

9. Does your supervisor effectively utilize your abilities?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

10. Does your supervisor plan and schedule work assignments effectively?

- A. Always
- B. Usually
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- D. Seldom
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11. Does your supervisor provide adequate guidance?

- A. Always
- B. Usually
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- A. Always
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- A. Always
- B. Usually
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20. If I have a complaint about my job, the chances of getting a fair hearing with my supervisor are:

- A. Very good
- B. Good
- C. Not too good
- D. Very poor

21. When I first came to the library, my duties and responsibilities were will explained to me.

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- C. Disagree

___ D. Strongly disagree

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- ___ A. Strongly agree
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- ___ A. Always
- ___ B. Usually
- ___ C. Sometimes
- ___ D. Seldom
- ___ E. Never

YOUR DEPARTMENT

The following questions are about your department.

26. How would you rate communication in your department?

- ___ A. Excellent
- ___ B. Good
- ___ C. Fair
- ___ D. Poor

27. How would you rate cooperation within your department?

- ___ A. Excellent
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- ___ C. Fair
- ___ D. Poor

28. How would you rate cooperation with other departments?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

29. How would you rate the level of customer service provided in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

30. How would you rate on-the-job training in your department?

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- C. Fair
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31. How would you rate equipment provided in your department?

- A. Excellent
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- C. Fair
- D. Poor

32. How would you rate the physical working conditions in your department?

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33. How would you rate the emphasis on safety in your department?

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34. In my department there is:

- A. Quite a bit of favoritism
- B. Some favoritism
- C. Little favoritism
- D. No favoritism

35. Does your department exercise ethical practices?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

36. I am satisfied with the results of my department's work.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

37. My department operates efficiently.

- A. Agree
- B. Disagree
- C. Strongly disagree
- D. Don't know

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- A. Always
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39. In my department, each employee understands what his/her duties and responsibilities are.

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- B. Agree
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40. Promotions within my department are fairly made with the most qualified people being selected.

- A. Strongly agree
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- C. Disagree
- D. Strongly disagree

41. In my department, emphasis is placed on providing a high level of customer service.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

42. I am encouraged to seek additional education and training.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

43. Appropriate deadlines are given in my department for the workload.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

44. I think my department is currently managed:

- A. Very well
- B. Well
- C. Fair
- D. Poorly

THE LIBRARY

The following questions are about the library as a whole.

45. There is an opportunity for me to be promoted within the Placentia Library.

- A. Agree
- B. Disagree
- C. Strongly disagree
- D. Don't care

46. I think the library is currently managed:

- A. Very well
- B. Well
- C. Fair
- D. Poorly

47. Administration/Management is credible.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

48. I believe that the overall morale of the library employees at this time is:

- A. Very high
- B. Average
- C. Not good

D. Poor

49. I feel I am part of the team in this organization.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

50. I am informed regarding the library budget.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

51. When someone asks me where I work, I am proud to say the Placentia Library.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

52. How would you rate the library's rate of pay for your classification?

- A. Excellent
- B. Good
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- B. Good
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- A. Excellent
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- A. Excellent
- B. Good
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- D. Poor

56. How would you rate the library's retirement plan?

- A. Excellent
- B. Good
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57. How would you rate the library's life insurance?

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- C. Fair
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59. How would you rate the library's medical insurance program?

- A. Excellent
- B. Good
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- A. Excellent
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62. How would you rate the library's policies and procedures?

- A. Excellent
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- C. Fair
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63. How would you rate the library's recruitment process?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

64. How would you rate the library's training opportunities?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

65. How would you rate the library's orientation process?

- A. Excellent
- B. Good
- C. Fair
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66. As an employee, I believe the citizens understand the purpose and value of my job.

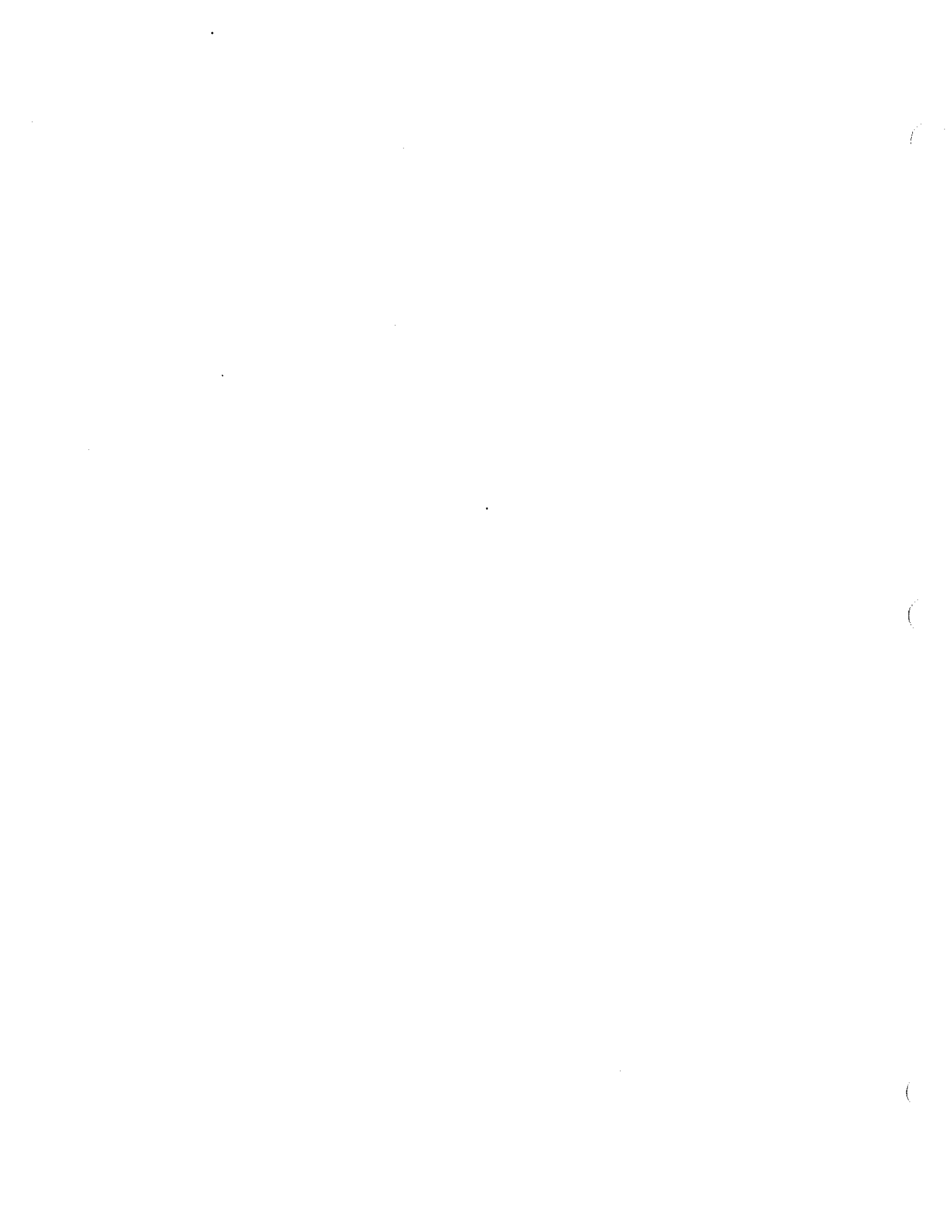
- A. Strongly agree
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67. If the opportunity arose, I would resign and accept a similar job for the same pay or only slight salary increase.

- A. Yes, definitely
- B. Would seriously consider it
- C. Probably not
- D. Definitely not

Additional comments/suggestions: _____

THANK YOU FOR YOUR VALUABLE INPUT. IT IS GREATLY APPRECIATED.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 2003-2004 Budget Preview
DATE: May 12, 2003

BACKGROUND

The Fiscal Year 2003-2004 Budget Preview will be presented at the Library Board meeting.

RECOMMENDATION

Give direction for budget development.

**PLACENTIA LIBRARY DISTRICT
EMPLOYEE OPINION SURVEY – 1999**

Please take a few minutes to complete this opinion survey. The survey serves as a tool to gather feedback from you that will help us improve working conditions, customer service, enhance supervision and training and choose the best selection and placement practices possible.

This opinion survey is anonymous. Your responses will not be divulged to anyone. The Board of Trustees will tally responses for results only to be presented to management for review and consideration. You are not required to answer the questions on this survey, however your input is valuable and appreciated.

Once completed, please mail the survey back to Al Shkoler, in the enclosed envelope.

SURVEY RESPONSE DEADLINE: JUNE 11, 1999

Please check where you work.
Each department will be provided
a tabulation of the results.

How long have you worked for the
Placentia Library?

_____ Librarians, Library Assistants,
and Administrative Assistant

_____ Less than 1 year

_____ Library Clerks & Aides

_____ 1 – 5 years

_____ 6 – 10 years

_____ 11 – 20 years

_____ 21+ years

YOUR JOB

The following questions are about the job to which you are presently assigned.

1. I generally have the tools, equipment and material I need to do my job.

- _____ A. Strongly Agree
- _____ B. Agree
- _____ C. Disagree
- _____ D. Strongly Disagree

2. Is your work load usually:

- _____ A. Too great
- _____ B. Too light
- _____ C. About right
- _____ D. Varied

3. I like my present job:

- _____ A. Very much

- B. It's okay
- C. Could be better
- D. Not at all

4. I get a great deal of personal satisfaction from my job.

- A. All the time
- B. Most of the time
- C. Sometimes
- D. Seldom

5. Of the work assigned to me, ____% falls outside of my job classification.

- A. None
- B. Less than 10%
- C. Less than 25%
- D. More than 50%

6. On a scale of 1 to 10, rate your level of stress on an average day at work by circling the appropriate number.

1 2 3 4 5 6 7 8 9 10

LOW

MODERATE

HIGH

YOUR SUPERVISOR

The following questions are about your immediate supervisor – the person who usually assigns your work.

7. My supervisor keeps me informed about what is happening in the department.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

8. Does your supervisor let you know what is expected of you?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

9. Does your supervisor effectively utilize your abilities?

- A. Always
- B. Usually
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- A. Strongly agree

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- D. Strongly disagree

57. If the opportunity arose, I would resign and accept a similar job for the same pay or only slight salary increase.

- A. Yes, definitely
- B. Would seriously consider it
- C. Probably not
- D. Definitely not

68. Since the retreat have we been supported by the Director while resolving a customer conflict?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

69. Since the retreat have we observed more clarity in direction?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

70. Since the retreat have we had an opportunity to express ourselves to the Director? were we listened to?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

71. Since the retreat have we observed a more professional attitude?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

72. Since the retreat have we examined ways to make our environment safer?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

73. Since the retreat have we observed a more fair/consistent work environment?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

74. Since the retreat have we noticed more concern or understanding being expressed?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

75. Since the retreat have we experienced more accessibility to the Director?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

76. Since the retreat have we been given more authority without interference?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

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77. Since the retreat have we dealt with problems quickly?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

78. Since the retreat have we been able to give criticism? Was it asked for? describe the response?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

79. Since the retreat have we quietly made things run smoothly?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

80. Since the retreat have we actively engaged in more cross-training? Describe.

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

81. Since the retreat have we created a more consistent environment while interacting with each other?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

82. Since the retreat have we communicated with each other more effectively? with management?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

83. Since the retreat have we become more result oriented? doing our job more effectively with positive results?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

84. Since the retreat have we shown more dependability, responsibility, capability?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

85. Since the retreat have we allowed ourselves to be open to evaluation and constructive criticism?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

86. Since the retreat have we shown more respect toward our peers? shown integrity in our work principles?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

11-11-11

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87. Since the retreat have we performed our tasks in a more timely manner?

(A. Strongly agree B. Agree C. Disagree D. Strongly disagree

88. Since the retreat have we taken an opportunity to know our job better? challenged ourselves?

A. Strongly agree B. Agree C. Disagree D. Strongly disagree

89. Since the retreat have we solved problems at an appropriate level of management when possible?

A. Strongly agree B. Agree C. Disagree D. Strongly disagree

90. Since the retreat have we expressed ourselves?

A. Strongly agree B. Agree C. Disagree D. Strongly disagree

Additional comments/suggestions: _____

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THANK YOU FOR YOUR VALUABLE INPUT. IT IS GREATLY APPRECIATED.

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Placentia Library District
 State Library Reimbursements and Grants
 May 13, 2002

FUND	Actual FY1998-99	Actual FY1999-00	Actual FY2000-01	Actual FY2001-02	Actual FY2002-03	Proposed FY2003-04
ILL & Direct Loan Reimbursements	6,446	9,889	11,399	13,314	11,876	10,000
CA Foundation Funds	59,146	88,459	88,826	77,328	46,377	25,000
CA Literacy Campaign	8,872	10,390	18,818	19,593	24,725	20,000
Family Literacy Grant	0	0	20,000	10,000	12,060	12,000
Dept Educ. 321 Grant/ELLI	3,136	6,003	0	0	140,680	0
One-Year Grants/Partnerships for Change	1,000	10,000	5,000	5,000	11,745	0
Miscellaneous State Revenues	0	18,181	25,275	0	0	0
TOTAL STATE REVENUE	78,600	142,922	169,318	125,235	247,463	67,000

Placentia Library District
 Revenue Budget for Fund 707 for Fiscal Year 2003-2004
 Preliminary May 12, 2003

Object Code	Category	FY1998-99	FY1999-00	FY2000-01	FY2001-02	FY2002-03	FY2003-04	% CHANGE
		Actual	Actual	Actual	Actual	Actual	Proposed	PREV YR
6210-00	Current Secured	764,422	849,522	921,767	995,217	1,068,983	1,122,432	5.0%
6210-01	Public Utility	24,001	25,854	23,111	25,158	25,000	22,000	-12.0%
6210-04	Teeter Plan - Current Delinquent	0	0	12,334	13,876	13,000	14,500	11.5%
	SUB-TOTAL CURRENT SECURED	788,422	875,376	957,212	1,034,251	1,106,983	1,158,932	4.7%
6230	Prior Secured	19,667	19,936	12,028	12,031	12,000	13,000	8.3%
	TOTAL SECURED	808,089	895,312	969,240	1,046,282	1,118,983	1,171,932	4.7%
6220	Current Unsecured	50,053	53,807	55,274	56,067	55,000	56,000	1.8%
6240	Prior Unsecured	1,054	936	962	668	1,000	1,000	0.0%
	TOTAL UNSECURED	51,107	54,743	56,236	56,734	56,000	57,000	1.8%
6690	HOMEOWNER	15,578	16,224	16,245	16,101	15,800	16,000	1.3%
	TOTAL ESTIMATE PROVIDED	874,774	966,278	1,041,721	1,119,118	1,190,783	1,244,932	4.5%
6250	SPECIAL DISTRICT AUGMENTATION	9,062	9,782	8,555	9,088	8,500	7,500	-11.8%
6260/6540	PENALTIES/DELINQUENCIES	270	249	268	0	250	250	0.0%
6280	SUPPLEMENTAL - CURRENT	24,408	33,580	36,813	39,810	35,000	35,000	0.0%
6300	SUPPLEMENTAL - PRIOR	781	720	821	1,303	800	1,300	62.5%
6610	INTEREST	12,734	20,286	21,191	11,628	22,000	10,500	-52.3%
	TOTAL CATEGORIES NOT ESTIMATED	47,255	64,618	67,648	61,829	66,550	54,550	-18.0%
	TOTAL PROPERTY TAX REVENUE	922,030	1,030,896	1,109,369	1,180,947	1,257,333	1,299,482	3.4%
6970	STATE LIBRARY & STATE	78,601	142,922	169,318	125,235	146,200	67,000	-54.2%
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	36,814	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUND:	0	0	0	0	0	0	0
7670	LOCAL REVENUE	41,587	108,350	80,563	114,603	180,000	155,000	-13.9%
7680	6 MO. EXPIRED (OUTLAW) CHECKS	224	101	0	96	0	0	0
	TOTAL REVENUE	1,042,442	1,319,082	1,359,249	1,420,881	1,583,533	1,521,482	-3.9%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004
Preliminary May 12, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
0100	Salaries & Wages	494,352	537,311	623,836	645,313	691,920	693,672	0.3%
0200	Retirement (Social Security & Pension Contribution)	69,130	69,960	84,284	93,990	98,104	101,500	3.5%
	Health Insurance/Care America	20,247	28,006	38,227	41,981	48,584	52,137	7.3%
	Long Term Disability/CNA	2,431	2,028	2,528	2,823	3,903	3,815	-2.2%
	Life Insurance/Fortis & Protective Life	0	0	2,320	1,862	2,194	2,371	8.1%
	Vision/Vision Service Plan	2,015	2,430	2,752	3,008	2,886	2,838	-1.7%
	Dental/Ameritas	5,153	5,737	7,369	6,055	6,918	7,970	15.2%
0300	Total Employee Insurance	29,845	38,201	53,196	55,730	64,484	69,130	7.2%
0310	Unemployment Insurance	0	0	0	0	0	0	
0350	Workers Compensation - General	5,136	2,754	6,074	11,364	11,300	16,000	41.6%
	TOTAL SALARIES & EMPLOYEE BENEFITS	598,463	648,226	767,390	806,397	865,807	880,302	1.7%
0700-00	Communications - Telephone	2,169	2,029	2,109	3,476	4,000	4,000	0.0%
0700-01	Communications - Modem/Fax/TI/DSL	1,938	4,432	5,345	6,818	6,000	6,000	0.0%
0700-02	Communications - Internet Access	4,897	6,600	3,232	1,037	2,500	2,500	0.0%
0700-05	Communications - Brodart Cataloging Access	5,150	2,649	3,007	2,225	2,700	2,700	0.0%
0700-07	Communications - ELLI Grant	380	0	0	265	250	0	-100.0%
0700-08	Communications - Adult Literacy	438	412	426	406	500	500	0.0%
	Total Communications	14,973	16,121	14,119	14,228	15,950	15,700	-1.6%
0900-00	Food - General Fund	0	43	162	1,253	100	500	400.0%
0900-07	Food - ELLI Grant	0	0	0	30	500	0	-100.0%
0900-08	Food - Adult Literacy	0	154	281	0	0	0	
0900-009	Food - Family Literacy	0	0	0	0	0	0	
	Total Food	0	197	443	1,283	600	500	-16.7%
1000-00	Household Expense	3,468	4,271	2,375	20,637	5,000	5,000	0.0%
1100-00	Insurance	10,124	6,946	5,069	5,280	6,506	12,000	84.4%



PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004
Preliminary May 12, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	9,712	2,037	4,117	1,991	4,500	4,500	0.0%
1300-01	Maintenance of Equipment - General Fund (Computer)		9,961	11,714	5,490	11,500	15,000	30.4%
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	(5,366)	0	0	
1300-08	Maintenance of Equipment - Adult Literacy	0	0	0	5,366	1,500	1,500	0.0%
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	0	0	0	
	Total Maintenance of Equipment	9,712	11,998	15,831	7,481	17,500	21,000	20.0%
	HVAC	2,852	2,105	1,704	2,174	2,500	6,000	140.0%
	Carpet Cleaning	0	3,074	0	2,806	3,500	3,500	0.0%
	Groundskeeping, City of Placentia	28,653	31,862	23,002	14,923	30,000	30,000	0.0%
	Plumbing	1,681	1,656	1,799	4,725	1,800	1,800	0.0%
	Electrical	4,212	15,520	1,170	2,151	1,500	1,500	0.0%
	Cleaning Service	11,400	11,400	11,550	13,050	13,700	13,700	0.0%
	Locksmith	74	2,041	210	287	200	1,000	400.0%
	Other (includes fire alarms & seismic retrofit project)	1,391	1,331	25,806	4,581	5,000	5,000	0.0%
1400-00	Total Maintenance of Building & Grounds	50,263	68,988	65,240	44,698	58,200	62,500	7.4%
1600-00	Memberships - General Fund	2,580	3,356	3,569	2,771	3,750	3,750	0.0%
1600-07	Memberships - ELLI Grant	225	0	0	0	250	0	-100.0%
1600-08	Memberships - Adult Literacy	240	150	355	426	400	400	0.0%
1600-09	Memberships - Family Literacy	0	0	0	0	0	0	
	Total Memberships	3,045	3,506	3,924	3,197	4,400	4,150	-5.7%
1700-00	Miscellaneous Expense - General Fund	0	0	0	0	0	0	
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0	0	
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	0	0	
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0	0	
	Total Miscellaneous Expense	0	0	0	0	0	0	



PLACENTIA LIBRARY DISTRICT
 EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004
 Preliminary May 12, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
1800-00	Library Supplies	6,818	6,275	8,824	10,755	10,000	10,000	0.0%
	Printing	9,135	8,630	9,262	12,209	10,000	10,000	0.0%
	EZ Copy - copy cards for sale to patrons	0	0	0	0	0	0	0.0%
	Publications	730	560	821	3,252	1,500	1,500	0.0%
	Paper	894	1,664	1,694	1,613	1,700	700	-58.8%
	Drinking Water Service	274	275	311	289	325	325	0.0%
	Other Office Supplies	4,883	8,408	8,639	13,327	8,500	9,500	11.8%
	Total Office Supply Expense - General Fund	22,734	25,812	29,551	41,444	32,025	32,025	0.0%
1800-07	Literacy - ELLI Grant	1,890	0	0	15,109	2,611	0	-100.0%
	Printing	1,680	784	3,304	2,325	1,500	1,500	0.0%
	Publications	0	874	631	1,730	0	0	0.0%
	Paper	0	51	0	0	0	0	0.0%
	Other Office Supplies	1,034	543	2,148	4,378	3,500	3,500	0.0%
	Total Adult Literacy Office Supply Expense	2,714	2,252	6,083	8,436	5,000	5,000	0.0%
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	0	513	608	500	500	0.0%
	Total Office Expense	27,337	28,064	36,147	65,594	40,136	37,525	-6.5%
1803-00	Postage Expense - General Fund	2,446	4,642	2,437	5,049	5,500	5,500	0.0%
1803-01	Postage Expense - LSCA II Grant	0	0	250	536	0	0	0.0%
1803-08	Postage Expense - Adult Literacy	64	9	0	42	100	100	0.0%
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	0	0	0	0.0%
	Total Postage Expense	2,510	4,651	2,687	5,628	5,600	5,600	0.0%



PLACENTIA LIBRARY DISTRICT
 EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004
 Preliminary, May 12, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
	Care Resources (Employee Assistance)	385	420	420	420	420	420	0.0%
	Pension Fund Operating & Investment Mgmt. Expenses	6,863	6,665	6,558	3,479	7,500	7,500	0.0%
	Anaheim Library Automated Library System	39,295	40,584	43,978	25,219	31,000	34,000	9.7%
	Anaheim Consortium Computer Technical & Consulting Services		0	0	900	0	0	
	Clipping Service	417	397	453	453	504	504	0.0%
	Tax Collection Services & Fees by Orange County & LAFCO	291	1,386	309	6,499	9,100	9,100	0.0%
	Advertising (including WEB site)	734	1,200	787	2,350	2,000	4,000	100.0%
	Medical Exams	473	368	315	1,183	750	1,400	86.7%
	Collection Services - Accounts Receivable	633	1,862	2,228	2,154	2,500	2,250	-10.0%
	Audit & Accounting Services (Munson, Cronick & Assoc.)	4,811	3,775	5,140	5,150	5,250	5,250	0.0%
	Payroll Preparation	2,349	2,622	2,949	3,069	3,250	3,250	0.0%
	Election Expenses	0	0	0	0	8,000	0	-100.0%
	Staff Training in Library	0	0	0	0	0	5,000	
	Other (Includes contract storyteller)	3,511	18,151	9,329	25,794	17,500	17,500	0.0%
1900-00	Total Specialized Services - General Fund	59,761	77,430	72,465	76,669	87,774	90,174	2.7%
1900-01	Specialized Services - LSCA II Grant/Partnerships for Change	0	0	4,240	12,293	0	0	
1900-07	Specialized Services - ELLI Grant	0	0	0	5,271	0	0	
1900-08	Specialized Services - Adult Literacy	80	80	8,597	3,782	9,500	9,500	0.0%
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	0	184	1,500	1,500	0.0%
1900-18	Tax Collection Services & Fees by Orange County	2,117	8,826	11,939	10,794	12,000	12,500	4.2%
	Total Specialized Services	61,958	86,335	97,240	108,992	110,774	113,674	2.6%
2000-00	Legal Notices - General Fund	0	0	458	0	650	650	0.0%
2000-01	Legal Notices - LSCA II Grant	0	0	0	0	0	0	
	Total Legal Notices	0	0	458	0	650	650	0.0%



PLACENTIA LIBRARY DISTRICT
 EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004
 Preliminary May 12, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
2100-00	Rents/Leases-Equipment	0	0	0	0	0	750	
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	72,215	91,373	70,195	101,370	120,800	120,800	0.0%
2300-00	Small Tools/Instruments	0	0	0	0	0	0	
2400-00	Special Department Expense - Miscellaneous	0	0	0	48	0	0	
2400-01	Special Department Expense- Books	82,661	73,446	100,821	82,829	145,460	150,000	3.1%
2400-02	Special Department Expense - Video	3,400	1,480	2,544	242	0	0	
2400-03	Special Department Expense - Electronic	5,230	20,301	23,501	28,698	0	0	
2400-04	Special Department Expense - Periodicals	4,228	19,827	14,765	15,962	0	0	
2400-05	Special Department Expense - Audio	347	6,753	7,673	7,476	0	0	
2400-07	Special Department Expense - ELLI Grant	0	0	0	78	5,900	0	-100.0%
2400-08	Special Department Expense - Adult Literacy	3,594	6,424	4,292	3,724	2,000	2,000	0.0%
2400-09	Special Department Expense - Family Literacy	0	0	0	76	0	0	
	Total Special Department Expense	99,459	128,232	153,595	139,132	153,360	152,000	-0.9%
2600-00	Transportation/Travel - General	0	0	0	0	0	0	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,531	1,445	1,046	1,673	2,500	2,500	0.0%
2700-01	Transportation/Travel - Meetings, Staff Local	1,907	2,699	3,735	5,983	7,500	7,500	0.0%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,035	124	582	1,344	1,500	1,500	0.0%
2700-03	Transportation/Travel - Meetings, Board Local	534	477	498	941	500	500	0.0%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	198	0	0	
2700-07	Transportation/Travel - Meetings, ELLI Grant	915	0	0	1,108	1,000	0	-100.0%
2700-08	Transportation/Travel - Meetings - Adult Literacy	212	936	1,390	1,124	1,000	1,000	0.0%
2700-09	Transportation/Travel - Meetings - Family Literacy	0	635	0	0	500	500	0.0%
	Total Transportation/Travel - Meetings	6,135	6,316	7,270	12,370	14,500	13,500	-6.9%



PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004
Preliminary May 12, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
2800-00	Electricity	40,519	40,615	37,795	58,119	63,000	65,000	3.2%
	Gas	5,852	3,115	5,884	3,002	5,000	4,000	-20.0%
	Water	2,266	3,588	3,087	3,681	3,750	3,750	0.0%
	Total Utilities	48,637	47,318	46,766	64,801	71,750	72,750	1.4%
	TOTAL SUPPLIES & SERVICES	409,835	504,316	521,360	594,688	625,726	638,099	2.0%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	1,001	3,652	1,160	2,029	4,000	4,000	0.0%
4000-00	Equipment	16,445	26,993	29,927	18,050	20,000	20,000	0.0%
4000-07	Equipment - ELLI Grant	2,800	0	0	2,798	1,000	0	-100.0%
4000-08	Equipment - CLC Grant	120	0	558	0	0	0	0.0%
4000-09	Equipment - Gates Foundation Grant	0	14,436	0	0	0	0	0.0%
4000-11	Equipment	0	0	0	0	0	0	0.0%
	Total Equipment	19,365	41,429	30,484	20,848	21,000	20,000	-4.8%
4200-00	Structures/Improvements	0	0	0	0	0	0	0.0%
	TOTAL EQUIPMENT EXPENSE	19,365	41,429	30,484	20,848	21,000	20,000	-4.8%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	67,000	77,000	14.9%
5600	INVESTMENT POOL LOSS	0	0	0	0	0	0	0.0%
	TOTAL EXPENSES	1,028,664	1,197,624	1,320,395	1,423,962	1,583,533	1,619,401	2.3%
	ELLI Grant Summary Object Code 07	6,209.95	0	0	19,293	11,511	0	-100.0%
	CLC Summary Object Code 08	7,461.96	10,417	21,981	23,302	20,000	20,000	0.0%
	FFL Grant Summary Object Code 09	0.00	15,071	513	867	2,500	2,500	0.0%
	Partnerships for Change Grant			4,240	12,293	0	0	0.0%
	TOTAL LITERACY (Excluding Personnel)	13,671.91	25,488	22,494	43,462	34,011	22,500	-33.8%
	Revenues			1,503,210		1,583,533	1,521,482	-3.9%
	Balance			(79,248)		(0)	97,919	-57160750.4%

RESOLUTION 03-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 2003-2004

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with All the provisions of said law in determining the appropriations limit for the fiscal year 2003-2004.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be \$2,662,799 for Fiscal Year 2003-2004.

AYES: Escobosa, Shkoler, Wood

NOES:

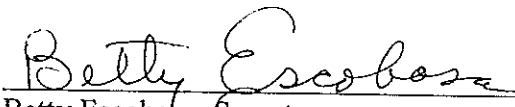
ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Betty Escobosa, 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 thirteenth day of May, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth day of May, 2003.


Betty Escobosa, Secretary
Placentia Library District Board of Trustees

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RESOLUTION 03-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
SALARIES FOR EMPLOYEES OF THE PLACENTIA LIBRARY DISTRICT OF
ORANGE COUNTY

WHEREAS, Section 19469 of the Education Code of the State of California
establishes that the Board of Library Trustees shall fix the compensation for all
employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board
Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal
Year 2003-2004 dated May 13, 2003, and implements such on July 1, 2003.

AYES: Escobosa, Shkoler, Wood

NOES:

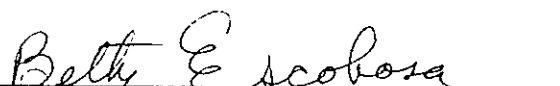
ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)


I, Betty Escobosa, 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
thirteenth day of May, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth
day of May, 2003.


Betty Escobosa, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Establish the District's Appropriations Limitation (Gann Limit) for Fiscal Year 2003-2004 by Resolution 03-05.
DATE: May 12, 2003

BACKGROUND:

Each year local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by the California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2003-2004.

Attachment C is Resolution 03-05 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2003-2004 in the amount of \$2,662,799.

RECOMMENDATIONS:

1. Read Resolution 03-05 by Title only.
2. Adopt Resolution 03-05 by Roll Call Vote.



Placentia Library District
 Gann Limitation Worksheet
 May 12, 2003

	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)								
"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)		1.0467	1.0415	1.0453	1.0491	1.0782	0.9873	1.0231
Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"		1.0096	1.0279	1.0374	1.0173	1.0154	1.0302	1.0188
Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation	\$ 1,752,223	\$ 1,851,659	\$ 1,982,308	\$ 2,149,603	\$ 2,294,163	\$ 2,511,659	\$ 2,554,650	\$ 2,662,799

"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)

"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)

Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"

Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation

May 1, 2003

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction uses their percentage change in population factor for January 1, 2003, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2003-04. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2003-04 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations, as noted.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228, for the various population options available to special districts to assess population change in their district. Article XIII B, Section 9, of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. No State agency reviews the appropriations limit.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code 11005.6, mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 5, 2003.**

Address questions about the price and population data to the Demographic Research Unit at (916) 323-4086.

Sincerely,

STEVE PEACE
Director

Enclosure
May 1, 2003

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2003-2004 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2003-2004	2.31

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2003-2004 appropriation limit.

2003-2004:

Per Capita Change = 2.31 percent
Population Change = 1.69 percent

Per Capita converted to a ratio: $\frac{2.31+100}{100} = 1.0231$

Population converted to a ratio: $\frac{1.69+100}{100} = 1.0169$

Calculation of factor for FY 2003-2004: $1.0231 \times 1.0169 = 1.0404$

Enclosure II
Annual Percent Change in Population Minus Exclusions (*)
January 1, 2002 to January 1, 2003 and Total Population, January 1, 2003

County City	Percent Change 2002-2003	--- Population Minus Exclusions ---		Total Population
		1-1-02	1-1-03	1-1-2003
ORANGE				
ALISO VIEJO	3.42	42,426	43,879	43,879
ANAHEIM	1.10	333,772	337,440	337,440
BREA	3.28	38,758	37,962	37,962
BUENA PARK	1.36	79,539	80,617	80,617
COSTA MESA	1.02	109,612	110,727	111,512
CYPRESS	1.08	47,137	47,644	47,644
DANA POINT	0.98	35,894	36,247	36,247
FOUNTAIN VALLEY	0.95	55,736	56,268	56,268
FULLERTON	1.94	128,974	131,474	131,474
GARDEN GROVE	1.02	168,192	169,911	169,911
HUNTINGTON BEACH	1.49	194,060	196,954	196,954
IRVINE	5.05	156,992	164,923	164,923
LAGUNA BEACH	1.41	24,248	24,589	24,589
LAGUNA HILLS	0.96	32,564	32,875	32,875
LAGUNA NIGUEL	2.72	63,371	65,092	65,092
LAGUNA WOODS	0.95	18,038	18,208	18,208
LA HABRA	1.07	60,540	61,188	61,188
LAKE FOREST	1.23	76,391	77,332	77,332
LA PALMA	0.96	15,803	15,954	15,954
LOS ALAMITOS	1.10	11,688	11,817	11,817
MISSION VIEJO	0.96	98,006	98,943	98,943
NEWPORT BEACH	10.59	72,328	79,987	79,987
ORANGE	1.45	132,601	134,523	134,523
PLACENTIA	1.88	48,191	49,097	49,097
RANCHO SANTA MARGARITA	0.96	48,347	48,810	48,810
SAN CLEMENTE	6.60	56,941	60,701	60,701
SAN JUAN CAPISTRANO	1.73	34,616	35,215	35,215
SANTA ANA	1.30	342,784	347,237	347,237
SEAL BEACH	1.29	23,924	24,233	24,921
STANTON	1.13	37,983	38,411	38,411
TUSTIN	1.24	68,898	69,753	69,754
VILLA PARK	0.96	6,147	6,206	6,206
WESTMINSTER	1.34	89,442	90,643	90,643
YORBA LINDA	3.36	60,641	62,678	62,678
UNINCORPORATED	-5.68	116,211	109,613	109,804
COUNTY TOTAL	1.65	2,928,793	2,977,151	2,978,816

(*) Exclusions include residents on federal military installations and gr. correctional institutions.

ORA II

Post-It™ brand fax transmittal memo 7671		# of pages ▶ 1
From <i>Elizabeth</i>	To <i>Calmes</i>	
Co.	Co.	
Dept.	Phone #	
Fax # <i>714-528-8236</i>	Fax #	



IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth day of May, 2003.

, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish Fines and Fees Schedule for Fiscal Year 2003-2004 and set date for Public Hearing
DATE: May 12, 2003

BACKGROUND:

Attachment A is the Fines & Fees Schedule for Fiscal Year 2002-2003.

The following changes are recommended by staff:

 Revise **LOST MATERIALS** to the following:

Cataloged Adult & Children's Books	Item cost plus \$5.00	\$20.00
Uncataloged Paperbacks	Item cost plus \$5.00	\$ 5.00
Magazines/Pamphlets	No processing fee	\$ 3.00
Cassettes	No processing fee	\$10.00
CD's, CD ROMs & Videos	Item cost plus \$5.00	\$15.00
Audio Books	Item cost plus \$5.00	\$50.00

 Revise **SPECIAL SERVICES** as follows:

Library card replacement	\$ 2.00
Checkout with non-Library identification [<i>new item</i>]	\$ 1.00
Passport check preparation	\$ 2.00

 Revise **MULTIPURPOSE ROOM** as follows:

Set-up fee	\$20.00
Clean-up fee	\$20.00
Set-up & Clean-up Combination [<i>new item</i>]	\$30.00

 Revise **SURCHARGES** as follows:

Returned check, up to 30 days	\$30.00
-------------------------------	---------

Attachment B is the Proposed Fines & Fees Schedule for Fiscal Year 2003-2004.

The Fines & Fees Schedule needs to be adopted as a first reading and set for public hearing. Final adoption will take place after the public hearing. The recommended date for the public hearing is the August Board Meeting. The public hearing on the Fines & Fees Schedule and the Budget will take place at the same meeting.

RECOMMENDATIONS:

1. Adopt the Fines & Fees Schedule for Fiscal Year 2003-2004 as a first reading.
2. Authorize the publication of the Notice of Public Hearing for the Library Board Meeting on August 21, 2002 at 6:30 P.M.

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Page 1 of 1

Adopted by the Library Board of Trustees, June 21, 1993

Revised August 16, 2000

Reviewed June 19, 2002

<u>FINES</u>	<u>PER DAY</u>
All Items	\$.20

There is a two day *grace period* on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

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

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

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
Adult Books.....	Item Cost + \$ 5.00 \$ 25.00
Children's Books.....	Item Cost + \$ 5.00 15.00
Magazines	Item Cost + \$ 2.00 3.00
Records/Cassettes	Item Cost + \$ 5.00 10.00
Pamphlets	Item Cost + \$ 2.00 2.00
Videos	Item Cost + \$ 5.00 50.00
Compact Discs.....	Item Cost + \$ 5.00 15.00
CD-ROMs	Item Cost + \$15.00 60.00
Books on Tape.....	Item Cost + \$ 5.00 30.00
Paperback - Adult	Item Cost + \$ 5.00 5.00
Paperback - Children's	Item Cost + \$ 5.00 3.50
Paperback - Foreign Language.....	Item Cost + \$ 5.00 9.00

**Default price will be used in the event the item cost is not available. The processing fee of \$2.00, \$5.00 or \$15.00 is not part of the default price and needs to be added for the total amount due.*

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement	\$ 1.00
Laminating, per sheet	1.00
Printing, black ink, per page.....	.10
Photocopy, black ink, per page.....	.15
Printing & Photocopy, color, per page.....	1.00
Passport check preparation.....	1.00

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Up to four hours	\$ 30.00
Additional hours, in four hour increments	30.00
Set-up fee.....	15.00
Clean-up fee	15.00

<u>SURCHARGES</u>	
Returned check, up to 30 days.....	\$ 20.00
Returned check, 30th day and over: the greater of 3 times value of check or.....	100.00
Report to Collection Agency, per report.....	15.00

DAMAGES

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

Adopted by the Library Board of Trustees, January 18, 1993.



PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Page 1 of 1

Proposed Revision May 12, 2003

<u>FINES</u>	<u>PER DAY</u>
All Items	\$.20

There is a two day *grace period* on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

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

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

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

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

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement	\$ 2.00
Checkout with non-Library identification	1.00
Laminating, per sheet	1.00
Printing, black ink, per page10
Photocopy, black ink, per page15
Printing & Photocopy, color, per page	1.00
Passport check preparation	2.00

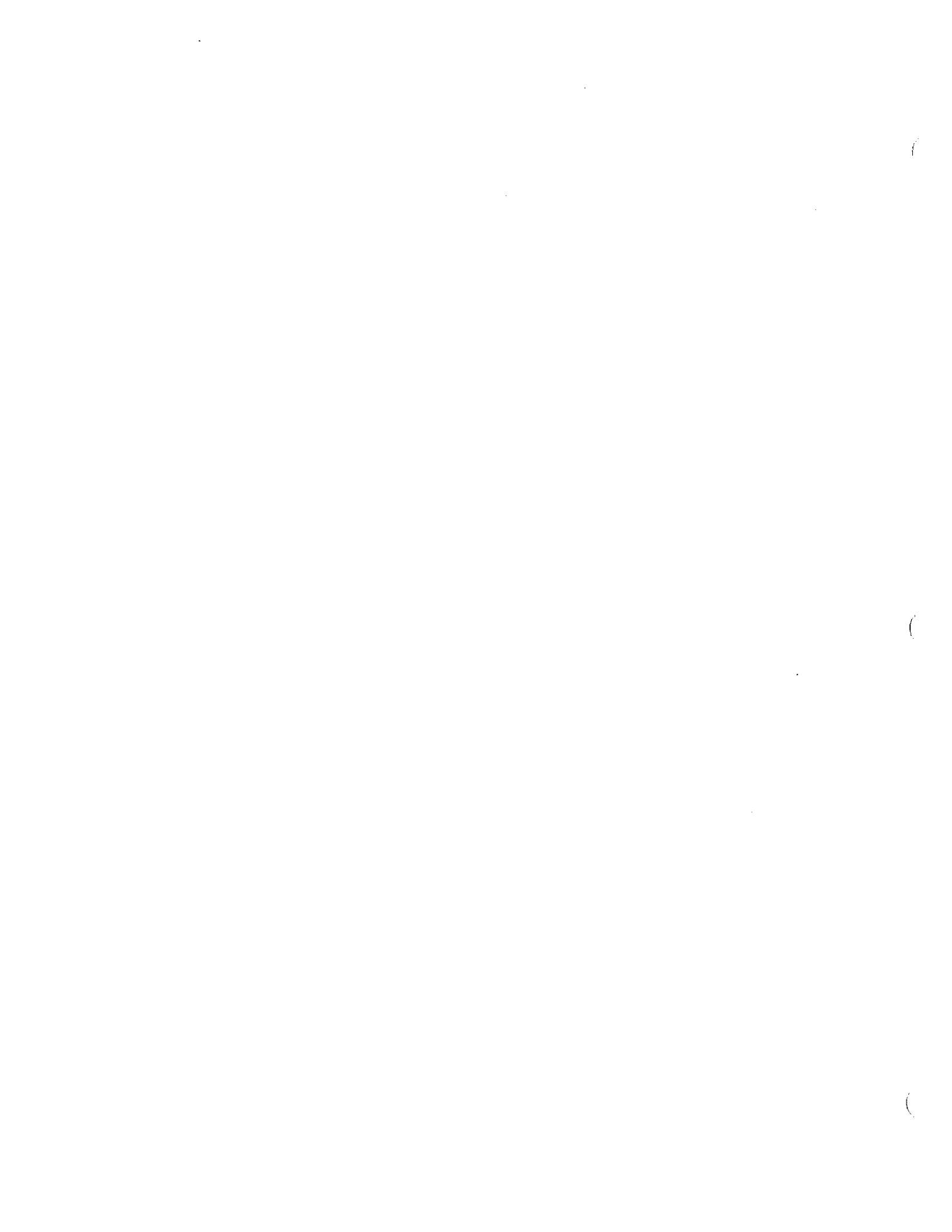
<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Up to four hours	\$ 30.00
Additional hours, in four hour increments	30.00
Set-up & Clean-up combination	\$30.00
Set-up fee	20.00
Clean-up fee	20.00

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

DAMAGES

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

Adopted by the Library Board of Trustees, January 18, 1993.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish Holiday and Library Public Service Schedule for Calendar Years 2003 and 2004 and Adopt by Resolution 03-06.
DATE: May 12, 2003

BACKGROUND:

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Employee Manual.

Past practice is that the Library is closed on Easter and the Sunday preceding Monday holidays. These are not paid holidays for the staff and require adjusting the work schedule or use of vacation time.

Attachment A is the Proposed Holiday and Public Service Calendar for Calendar Years 2003 and 2004.

Attachment B is Resolution 03-06, establishing the Placentia Library District Holiday Schedule for Calendar Years 2003 and 2004.

RECOMMENDATIONS:

1. Read Resolution 03-06 by Title only
2. Adopt Resolution 03-06.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**Holiday and Library Public Service Schedule for Calendar Years
2003 and 2004**

Placentia Library District

Holiday and Library Public Service Schedule

2003

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Wednesday	January 1
Day before Monday Holiday	Sunday	February 16
President's Day	Monday	February 17
Easter	Sunday	April 20
Day before Monday Holiday	Sunday	May 25
Memorial Day	Monday	May 26
Independence Day	Friday	July 4
Day before Monday Holiday	Sunday	August 31
Labor Day	Monday	September 1
Veteran's Day	Tuesday	November 11
Thanksgiving Day	Thursday	November 27
Christmas Eve Day	Wednesday	December 24
Christmas Day	Thursday	December 25
New Year's Eve Day	Wednesday	December 31

Placentia Library District

Holiday and Library Public Service Schedule

2004

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Thursday	January 1
Day before Monday Holiday	Sunday	February 15
President's Day	Monday	February 16
Easter	Sunday	April 11
Day before Monday Holiday	Sunday	May 23
Memorial Day	Monday	May 24
Independence Day	Sunday	July 4
Day before Monday Holiday	Sunday	September 5
Labor Day	Monday	September 6
Veteran's Day	Thursday	November 11
Thanksgiving Day	Thursday	November 25
Christmas Eve Day	Friday	December 24
Christmas Day	Saturday	December 25
New Year's Eve Day	Friday	December 31

RESOLUTION 03-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR CALENDAR YEARS 2003-
2004

WHEREAS, Section 19469 of the Education Code of the State of California
establishes that the Board of Library Trustees shall designate the hours during which the
Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board
Of Trustees established its Holiday Schedule for Calendar Year 2003-2004 dated
May 13, 2003.

AYES: Escobosa, Shkoler, Wood

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, _____, 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
Thirteenth Day of May, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Thirteenth
Day of May, 2003.

, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish Personnel Allocation Schedule and Organization Chart for Fiscal Year 2003-2004 Budget, effective July 1, 2003
DATE: May 12, 2003

BACKGROUND:

The Proposed Personnel Allocation for Fiscal Year 2003-2004 is Attachment A and the Proposed Organization Chart for Fiscal Year 2003-2004 is Attachment B.

No changes were incorporated into the Fiscal Year 2003-2004 personnel chart. The Proposed Personnel Allocation and Proposed Organization Chart include staff for Saturday operations and fully funded Literacy programs. These positions will not be filled if adequate funding is not obtained.

Saturday staff includes .50 FTE Library Aide in Circulation to accommodate increased shelving requirements; .50 FTE Librarian and .10 FTE Substitute Librarian to cover the Reference and Children's desks; and .50 FTE Library Clerk to cover the Circulation Desk.

RECOMMENDATION:

Adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2003-2004, effective July 1, 2003.



Placentia Library District

Personnel Allocation for Fiscal Year 2003-2004
Presented to the Library Board of Trustees May 12, 2003

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

	Admin	Public Svcs	Adult	Literacy	Child	Circ	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	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
TOTAL	3.75	0.25	2.66	2.79	1.65	6.38	2.00	19.48

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
TOTAL	3.75	0.50	2.66	2.54	1.65	6.38	2.00	19.48

Allocation Adopted by the Library Board of Trustees for FY2001-2002

	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			2.00
Librarian								0.00
Library Assistant	1.00		0.75	0.50	0.25	1.00	0.25	3.75
Library Clerk II						1.00		1.00
Library Clerk I	0.50					1.00	0.50	2.00
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.75	0.50	2.00	1.00	1.25	5.50	2.00	16.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 2003-2004
Presented May 12, 2003

Library Staff
(19.48 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

Technical Services (8.38 FTE)

Technical Services Manager
(.75 FTE)
Shook

Circulation Services (6.38 FTE)

Librarian (1.00 FTE)
Darwish
Librarian Clerk II (1.00 FTE)
Wnek
Librarian Clerk I (1.50 FTE)
Quintanar (1.00 FTE)
Vacant Sat. (.50 FTE)
Library Aide/(Lead Shelver) (2.00 FTE)
Guzman
Peterson
Strysik
Vacant Sat. (.50 FTE)
Library Student Assistant (Shelvers) (.50 FTE)
Substitute Clerk (.38 FTE)

Acquisitions & Processing Services (1.25 FTE)

Library Assistant (.25 FTE)
Matas
Library Clerk (.50 FTE)
Perez
Library Aide (.50 FTE)
Hampton

Administrative Services (2.75 FTE)

Administrative Assistant (1.00 FTE)
Siloti
Library Assistant (Volunteer Coordinator) (1.00 FTE)
Rakos
Library Clerk (.50 FTE)
Perez
Library Aide (.25 FTE)
Vacant

Public Services (7.35 FTE)

Public Services Manager (.25 FTE)
Roberts

Adult Services (2.66 FTE)

Technical Services Manager (.25 FTE)
Shook
Librarian (1.25 FTE)
Strazdas (.75 FTE)
Vacant Sat (.50 FTE)
Library Assistant (.75 FTE)
Matas (.50 FTE)
Worham (.25 FTE)
Substitute Librarian (.41 FTE)

Children's Services (1.65 FTE)

Librarian (1.00 FTE)
Smith
Library Assistant (.25 FTE)
Worham
Substitute Librarian (.40 FTE)

Literacy Services (2.79 FTE)

Public Services Manager/Literacy Coordinator (.75 FTE)
Roberts
Librarian (1.00 FTE)
Webb
Library Assistant (.50 FTE)
Worham
Substitute Library Assistant (.54 FTE)



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES




TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish Salary Schedules for Library Personnel for Fiscal Year 2003-2004, effective July 1, 2003, and Adopt by Resolution 03-07.
DATE: May 12, 2003

BACKGROUND:

This is the third year that Placentia Library District will be operating without a Memorandum of Understanding (MOU) with its staff. The Orange County Employees Association is no longer willing to represent the staff and it has not yet acquired a new representative.

The expired Contract provided for a percentage salary increase for each fiscal year equal to the percent rise, to the nearest tenth (0.1) of one percent, in the cost-of-living for the period March to March as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area. Attachment A shows the percentage increase for March 2002 to March 2003 to be 3.9%.

Attachment B is the Proposed Salary Schedule for Placentia Library District exempt and non-exempt employees effective July 1, 2003. The definitions of "exempt" and "non-exempt" staff follow the requirements of the Fair Labor Standards Act. It contains the following:

-  A 3.9% increase for all non-exempt staff
-  A 3.9% increase for all exempt staff except Page
-  Page hourly rate is in compliance with California minimum wage requirements and no change is recommended

Attachment C is Resolution 03-07 establishing the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2003-2004, effective July 1, 2003.

RECOMMENDATIONS:

1. Read Resolution 03-07 by Title only.
2. Adopt Resolution 03-07 by Roll Call Vote.



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Consumer Price Index - All Urban Consumers

Series Id: CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1993	149.8
1994	152.5
1995	154.6
1996	157.3
1997	159.8
1998	161.4
1999	165.0
2000	170.7
2001	176.2
2002	181.1
2003	188.2

12 Months Percent Change

Series Id: CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1993	3.0
1994	1.8
1995	1.4

1996	1.7
1997	1.6
1998	1.0
1999	2.2
2000	3.5
2001	3.2
2002	2.8
2003	3.9



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Consumer Price Index - All Urban Consumers

Series Id: CUURA421SA0, CUUSA421SA0														
Not Seasonally Adjusted														
Area: Los Angeles-Riverside-Orange County, CA														
Item: All items														
Base Period: 1982-84=100														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HA
1993	149.2	150.0	149.8	149.9	150.1	149.7	149.8	149.9	150.2	150.9	151.6	151.9	150.3	14
1994	152.2	152.2	152.5	152.0	151.4	151.3	151.7	152.0	152.7	153.4	152.9	153.4	152.3	15
1995	154.3	154.5	154.6	154.7	155.1	154.8	154.5	154.4	154.6	155.2	154.4	154.6	154.6	15
1996	155.7	156.2	157.3	157.7	157.5	156.7	157.6	157.3	158.2	158.8	158.4	158.3	157.5	15
1997	159.1	159.2	159.8	159.9	159.5	159.4	159.5	159.7	160.5	161.1	160.7	161.2	160.0	15
1998	161.0	161.1	161.4	161.8	162.3	162.2	162.1	162.6	162.6	163.2	163.4	163.5	162.3	16
1999	164.2	164.6	165.0	166.6	166.2	165.4	165.8	166.3	167.2	167.2	167.1	167.3	166.1	16
2000	167.9	169.3	170.7	170.6	171.1	171.0	171.7	172.2	173.3	173.8	173.5	173.5	171.6	17
2001	174.2	175.4	176.2	176.6	177.5	178.9	178.3	178.4	178.8	178.3	178.1	177.1	177.3	17
2002	178.9	180.1	181.1	182.2	182.6	181.9	182.2	183.0	183.4	183.7	184.0	183.7	182.2	18
2003	185.2	186.5	188.2											

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U.S. Bureau of Labor Statistics
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Washington, DC 20212-0001

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Fax-on-demand: (202) 691-6325
Data questions: blsdata_staff@bls.gov
Technical (web) questions: webmaster@bls.gov
Other comments: feedback@bls.gov

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2003-2004
Effective July 1, 2003
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
CLERK I										
HR	11.28	11.57	11.85	12.15	12.45	12.77	13.09	13.41	13.75	14.44
PP	902.68	925.25	948.38	972.09	996.39	1,021.30	1,046.84	1,073.01	1,099.83	1,154.82
AN	23,469.76	24,056.51	24,657.92	25,274.37	25,906.23	26,553.88	27,217.73	27,898.17	28,595.63	30,025.41
MO	1,955.81	1,875.47	1,922.27	1,970.80	2,019.33	2,212.82	2,268.14	2,324.85	2,382.97	2,502.12
CLERK II										
HR	12.75	13.07	13.39	13.73	14.07	14.42	14.78	15.15	15.53	16.31
PP	1,019.88	1,045.38	1,071.51	1,098.30	1,125.76	1,153.90	1,182.75	1,212.32	1,242.63	1,304.76
AN	26,516.94	27,179.87	27,859.36	28,555.85	29,269.74	30,001.49	30,751.52	31,520.31	32,308.32	33,923.74
MO	2,209.75	2,264.99	2,321.61	2,379.65	2,439.15	2,500.12	2,562.63	2,626.69	2,692.36	2,826.98
LIBR ASST										
HR	15.15	15.53	15.92	16.31	16.72	17.14	17.57	18.01	18.46	19.38
PP	1,211.89	1,242.19	1,273.24	1,305.07	1,337.70	1,371.14	1,405.42	1,440.56	1,476.57	1,550.40
AN	31,509.13	32,296.86	33,104.28	33,931.89	34,780.18	35,649.69	36,540.93	37,454.45	38,390.81	40,310.36
MO	2,625.76	2,691.40	2,758.69	2,827.66	2,898.35	2,970.81	3,045.08	3,121.20	3,199.23	3,359.20
LIB I										
HR	17.91	18.36	18.82	19.29	19.77	20.27	20.77	21.29	21.82	22.92
PP	1,432.99	1,468.81	1,505.53	1,543.17	1,581.75	1,621.30	1,661.83	1,703.37	1,745.96	1,833.26
AN	37,257.71	38,189.15	39,143.88	40,122.48	41,125.54	42,153.68	43,207.52	44,287.71	45,394.90	47,664.65
MO	3,104.81	3,182.43	3,261.99	3,343.54	3,427.13	3,512.81	3,600.63	3,690.64	3,782.91	3,972.05
LIB II										
HR	20.86	21.38	21.92	22.47	23.03	23.60	24.19	24.80	25.42	26.69
PP	1,669.05	1,710.78	1,753.55	1,797.38	1,842.32	1,888.38	1,935.59	1,983.98	2,033.57	2,135.25
AN	43,395.29	44,480.17	45,592.18	46,731.98	47,900.28	49,097.79	50,325.23	51,583.36	52,872.95	55,516.59
MO	3,616.27	3,706.68	3,799.35	3,894.33	3,991.69	4,091.48	4,193.77	4,298.61	4,406.08	4,626.38
LIB										
HR	7.70	7.89	8.09	8.29	8.50	8.71	8.93	9.15	9.38	9.85
PP	615.92	631.32	647.10	663.28	679.86	696.86	714.28	732.13	750.44	787.96
AN	16,013.90	16,414.25	16,824.60	17,245.22	17,676.35	18,118.26	18,571.21	19,035.49	19,511.38	20,486.95
MO	1,334.49	1,367.85	1,402.05	1,437.10	1,473.03	1,509.85	1,547.60	1,586.29	1,625.95	1,707.25

Signature _____: Date May 12, 2003

AI Shkoler, President

PLACENTIA LIBRARY DISTRICT
 SALARY SCALE FOR
 FISCAL YEAR 2003-2004
 Effective July 1, 2003
 EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIB	HR	47.14								
DIR	PP	3,771.15								
	AN	98,050.01								
	MO	8,170.83								
ADMIN	HR	17.31	17.74	18.19	18.64	19.11	19.58	20.07	20.58	21.09
ASST	PP	1,384.78	1,419.40	1,454.88	1,491.26	1,528.54	1,566.75	1,605.92	1,646.07	1,687.22
	AN	36,004.26	36,904.37	37,826.97	38,772.65	39,741.97	40,735.51	41,753.90	42,797.75	43,867.69
	MO	3,000.35	3,075.36	3,152.25	3,231.05	3,311.83	3,394.63	3,479.49	3,566.48	3,655.64
PUB SVC & HR	HR	24.73	25.35	25.98	26.63	27.30	27.98	28.68	29.39	30.13
TECH SVC	PP	1,978.26	2,027.71	2,078.41	2,130.37	2,183.62	2,238.22	2,294.17	2,351.52	2,410.31
MGR	AN	51,434.66	52,720.52	54,038.54	55,389.50	56,774.24	58,193.59	59,648.43	61,139.64	62,668.13
	MO	4,286.22	4,393.38	4,503.21	4,615.79	4,731.19	4,849.47	4,970.70	5,094.97	5,222.34

PAGES	Starting Wage	6 Months	1 Year
	6.75	7.09	7.44

Signature _____: Date May 12, 2003
 Al Shkoler, President

RESOLUTION 03-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
SALARIES FOR EMPLOYEES OF THE PLACENTIA LIBRARY DISTRICT OF
ORANGE COUNTY

WHEREAS, Section 19469 of the Education Code of the State of California
establishes that the Board of Library Trustees shall fix the compensation for all
employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board
Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal
Year 2003-2004 dated May 13, 2003, and implements such on July 1, 2003.

AYES: Escobosa, Shkoler, Wood

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, _____, 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
thirteenth day of May, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth
day of May, 2003.

, Secretary
Placentia Library District Board of Trustees

Agenda Item 38

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: May 5, 2003
 SUBJECT: **Program Committee Report for the month of April.**

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	13
<u>TYD Total</u>	11	150

CHILDREN'S SERVICES

Wed. PM Story Times	5	86
Thurs. AM Story Times	4	105
3-4 year-old music times	5	207
5-6 year-old music times	5	121
Lapsits	3	70
Class tours	6	152
Comm Center Storytimes	0	0
Head Start Storytimes	21	462
Springtime Party	2	95
In-N-out Program	1	325
TOTAL FOR APRIL	52	<u>1,623</u>
YTD TOTAL	287	<u>7,907</u>

LITERACY SERVICES

April 2002-03 FY 2002-03 YTD

Total Tutors	183	269
Total Students	234	334
Total Hours	1,666	13,565

For more detailed literacy statistics, see Agenda Item 40, pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian *CS*

Date: May 12, 2003

Subject: April Activities in the Children's Department

Programming- Spring programming began in April. There were 9 storytimes, 3 lapsits and 10 musictimes with a combined attendance of 589.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	3	39 children / 31 adults
Storytimes (a.m.) 3 - 6 year olds	4	67 children / 38 adults
Storytimes (p.m.) 3 - 6 year olds	5	59 children / 27 adults
MusicTime 3 - 4 year olds	5	118 children / 89 adults
MusicTime 5 - 6 year olds	5	72 children / 49 adults
TOTALS	22	355 children / 234 adults

Class Tours- There were 6 class tours this month. A total of 133 children received instruction in using the library.

Offsite Programming- Storytimes at the Placentia Head Start classrooms have continued. There were three storytimes performed for each of the seven Head Start classes making for a total of 21 performances with a combined attendance of 420.

In-N-Out Reading Program- The In-N-Out reading program began in March and ended in April. A total of 325 children signed up to participate. One hundred eighty-three children completed at least one bookmark, and seventy-nine children completed all three.

SpringTime Parties- The library hosted the Springtime parties for under two's and two, three and four year olds again this year. A total of 46 children and 49 adults participated in these two events.

School Out Reach- The librarian has attended meetings with staff members from the Placentia/Yorba Linda School district regarding a joint effort to create a summer reading program for middle-schoolers based on the school's Accelerated Reading lists.

STORYTIME

Starting July 1...The Summer StoryTimes, MusicTimes and Lapsits

StoryTimes for children 3 – 6 years old

Wednesday evenings 6:30 – 7:00 P.M.

July 2 – August 27

and

Thursday mornings 11:00 – 11:30 A.M.

July 3 – August 28

Lapsits for children 2 years and under

Thursday mornings 10:15 – 10:35 A.M.

July 3 – August 28

Lapsit programs made possible by the Gordon & Dixie Shaw Fund

MusicTimes for children 3 – 4 years old

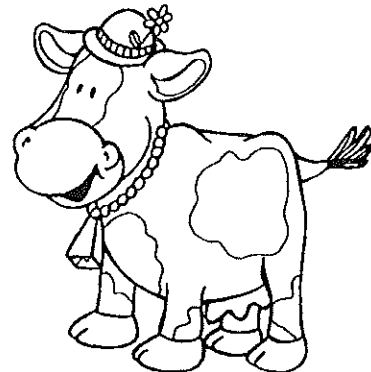
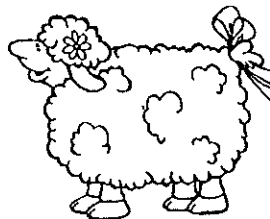
Tuesday evenings 6:00 – 6:30 P.M.

July 1 – August 26

MusicTimes for children 5 – 6 years old

Tuesday evenings 6:30 – 7:15 P.M.

July 1 – August 26



These programs are free and no pre-registration is necessary
Placentia Library • 411 E. Chapman Avenue • Placentia, CA 92870
(714) 528-1906 ext. 212

STORY TIME

Las Horas de los Cuentos, Musica y "Lapsits" empezaran 1 de julio

La Hora de los Cuentos para los niños 3 á 6 años

Miercoles de Noche 6:30 – 7:00 P.M.

2 de julio – 27 de agosto

y

Jueves en la mañana 11:00 – 11:30 A.M.

3 de julio – 28 de agosto

La Hora de "Lapsits" para niños menos de 2 años

Jueves en la mañana 10:15 – 10:35 A.M.

3 de julio – 28 de agosto

El Programa "Lapsits" es auspiciado por la Fundación Gordon y Dixie Shaw

Musica para los niños 3 á 4 años

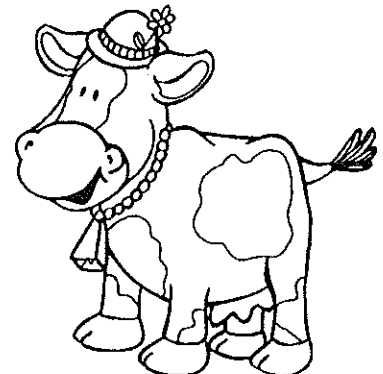
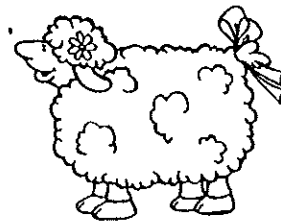
Martes de noche 6:00 – 6:30 P.M.

1 de julio – 26 de agosto

Musica para los niños 5 á 6 años

Martes de noche 6:30 – 7:15 P.M.

1 de julio – 26 de agosto



Estos programas son gratis y no es necesario registrar
La Biblioteca de Placentia • 411 E. Chapman Avenue • Placentia, CA 92870
(714) 528-1906 ext. 212

**IT'S A
JUNGLE OUT
THERE...**

**SWING
INTO
YOUR
LIBRARY!**

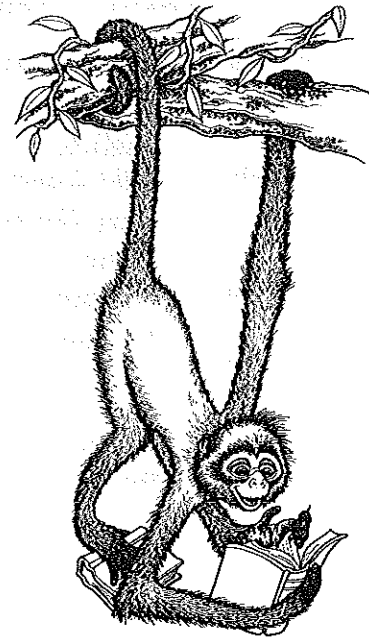


Join us this summer at the Placentia Library for fun and prizes. Kids' of all ages are invited to join the Summer Reading Program and discover the fun to be found in books. The Summer Reading Program runs June 15 through August 28. Registration begins June 15. Independent readers need to read at least 30 minutes a day, five days a week and make weekly visits to the library to earn prizes. Pre-readers need to have at least 1 book a day read to them, five days a week and make weekly visits to the library.

WAY OUT WEDNESDAYS

Special shows will be held on Wednesdays during the Summer Reading Program. Free passes will be issued for children between the ages of 4 and 12 years who are registered for the reading program on a first come, first served basis on the Thursday before each event. All shows begin at 1:00 P.M. and generally last 45 minutes.

- June 18** Magical fun and excitement with magician Allen Oshiro.
- June 25** Have some fun with Rudy's Radical Science.
- July 2** Wild Wonders presents animals of the rain forest.
- July 9** Craig Newton takes us on a musical journey around the world.
- July 16** Stories and music from West Africa with Asha's Baba.
- July 23** It's the comedic magic and juggling of Abbit the Average.
- July 30** The LA Puppet Professionals present the Tunisian folktale "Jackal and Hedgehog."
- August 6** Bubble Mania presents the fun and science of bubbles.



StoryTime Corner

Children ages 3 – 6
 Wednesday evenings 6:30 – 7:00 p.m.
July 2 – August 27
 And
 Thursday mornings 11:00 – 11:30 a.m.
July 3 – August 28



Lapsitt

Infants and toddlers 2 years and under
 Thursday mornings 10:15 – 10:35 a.m.
July 3 – August 28
 The Lapsit programs are made possible by the Gordon and Dixie Shaw Fund

MusicTime

Tuesday evening **July 1 – August 26**
 Children 3 – 4 years 6:00 – 6:30 p.m.
 Children 5 – 6 years 6:30 – 7:15 p.m.



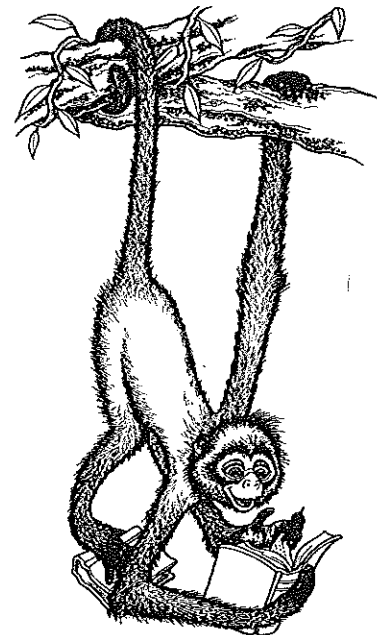
El Programa de Lectura del Verano 2003

Reúnase a la biblioteca de Placentia en el verano para diversión y premios. Niños de todas edades están invitados a participar en el Programa de Lectura del Verano para descubrir la diversión encontrada en libros. El Programa de Lectura del Verano empieza el 15 de junio y termina el 28 de agosto. Matrícula empieza el 15 de junio. Es necesario que los lectores independientes lean por lo menos 30 minutos por día, 5 días a la semana para ganar premios. Los lectores que acaban de comenzar a leer (los pre-lectores) necesitan que alguien les lean por lo menos un libro por día, 5 días a la semana.

Miércoles Maravillosos

Eventos especiales serán ofrecidos los miércoles durante el Programa de Lectura del Verano. Se ofrecerán boletos gratuitos a los niños entre 4 años y 12 años que están matriculados en el programa. Los que llegan primero a la biblioteca el jueves antes de cada evento, recibirán los boletos al evento. Todas las presentaciones empiezan a la 1:00 P.M. y duran aproximadamente 45 minutos.

- 18 de junio** Diversión y emoción mágica con el mago Allen Oshiro.
- 25 de junio** Diviértanse con la Ciencia Radical de Rudy (Rudy's Radical Science).
- 2 de julio** Wild Wonders les presenta a los animales de la selva tropical.
- 9 de julio** Craig Newton nos lleva en un viaje musical alrededor del mundo.
- 16 de julio** Cuentos y música del oeste de Africa con Asha's Baba.
- 23 de julio** El mago, malabarista, y cómico, Abbit el Regular (Abbit the Average).
- 30 de julio** Los Profesionales Titiriteros de Los Angeles les presentan el cuento tradicional de Tunisia "El Chacal y el Erizo" ("Jackal and Hedgehog").
- 6 de agosto** Bubble Mania les presenta la diversión y ciencia de burbujas.



LA HORA DE LOS CUENTOS

Niños y niñas de 3 a 6 años
miércoles de noche 6:30 – 7:00 p.m.

2 de julio – 27 de agosto

Y

jueves en la mañana 11:00 – 11:30 a.m.

3 de julio – 28 de agosto

Infantes y niños de 2 años
jueves en la mañana 10:15 – 10:35 a.m.

3 de julio – 28 de agosto

El Programa "Lapsits" es auspiciado por la
Fundacion Gordon y Dixie Shaw



Horario de el programa de música

Martes de noche 1 de Julio – 26 de agosto


Niños de 3 y 4 años 6:00 – 6:30 p.m.

Niños de 5 y 6 años 6:30 – 7:15 p.m.

Evento no es auspiciado por ninguna escuela

Placentia Library District ♦ 411 E. Chapman Ave. Placentia, CA 92870 ♦ (714) 528-1906 ♦ www.placentialibrary.org

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: May 5, 2003

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

Tutor Training. The Literacy Coordinator conducted one regular tutor training workshop and two accelerated workshops in April and eleven tutors were trained, five adults and six teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for May 4, 2003.

Families for Literacy (FFL) Program Status. FFL now serves 54 family students with 35 tutors. On Sunday, May 18, from 2-4 PM, FFL will sponsor a families program that will feature the **PASO DE ORO: STEPS OF GOLD DANCE STUDIO**. FFL has increased its volunteer hours from 4-14 hours per week at Ruby Drive Preschool and Placentia Headstart.

Placentia Rotary Reading Enrichment Program (PRREP) Continues. PRREP continued in March, recruiting high school volunteers at El Dorado and Valencia High Schools. To date this school year, more than 80 PRREP volunteers have tutored in the Library and at Van Buren Elementary School, tutoring accounting for over one thousand tutoring hours.

Reach Out and Read Partnership Continues. In April, PLLS continued its partnership with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who go to the Whitten Center in Placentia on Monday mornings and read to children while they are waiting to see the St. Judes pediatric staff.

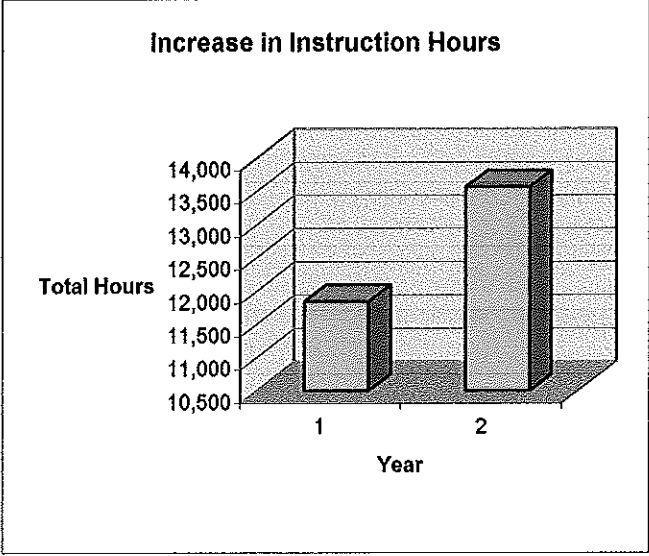
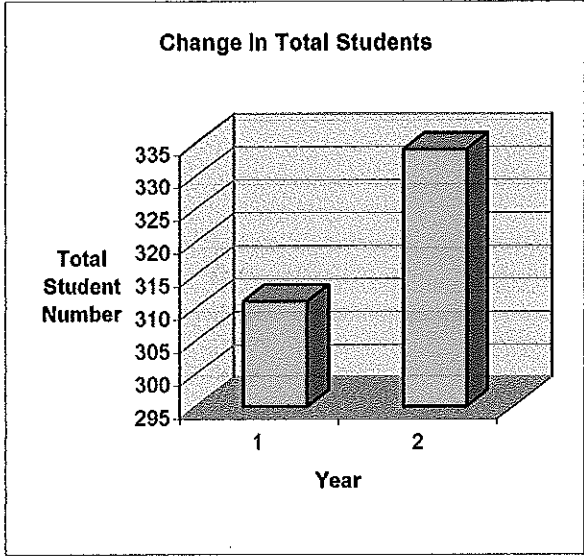
English Language and Literacy Intensive (ELLI) Program Update. In addition to tutoring in six schools in the Placentia/Yorba Linda Unified School District, the ELLI Coordinator and ELLI Assistant conducted sessions of the Latino Family Literacy Project at Topaz and Ruby Drive Elementary Schools. They provided a bilingual children's book for all 60 participants, and led the group in a discussion of the book and an art project.

Literacy statistics. See Agenda Item 40, Page 2 of 3 and Page 3 of 3.

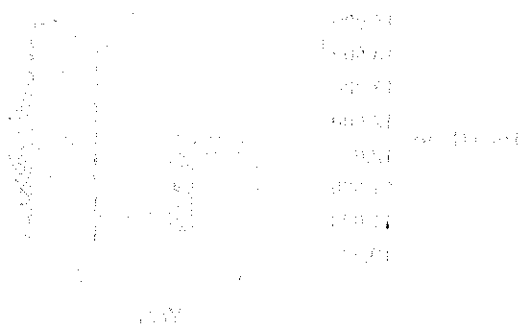
Placenta Library Literacy Services

Report of Growth and Progress

	Apr-02	Apr-03	YTD 2002	YTD 2003
Tutors				
Adult	86	108	123	156
Teen	59	75	81	113
Hours Instruction	972	1,666	11,846	13,565
Other Volunteer Hours	48	48	392	668
Total Hours	1,020	1,714	12,238	14,233
Training Workshops				
Workshops Held	1	3	20	32
Tutors Trained	5	11	101	158
Students				
With Adult Tutors	131	109	182	194
With Teen Tutors	70	120	100	125
In Groups	5	5	32	15
Total Active Students	183	206	220	311
Families for Literacy				
Family Students	10	54	26	62
Family Tutors	6	35	10	45
Hours of Instruction	206	234	311	334
ELLI Program				
K-6th Grade Students	119	423	231	423
Tutors for K-6th Grade	11	5	14	20
Hours of Instruction	620	316	3192	1,532
Total Tutors	145	183	206	269
Total Students	206	234	311	334
Total Instruction Hours	1,038	1,666	11,846	13,565



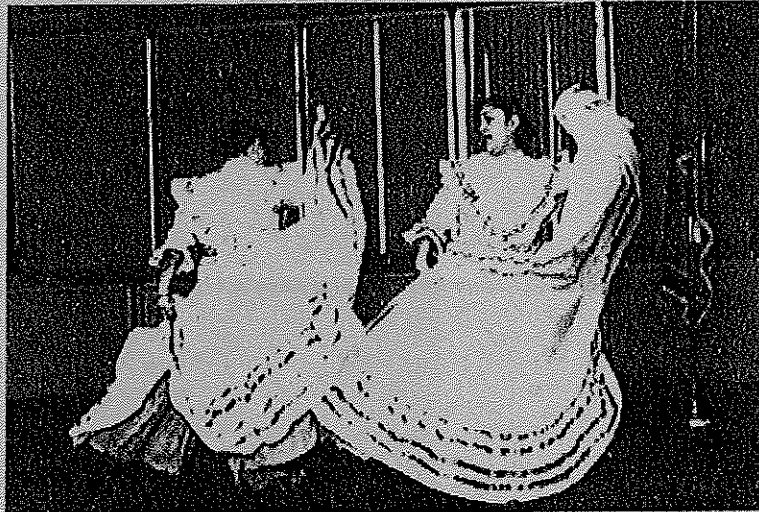
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Welcomes

PASO DE ORO: STEPS OF GOLD DANCE STUDIO

To the Placentia Library District

WHEN: Sunday, May 18, 2003

TIME: 2PM-4PM

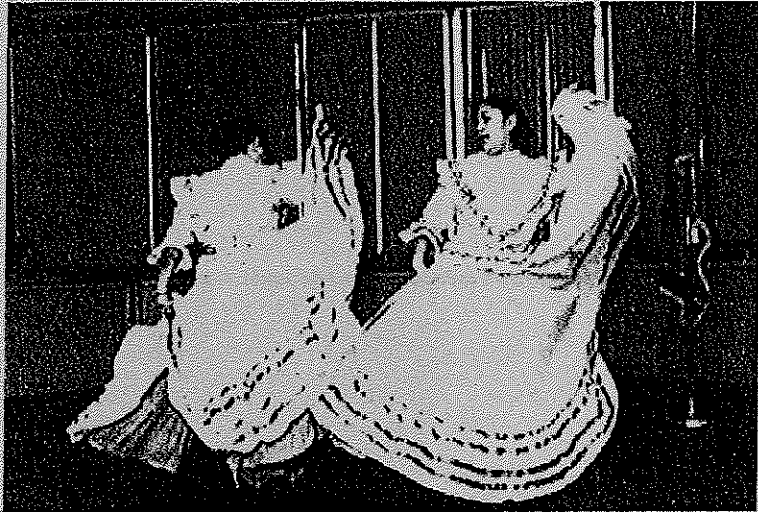
WHERE: The Meeting Room of the Placentia
Library District

This FFL event features 4-6 year old Mexican folkloric dancers and 6-10 year old merengue dancers. Paso de Oro will not only perform for us but they will also teach us how to dance with *sabor*. So, be prepared to be amazed by the talented youth of Paso de Oro and DANCE! DANCE! DANCE!

The performance will be outside. Please dress appropriately.

For more information, contact: Tyese Wortham, Families for Literacy Coordinator at (714) 524-8408 ext. 215 or tyesewortham@lycos.com.

FAMILIAS PARA LA LECTURA



Da la bienvenida a

PASO DE ORO: ESTUDIO DE BAILE

A la Biblioteca de Placentia

CUÁNDO: El domingo, 18 de mayo, 2003

LA HORA: 2PM-4PM

DÓNDE: La Sala de Reunión de la Biblioteca de Placentia

Este evento presenta los bailadores folklóricos mexicanos de 4-6 años y los bailadores de merengue de 6-10 años. Paso de Oro va a bailar para nosotros y nos enseñará cómo bailar con *sabor*. Pues, prepárense a estar asombrados por los jóvenes talentosos de Paso de Oro y BAILE! BAILE! BAILE!

La presentación se llevará a cabo afuera. Favor de venir con ropa apropiada.

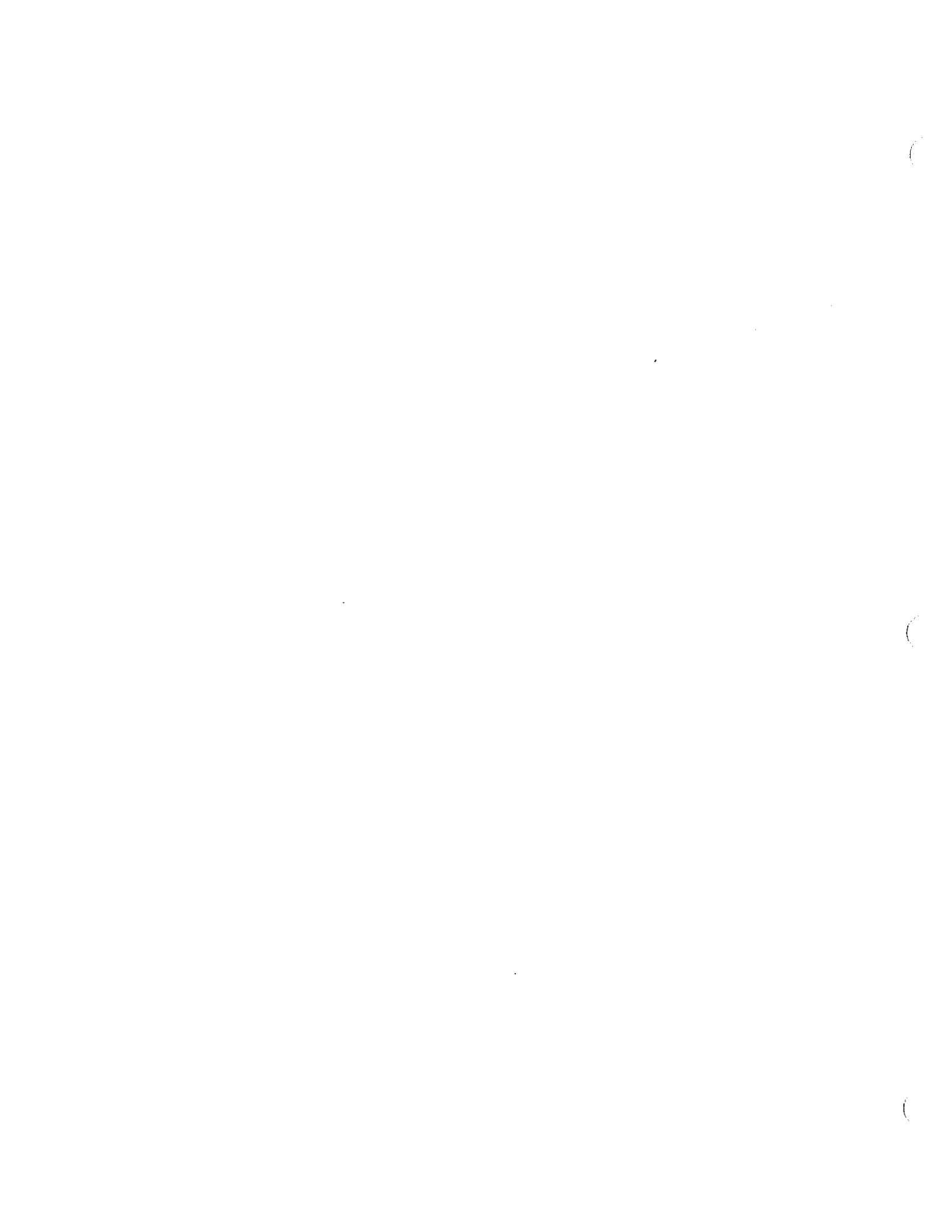
To: Elizabeth Minter, Library Director
From: Jim Roberts, Public Services Manager *JR*
Date: May 5, 2003

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

In April, the Placentia Library District had 22,853 "hits" on the Web Site, an average of 762 a day. The following are our year to date statistics:

Pages Visited	Nov-02	Dec-02	Jan-03	Feb-03	Mar-03	April-03
Borrowers	161	131	157	153	142	210
Friends	101	104	215	95	85	88
District	8	88	34	76	100	88
Fines	10	0	47	16	16	56
Foundation	69	81	73	48	41	96
History Room	68	95	89	65	56	77
Literacy/CLC Logo	98	84	101	53	46	99
Passports	235	241	383	204	174	240
Total Views Most Hits	750	736	1,030	710	629	954

Total Most Hits YTD 8,985



TO: Elizabeth Minter, Library Director
FROM: Jillian Rakos, Volunteer Coordinator
DATE: May 12, 2003
SUBJECT: Publicity materials produced for April 2003 *JR*

Information on the Placentia Library cable channel #53:

1. Welcome to Placentia Library, address, website & telephone number.
2. Library Hours
3. Library Board of Trustees, (changed).
4. Apply for your passport at Placentia Library
5. Literacy Services logo
6. Literacy Program asking for volunteers
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
9. Passport Hours
10. Silent Auction Returns

General Newspaper articles published:

1. City chooses Old Town developer
2. Orange Coast QA Trade Secrets by the book

Library Newspaper articles published:

1. Library Friends hold meeting and sale

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Booksale flyer
4. Library Closed for Memorial Day and Independence Day

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly APR 17 2003

City chooses Old Town developer

By Patrick Vuong
Placentia News-Times

Officials are calling it the Orange County Gateway Development Initiative.

It's a massive undertaking that Placentia hopes will merge its \$440 million rail-lowering effort, downtown rejuvenation and a possible Metrolink station into one vision. On ^{3/27} day, the City Council unanimously approved TOD Properties Inc. as the master developer for that vision.

Beverly Hills-based TOD Properties will act as the lead planner for the gateway project, which city officials said will invigorate residential and commercial areas in Old Town, along the Orange (57) Freeway and south of Crowther Avenue - while still maintaining their train-related goals.

The aim is to make Placentia a hub for Orange Countians, officials said, and not just a city they pass through on commuter trains or the freeways.

"We could be the gateway for Orange County," Mayor Scott Brady said. "We're standing at the fork in the road between opportunity and the status quo."

"We really have to look 20 to 30 years into the future or we'll be left in the dust," Councilman Chris Lowe said.

Councilman Norman Eckenrode said the city has wanted a master developer for a project of this magnitude for 20 years.

The development area will encompass a half-mile radius around Placita Santa Fe and the approximately five miles of tracks parallel to Orangethorpe Avenue.

Officials said it could include a train museum, housing for California State University, Fullerton, students and packinghouse conversions into mixed-use buildings.

"It will be a significant improvement to our community,

Please see **COUNCIL** Page 6

COUNCIL

FROM 1

as well as an opportunity," City Administrator Robert D'Amato said. "It will be a focal point of where we'll go on the weekends."

Eckenrode said the project could attract more than 1,000 visitors a day to Placentia, a town of 47,000.

The council said it has also made a priority of preserving the area's architectural heritage. Brady invited the public to attend a Downtown Revitalization Advisory Committee meeting April 29, when the project will be discussed.

IN OTHER NEWS

► State Sen. Bob Margett, R-Diamond Bar, presented Kathleen Frazee with the Woman of the Year Award for the 29th District and gave recognition to the Placentia Library District and the city for sponsoring the Spanish Literacy Program.

► The council adjourned the meeting in honor of Jo Lyons, wife of former Mayor Bob Lyons and an activist instrumental in saving the historic Bradford House in 1974 when the city considered razing it.

WEB  EXTRA

For more City Council news, see
www.myoc.com/placentia.

oceanic clippings
pmb 11/7/03
sarah, cali

orange coast
magazine
April 2003

Q & A

TRADE
SECRETS

by the book

by Darcy Rice
332

A great idea sometimes takes on a life of its own. Seattle librarians hatched the concept of encouraging all their city's residents to read the same book, but since then the idea has gone national. Chicago chose *To Kill a Mockingbird*, and last year Los Angeles residents read and discussed *Fahrenheit 451*. Now, Orange County Reads One Book is poised to become the biggest such event ever held.

Under the guidance of Susan Redfield and Mary Barton, Orange County Reads One Book is challenging every resident to read *Falling Leaves*, by Huntington Beach author Adeline Yen Mah. Mah's memoir tells of her difficult childhood in China, and her escape from her emotionally abusive parents to make a new life for herself through education and the love of her extended family. A parallel version of her story is told in *Chinese Cinderella*, which is aimed at middle school readers. Redford and Barton hope that every person in Orange County will read one of these two books and participate in one of the many community events taking place through April 12. For more information, call 714-846-8717.

Q What are the goals of the Orange County Reads One Book program?

SR Throughout the country, there have been one city one book programs over the last few years. The mission of these programs is to increase reading, and to develop community by pulling groups of people together to talk about what they have read. However, in Orange County, we felt it would be valuable to

add to that mission of increased reading and community building the elements of increased multicultural understanding and inter-generational activity.

Q What events will be happening as part of this project?

MB It's a grass-roots kind of thing. Right now there are more than 100 events planned all around the community. They range from neighborhood discussions to school programs and everything in between.

Q What is unique about this project in Orange County versus the other one book one city programs?

SR I think that in most of the cities it is easier because it is just one city. Orange County, of course, has 34 cities, about a dozen autonomous libraries, and then a library system with another dozen libraries. And of course, there are 34 school systems, so working with the school systems has been a challenge, but very rewarding.

Q There are many people in the community who read newspapers or magazines, but not books.

MB We think part of that problem with the lack of reading is that it is such a solitary thing to do. Some people who are very social may not get around to reading, but this program gives those people a social reason to read, because now they can go out and talk about it with lots of other people.

SR There's a little peer pressure, too. Children come home from school and say, "Grandma, you should read this book, too, and then we can talk about it together!"



pacific clippings
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santa ana, calif. 92711

Placentia News
Weekly APR 03 2003

Library friends hold meeting and sale

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Friends of Placentia Library
will host its annual meeting at
6:30 p.m. Monday in the City
Hall Council Chambers, 401 E.
Chapman Ave.

The meeting will feature au-

thor Pamela Hallan-Gibson,
writer of "Orange County The
Golden Promise: An Illustrated
History." The free event will
be open to the public.

Information: (714) 996-8390.

SAFETY COMMITTEE MEETING
APRIL 23, 2003
MINUTES

I. Call to Order: 11:25 A.M.

II. Members Attending: Esther Guzman
Katie Matas
Jillian Rakos
Donna Siloti

Members Absent: Cyrise Smith

III. Old Business

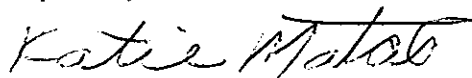
1. Some of the tiles in the lobby need to be regROUTED.
2. The emergency supply trunk was inventoried, and a list of missing supplies was given to Administration for purchase.
3. The light in the loading dock area was fixed.

IV. New Business

1. The Placentia Library District Disaster Manual will be distributed to all staff members who do not have copies.

The next meeting will be May 21, 2003 at 11:30 A.M.

Respectfully submitted,



Katie Matas



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

THE CALIFORNIA STATE LIBRARY

CONNECTION

LIBRARY OF CALIFORNIA

ISSUE NUMBER 35
May 2003

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California State University Sacramento Library: *a Teaching Library*

By Sarah Dalton
Connection Editor

Today's university librarians must "navigate increasingly sophisticated information resources, networks and virtual spaces and then teach these new tools and techniques to faculty and students in all disciplines" writes Dr. Terry Webb, dean and director of the library of California State University Sacramento (CSUS).

Simply put, academic librarians have to snatch up the newest databases, texts and search tools, learn how to use those new products (and how to make them worth the money) and then teach everyone else how to use them. That takes study, money, and passion for the purest kind of teaching, teaching people to help themselves - the librarian's pedagogy.

CSUS offers Master of the Arts and Master of the Sciences degrees in most academic fields as well as a Master of Business Administration degree. And though its library is not a research library (yet), the university also offers a Ph.D. in Public History in conjunction with the University of California at Santa Barbara (UCSB). "The CSUS library is gearing up for dissertation-level research services as part of the UCSB partnership," says Kim Kuenlen, director of Development and External Relations for the CSUS library.

CSUS's "Specialist" Librarians

To help students, faculty and even members of the community efficiently get what they need for their academic work (and to teach those people how to continue their work alone), CSUS's library administration has assigned

subject-specific librarians to each of the university's academic areas of expertise - and there are many.

CSUS's College of Arts and Letters alone has six programs including Education and Foreign Languages, each of which has sub-specialties.



Foreign Languages, for example, offers degrees in ten languages, from African languages to Russian, and each language has a librarian-specialist. The College of Health and Human Services boasts eleven academic programs, from Criminal Justice to Humanities and Religious Studies, and these too have a librarian for each specialty.

CSUS librarians typically oversee more than one sub-specialty. Librarian Maria Kochis, for example, covers all six areas of study in the College of Engineering and Computer Science program. Like her colleagues, Kochis is responsible for resources in her assigned curriculum. She surveys professors, works closely with the departments and oversees collection development in her field. Or, as Kim Kuenlen puts it, Kochis "looks for holes" in the CSUS library's engineering collection.

The CSUS Collection

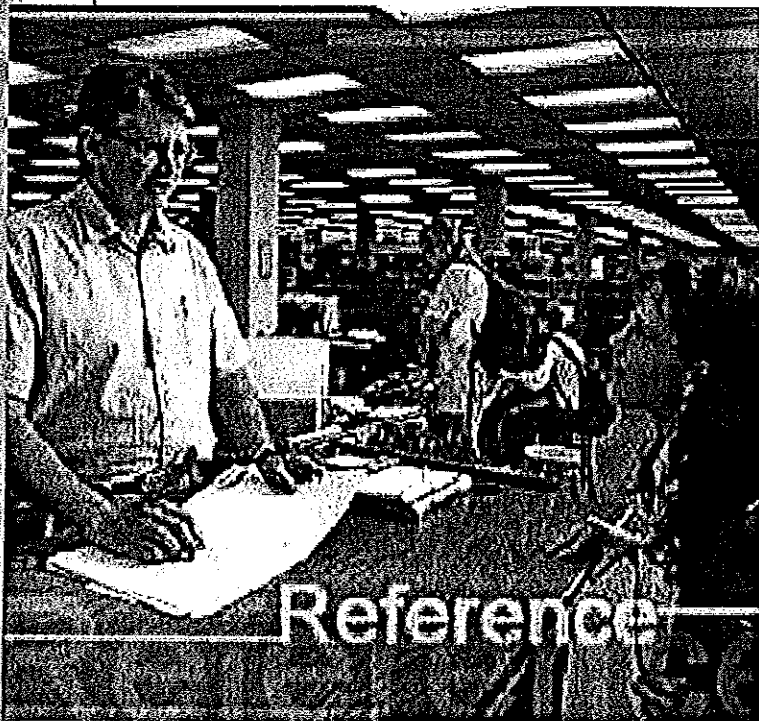
CSUS library's collection is vast and

Please see CSUS Library, page 2

from page 1

CSUS Library

expensive. The CSUS library has more than 2 million volumes; 4,000 periodical subscriptions; 5,000 videos; 80,000 slides; 2,500 16 mm films; 1,900 music CDs; 2,500 audiocassettes; 2.3 million microforms; 60,000 government documents and 100 licensed databases.



A CSUS library specialist helps a student.

The databases (which users can only access in the library) serve such fields as engineering, biological science, chemistry and criminal justice. At close to \$100k annually, they comprise "a big chunk" of the library budget, but the databases are "vital" according to Kuenlen. Together with the specialist librarians, the databases support the CSUS library's mission "to meet the research and teaching needs of the university."

Student Patrons in 2003

Patrons - students, faculty and the community - can seek out their "specialist" via the Internet or the reference desk (where all CSUS librarians rotate shifts). This customized service, combined with nice things such as being able to download source texts and paste them into papers, makes research at the CSUS library today much easier than even ten years ago.

But new ways of studying and researching at the university present a challenge to the CSUS library. "Students don't study the way they used to - holed up in

carrels," says Kuenlen. Today's students study in groups (group study rooms are always in demand). They discuss. They collaborate, lattes in hand. The CSUS library isn't physically set up for this new student's need to "hang" in the library. Kuenlen says that the library's administrators are striving to soon "change the library's infrastructure" to meet patrons' demands for a social component of library work.

For now, the library is open 93 hours a week and there's a silent study area on the 4th floor for those who need old-fashioned quiet. But, Kuenlen bluntly says, "Our facility is outdated."

Looking forward

"Our collections budget was cut \$200k in 2002/2003," says Kuenlen. "Next year it may be worse." Consequently, CSUS library administrators are struggling to prioritize how to spend CSUS library's limited budget. The cost of databases and journals keeps going up regardless of budget cuts. Further, the library's goal, to "give the university 100 percent," requires sophisticated technology and architectural design. In the near future the CSUS library hopes to:

- Expand technology services and ensure electronic connectivity and space flexibility.
- Provide a fully wireless laptop environment with laptop checkout.
- Create a new, inviting entrance to the library.
- Enhance and increase group study areas and areas for collaborative study.
- Create lecture and presentation rooms with multimedia capability.
- Create on-line digital collections and digitize selected materials.

None of these changes will come cheaply, so library administrators have created fundraising projects such as the CSUS library's *Virtual Ball*, an elegant outreach project that plays with the "ball" metaphor by selling virtual "tickets and tables" for \$100 through \$1000. This "ball" is an imaginative flight of fancy, designed to raise money for the library while allowing donors to imagine they have attended a fundraising ball without leaving the comfort of their own homes.

For more information about the CSUS library, please call Kim Kuenlen, director, Library Development and External Relations at (916) 278-5954 or email her at kkuenlen@csus.edu.

Next month: Look for the second of our series on CSUS' s library that will focus on CSUS' s LSTA-funded research for the Underground Railroad Project.

Facing tough times, a rural public library looks to on-line commerce

By Dan Theobald
i2i Communications

When the going gets tough, the tough go shopping.

That's the attitude of the Woodland Public Library, which has opened an Internet shopping mall to help offset budget cuts related to the statewide recession.

The venture, called *Shop for the Library* (www.shopforthelibrary.net), takes the fundraising strategy long employed by larger urban libraries - the on-site gift shop - and gives it a virtual look and feel. The result is a gift shop with none of the problems often found in brick-and-mortar library gift shops: lack of volunteer staffing, complexity of set-up and inventory management, and shortage of available space in the library.

"We could never find space for a gift shop in our building, much less offer items from 200 merchants," says Woodland Public Library Director Marie Bryan. "But we've got plenty of room on the web."

Shop for the Library features more than 200 merchants of well-known businesses such as Target, Sears, Dell™, and Hickory Farms. But it also includes popular websites such as Amazon.com, eBay, and Expedia. These online merchants agree to give the library between two and 55 percent of all sales referred from the *Shop for the Library* website. Every purchase initiated through the website generates a commission for the Woodland Public Library. "Folks pay the same price whether they go through *Shop for the Library* or directly to the merchant's website," says Bryan. "So we're hoping library supporters will take an extra second or two and use the *Shop for the Library* portal."

Bryan is particularly optimistic about the fundraising potential of the library's own boutique on *Shop for the Library*, which offers cards, posters, and apparel items based on images from local archives. The library site uses Zazzle.com, an online venture that lets any organization or individual upload jpeg images (on which they own the copyright or from the public domain) and use these images to create gift items. "People love browsing our Woodland history collection, and now they can buy greeting cards and

T-shirts with some of our most popular images," notes Bryan. Other libraries using Zazzle to create gift items with images from their own library collections include the California History Room of the California State Library and the Bancroft Library of the University of California, Berkeley.

The *Shop for the Library* website is supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act (LSTA), administered in California by the State Librarian.

The website, and associated promotional materials, were designed for easy adaptation to other public libraries, if

the project proves successful in Woodland. "There's no grant money right now to support expansion to other libraries," says Bryan. "But we'd be glad to provide advice and counsel, along with access to our tools and templates, for any libraries wanting to build their own version of *Shop*."

In looking at shrinking public library budgets, especially during the current state budget situation in California, the *Shop for the Library* website will help raise funds for the Woodland Public Library at an especially critical time.

"We have a clear choice in this economy - cut back or fight back," Bryan says. "We're fighting. We received an LSTA grant to cover the costs of setting up *Shop for the Library*, and now all proceeds we raise will go to support services to the public."

Other articles about *Shop for the Library* have appeared on the KCRACHannel.com (April 16, 2003) website and also in the *Sacramento Bee* newspaper (April 17, 2003, Metro Section).

For further information about *Shop for the Library*, contact Dan Theobald at (415) 431-0329 (phone) or dtheobald@i2icom.com (email); Marie Bryan, Woodland Public Library director, at (530) 661-4157 (phone) or mebryan@dcn.davis.ca.us (email); or Carla Lehn, literacy consultant, California State Library, at (916) 653-7443 (phone) or [clehn@library.ca.gov](mailto:clehrn@library.ca.gov) (email).



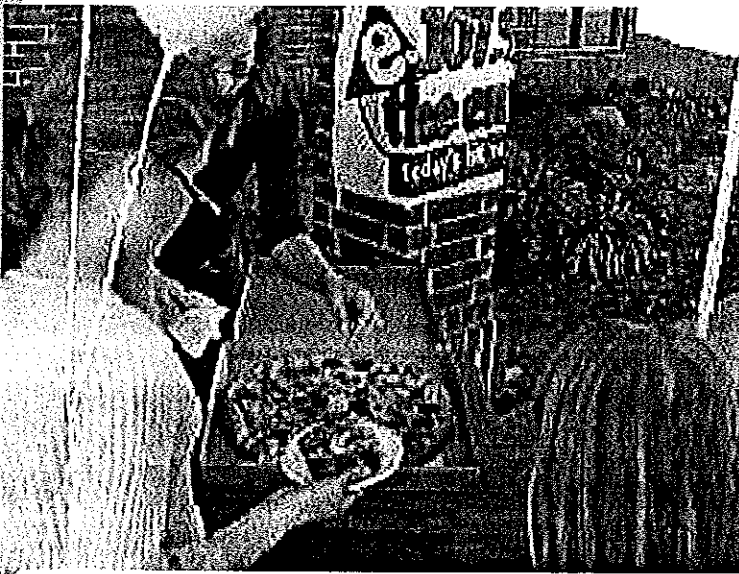
www.shopforthelibrary.net

Promotional campaign draws teens to public libraries

By Christopher Berger
Resource Sharing Specialist

Library Development Services Bureau, California State Library

Public libraries across California have rediscovered a time-tested formula for enticing teens to show up at library promotions: serve lots of pizza and make sure their favorite radio station's van is on hand to play lots of rock and roll music.



Youth Services Librarian Robin Doughty serves pizza to teens at Roseville Public Library event.

If you also use this event to survey teens about the services they'd like to see in their public libraries, would this drive them away? Not according to the librarians who have successfully organized teenage "survey" events in both northern and southern California as part of a unique promotional campaign for libraries.

Called Teen Radio, it is part of the California Campaign for Libraries, a federally-funded grant that has been promoting public libraries up and down the state for the past two years, most notably through "The Library: Check It Out" campaign. With Teen Radio, public libraries participating in this project are hoping to attract teens to public libraries by creating library collections and services especially geared to their informational needs. It is also being used to help promote the library overall.

Teen Radio began in July 2001 in San Diego and expanded into each of the other four major media markets in California: Los Angeles, San Francisco Bay Area, Sacramento, and Fresno. During the San Diego campaign, a local radio station van visited high schools, concerts, and other San Diego events to promote the library. At the Roseville Public Library-Maidu Branch event held February 8 of this year, between 75 to 100 people stopped by the booth. The teens who stopped by were asked to fill out library surveys to help pinpoint the services the library could provide that were of most interest to them.

"Having the radio station come out was great because it attracted folks who do not normally use the library," said Robin Doughty, senior librarian for youth services at Roseville Public Library. "Even the DJ was stoked to learn about free story times for his preschooler!"

The final Teen Radio campaigns in Sacramento and Fresno finished in March 2003. During its two-year run this statewide program has reached out to teens in many geographic areas of California. Besides San Diego and Roseville, the Teen Radio Campaign beguiled the ears and stomachs of teens at the following public libraries:

- Riverside Public Library
- Riverside County Public Library
- San Bernardino Public Library
- San Bernardino County Public Library
- San Jose Public Library
- Stockton/San Joaquin Public Library
- El Dorado County Public Library
- Sacramento Public Library - Carmichael Branch

The California Campaign for Libraries is supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

For other articles about the California Campaign for Libraries, see the February, May, and August 2001, and March 2003 issues of *Connection*.

To learn more about Teen Radio, contact Bessie Condos Tichauer, children and youth services consultant, California State Library, at (916) 653-8293 (phone) or btichauer@library.ca.gov (email).

OFFICE OF LIBRARY CONSTRUCTION

2nd cycle Library Bond Act applications received

The Office of Library Construction (OLC) received 67 applications for Library Bond Act construction grant funding by the second cycle deadline of March 28, 2003. The total amount of state funds requested by these projects is almost \$550 million and the average state grant request is approximately \$8.2 million.

The largest number of applications (45) was submitted for projects requesting \$10 million or less, but the largest amount of state funding (\$323 million) was requested by the 22 project applications that fell between \$10 and \$20 million:

<u>State \$ Range</u>	<u># of Projects</u>	<u>Total State Dollars</u>
\$20 - \$15 Million	9 Projects	\$165 Million
\$15 - \$10 Million	13 Projects	\$158 Million
\$10 - \$ 5 Million	22 Projects	\$155 Million
\$ 5 - \$ 0 Million	23 Projects	\$ 70 Million

A complete list of all of the project applications with the requested state grant amounts is available on the Home Page of the OLC Web site (www.olic.library.ca.gov) under the "What's New" section and shown as the "Cycle 2 Grant Applications" link.

New vs Remodeling Projects:

Fifty-nine (approximately 88%) out of the sixty-seven project applications submitted in the second cycle were for the construction of a new public library. Only eight project applications submitted were for remodeling and expansion of an existing public library.

Priorities:

Out of all sixty-seven applications, there are a total of fifty-eight 1st priority applications and nine 2nd priority applications. The following chart summarizes this information:

New:

57 1st Priority (6 co-located library projects)
2 2nd Priority

Existing:

1 1st Priority
7 2nd Priority

Six out of the fifty-seven first priority applications for new libraries are for co-located libraries with the remaining fifty-one applications being joint venture projects.

Timetable:

OLC staff will now turn their attention to the initial phase of the review process for cycle 2, which is the eligibility review of the applications. It is anticipated that this review will be completed sometime in late spring or early summer. An email alert will be transmitted when the eligibility phase is completed. Those projects, which are deemed ineligible, will receive a letter delineating the reasons for the ineligibility determination at that time.

Limited Contact with OLC Staff during Application Review:

In order to expedite the OLC staff application review process, OLC consultant staff should not be contacted either by telephone, e-mail, postal correspondence or direct personal contact regarding either current second cycle applications under consideration or applications for the third cycle until after the Board has made 2nd cycle grant award decisions.

Program Application Contact:

During the application review process, all contact with the Office of Library Construction regarding Library Bond Act program application matters must be directed to Richard B. Hall, Library Bond Act Manager, at (916) 445-9604, or rhall@library.ca.gov. This includes questions from potential applicants for the third cycle.

If Mr. Hall is unavailable and the issue is urgent, please contact Linda Springer, Deputy Library Bond Act Manager, at (916) 445-9587 or lspringer@library.ca.gov.

Fiscal or Grant Contact:

Any questions regarding Library Bond Act fiscal or grant agreement matters should be directed to Curtis Purnell, Library Bond Act Fiscal Officer, at (916) 445-9592, or cpurnell@library.ca.gov.

If Mr. Purnell is unavailable and the issue is urgent, please contact Patty Wagoner, Library Bond Act Analyst, at (916) 445-9596 or pwagoner@library.ca.gov.

Architectural Plans Review Contact:

Any questions regarding the submission of architectural plans by successful 1st cycle grant recipients should be directed to Barbara Silken, Library Facilities Consultant, at (916) 445-9617 or bsilken@library.ca.gov.

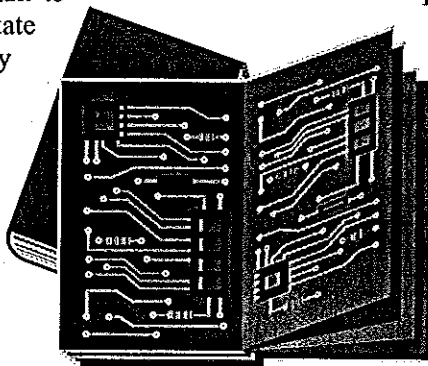
Thank you in advance for your cooperation in this matter.

Library Institute on 21st Century Librarianship now available on-line

Last summer, the California State Library commissioned an outside consultant to evaluate the Stanford-California State Library Institute on 21st Century Librarianship, the multi-day leadership training sessions held in 2000 and 2001. The CSL also asked Ms. Hinman to identify and compare the Institute with similar leadership training opportunities, and to consider other continuing education needs for California library staff members.

The California State Library is asking for feedback on Ms. Hinman's report that offers recommendations on the California State Library's continuing education program for library staff.

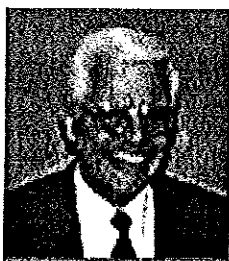
A distinguished advisory council worked with Ms. Hinman on this study. The members of the advisory council were: Gregg Atkins, dean of learning resources, Sacramento City College; Deborah Barrow, director of Watsonville Public Library; Nancy Crabbe, Continuing Education Committee chair, California Library Association; Linda Crowe, executive director, Peninsula Library System; Andrew Herkovic, foundation relations and strategic projects, Stanford University; Susan Kent, director of Los Angeles Public Library; Les Kong, head of Public Services Library,



California State University, San Bernardino; Jane Light, director of San Jose Public Library; Mary Minow, president of California Association of Library Trustees & Commissioners (CALTAC); Mark Parker, deputy director of administrative services, Sacramento Public Library; Vicky Reed, media services specialist, San Diego County Office of Education; Heidi Sandstrom, consumer health information services coordinator, Pacific Southwest Regional Medical Library; Blanche Woolls, dean of School of Library & Information Science, San Jose State University; and Barbara Will, library programs consultant, California State Library.

The full report, including recommendations for the future, can be found at the Institute's website (<http://institute21.stanford.edu>).

Other articles about the Institute have appeared in the September 2000 and July 2002 issues of *Connection*. For further information, contact Barbara Will at (916) 653-7071 (phone) or at bwill@library.ca.gov (email).



John Kallenberg

Fresno County librarian retires

In mid March John Kallenberg, president of the Library of California board, retired from his position as Fresno County librarian, a post he held for 27 years. Hundreds of local community members, Fresno County library staff, librarians from across the state, and Library of California board members Victoria Fong and Sally Tuttle attended a gala retirement dinner held in his honor on Friday, March 16th in Fresno. Fresno County Board of Supervisors Chairman Juan Arambula served as Master of Ceremonies for the event, which featured skits, a poem created especially for the event, many reminiscences, and the Fresno County Friends of the Library's unveiling of a scholarship program for Fresno County Library staff, created in Mr. Kallenberg's honor.

Karen Bosch Cobb has been named Acting County Librarian.

Mr. Kallenberg continues his activities on the Library of California board as president and a representative of Public Libraries. California State Library staff congratulate Mr. Kallenberg on his retirement and look forward to his continued support of the many statewide resource sharing efforts to which he dedicates so much of his time and energy.

Penny Markey wins ALA award

By Bessie Condos Tichauer
*Children and Youth Services Consultant
California State Library*

Penny S. Markey, coordinator of youth services for the County of Los Angeles Public Library (CoLAPL), is the recipient of the American Library Association's Grolier Foundation Award. This prestigious annual award, which includes a stipend of \$1,000 and a certificate of achievement, is presented to a librarian whose "unusual contribution in the stimulation and guidance of reading by children and young people exemplifies outstanding achievement in the profession." The award will be presented at the joint annual conference of the American Library Association and the Canadian Library Association that will be held in Toronto in June.

Ms. Markey, who celebrates 29 years in Children's Services at CoLAPL, has demonstrated years of distinguished service as a past member of the Board of Directors for the Association for Library Service to Children (ALSC) of the American Library Association. She has also served as a priority consultant and chair of numerous ALSC committees and chair of the Public Library Association (PLA) Service to Children committee. She is currently a member of ALA Council. Locally she is responsible for planning, developing, and implementing services for children and youth and training staff in the 88 branches within the County of Los Angeles Public Library System. I recently interviewed Ms. Markey about receiving the Grolier Foundation Award and her experiences as a children's services librarian:

BCT: What was your reaction when you learned that you had been

chosen to receive the ALA Grolier Foundation Award?

PM: I was very surprised, delighted and humbled to learn that so many of my colleagues initiated and supported the nomination - I didn't know that any of this was in the works. When I looked at the list of previous winners, I saw that many of them were people that I had hoped to grow up to be.

BCT: What do you believe is the greatest challenge for those of us who have chosen to work in Children's Services?

PM: The greatest challenge is that as managers, we must continue to persuade policy makers and community collaborators about the value of public library service for children and its role as an education resource so that budgetary resources are provided to support library activities. Another challenge is gaining respect from colleagues for what we do - it looks like we're having too much fun! Every program and activity that we provide has a purpose - to introduce library services to children and to make a difference in the lives of those children and their families. Children's librarians are managers and we take tremendous pride in our work and, as such, we must take every opportunity to continue to promote the value of public library service. Over the years and during the various economic downturns within the county, I have seen community members testify time and again about the importance of libraries for children and families at Board of Supervisors meetings.

BCT: What advice would you provide to someone who is contemplating a career in Children's Services?



Penny Markey

PM: Choosing to become a children's librarian in a public library provides an opportunity to be creative in a non-judgmental and non-threatening environment. The children have no tests to take, or adult expectations to "perform" as they do in a classroom setting. Children's Services is challenging and complex, as it provides a microcosm of librarianship-management, outreach, competencies, fundraising, events planning, and public relations-in addition to the more traditional aspects of collection development, reference, programs and activities. It also requires working with the significant adults in the lives of children.

Working with children is extremely rewarding and much of the time you never know what impact that you will have on a child. You also have an opportunity to interact with many wonderful colleagues who are always willing to share their experiences, ideas and techniques.

I am fortunate to have had the opportunity to work for a library system that allows me to be innovative and encourages the flexibility to experiment and try new things. Through the years, the children's librarians with whom I have worked have been enthusiastic and supportive as well.

Provider: Infopeople
Course: *Survival Spanish for Library Staff*
Dates and locations:
 Tuesday, May 13, Contra Costa County Library - Pleasant Hill
 Friday, May 30, San Bernardino Public Library - Central
<http://www.infopeople.org/WS/workshop/Workshop/112>

Provider: Infopeople
Course: *Developing Spanish and Latino Interest Collections Using the Web and Online Sources*
Dates and locations:
 Thursday, May 15, California State Library
 Friday, May 23, Cerritos Public Library
 Thursday, June 12, San Diego Public Library
<http://www.infopeople.org/WS/workshop/Workshop/109>

Provider: Infopeople
Course: *Training the Tech Trainer*
Date and Location:
 Tuesday, May 20, Fresno County Public Library
<http://infopeople.dreamhost.com/WS/workshop/Workshop/115>

Provider: Infopeople
Course: *Technology Tuesdays - Tips, Trends, and Tools of the Trade*
Dates and locations:
 Tuesday, May 13, 12:00 noon to 1:00 p.m.
 CONVENIENCE TECHNOLOGIES:
 NEW TOOLS FOR OUTSTANDING CUSTOMER SERVICE
 Tuesday, June 10, 12:00 noon to 1:00 p.m.
 PRODUCTIVITY TECHNOLOGIES:
 HANDLING THE WORKLOAD WITHOUT ADDING STAFF
 Tuesday, July 8, 12:00 noon to 1:00 p.m.
 PIGGYBACK TECHNOLOGIES:
 GETTING THE MOST FROM THE SYSTEMS
 YOU ALREADY HAVE
<http://www.infopeople.org/training/webcasts/>

Provider: Infopeople
Course: *More than Letters & Booklists: Intermediate Microsoft Word*
Dates and locations:
 Thursday, May 22, Solano County Library - Vallejo JFK Branch
 Friday, June 13, Cerritos Public Library
 Thursday, June 26, California State Library
<http://www.infopeople.org/WS/workshop/Workshop/134>

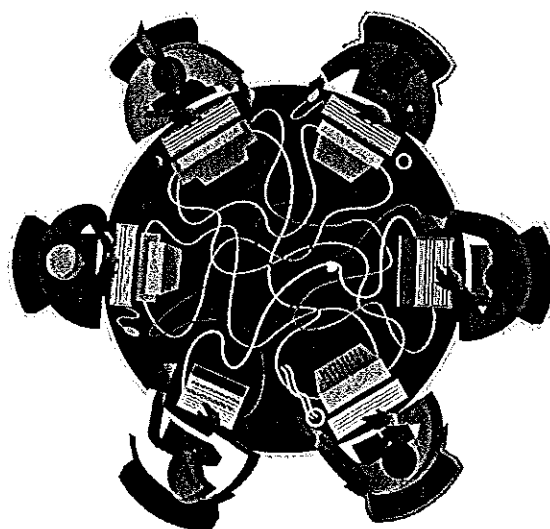
Provider: Infopeople
Course: *Training the Trainer 2003*
Date and location:
 Thursday, May 29, Fresno County Public Library (Lab)
<http://www.infopeople.org/WS/workshop/Workshop/120>

Provider: Infopeople
Course: *Developing Multimedia and Digital Resource Collections for Teens*
Dates and locations:
 Wednesday, June 11, Cerritos Public Library
 Wednesday, September 24,
 Contra Costa County Library-Pleasant Hill Lab
<http://www.infopeople.org/WS/workshop/Workshop/132>

Provider: Infopeople
Course: *Delivering Effective Library Presentations!*
Dates and locations:
 Monday, May 12, San Francisco Public Library
 Friday, May 30, Los Angeles Public Library
<http://www.infopeople.org/WS/workshop/Workshop/126>

Provider: Infopeople
Course: *Getting Started with XML*
Date and location:
 Monday, May 12, University of California, San Diego
<http://www.infopeople.org/WS/workshop/Workshop/116>

Provider: Infopeople
Course: *Genealogy Resources on the Internet*
Dates and locations:
 Tuesday, May 13, Palm Springs Public Library
 Thursday, May 22, Los Angeles Public Library
<http://www.infopeople.org/WS/workshop/Workshop/107>



If you would like your library-related training event included in *Connection*, please send event information to Sarah Dalton, *Connection* editor at sdalton@library.ca.gov

2003

May

May 2-7, 2003

Medical Library Association (MLA) Annual Conference, San Diego

June

June 7-12, 2003

Special Libraries Association (SLA) Annual Conference, New York City

June 19-25, 2003

American Library Association (ALA) Annual Conference, Toronto, Canada

July

July 12-16, 2003

American Association of Law Libraries (AALL), Annual Conference, Seattle

October

October 15-16, 2003

Library of California board meeting, Sacramento

October 22-26, 2003

American Association of School Librarians (AASL)
National Conference, Kansas City, Missouri

November

November 15-17, 2003

California Library Association (CLA) Annual Conference, Ontario

2004

January

January 9-14, 2004

American Library Association (ALA) Midwinter Meeting, San Diego

February

February 18-19, 2004

LSTA Advisory Council on Libraries meeting, Sacramento

February 24-28, 2004

Public Library Association (PLA) National Conference, Seattle

June

June 24-30, 2004

American Library Association (ALA) Annual Conference, Orlando

CONNECTION

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Dr. Kevin Starr

State Librarian

(916) 654-0174

kstarr@llibrary.ca.gov

Sarah Dalton

Communications

Editor

(916) 654-1483

sdalton@library.ca.gov

Christopher Berger

Library Development Services

Assistant Editor

(916) 653-8313

cberger@library.ca.gov

Library of California Board

John Kallenberg

President

Articles for inclusion in a
future issue of the
Connection are welcomed.
Please submit articles or
suggestions to the *Connection*
editor, Sarah Dalton.



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914 Capitol Mall

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<http://www.library.ca.gov/loc/board/index.cfm>

California Public Library Construction
and Renovation Board

<http://www.olc.library.ca.gov/board.asp>

Handwritten text, likely bleed-through from the reverse side of the page. The text is extremely faint and illegible due to the quality of the scan. It appears to be organized into several paragraphs or sections, but the specific words and sentences cannot be discerned.