      |
| Summer Reading Program Registrations (6/4 to 6/30)   | 1                        | 692                     |
| Summer Reading Program Events  | 2                        | 197                     |
| <b>Total June 2005</b>   | <b>21</b>                | <b>1184</b>             |
| <b>June 2004</b>   | <b>28</b>                | <b>1000</b>             |
| <b>Current FY</b>  | <b>250</b>               | <b>10,891</b>           |
| <b>Previous FY</b>   | <b>199</b>               | <b>5,541</b>            |
| <b>Note: figures for Summer Reading Program, Headstart programs, etc are not shown here.</b> |                          |                         |



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: July 18, 2005

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

**Tutor Training.** The Literacy Coordinator conducted one regular workshop on June 5, and 14 tutors were trained, 10 teens and 4 adults. All new tutors are presently matched or are being matched. There will be no tutor training workshop in July.

**Families for Literacy (FFL) Program Status.** We had no FFL programming in June.

**Placentia Rotary Reading Enrichment Program (PRREP).** PRREP has concluded for this school year. We had more than 100 PRREP volunteers from both El Dorado High School and Valencia High School participate in the program this past school year.

**Drop-in Homework Club.** In October 2004, under the direction of Toby Silberfarb, Assistant Literacy Coordinator, the Placentia Library Literacy Services began a drop-in homework club. The homework club stopped at the end of May and will start again in late September. Also called Placentia Achieves School Success (PASS), the homework club was tremendously successful. This past school year, with more than 400 students receiving homework help from over 40 tutors.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI concluded at the end of May. ELLI was active this past school year at Melrose, Ruby Drive, and Tynes, where 15 of our staff helped more than 200 students.

**Grant Update.** Our grant writers, Machoskie & Associates, submitted several letters of inquiry to possible grantors in March.

**Classes on hold at WTLC. Stopped for the Summer at Vita-Herb.** Grace Lopez completed her internship in March, and we're still searching for a replacement to teach the two classes at WTLC. Classes went very well this past FY at Vita-Herb where we had a total of twenty-one students in three different classes. Classes there have stopped for the summer.

**Federal Work Study (FWS).** Our FWS partnership with Financial Aid at Cal State Fullerton grew stronger during FY 2004-05. In that respect, our FWS allocation for FY 2005-06 is \$70,000, and we already have 14 students approved for this coming year.

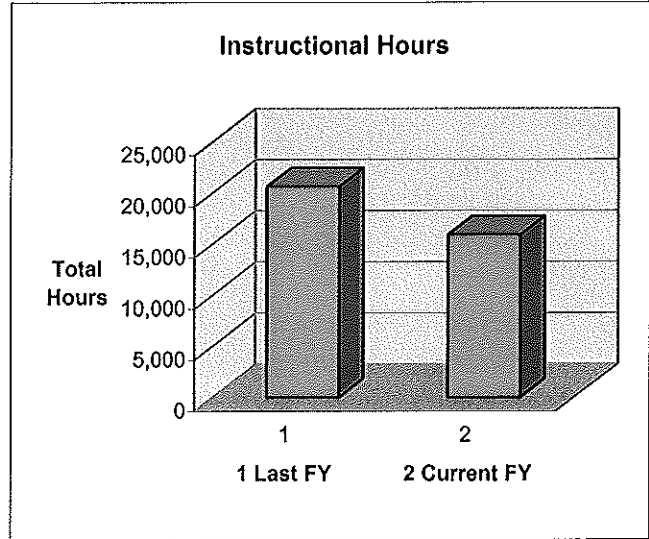
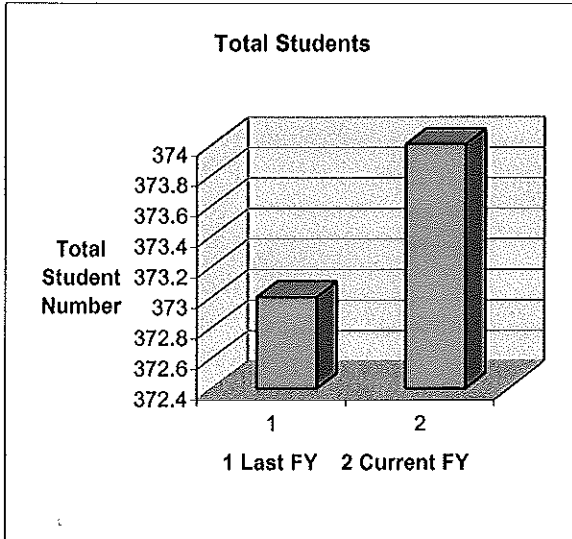
**Literacy statistics.** See Agenda Item 39, Pages 2 of 3, and 3 of 3.

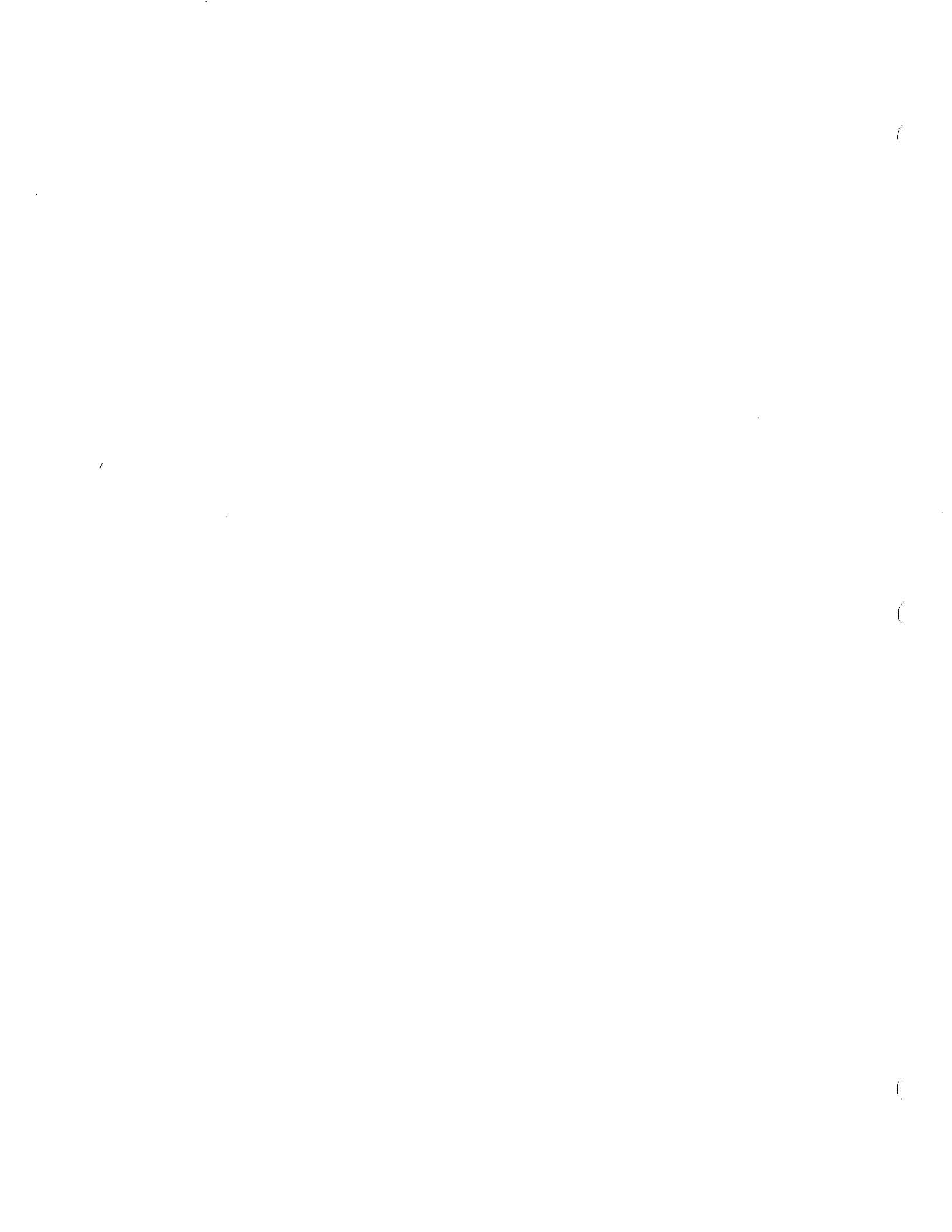
## Placenta Library Literacy Services

### Report of Growth and Progress

|                                | June 03-04 | June 04-05 | YTD 03-04 | YTD 04-05 |
|--------------------------------|------------|------------|-----------|-----------|
| <b>Tutors</b>                  |            |            |           |           |
| Adult                          | 88         | 79         | 202       | 194       |
| Teen                           | 76         | 88         | 111       | 140       |
| Hours Instruction              | 1,201      | 1,410      | 20,579    | 15,867    |
| Other Volunteer Hours          | 60         | 72         | 778       | 1,056     |
| Total Hours                    | 1,261      | 1,542      | 21,357    | 16,923    |
| <b>Training Workshops</b>      |            |            |           |           |
| Workshops Held                 | 2          | 2          | 22        | 28        |
| Tutors Trained                 | 7          | 16         | 196       | 217       |
| <b>Students</b>                |            |            |           |           |
| With Adult Tutors              | 130        | 102        | 229       | 203       |
| With Teen Tutors               | 72         | 100        | 144       | 141       |
| In Groups                      | 0          | 20         | 0         | 30        |
| Total Active Students          | 202        | 222        | 373       | 374       |
| <b>Families for Literacy</b>   |            |            |           |           |
| Family Students                | 35         | 8          | 74        | 12        |
| Family Tutors                  | 12         | 6          | 31        | 10        |
| Hours of Instruction           | 200        | 100        | 2,534     | 780       |
| <b>ELLI Program</b>            |            |            |           |           |
| K-6th Grade Students           | 0          | 0          | 313       | 200       |
| Tutors for K-6th Grade         | 0          | 0          | 31        | 22        |
| Hours of Instruction           | 0          | 0          | 2,724     | 3,254     |
| <b>Total Tutors</b>            | 164        | 167        | 313       | 334       |
| <b>Total Students</b>          | 202        | 222        | 373       | 374       |
| <b>Total Instruction Hours</b> | 1,201      | 1,410      | 20,579    | 15,867    |







TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian *MCS*  
DATE: July 7, 2005  
SUBJECT: Reference and Adult Services report for June, 2005

- There was one Program Committee meeting during the month.
- Dick Purvis did a program about bluebirds on June 13.
- There was a bluebird book display in the library with available bibliographies for patrons.
- "Join the Major Leagues @ Your Library" is a promotion originated by ALA. It encourages reading and computer use among all age groups through a contest awarding tickets, transportation, and a hotel stay to a World Series game as well as other prizes. Our library display includes many books and videos about baseball and information about the contest.
- Patriotic materials to include books, DVDs, CDs and videos made a display prior to and following July 4.
- A summer reading display will be in the trough through the summer months. It includes a sheet of suggested websites.

REFERENCE DESK STATISTICS

Month: Reference Desk Statistics June, 2005

| Date  | Phone Ref ?s | Desk Ref ?s | Email Ref ?s | Ready Ref | Instruction | Computer Use | Ref Books: In Lib Use | Patron Database |
|-------|--------------|-------------|--------------|-----------|-------------|--------------|-----------------------|-----------------|
| 1     | 10           | 51          | 1            | 4         | 6           | 154          | 1                     | 4               |
| 2     | 2            | 38          | 0            | 0         | 2           | 91           | 0                     | 10              |
| 3     |              |             |              |           |             |              |                       |                 |
| 4     | 9            | 59          | 0            | 0         | 0           | 77           | 0                     | 4               |
| 5     | 2            | 46          | 0            | 2         | 2           | 69           | 1                     | 7               |
| 6     | 17           | 100         | 0            | 0         | 5           | 154          | 0                     | 14              |
| 7     | 5            | 81          | 0            | 2         | 2           | 131          | 2                     | 11              |
| 8     | 12           | 110         | 1            | 1         | 1           | 144          | 1                     | 19              |
| 9     | 7            | 41          | 0            | 1         | 0           | 100          | 5                     | 5               |
| 10    |              |             |              |           |             |              |                       |                 |
| 11    | 10           | 58          | 0            | 0         | 2           | 59           | 0                     | 5               |
| 12    | 2            | 36          | 0            | 0         | 2           | 59           | 0                     | 9               |
| 13    | 11           | 107         | 0            | 4         | 1           | 135          | 0                     | 6               |
| 14    | 10           | 80          | 0            | 2         | 3           | 138          | 0                     | 9               |
| 15    | 10           | 38          | 1            | 0         | 7           | 120          | 0                     | 7               |
| 16    | 9            | 40          | 0            | 2         | 1           | 84           | 0                     | 7               |
| 17    |              |             |              |           |             |              |                       |                 |
| 18    | 10           | 54          | 0            | 1         | 8           | 47           | 0                     | 9               |
| 19    | 2            | 24          | 0            | 0         | 0           | 41           | 0                     | 9               |
| 20    | 7            | 99          | 1            | 1         | 2           | 117          | 2                     | 16              |
| 21    | 11           | 67          | 0            | 0         | 2           | 137          | 0                     | 12              |
| 22    | 10           | 81          | 0            | 2         | 2           | 129          | 8                     | 14              |
| 23    | 7            | 37          | 0            | 0         | 1           | 104          | 0                     | 8               |
| 24    |              |             |              |           |             |              |                       |                 |
| 25    | 8            | 79          | 0            | 0         | 0           | 68           | 0                     | 7               |
| 26    | 8            | 31          | 0            | 0         | 0           | 60           | 0                     | 4               |
| 27    | 13           | 89          | 0            | 4         | 2           | 128          | 0                     | 11              |
| 28    | 10           | 88          | 0            | 1         | 1           | 149          | 8                     | 17              |
| 29    | 11           | 77          | 0            | 1         | 1           | 125          | 0                     | 11              |
| 30    | 3            | 36          | 0            | 1         | 2           | 96           | 1                     | 7               |
| 31    |              |             |              |           |             |              |                       |                 |
| TOTAL | 216          | 1647        | 4            | 29        | 55          | 2716         | 29                    | 242             |

TO: Elizabeth Minter, Library Director  
FROM: Gary Bell, Librarian *GB*  
DATE: July 18, 2005  
SUBJECT: **History Room report for June**

Attended a meeting on June 11<sup>th</sup> at which the subject of discussion was the 1938 flood. This was particularly relevant to Placentia as our community was dramatically affected by this catastrophe. The highlight of the event was a presentation by Eddie Castro relating his personal experience of the disaster.

Met with committee to discuss and plan an event for late August, in which we plan to videotape oral history interviews with local citizens who will relate their recollections of Placentia in years past. This will occur in conjunction with the annual meeting of the West Atwood Yacht Club.

High school annuals (2005) have been added to the collection: Valencia, El Dorado and Esperanza.



To: Elizabeth Minter, Library Director  
 From: Jim Roberts, Public Services Manager  
 Date: July 18, 2005

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

In June, the Placentia Library District had 44,044 "hits," an average of 1,537 a day. Our year to date statistics are as follows:

| Pages Visited         | Jan -05 | Feb-05 | Mar-05 | Apr-05 | May-05 | June-05 |
|-----------------------|---------|--------|--------|--------|--------|---------|
| Borrowers             | 202     | 230    | 263    | 263    | 281    | 245     |
| Friends               | 129     | 114    | 151    | 151    | 184    | 155     |
| District              | 162     | 187    | 217    | 217    | 205    | 196     |
| Kids                  | 277     | 216    | 249    | 249    | 272    | 380     |
| Foundation            | 106     | 193    | 154    | 154    | 184    | 130     |
| History Room          | 249     | 96     | 334    | 334    | 426    | 182     |
| Literacy/CLC Logo     | 154     | 154    | 205    | 205    | 265    | 175     |
| Passports             | 704     | 376    | 900    | 900    | 869    | 607     |
| Poet Laureate         | 514     | 154    | 563    | 563    | 636    | 635     |
| Total Views Most Hits | 2,497   | 1,624  | 2,590  | 3,036  | 3,322  | 2,705   |

Total Most Hits YTD      16,372      17,996      20,856      23,622      26,944      29,649





TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Librarian, Technical Services  
DATE: July 18, 2005  
**SUBJECT: Technology Report for June 2005**

Katie replaced the monitor at the Check-In desk.

Jim's computer was tampered with by an unknown person. Patrick had to come and retrieve Jim's documents and e-mail and he had to delete a second log in account.

Patrick replaced a bad hard drive on public computer PUB06 and reinstalled the necessary programs.

Patrick set up the Technical Services office computer with e-mail and AntiSpam software for Vernon Napier.

A 19" flat screen monitor was installed on Laranne's office computer.

Patrick installed Office XP Standard on the shared workroom computer.

Patrick installed the updated Smart Filter software and worked on a problem with Symantec Antivirus software.



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator

DATE: July 18, 2005

**SUBJECT: Publicity materials produced for July 2005**

**Information on the Placentia Library cable channel #24, updated end of June 2005:**

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. Independence Day Closures
6. Library Departments
7. 2005 Summer Reading Program
8. Friends of Placentia Library Used Bookstore
9. Bookstore Volunteers Needed
10. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday, Hours and Dates
11. Amazon.com
12. Library Hours
13. Independence Day Closures
14. Literacy Services Logo
15. Literacy Program Tutors Needed
16. Leger Grindon's China Presentation
17. Placentia Historical Afghan Sale
18. 19<sup>th</sup> Annual Camp Library
19. Library Hours
20. Independence Day Closures
21. Dr. Charles Frazee Program
22. Telephone Renewal Instructions
23. Wi Fi Here Now
24. Adopt-A-Chair
25. Apply for your passport at Placentia Library
26. Passport Hours
27. Now Doing Passport Photos
28. Library Hours
29. Independence Day Closures
30. Placentia's Newest Local History For Children & Adults
31. Lapsit Storyhours
32. Story Times, ages 3-6
33. Music Times, ages 3-4
34. Music Times, ages 5-6
35. Story Time at Home, *Tumblebook Library*
36. Library Hours
37. Independence Day Closures
38. [www.placentialibrary.org](http://www.placentialibrary.org), 24/7 Reference, the Library Catalog
39. [www.placentialibrary.org](http://www.placentialibrary.org), Online Resources
40. Placentia History Room Hours
41. Placentia History Room Displays
42. Placentia History Room Collections
43. Placentia History Room Archival Resources
44. Independence Day Closures

**General Newspaper articles published:**

1. O.C. community feels forgotten
2. State of the City reservations due


**Library Newspaper articles published:**

1. Summer reading program opens
2. OC IBM Pc Users' Group meets at Placentia Library
3. Donors of wooden chairs are needed (2)
4. Homework help (2)
5. Bluebird Man's talk is for the birds
6. Library offers help with homework
7. Placentia Library is seeking volunteers
8. 'Fire in the Morning' exhibit in Placentia Library
9. Placentia Art Association art show held at the Placentia Library

**Flyers and Notices:**

1. Foundation thank you cards and ID cards are sent out
2. Adopt-a-Chair Campaign postcards
3. Email request forms
4. Friends membership thank you letters are sent out with membership cards
5. Second Sunday book sale flyers
6. Bluebird Man's Flyers
7. WiFi Bookmarks
8. Adopt-a-Chair recognition display
9. Volunteer Applications

**Welcome to Placentia Library District**



411 East Chapman Avenue  
Placentia, CA 92879-6198  
714-528-1906 Ext. 210  
[www.placentialibrary.org](http://www.placentialibrary.org)

**Placentia Library  
Board of Trustees**

Al Shkoler, President  
Betty Escobosa  
Richard DeVecchio, Ed.D  
Jean Turner  
Gaeten Wood

**Placentia Library  
Board of Trustees**

Upcoming Meeting Schedule:  
Monday, Jul 18 at 6:30 P.M.  
Monday, Aug 15 at 6:30 P.M.  
Monday, Sep 19 at 6:30 P.M.  
Monday, Oct 17 at 6:30 P.M.

**Placentia Library Hours**

|           |                       |
|-----------|-----------------------|
| Sunday    | 1:00 - 5:00 P.M.      |
| Monday    | 9:00 A.M. - 9:00 P.M. |
| Tuesday   | 9:00 A.M. - 9:00 P.M. |
| Wednesday | 9:00 A.M. - 9:00 P.M. |
| Thursday  | 9:00 A.M. - 6:00 P.M. |
| Friday    | <b>C L O S E D</b>    |
| Saturday  | 9:00 A.M. - 5:00 P.M. |

**The Library Will Be CLOSED**

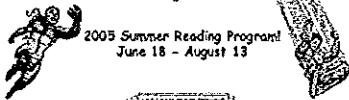
**Sunday, July 3<sup>rd</sup>**  
and  
**Monday, July 4<sup>th</sup>**  
for  
**INDEPENDENCE DAY**

**Placentia Library  
528-1906**

Renewals Ext.# 6  
Adult Services Ext.# 209  
Children Services Ext.# 212  
Literacy Ext.# 213  
Passport Information Ext.# 265  
Volunteer Information Ext. #201  
[www.placentialibrary.org](http://www.placentialibrary.org)

**SUPER READERS  
SUPER HEROES**


2005 Summer Reading Program!  
June 18 - August 13



**READ**

The Summer Reading Program is sponsored by the Friends of Placentia Library and our library partners.

**USED BOOKSTORE**



Staffed entirely by Volunteers  
Located in the Library lobby

**GREAT BARGAINS!!**

**Friends of  
Placentia Library  
Bookstore**

**Bookstore Volunteers Always Needed!**


Sundays 3:00 - 5:00 P.M.  
Mondays 6:00 - 8:00 P.M.  
Tuesdays 4:00 - 6:00 P.M.  
Saturdays 11:00 A.M. - 1:00 P.M.  
Substitutes needed for additional hours

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

**SPECIAL BACKROOM SALE**  
**BARGAINS! BARGAINS! BARGAINS!**

When: Second Sunday of each month  
1:00 - 4:00 P.M.  
Upcoming Sales: Jul 10, Aug 14, Sep 11

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

What: Everything in stock 

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

**amazon.com**


Shop at amazon.com through Placentia Library's website, [www.placentialibrary.org](http://www.placentialibrary.org), and a percentage of the sale is donated to the Library!

**Placentia Library Hours**

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

**The Library Will Be CLOSED**

**Sunday, July 3<sup>rd</sup>**  
and  
**Monday, July 4<sup>th</sup>**  
for  
**INDEPENDENCE DAY**



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

☎ 524-8408, x215 or x213


**Placentia Library Literacy Services**

- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are: July 10<sup>th</sup>\* & Aug 7<sup>th</sup> & Sep 11<sup>th</sup>\*

\*Second Sunday of month due to holiday

For more information and to sign up call 524-8403, Ext. 213

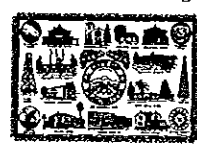
**LEGER GRINDON PRESENTS**  
**CHINA'S SILK ROAD**



**MONDAY, JULY 18 AT 7 P.M.**

LEARN ABOUT AN ECONOMICALLY IMPORTANT AREA IN CHINA'S PAST THAT STILL IMPACTS THE PRESENT. SNACKS WILL BE SERVED.

**Placentia Historical Afghans**



Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$63.00

Proceeds support the Placentia History Room

**19th Annual Camp Library**

**Friday, Nov 18 - 7:30 p.m.**  
to  
**Saturday, Nov 19 - 9:00 a.m.**


**\$5 \$5**  
**Registration begins Sunday, Oct 16**

**Placentia Library Hours**


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

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 and  
**Monday, July 4<sup>th</sup>**  
 for  
**INDEPENDENCE DAY**

**Dr. Charles Frazee**



**The Byzantine Empire**  
 Dr. Charles Frazee will be back at the Library for another fascinating evening of pictures and information. Refreshments will be available.  
**Monday, September 26 at 7 p.m.**



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

Renew your books by phone  
Using Telecirc

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

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

**What's Here Now!**  
**Bring Your Passport!**

**ADOPT-A-CHAIR**


Help replace 44 splintering chairs in the Children's Department!



Call 528-1925, x201 for more information





**PLACENTIA LIBRARY**



**Passport Application Acceptance Agency**

*Passport Services Available at the Library*



**Passport hours at the Library are:**

|           |                       |
|-----------|-----------------------|
| Sunday    | 1:00 - 4:30 P.M.      |
| Monday    | 9:00 A.M. - 8:30 P.M. |
| Tuesday   | 9:00 A.M. - 8:30 P.M. |
| Wednesday | 9:00 A.M. - 8:30 P.M. |
| Thursday  | 9:00 A.M. - 5:30 P.M. |
| Friday    | CLOSED                |
| Saturday  | 9:00 A.M. - 4:30 P.M. |

Placentia Library is an official U.S. Department of State Passport Acceptance Agency.  
 For Passport Information: call 528-1926 Ext. 255 or visit the Library Website www.placentialibrary.org

**NOW DOING PASSPORT PHOTOS!**


**2 PHOTOS FOR \$10**

**Placentia Library Hours**

|           |                       |
|-----------|-----------------------|
| Sunday    | 1:00 - 5:00 P.M.      |
| Monday    | 9:00 A.M. - 9:00 P.M. |
| Tuesday   | 9:00 A.M. - 9:00 P.M. |
| Wednesday | 9:00 A.M. - 9:00 P.M. |
| Thursday  | 9:00 A.M. - 6:00 P.M. |
| Friday    | C L O S E D           |
| Saturday  | 9:00 A.M. - 5:00 P.M. |

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**for**  
**INDEPENDENCE DAY**

Placentia's Newest Local History  
For Children & Adults



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

*Great Gift Idea  
For Young & Old*

**Lapsit Story Times**  
*Presented by Lin Baesler*  
 Ages newborn to 2 years

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

In the  
Childrens Area

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

Story Times  
For Children  
Ages 3 - 6

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

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

Music Times  
For Children  
Ages 3 - 4

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

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

Music Times  
For Children  
Ages 5 - 6

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

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

**Story Time at Home**

Use the *Tumblebook Library*  
at  
[www.placentialibrary.org](http://www.placentialibrary.org)

Click on: Just for Kids

Click on the Tumblebooks icon

An on-line collection of animated, talking picture books



**Placentia Library Hours**

|           |                       |
|-----------|-----------------------|
| Sunday    | 1:00 - 5:00 P.M.      |
| Monday    | 9:00 A.M. - 9:00 P.M. |
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**INDEPENDENCE DAY**

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

**24/7 Reference**  
There are times you need help, but can't make it to the library. Live, real-time help from a librarian is available, 24 hours a day. *(no library card number needed)*

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

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

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


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

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

**Placentia History Room**

Staffed & Managed  
by Librarians  
& Volunteers


Hours  
Monday & Tuesday &  
Wednesday  
1:00 – 3:00 P.M.  
*Other hours by special arrangement*



**Placentia History Room**

Displays currently featuring

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



**Placentia History Room**

Historical Collections Include

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



**Placentia History Room**

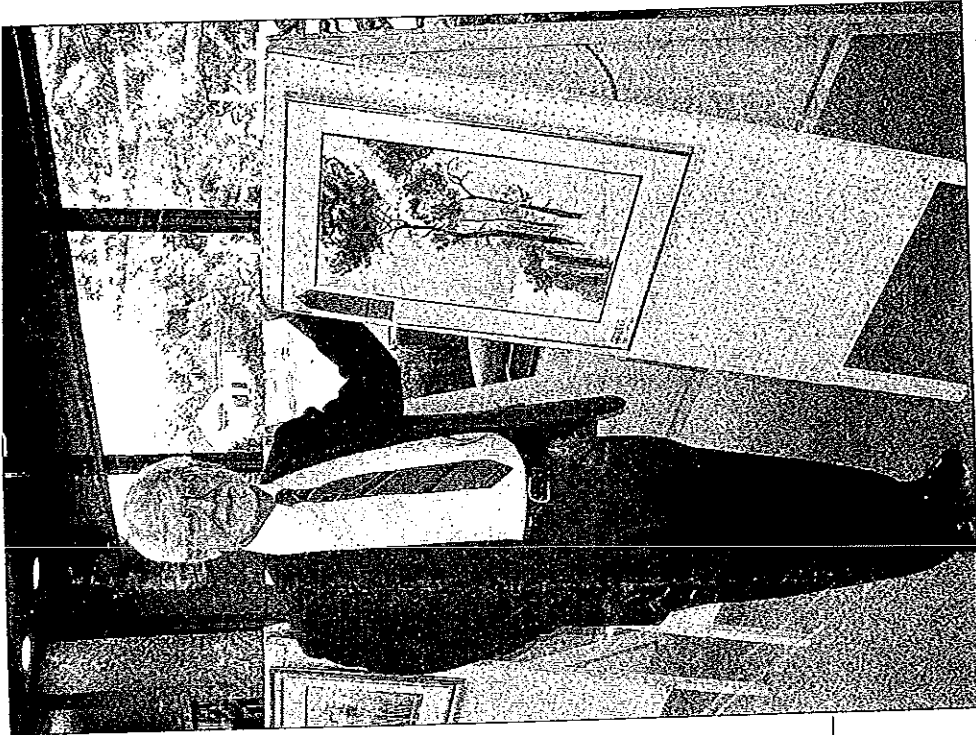
Archival Resources Include

- 📖 West Atwood Yacht Club memorabilia
- 📖 Assorted Samuel Louis Kramer maps and papers
- 📖 Articles on international student visit to Placentia, Italy
- 📖 West Placentia Little League
- 📖 International Kiwanis papers and scrapbook (1945-1970)
- 📖 Virginia Carpenter photograph collection
- 📖 Placentia Courier negative collection
- 📖 Historic photograph collection
- 📖 Newspaper clippings, brochures, newsletters, maps of local historic interest

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for  
**INDEPENDENCE DAY**



**HAL WIGHTMAN II** with watercolor titled 'Cambria Pines,' first-place winner.

**Library offers help with homework**

Homework help for students is available from 4 to 6 p.m. Mondays and Tuesdays at the Placentia Library, 411 E. Chapman Ave.

The program is available free for students in the first through 12th grades.

Information: Jim Roberts or Toby Silberfarb: (714) 524-8408, Ext. 215 or 213.

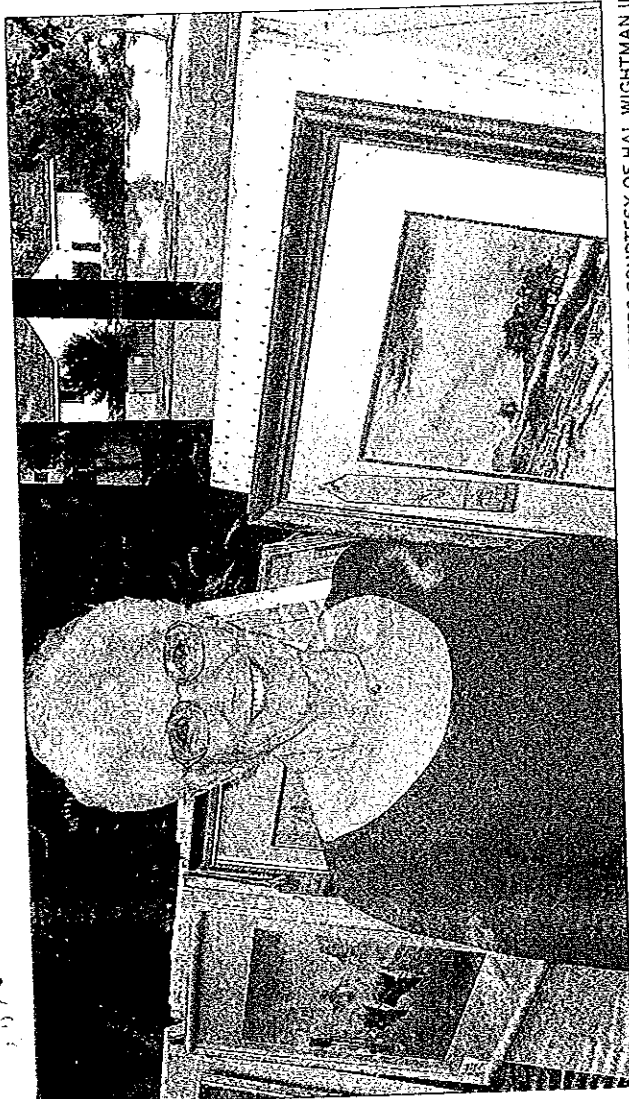
**Donors of wooden chairs are needed**

The Placentia Library Foundation Board of Directors is working to replace 44 wood veneer chairs in the Children's Department with solid-wood chairs.

Members are asking people to sponsor a chair for \$200 a piece. Each chair will have an engraved plate listing the donor's name.

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

**BRUSHING UP**



**DIXIE MOORE** with her second-place winner for 'Early Snow' watercolor in Placentia Art Association's membership show in May.

PHOTOS COURTESY OF HAL WIGHTMAN II

- Second place - Dixie Moore
- Third place - Hank Studley
- Honorable mention - Randy Tan, Marie Rogers, Bea Liebl, Chony Rojas and Mary Snyder

**A**n art show featuring paintings and drawings by members of the Placentia Art Association was held in mid-May at the Placentia Library.

At the reception and awards ceremony the evening of May 18, the following winners were announced:

- First place - Hal Wightman

# pacific clippings

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

Placentia News  
Weekly

JUN 2 3 2005

## Summer reading program opens

The Placentia Library is offering a "Super Readers, Super Heroes" Summer Reading program ending Aug. 13 for preschoolers through eighth-graders.

Children who complete reading requirements and make weekly visits to the library, 411 E. Chapman Ave., for eight weeks will receive prizes and a reading certificate.

Also, special Saturday events are scheduled for kids, including a puppet show, a magic display and a musical story time.

Information: (714) 528-1906.

# pacific clippings

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

The Register  
Daily JUN 6 - 2005

## 14 TUESDAY

**Orange County IBM PC Users' Group**, monthly meeting, 6:30-9:30 p.m. Placentia Library, 411 E. Chapman Ave. Free. No reservations needed. Information: [orcopug.org](http://orcopug.org).  
**Orange County Multimedia Association**, Digital Video Group meeting and project review, 7 p.m. Electric Pictures, Irvine Media Group, 2691 Richter Suite 104, Irvine. Free. Reservations: Corliss, (714) 778-5336 or e-mail DV/3D SIG, [dv@ocmma.org](mailto:dv@ocmma.org). Information: [ocmma.org](http://ocmma.org).

# pacific clippings

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

Placentia News  
Weekly

JUN 2 - 2005

## Bluebird Man's talk is for the birds

A "Bluebird Man" will talk about this little bird at 7 p.m. June 13 at the Placentia Library, 411 E. Chapman Ave.

The expert will show how people in the area help the birds nest by building birdhouses and explain where to find these birds. The event is free and refreshments will be served.

Information: Mary Strazdas, (714) 528-1906.

# pacific clippings

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

Placentia News  
Weekly

JUN 2 - 2005

## Placentia Library

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

# pacific clippings

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

Fullerton News Tribune  
Weekly

JUN 0 9 2005

## 'Fire in the Morning' exhibit in Placentia

A photography exhibit created by Yolanda Morelos Alvarez, president of the Orange

County Mexican American Historical Society, is running indefinitely at the Placentia Library, 411 E. Chapman Ave.

Titled "Fire in the Morning," the exhibit depicts the lives of Mexican Americans in Orange County from the early 1900s through World War II.

Hours are 1 to 5 p.m. Sundays, 9 a.m. to 9 p.m. Mondays-Wednesdays, 9 a.m. to 6 p.m. Thursdays and 9 a.m. to 5 p.m. Saturdays.

Call (714) 528-1925.

# pacific clippings

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

Placentia News  
Weekly

JUN 2 3 2005

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# pacific clippings

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Placentia News  
Weekly

JUN 2 3 2005

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The program is available free for students in the first through 12th grades.

Information: Jim Roberts or Toby Silberfarb: (714) 524-3408, Ext. 215 or 213.

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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:** **Publicity Materials Produced in June 2005**  
**DATE:** July 18, 2005

This report was not available at the time the Board Agenda Book was published. It will be distributed at the Library Board Meeting.



SAFETY COMMITTEE MEETING  
JUNE 27, 2005  
MINUTES

I. Call to Order: 8:55 A.M.

Members Attending: Caroline Gurkweitz  
Katie Matas  
Wendy Goodson

Members Absent: Esther Guzman

III. Old Business

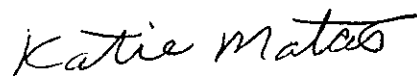
1. The fire extinguishers were checked by Katie Matas on May 26, 2005.
2. "Emergency Evacuation" handouts were distributed at the May 4, 2005 staff meeting.
3. "Heat Stress" handouts were distributed at the June 15, 2005 staff meeting.
4. The fire extinguishers were serviced June 21, 2005.

IV. New Business

1. The staff needs to be reminded to watch for volunteers or patrons who are behaving unsafely (ex.: running in the Library).

The next meeting will be July 20, 2005 at 2:00 P.M.

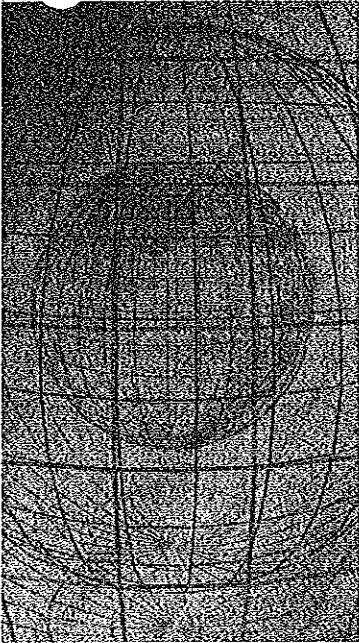
Respectfully submitted,



Katie Matas







## ALA's Secret Weapon Found in Nation's Capital

The American Library Association's Washington Office is about to celebrate its 60th year of operation, and Emily Sheketoff is very upbeat about heading the operation. A former TV producer, she has been in the ALA job for five years. "This job has used every skill I ever learned," she declares.

"We take our responsibilities seriously. We're what stands between the general public and what it needs for libraries. It's a sacred trust."

The staff deals with information technology policy, and also lends support to ALA roundtables and divisions. The office of government relations, with six staff members, works to influence Congress and federal agencies.

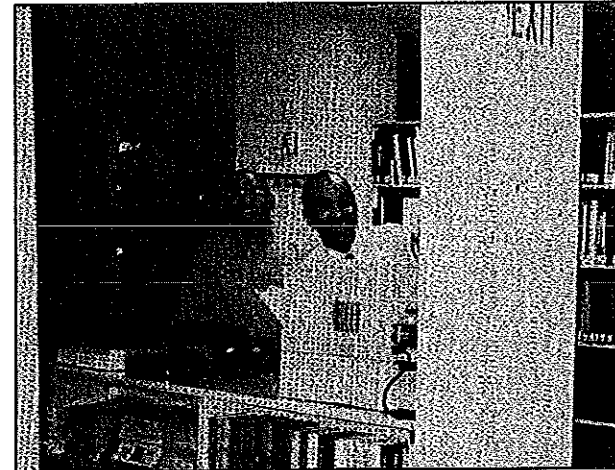
A sophisticated grassroots network for all ALA lobbyists to use is under construction. Grassroots Coordinator Erin Haggerty has been searching for an effective library contact in every state. That key person will then assemble a network of various library people, from schools, public libraries, universities, and special libraries.

"If we need a letter to Rick Boucher in Virginia," Emily explains, "we'll draft the letter, but a constituent will sign and send it electronically. These days, that's necessary, because lots of Congressmen now have e-mail filters that accept messages only from constituents."

ALA can get in on the ground floor of this effort, she explains. "We need members' help—we need them to recruit more of their colleagues for ALTA, so they, too, can be advocating for libraries. We're all in this together, and we can jointly work more effectively. Chapter Relations is active in this."



Emily poses with Miriam Nisbett, Counsel on Copyright and Intellectual Property.



Don Essex, Legislative Information Specialist (left) stands in the office library with Denorse Prince, Administrative Assistant.

In early May, the Washington Office hosted its annual lobbying event. The occasion provided a great chance to introduce the new grassroots network. Library advocates who couldn't travel to Washington participated from home in a Virtual Lobby Day.

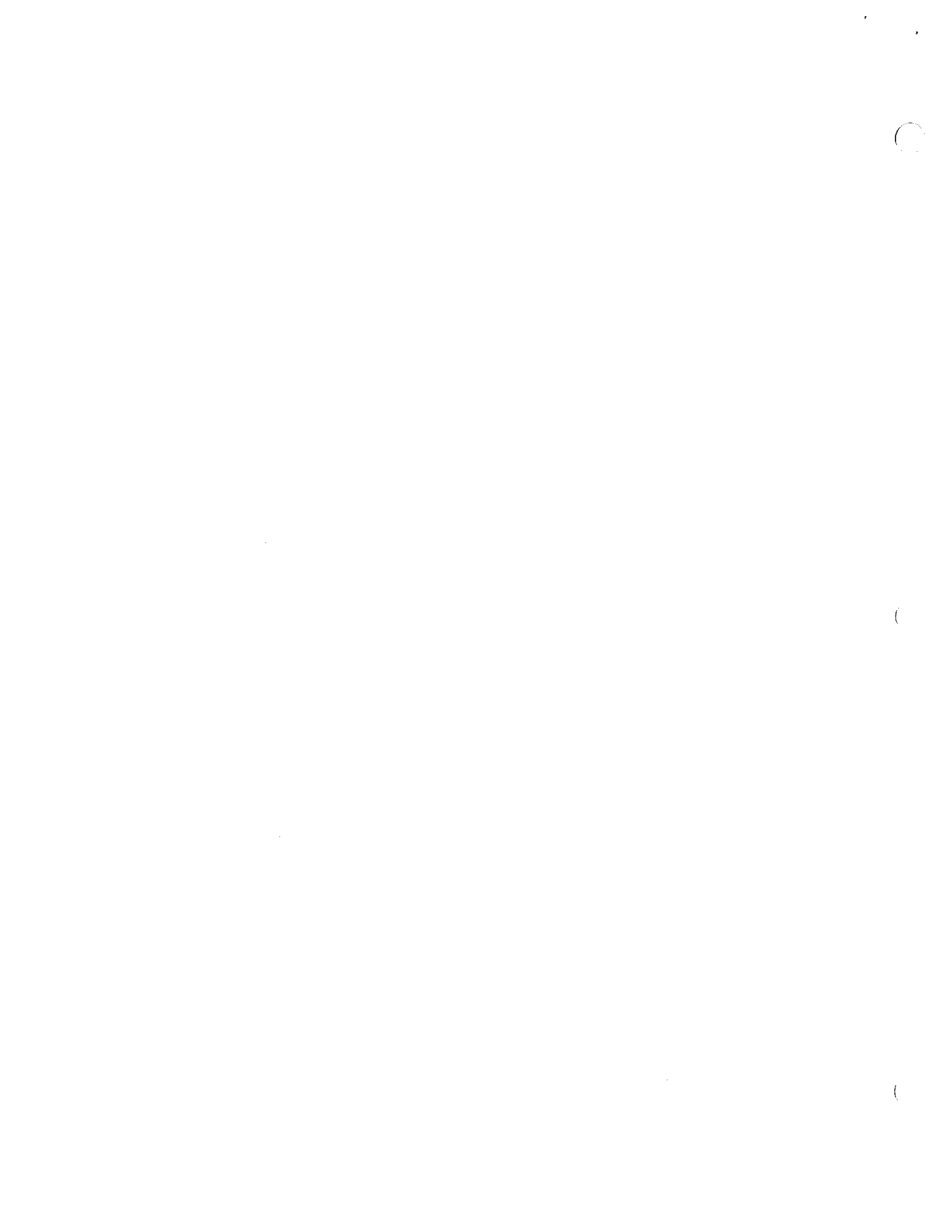
### In 2008

Everything You Wanted to Know about Attending an ALA Annual Conference—But Were Afraid to Ask . . . . . 3

After the Tsunami: Rebuilding Libraries . . . . . 3

ALTA Members Lose a Dear Friend with Passing of Virginia Young . . . . . 5

continued on back cover





## ALTA President's Message Exciting Conference Around the Corner

It is not too late to make plans to attend the Chicago ALA Conference. Trustee and advocate activities begin on Friday, June 24, with the Advocacy Institute and Honor Roll Banquet.

Saturday and Sunday (June 25 and 26) are loaded with special trustee and advocate programs. You can find a schedule and find out more information at [www.ala.org/alta](http://www.ala.org/alta). Program titles include—Twix and Tweens: Library Programs to Motivate our Youth's Future; The Taste: Library Planning; Finances, Space and Technology; Advocacy: The New Frontier; and When State and Local Stretch Money.

### ADVOCACY NOW

Even if you are not attending the National Legislative Day, May 3 and 4, in Washington, D.C., your assistance is still needed. Sign up for ALAWON, the online newsletter, to get alerts about advocacy efforts and how you can help at [www.ala.org/ala/washoff/washnews/news.htm](http://www.ala.org/ala/washoff/washnews/news.htm).

### BECOME PROACTIVE LOCALLY

As you are looking at upcoming graduations with people meeting exciting new goals and making new ones, your library needs to graduate into this new age of libraries. Have you looked at the library's strategic plan recently? Is it up-to-date? Are you implementing your strategic plan? Do you have regular reports on the progress toward the strategic goals?

In an editorial last fall John Berry said, "Librarians must evaluate everything from the library building and its contents to the library staff and users and their wants and needs. They must watch developments in other industries to see if they can be valuable in libraries" [*Library Journal* 129, no. 14 (Sept. 1, 2004): 8]. But it is really you as trustees and advocates who have the pulse on the community and your expertise in other fields that can so ably lend a new perspective to the library and its strategic plan, helping evaluate the library building, staff and user wants, as well as watch for trends.

Salinas (CA) PL helped many open their eyes to the fact that libraries do not always get priority in tight financial times. See the March 2005 issue of *American Libraries* for additional information about Salinas. Does your library have a solid financial base, or should you make some contingency plans now? If a crunch hits, what would you do? Trustees and advocates are exploring all options, such as a fundraising campaign, developing a library district with dedicated funding, encouraging public support, and advocating for political support. Now is the time to plan for those best- and worst-case scenarios.

I hope to see you in Chicago, as we continue to learn about how trustees and advocates can help provide the best public library service.

—Marguerite Ritchey, President

## Politicians are People, Too

**Be Nice:** You catch more bees with honey than vinegar.

**Getting to Know You:** It's easier to listen to friends than strangers.

**Surprise 'Em:** Reach out to politicians when you want nothing in return.

—Glenn R. Miller, PA Library Association

From the  
Library Bill of  
Rights:

Libraries should  
cooperate  
with all persons  
and groups  
concerned  
with resisting  
abridgment of  
free expression  
and free access  
to ideas.



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# Everything You Wanted to Know About Attending an ALA Conference But Were Afraid to Ask

BY NICHOLAS SPILLIOS

Do I have to go? That was the question I asked myself after my board chair asked me to attend an ALA Conference. She subtly suggested that my time had come. But why me? What about Mary and Joe and Jackie? They had never attended a conference. After a year as a trustee, I found myself doing my job fairly well—so I thought. Yet I was not totally committed, and it showed. My chair was acting as my mentor, finding potential in me that was waiting to be tapped.

Conferences often play a major motivating role in the professional development of trustees. They may act as the turning point for a trustee in moving from the position of being an adequate and responsible one to that of an effective leader on a board. Here are a few reasons for attending ALA conferences.

## 1. GETTING THE BIG PICTURE

Only a conference can give you that view from the mountaintop. Boards are often insular, with trustees judging policy from a personal perspective. We need new ideas and perspectives on how other boards do business. The excitement of attending can give you just that. Personal growth and professional development offer that essential shove in the right direction. Conferences can lead to a fresh start back home and an opportunity to brief your board on what is happening to libraries.

## 2. EDUCATIONAL EXCHANGE

Transferring ideas from one board to another never works. But adaptation and borrowing does. Here is a chance to bounce your ideas off others, getting their input and adjusting your views. This direction is all part of the growth process. I still remember one of the first ALTA sessions I attended focusing on the partnership that can be established between the CEO and the

board, complete with handouts and exercises. I used it and adapted it to fit a local conference. Wow, was everybody impressed with my idea, borrowed from ALTA!

## 3. KEEPING AHEAD OF THE CEO

Let's face it. We are all volunteers, and few trustees possess the knowledge that administrators get in their professional training. Nor does anyone expect us to have such knowledge. We are policy makers, but we can gain an understanding and appreciation of the library world. And there is all that library jargon! You will learn the definition of such terms as database, hard print and electronic print, and weeding. You can pick up the meanings at a conference. Acquire them and use them with administrators; they will be impressed.

## 4. TECHNOLOGY BREAKTHROUGHS

Changes in technology are daunting. And many of the major funding requests received are associated with technological changes. We are responsible for making intelligent decisions. Are we knowledgeable enough to make such decisions? We have been appointed or elected to make such decisions. Conferences afford us the opportunity to become more knowledgeable.

## 5. GETTING INSPIRED AND MOTIVATED

Conferences act as the meeting place for experts in the library community. At this year's Midwinter Meeting in Boston, I was fortunate in attending the Advocacy Institute with many of the major names in the field willing and able to articulate contemporary ideas on advocacy. At the "Creating an Epidemic" session, I heard bestselling author Malcolm Gladwell expound on strategies for mobilizing grassroots advocacy efforts. But where do you start? Our libraries are in trouble. The place for arming ourselves with skills and techniques needed to serve our libraries

# After the Tsunami: Rebuilding Libraries

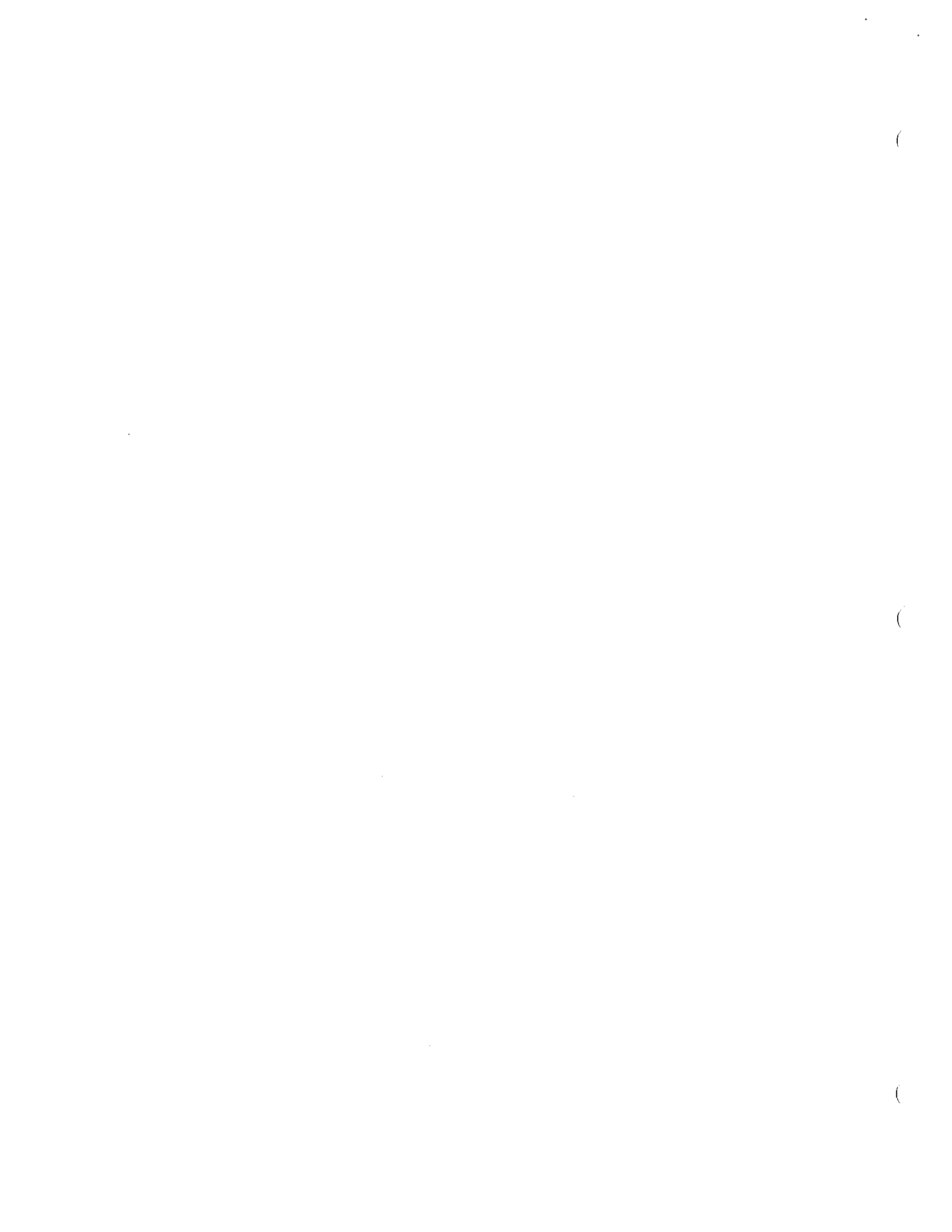
As part of the international effort to help rebuild the libraries damaged or destroyed by the earthquake and tsunami in Asia and parts of Africa at the end of 2004, the "U.S. Library Associations Library Disaster Relief Fund" has been created which will be able to accept tax-deductible donation.

Particularly hard hit in the region were libraries in Sri Lanka and Indonesia. In Sri Lanka, 177 school libraries, 53 public libraries and 68 libraries attached to religious institutions were damaged or destroyed. The National Library of Indonesia reports similar destruction in Aceh Province, including the loss of 23 of the 72 staff at the Aceh Provincial Library.

The "Library Disaster Relief Fund" will be working with the effort of the International Federation of Library Association and Institutions (IFLA) to assist in the rebuilding process.

Donations can be made by credit card or by check to the "Library Disaster Relief Fund." Checks should be sent to the Medical Library Association, c/o Carla J. Funk, 65 East Wacker Place, Suite 1900, Chicago, IL 60601-7298.

continued on page 4



**ALTA at a Glance**  
www.ala.org/alta

**President:**  
L. Guerite Ritchey

**Executive Director:**  
Kerry Ward

*The Voice*

**Editor:**  
Anne Sterling

**Contributing Editor:**  
Gretchen Kalwinski

**Design/Production:**  
Karen Sheets,  
ALA Production Services

## **ALTA Mission Statement**

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

## **ALTA Vision Statement**

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services and ensure access to information to all.

# **ALTA names Jim Connor and Robert B. Lyons as the 2005 Trustee Citation award winners**

ALTA named Jim Connor and Robert B. Lyons as the 2005 Trustee Citation award winners. The ALA Trustee Citation, established in 1941 to recognize public library trustees for distinguished service to library development, symbolizes and honors the best contributions and efforts of the estimated 60,000 American citizens who serve on library boards.

Connor is a trustee of Jefferson County Public Library in Colorado. Lyons is a trustee of Schaumburg Township District Library in Illinois.

Connor has been tireless in his efforts to energize the state trustee organization in Colorado, traveling nearly 10,000 miles throughout the region, to build an advocacy network for libraries. His enthusiasm for working with trustees and li-

brary advocates has been evident in all who see him at the ALA midwinter meetings and annual conferences. He has, per William Knott, the Jefferson County librarians, created a new spirit of advocacy among public library trustees in the West.

Connor's recent accomplishments include establishing working relationships with his region's state librarians, setting up a Web site for the trustees and advocates in his region, and organizing his many community contacts to speak in support of libraries.

"Lyons has been a very active legislative advocate for libraries both on the state and national levels," said Michael Madden, the director of the Schaumburg Township District Library.

*continued on page 5*

## **Everything You Wanted to Know . . .** *continued from page 3*

is at conferences. What trustee isn't interested in becoming inspired?

### **6. MEETING OLD FRIENDS AND MAKING NEW ONES**

You will find some of the most professional and dedicated trustees at conferences. Looking back over the years, I treasure the friends and contacts I've made of some of the most dedicated trustees across the U.S., including Wayne Coco, Denise Botto, Bill Murphy, and Sharon Saulmon. I know that I can contact any one of them for advice and information, and they won't let me down.

### **7. SHOPPING AROUND**

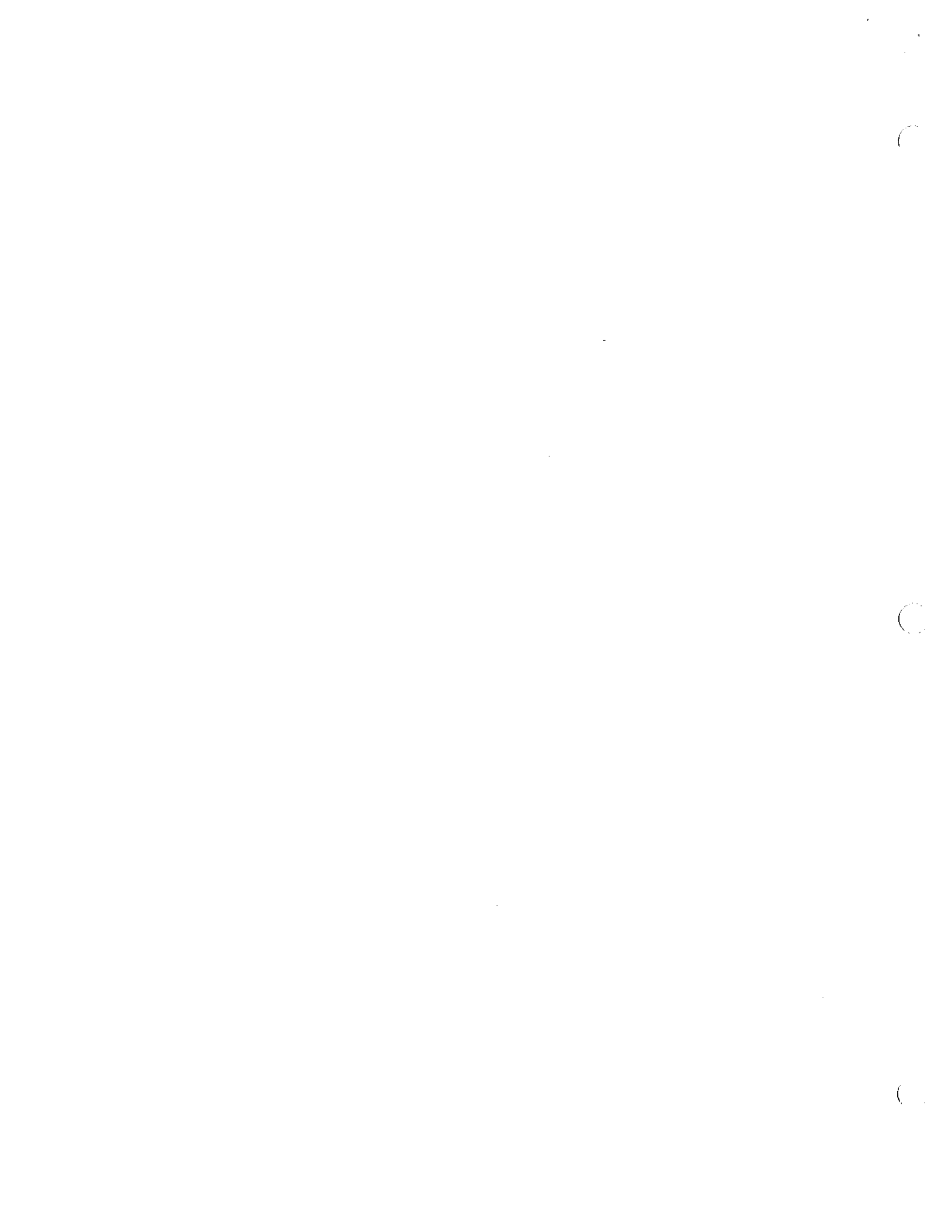
A visit to the Exhibits is invaluable for updating yourself on new publications, new software, and the hot authors of the moment. Authors' advances copied as posters for your library are yours for the asking.

### **8. PRE-REGISTRATION**

Pre-registration is a must! Not only will you save yourself valuable time and buy into low early rates, but you will get announcements on the program and a schedule of demonstrations by the vendors.

Finally, some mention should be made concerning who should not attend. If you feel that you know everything there is to know about libraries, don't attend. If you are not committed to your library, or if you haven't taken a professional view of your role as a trustee anxious for your library to make a difference in the community, a conference is definitely not the place for you! For those who don't fall under these categories, see you at ALA in Chicago!

*Nicholas Spillios is a former president of the Canadian Library Trustees Association.*





# ALTA Members Lose a Dear Friend with Passing of Virginia Young

During World War II, Virginia Young learned to fly. She thought scout pilots might be needed, so she climbed into two-seater, open cockpit biplanes and learned to take them skyward. After that, she spent the remainder of her long life seeking high places, in one way or another.

It was Virginia's idea to change the name of ALA's Trustees Division to ALTA, which she said sounded like heights. She was a distinguished member of our division until her death on March 16, 2005. And when it came to being a trustee, she wrote the book—literally—titled, "The Library Trustee." This volume was read by an entire generation of library volunteers and eventually translated into Spanish.

A resident of Columbia, Missouri, Virginia began her service to libraries in 1952, when she was named to the city's library board. She went on to serve on library boards at every level, including a five-year stint as trustee of the American Library in Paris, where she helped plan their 50th anniversary celebration.

Presidents responded to her. While she was head of the Missouri Library Association, the future president Ronald Regan showed up at a hotel where they were meeting. It took her little time to snag him as an impromptu speaker. Later, Gerald Ford invited her to the White House to for a 15-minute appointment about libraries, but 15 minutes stretched to 45

minutes because Virginia was so engaging on her favorite topic.

Her bottomless store of ideas invigorated the library world. When the federal government cut funding for libraries, she suggested a trustee march on Washington. Beforehand, she conducted a briefing for 200 people, so they would know what to say. The march was credited with a major role in restoring library funding.

Virginia was a Cub Scout Den Mother, a basketball advisor to her son, and according to all who knew her, a very compelling and extremely humorous person. She had the knack of bringing opposite sides together. The ALA recognized her leadership by offering her an honorary membership, its highest award.

Until quite recently, Virginia Young regularly attended ALTA meetings, and was sought out by many who considered themselves her friends. Her impact on ALTA will continue, through her influence on current members. There has been extensive press coverage of her death, and *American Libraries* is publishing an article about her life.

ALTA members who have suggestions of ways to honor her contributions are welcome to get in touch with President Marguerite Ritchey or Executive Director Kerry Ward.

## Trustee Citation Awards *continued from page 4*

"Lyons exemplifies the best traits needed in a public library trustee," said Jean Wilkins, director of the Illinois State Library.

Lyons has served as board president at both the local library and system level. He has worked steadfastly to improve libraries at the local, regional system, and state level and has helped to pass a number of bond and funding referenda over the years, all of which passed by a large margin. He is

the 2002 recipient of the Illinois Library Association Trustee Citation award.

The awards will be presented during the Opening General Session of the ALA Annual Conference in Chicago. During each ALA Annual Conference, up to two trustees are presented with citations in recognition of distinguished service to library development.

# Welcome these new members of ALTA!

Gordon Baker,  
Mcdonough, GA

George Barnes, Utica, MS

Bibliotheque Nationale Du  
Quebec, Montreal, Quebec

James Colgan, Elk Grove, IL

Robert Gorin, Niceville, FL

Lutha Grigsby,  
Farmers Branch, TX

Charles Jackson, Monroe, LA

Phyllis Jose, Detroit, MI

Carrie Lopez,  
Los Angeles, CA

Barb Kalchbre, Cary, IL

Susan Key, Los Angeles, CA

John Knobloch, Naperville, IL

Charles LaRocca,  
Montgomery, NY

W. Looft, Buffalo, IL

Francis McBride, Utica, NY

Paul Parobeck, Pittsburgh, PA

Lotsee Patterson, Norman, OK

Joyce Porter, Columbus, MO

Pat Powell, Rocheport, MO

Kelly Pridgen, Columbus, GA

Nancy Russell, Princeton, NJ

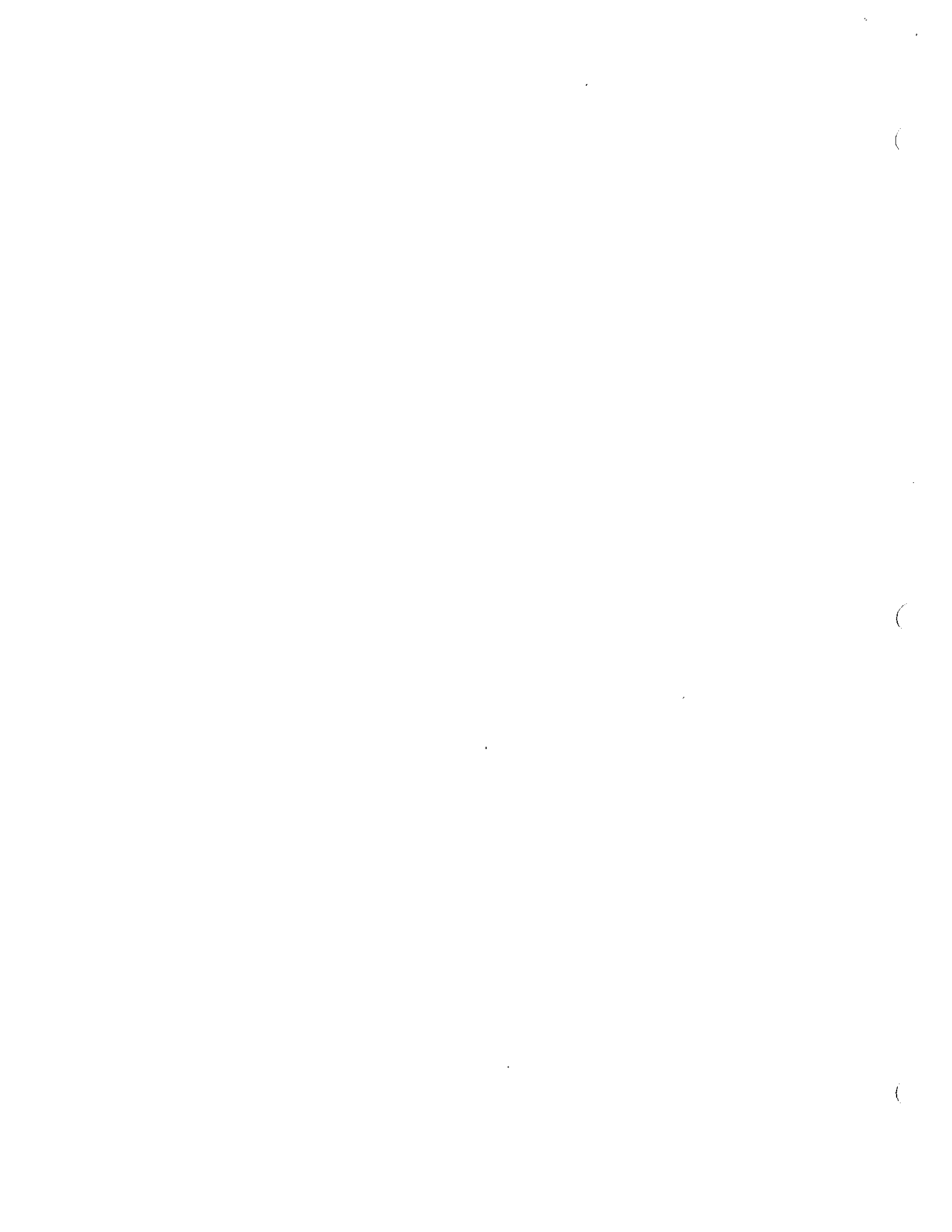
Danny Simmons,  
Brooklyn, NY

Chris Skaugset, Longview, WA

Mesfin Tefera, Aurora, IL

Maggie White, Jackson, MS

Antonia Williams,  
Brooklyn, NY



# Chicago 2005

## ALTA Schedule, 2005 Annual Conference June 23-27, 2005

(updated April 12, 2005)  
Numbers below refer to meeting rooms

### THURSDAY, JUNE 23, 2005

#### Committee Meetings

2:00-4:00 P.M.

Executive Committee Meeting  
#200941 HYATT, "Soldier Field"

5:00-7:00 P.M.

ALTA Board of Directors Meeting  
#200942 HYATT, "Grand BR C South"

### FRIDAY, JUNE 24, 2005

9:00 A.M.-5:30 P.M. *ALTA Preconference*

"Grassroots Library Advocacy:  
Creating Raving Fans"  
#200287 SHER, "Chicago BR X"

#### Committee Meetings

4:00-5:00 P.M.

Education of Trustees Committee Meeting  
#200943 MAR, "Kansas"

5:00-7:00 P.M.

Leave open for hotel changes

7:30-10:00 P.M.

2nd National Advocacy Honor Roll Banquet  
#200326 INTER, "Renaissance"

### SATURDAY, JUNE 25, 2005

9:00-11:00 A.M. *ALTA Opening Session*

"Elected Officials: How to Get  
their Attention on Library Needs"  
#200952 MAR, "Chicago BR A-B"

#### Committee Meetings

12:00-1:00 P.M. *All Committee Meeting*

Intellectual Freedom, Membership,  
President's Program, Advocacy,  
Local Arrangements  
#200947 MAR, "Denver/Houston, Kansas City"

### HOTEL ABBREVIATIONS

MAR-Chicago Marriott Downtown

HRM-Hyatt Regency McCormick Place

EMB-Embassy Suites Lakefront

INTER-Intercontinental Chicago

FAIR-Fairmont Hotel

MER-Le Meridien

\*HIL-Chicago Hilton and Towers

MCP-McCormick Place

HOL-Holiday Inn City Center

PALM-Palmer House Hilton

HYATT-Hyatt Regency Chicago

\*SHER-Sheraton Chicago Hotel and Towers

\*co-headquarters

1:30-3:30 P.M.

*ALTA President's Program*

"Advocacy: The New Frontier"

#200300 MAR, "Chicago G-H"

#### Committee Meetings

4:00-5:30 P.M. *All Committee Meeting #2*

Specialized Outreach Services, Action  
Development, Legislation, Publications  
#200946 MAR, "Denver/Houston, Kansas City"

4:30-5:30 P.M.

Nominating Committee Meeting  
#200945 CLOSED MAR, "Scottsdale"

5:30-7:00 P.M.

ALA Opening General Session  
No-conflict time.

### SUNDAY, JUNE 26, 2005

9:30-11:00 A.M. *Education of Trustees Program*

"The Taste: Space Planning for Technology"  
#200953 MAR, "Kansas"

12:00-2:00 P.M. *ALTA SOS Luncheon Program*

"Twix and Tweens: Library Programs  
to Motivate Youth"

#200299 MAR, "Chicago G-H"



2:30–4:00 P.M. *Legislation Program*  
“Guess Who’s Here?”  
#200330MAR, “Chicago BR A-B”

00–4:30 P.M.  
ALTA Business Meeting  
#200949MAR, “Chicago BR A-B”

#### Committee Meetings

5:00–6:00 P.M.  
Conference Program and Evaluation  
Committee Meeting  
#200948 MAR, “Scottsdale”

#### MONDAY, JUNE 27, 2005

8:00–10:30 A.M.  
2004–05 ALTA Board of Directors Meeting  
#200951MAR, “Los Angeles/Miami”

10:45–11:30 A.M.  
2005–06 ALTA Board of Directors Meeting  
(same # 200951) MAR, “Los Angeles/Miami”

11:30 A.M.–12:30 P.M.  
2005–06 ALTA Executive Committee Meeting  
(same #200951) MAR, “Los Angeles/Miami”

To register for the Annual Conference and any ALTA event, go to:  
[www.ala.org/ala/eventsandconferencesb/annual/2005a/registration.htm](http://www.ala.org/ala/eventsandconferencesb/annual/2005a/registration.htm)

## ALTA 2005 Annual Conference Program Descriptions

This is a reminder for all ALTA members that advance registration for the 2005 ALA Annual Conference closes on May 20, 2005. Members returning their forms after that date will be charged a higher registration fee. When completing your form, don’t forget these three special ALTA events:

#### ALTA Preconference: “Grassroots Library Advocacy: Creating Raving Fans”

*Friday, June 24, 2005; 9:00 A.M.–5:30 P.M.*

How do you influence everyone from voters and taxpayers to city hall and county officials? What is the difference between libraries that limp along and those that sprint? Grassroots library advocacy! Many trustees and Friends know how to call and write elected officials, but they need help forming teams of grassroots advocates who can effectively influence policymakers. This preconference will provide you with the tools and knowledge you need. Participants will learn how to develop a comprehensive team, practice delivering key mes-

sages with a diverse team, and work in small groups to develop “My Own Action Plan” to take back to their libraries.

Speakers: Ellen Miller (KS) and Patricia Fisher (MD).

Tickets (includes lunch): ALTA member: \$150; ALA member: \$200; Nonmember: \$245; Student/Retired Member \$150.

#### 2nd National Advocacy Honor Roll Banquet

*Friday, June 24, 2005; 7:30–10:00 P.M.*

Please join ALA, ALTA, and all the states of the nation in honoring the achievements of extraordinary library advocates. The 1st National Advocacy Honor Roll Banquet, held in 2000, honored 20th century library advocates. This second banquet will identify and celebrate the achievements of library advocates during the last five years and in all 50 states. Because advocates come from many walks of life and contribute to libraries in very different ways, each state chooses its own honorees. Plan now to be part of this opportunity to call attention to library advocacy and to recognize those who have worked so hard on behalf of America’s libraries.

Tickets: \$75.

continued on back cover

ALTA 2005



## ALA's Secret Weapon *continued from front page*

Emily spends much time dealing with Congress and regulatory agencies: the Department of Education, the Institute of Museum and Library Services, the First Lady's Office, and even the IRS. Another chunk of time goes to information technology issues. The rest is spent on ALA business, and the important job of keeping libraries in the forefront of public awareness, via coalitions and the media.

This summer, Emily will oversee the move to a new workplace. Starting in early fall, the new location of ALA's Washington Office will be at 1615 New Hampshire Avenue, two blocks north of DuPont Circle. Once there, the staff will turn to the pleasant task of throwing a 60th Birthday Party for the Washington Office.

## Program Descriptions *continued from page 7*

### SOS Luncheon: "Twix and Tweens: Library Programs to Motivate our Youth"

Sunday, June 26, 2005; 12-2:00 P.M.

This luncheon program will focus on the lost generation teens who are too young to be adults and too old to be children. We will discuss how to motivate and market the library as a means of support, information, and fun for these young people between the ages of twelve to nineteen. We will be forging an old frontier with new ideas that work. Come and get an earful of great programs that will carry out this task.

Speaker: Monroe Smith (MO).

Tickets: \$50.

**Fall issue deadline:**

**August 2, 2005**

**ALTA** Voice of  
America's  
Library  
Trustees &  
Advocates

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

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The Voice is published quarterly by the Association for Library Trustees and Advocates and is available with membership in ALA/ALTA. Address membership correspondence to Kerry Ward, ALTA, 50 E. Huron St., Chicago IL 60611. Send newsletter information to Anne Sterling, 7104 Wheeler Rd., Richmond VA 23229; nimbleleap@aol.com; (804) 285-8354.

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# Board & Administrator

FOR BOARD MEMBERS

July 2005 Vol. 21, No. 11

Editor: Jeff Stratton

## Board member question: Does SOX require a review of employee pay?

“Our board is discussing funds for employee salaries as part of our budget approval process,” a Nebraska board member says. “Two board members believe that the provisions of the Sarbanes-Oxley law require the board to review and approve individual employee salaries. Is this correct?”

No, SOX does not require the board to approve what nonprofit employees are paid. Here are the two provisions of Sarbanes-Oxley that affect nonprofit organizations:

1. **Whistleblower protection.** SOX has strict criminal penalties for retaliation against informants by individuals acting on behalf of any nonprofit organi-

zation. It is now a federal crime for anyone to interfere with the lawful employment or livelihood of an individual for providing truthful information to a law enforcement officer relating to actual or potential conduct of a federal offense.

2. **Document retention policy.** Under Sarbanes-Oxley, it is now a federal crime to destroy or alter documents related to litigation or an investigation.

Personnel is an area of nonprofit management that a board delegates to its administrator. After the board delegates this responsibility, the executive director is then responsible for determining the level of individual employee compensation. ■

## As scrutiny of NPOs increases, pay more attention to governance

All boards would benefit by asking a board member to focus on the board's governance issues on a more conscious level, says Michael Daigneault (Gaithersburg, Md.), principal & director of advisory services, DeLeon & Stang, and senior associate with BoardSource.

Daigneault says that in the post-Enron era, the increased scrutiny of for-profit business is affecting the amount of attention focused on the governance of nonprofits.

Increased responsibility for the board secretary can help the board address the issue, Daigneault suggests. This new role would make the secretary responsible for chairing the board's governance committee, working with the board chair and executive director to recruit

and orient new board members, and making the secretary responsible for ensuring that board committees and the full board regularly appraise their own performance.

Boards may be hesitant to put this much authority in the secretary position because they tend to be risk-averse, Daigneault says, and that's understandable. “They are often a group of friends and colleagues that are hesitant to challenge or risk insulting each other,” he says. “But by placing responsibility for governance issues under the board secretary, you create a role where he has permission to come forward through proper channels and say that collectively the board has

*continued on next page*

*Continued from previous page*

certain issues it needs to deal with.”

Would placing increased power in the board secretary position lead to conflict with the board’s chair? No, Daigneault says. “I believe it would free up the chair to lead,” he says.

“Board chairs are overworked,” Daigneault says. “How many times do you hear the chair say, ‘I don’t have enough to do?’”

This way, the chair could have a more prominent role in the community, be more active in fund-raising efforts and spend more time promoting the organization’s mission.

Daigneault believes that this is a nuanced but legiti-

mate way to give the secretary more governance responsibilities, without lessening the power of the chair.

“The chair would still be responsible for appointing committee members and running board meetings. But with this change, the chair would have a strong lieutenant who can attend to the board’s governance issues.”

*Editor’s note:* Michael Daigneault is very interested in discussing this new concept for the board secretary with board and administrator teams. He can be reached at [Michael@DeLeonandStang.com](mailto:Michael@DeLeonandStang.com) or at 301/948-9825, extension 308. ■

## Committee report form avoids windy rehashes

Rather than reviewing a five-page written report of a committee’s workings, or a lengthy verbal report at a board meeting, an Albany, New York board relies on a Committee Meeting Summary form that condenses the committee’s work down to its essence.

“This report summarizes the key decisions the board needs to make. Board members can give the document a quick scan and see the progression of events,” Board Chair John Monteiro says.

Monteiro explains the form’s benefits for a board that uses multiple committees:

“The meeting summary gives each board member a quick review of a committee’s workings,” Monteiro says.

“The form maintains good information flow, and gives each board member the summary for each committee’s meeting.”

The form is set up in a matrix, with space for the committee’s name, the agenda items the committee covered, committee recommendations, actions required and a time table for future action if necessary (see example below).

Committee chairs provide their completed reports in advance of scheduled board meetings for inclusion in the board packet. “The form gives the board a convenient way to see what all of our committees are doing,” Monteiro says. ■

| <b>Committee Meeting Summary</b> |                                 |                     |            |
|----------------------------------|---------------------------------|---------------------|------------|
| Committee: _____                 |                                 | Meeting date: _____ |            |
| Agenda items                     | Recommendation/topics discussed | Action required     | Time table |
| 1.                               |                                 |                     |            |
| 2.                               |                                 |                     |            |
| 3.                               |                                 |                     |            |
| 4.                               |                                 |                     |            |

Source: South Colonie Central Schools, Albany, New York

**Vernon J. Napier**  
1240 Luther Way #11  
Salinas, CA 93901  
209-663-9392  
vnapier@clear.net.nz

## **ACHIEVEMENTS**

- Introduced computer systems to library management
- Prepared and monitored annual budgets.
- Introduced numerous procedures in order to improve service levels within budget.
- Negotiated a number of significant contracts with outside contractors and suppliers.
- Liaised with the public and elected officials. Spoke to public gatherings.

## **EDUCATION**

|                                 |                                     |
|---------------------------------|-------------------------------------|
| NZ Library School               | Diploma NZLS                        |
| University of Glasgow, Scotland | M. Philosophy in English Literature |
| San Jose State College, CA      | B.A. (with honours) English         |

Numerous courses and workshops, including:

- Change Management
- Policy Writing
- Financial Concepts
- Marketing.

## **CAREER SUMMARY**

**Supervising Librarian**                      **Monterey County Free Libraries**  
Managing suburban branch.

**City Librarian**                      **Lower Hutt, New Zealand**  
Directed operations for the Central Library, 7 branch libraries, staff of 100.  
\$4m budget serving a population of 92,000. Evaluated system needs,  
acquired new automation system. Trained staff in new operations.

**City Librarian**                      **Tauranga, New Zealand**  
Managed 2 library locations and a bookmobile

**Borough Librarian**                      **Feilding, New Zealand**  
Responsible for managing the town's library, collection development and  
public relations. Oversaw construction of new library building.

**Cataloguer**                      **Wellington, New Zealand**  
Catalogued new books and serials using AACR2

**References available on request**

