

2660.3.2.2 If, by the target date agreed upon, the employee is not performing up to the proposed standards, the employee will receive a 2nd written warning utilizing the steps 1-8 above.

2260.3.3 Suspension

2260.3.3.1 In matters regarding suspension, the Supervisor will consult with the Library Director/designee to ensure that all procedures meet legal requirements (Skelly Requirements).

2260.3.3.2 If the suspension is for more than five days, the employee will be noticed of the Library's intent to suspend and will be given the opportunity to meet with the Library Director/designee to discuss the suspension prior to the effective date of the suspension. The notice will:

2260.3.3.2.1 State the intended corrective action, the reason for the corrective action and the effective date of such action.

2260.3.3.2.2 Include a copy of the charges and materials upon that the corrective action is based;

2260.3.3.2.3 State that the employee has the right to respond in writing before the effective date of the action;

2260.3.3.2.4 State the employee's right to file a Grievance regarding the disciplinary action after the action is taken.

2260.3.3.3 The Library Director/designee has the opportunity to uphold the suspension or reduce the disciplinary action, depending upon his/her investigation into the matter. The employee will receive written notification of the decision.

2260.3.4 Termination

2060.3.4.1 If the Supervisor recommends an action of termination, the employee will be notified in writing of the intent to terminate. The Library will follow Skelly requirements. The written notice will:

2060.3.4.1.1 State the intended corrective action, the reason for the corrective action and the effective date of such action;

2060.3.4.1.2 Include a copy of the charges and materials upon that the corrective action is based;

2060.3.4.1.3 State that the employee has the right to request an appeal interview with the Library Director/designee, within five days of receipt of the notice (pre-termination Skelly hearing);

2060.3.4.1.4 State the employee's right to file a grievance regarding the disciplinary action (termination) after the action is taken (post-termination Skelly hearing).

2060.3.4.2 The Library, at its option, may place the employee on a paid administrative leave pending the optional appeal hearing.

2060.3.4.3 When reviewed by the Library Director/designee, the Library Director/designee has the opportunity to uphold the termination or reduce the disciplinary action, depending upon his/her investigation into the matter.

2060.3.4.4 After the appeal process is completed, the Library Director/designee will advise the employee, in writing, of the decision regarding termination. If the recommendation to terminate is upheld; the employee will be advised of his/her final date of employment.

2060.3.4.5 If the decision is not to terminate, the employee will be reinstated.

2060.3.4.6 If terminated, on the last day of employment, the employee will empty any locker; turn in locker keys, other keys, pager, ID, badge and any other items that belong to the Library. These items must be turned in before the employee receives the final paycheck.

2060.3.4.6.1 The employee will receive the final paycheck on the last day of employment, or if requested, it will be sent to the employee by certified mail.

2060.3.4.7 Employees may appeal the termination to the Library Board. The Board's decision will be final.

POLICY TITLE: Internet, E-mail, and Electronics Communication Ethics, Usage and Security
POLICY NUMBER: 2270

2270.1 Placentia Library District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

2270.2 The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy establishes what is acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

2270.3 This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

2270.3.1 Employees will not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

2270.3.1.1 Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2270.3.1.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

2270.3.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

2270.3.1.4 Internet access is to be used for District business purposes only (unless the employee is on break). Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District.

2270.3.2 Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

2270.3.3 Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

2270.3.4 The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

2270.3.5 Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

2270.3.6 E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

2270.3.7 Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

2270.3.8 E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

2270.3.9 Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

2270.3.10 Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

2270.3.11 Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

2270.3.12 Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

2270.3.13 When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

2270.3.14 Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.

2270.3.15 Use of another user's name/account, without express permission of the Systems Administrator, to access the Internet is strictly prohibited.

2270.3.16 Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

2270.3.17 It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail.

2270.3.18 The District will not be responsible for maintaining or payment of personal Internet accounts or related software.

2270.3.19 E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users will not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

2270.3.20 Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the Director of Information Technology.

2270.3.21 Employees will only access the Internet using the approved Internet browser (Internet Explorer). Any other browser being used on a workstation will be promptly removed.

2270.3.22 Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

2270.3.23 Employees will only download information and/or publications for official business purposes.

2270.3.24 Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

2270.3.25 All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

2270.4 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

Date

Signature

Print name here

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

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

2300.1.1 He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

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

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

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

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

2300.2 Typical Tasks

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

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

2300.2.3 Serves as liaison between the Library District, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

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

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

2300.2.6 Conducts labor negotiations.

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

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

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

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

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

2300.2.12 Serves as a United States Passport Application Acceptance Agent.

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

2300.4 Desirable Qualifications:

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

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

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

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

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

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

2300.5 Other Requirements:

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

2300.5.2 Must possess mobility to operate a motor vehicle.

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

2300.5.4 Must possess stamina to move about the Library.

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

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

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

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

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

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

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

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

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

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

2305.1.6 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

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

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

2305.2 Typical Tasks

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

- 2305.2.2** Coordinates Library services projects with the City of Placentia and other outside organizations.
- 2305.2.3** Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.
- 2305.2.4** Manages and coordinates the Library's WEB site.
- 2305.2.5** Manages the passport application agency program.
- 2305.2.6** Manages the Library's programs for adults and children and schedules and coordinates exhibits.
- 2305.2.7** Prepares grant applications for Public Service activities.
- 2305.2.8** Establishes and implements work procedures for department staff.
- 2305.2.9** Negotiates and manages contracts and service agreements with Library vendors.
- 2305.2.10** Speaks before community groups about books and Library services.
- 2305.2.11** Participates in recruiting, interviewing, selecting Public Services staff and evaluating the performance of Public Services personnel.
- 2305.2.12** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.
- 2305.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May takes notes for the minutes in the absence of the Administrative Assistant.
- 2305.2.14** Plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.
- 2305.2.15** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
- 2305.2.16** May be required to work up to half-time on a public services desk or in the literacy department.
- 2305.2.17** Serves as a United States Passport Application Acceptance Agent.

2305.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license.

2305.4 Knowledge and abilities:

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

2305.4.2 Knowledge of computer hardware and software operations

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

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

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

2305.4.6 Knowledge of basic fund accounting and budgeting.

2305.4.7 Ability to apply the knowledge listed above.

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

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

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

2305.4.11 Ability to analyze difficult problems and recommend solutions.

2305.4.12 Ability to take independent action.

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

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

2305.4.15 Ability to organize and manage work flow for self and others.

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

2305.5 Physical Demands

2305.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

2305.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

2305.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2305.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2305.6 Work Environment

2305.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2605.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Manager of Technical Services
POLICY NUMBER: 2307

2307.1 The Technical Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the circulation services, and acquisitions and processing services programs of the library as well as all computer operations and services. May be designated in charge of the Library during the absence of the Library Director.

2307.1.1 He/she attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2307.1.2 He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2307.1.3 He/she oversees the preparation of public service desk schedules for the Circulation Department and the assignment of substitute hours.

2307.1.4 He/she coordinates the continuing education and in-service training program for the Technical Services staff.

2307.1.5 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2307.1.6 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2307.1.7 He/she prepares monthly and annual reports on the technical services activities of the Library.

2307.2 Typical Tasks

2307.2.1 Directs, coordinates, and reviews the activities of the Technical Services activities concerning personnel, resources, equipment, services and programs.

2307.2.2 Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

- 2307.2.3** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the circulation services and acquisitions and processing services programs of the library
- 2307.2.4** Allocates the library materials budget and coordinates and supervises the materials selection process
- 2307.2.5** Manages the installation and operation of computer hardware, software and database systems in the Library.
- 2307.2.6** Manages the online catalog for the Library and instructs staff in the use of the online library system.
- 2307.2.7** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.
- 2307.2.8** Prepares grant applications for Technical Services activities.
- 2307.2.9** Establishes and implements work procedures for department staff.
- 2307.2.10** Negotiates and manages contracts and service agreements with Library vendors.
- 2307.2.11** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.
- 2307.2.12** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.
- 2307.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May takes notes for the minutes in the absence of the Administrative Assistant.
- 2307.2.14** Plans and organizes training programs for the Technical Services staff, and is responsible for personnel actions, work assignments, and related matters.
- 2307.2.15** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
- 2307.2.16** May be required to work up to half-time on a Public Service desk.
- 2307.2.17** Serves as a United States Passport Application Acceptance Agent.

2307.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license.

2307.4 Knowledge and abilities:

2307.4.1 Knowledge of modern public library organization, procedures and policies.

2307.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2307.4.3 Knowledge of personal computer and network hardware and software operations.

2307.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources.

2307.4.5 Knowledge of reference sources and methods to serve adult and children.

2307.4.6 Knowledge of literature and standard works in various fields.

2307.4.7 Knowledge of basic fund accounting and budgeting.

2307.4.8 Ability to apply the knowledge listed above.

2307.4.9 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2307.4.10 Ability to respond to common inquiries or complaints from Library customers.

2307.4.11 Ability to supervise staff and implement personnel policies and procedures.

2307.4.12 Ability to analyze difficult problems and recommend solutions.

2307.4.13 Ability to take independent action.

2307.4.14 Ability to prepare and present reports that conform to prescribed style and format.

2307.4.15 Ability to present information to Library management, public groups and the Library Board of Trustees.

2307.4.16 Ability to organize and manage work flow for self and others.

2307.4.17 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2307.5 Physical Demands

2307.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2307.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2307.5.1.2 Must possess mobility to operate a motor vehicle.

2307.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2307.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2307.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2307.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2307.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2307.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2307.6 Work Environment

2307.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2607.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Administrative Assistant
POLICY NUMBER: 2309

2309.1 The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex clerical, keyboard, and bookkeeping/accounting tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the Library during the absence of the Library Director.

2309.1.1 Attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2309.1.2 Participates in the selection of Library staff.

2309.1.3 Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

2309.1.4 Maintains the District's checkbooks.

2309.1.5 Manages the accounts payable and receivable and prepares all claims for payment.

2309.1.6 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2309.1.7 Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2309.1.8 Prepares monthly and annual reports on the administrative activities of the Library.

2309.2 Typical Tasks

2309.2.1 Directs, coordinates, and reviews the Administrative activities of the Library concerning personnel, resources, equipment, services and programs.

2309.2.2 Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.

2309.2.3 Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

2309.2.4 Maintains the office general ledger for the Library and the Placentia Library Foundation.

2309.2.5 Prepares materials for the annual audit and coordinates all activities with the District's independent auditor

2309.2.6 Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.

2309.2.7 Maintains files and records related to the operations of the Administrative Office

2309.2.8 Receives complaints from vendors, staff and the public and takes steps to see that they are addressed

2309.2.9 Makes travel arrangements for Library Staff and Trustees.

2309.2.10 Schedules the use of the Meeting and Conference Rooms.

2309.2.11 Prepares District's financial and personnel reports to the State Library and other agencies.

2309.2.12 Coordinates bid processes and purchasing (excluding books and library materials).

2309.2.13 Coordinates maintenance and safety of the Library's physical facility.

2309.2.14 Works on special projects as assigned

2309.2.15 Negotiates and manages contracts and service agreements with Library vendors.

2309.2.16 Participates in recruiting, interviewing, selecting administrative staff and evaluating the performance of administrative personnel.

2309.2.17 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

2309.2.18 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

2309.2.19 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

2309.2.20 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.

2309.2.21 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

2309.3 Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license.

2309.4 Knowledge and abilities:

2309.4.1 Proficiency in Work, Excel and Quickbooks

2309.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

2309.4.3 Knowledge of personal computer hardware and software operations

2309.4.4 Knowledge of basic fund accounting and budgeting.

2309.4.5 Ability to apply the knowledge listed above.

2309.4.6 Ability to use word processing software accurately by typing from clear copy at a speed of not less than sixty (60) words per minute, and create and use labels, data and formulas on an electronic spreadsheet.

2309.4.7 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

2309.4.8 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

2309.4.9 Ability to respond to common inquiries or complaints from Library customers.

2309.4.10 Ability to supervise staff and implement personnel policies and procedures.

2309.4.11 Ability to analyze difficult problems and recommend solutions.

2309.4.12 Ability to take independent action.

2309.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2309.4.14 Ability to present information to Library management and the Library Board of Trustees.

2309.4.15 Ability to organize and manage work flow for self and others.

2309.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2309.5 Physical Demands

2309.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2309.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

- 2309.5.1.2** Must possess mobility to operate a motor vehicle.
- 2309.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2309.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
- 2309.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.
- 2309.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.
- 2309.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- 2309.5.1.8** Attendance at off-hours meetings and occasional travel are required.

2309.6 Work Environment

- 2309.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.
- 2609.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

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

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

2315.1.1 Does specialized reference work using print and electronic formats.

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

2315.1.3 He/she prepares for the Public Services Manager's approval the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.

2315.1.4 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2315.1.5 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2315.1.6 He/she prepares monthly and annual reports as assigned by the Public Services Manager.

2315.2 Typical Tasks

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

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

2315.2.3 Allocates the library materials budget assigned to that department.

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

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

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

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

2315.2.8 Establishes and implements work procedures for department staff.

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

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

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

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

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

2315.2.14 Serves as a United States Passport Application Acceptance Agent.

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

2315.4 Knowledge and abilities:

2315.4.1 Knowledge of modern public library organization, procedures and policies.

2315.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

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

2315.5 Physical Demands

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

- 2315.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2315.5.1.2** Must possess mobility to operate a motor vehicle.
- 2315.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2315.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
- 2315.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.
- 2315.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.
- 2315.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- 2315.5.1.8** Attendance at off-hours meetings and occasional travel are required.

2315.6 Work Environment

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

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

POLICY TITLE: Job Description – Librarian I
POLICY NUMBER: 2317

2317.1 A non-exempt professional classification under the general direction of the Manager of Public Services or the Manager of Technical Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Instructs the public in the use of library materials and equipment, selects print and audio/visual materials as assigned by the Manager of Technical Services. Supervises and trains public service desk personnel and volunteers.

2317.1.1 Does specialized reference work using print and electronic formats.

2317.1.2 Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

2317.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2317.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2317.1.5 He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

2317.2 Typical Tasks

2317.2.1 Answers reference questions at a public service desk.

2317.2.2 Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.

2317.2.3 Advises the Technical Services Manager on catalog problems and recommends changes.

2317.2.4 Recommends policies for public services to the Manager of Public Services.

2317.2.5 Assists the public in making the most effective use of the Library's collection and facility.

2317.2.6 Assists the public with using the electronic databases and reference services.

2317.2.7 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.

2317.2.8 Establishes and implements work procedures for department staff.

2317.2.9 Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..

2317.2.10 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

2317.2.11 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

2317.2.12 Serves as a United States Passport Application Acceptance Agent.

2317.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field. He/she will possess a valid California driver's license.

2317.4 Knowledge and abilities:

2317.4.1 Knowledge of modern public library organization, procedures and policies.

2317.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2317.4.3 Knowledge of personal computer hardware and software operations

2317.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

2317.4.5 Knowledge of reference sources and methods to serve adult and children.

2317.4.6 Knowledge of current events, literature and standard works in various fields.

2317.4.7 Ability to apply the knowledge listed above.

2317.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2317.4.9 Ability to respond to common inquiries or complaints from Library customers.

2317.4.10 Ability to follow Library policies and procedures.

2317.4.11 Ability to analyze difficult problems and recommend solutions.

2317.4.12 Ability to take independent action.

2317.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2317.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

2317.4.15 Ability to organize and manage work flow for self.

2317.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2317.5 Physical Demands

2317.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2317.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2317.5.1.2 Must possess mobility to operate a motor vehicle.

2317.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2317.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2317.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2317.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2317.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2317.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2317.6 Work Environment

2317.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2617.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Library Assistant
POLICY NUMBER: 2319

2319.1 A non-exempt paraprofessional classification under the general direction of the Library Director, Manager of Public Services or the Manager of Technical Services. . Performs library work in the reference, circulation, technical services, literacy or administration departments. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills.

2319.1.1 Does specialized reference work using print and electronic formats.

2319.1.2 Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

2319.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2319.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2319.1.5 He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

2319.1.6 May supervise clerical staff or volunteers.

2319.2 Typical Tasks

2319.2.1 Answers reference questions at a public service desk.

2319.2.2 Works in Technical Services in support of professional staff. Operates the library system software for Acquisitions, manages ordering and receiving operations for library materials, and prepared library materials invoices for payment.

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

2319.2.4 Works at the Circulation Desk as the supervisor.

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

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

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

2319.2.8 Manages the public photocopier machines and the Vendacard dispenser.

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

2319.2.10 Assists the public in making the most effective use of the Library's collection and facility.

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

2319.2.12 Serves as a United States Passport Application Acceptance Agent.

2319.2.13 Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services.

2319.2.14 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.

2319.2.15 Establishes and implements work procedures for department staff.

2319.2.16 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

2319.2.17 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

2319.3 Required Qualifications. He/she will possess a B.A. or B.S. degree. He/she will possess a valid California driver's license.

2319.4 Knowledge and abilities:

2319.4.1 Knowledge of modern public library organization, procedures and policies.

2319.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2319.4.3 Knowledge of personal computer hardware and software operations

2319.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

2319.4.5 Knowledge of reference sources and methods to serve adult and children.

2319.4.6 Knowledge of current events, literature and standard works in various fields.

2319.4.7 Ability to apply the knowledge listed above.

2319.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2319.4.9 Ability to respond to common inquiries or complaints from Library customers.

2319.4.10 Ability to follow Library policies and procedures.

2319.4.11 Ability to analyze difficult problems and recommend solutions.

2319.4.12 Ability to take independent action.

2319.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2319.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

2319.4.15 Ability to organize and manage work flow for self.

2319.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2319.5 Physical Demands

2319.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2319.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2319.5.1.2 Must possess mobility to operate a motor vehicle.

2319.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2319.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2319.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2319.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2319.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2319.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2319.6 Work Environment

2319.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2619.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Library Clerk II
POLICY NUMBER: 2321

2321.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine and advanced clerical duties.

2321.1.1 Manages the library system software for magazines.

2321.1.2 Prepares delinquent accounts for reporting to the collection agency.

2321.1.3 Processes incoming and outgoing interlibrary loan materials.

2321.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

2321.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

2321.1.5 Manages the Circulation Desk in the absence of the Circulation Supervisor.

2321.1.6 May supervise clerical staff, substitutes clerks or volunteers.

2321.2 Typical Tasks

2321.2.1 Locates, checks-in and checks-out library materials for customers.

2321.2.2 Processes telephone renewals.

2321.2.3 Prepares the daily announcements for the telephone system.

2321.2.4 Files documents and library materials by library filing rules.

2321.2.5 Issues and renews library cards.

2321.2.6 Operates a variety of office and business equipment.

2321.2.7 Calculates and collects fines and fees at the Circulation Desk.

2321.2.8 Answers telephone and transfers calls to the appropriate staff or department.

2321.2.9 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

2321.2.10 Records daily statistics at the Circulation Desk.

2321.2.11 Receives cash and credit card transactions at the Circulation Desk.

2321.2.12 Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.

2321.2.13 Prepares books and other library materials for public use.

2321.2.14 Repairs books and other library materials.

2321.2.15 Works in Technical Services in support of professional staff.

2321.2.16 Assists the public with using the public photocopier machines and the Vendacard dispenser.

2321.2.17 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

2321.2.18 Assists the public in making the most effective use of the Library's collection and facility.

2321.2.19 Serves as a United States Passport Application Acceptance Agent.

2321.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will have five years of clerical experience in a library or public service setting. He/she will possess a valid California driver's license.

2321.4 Knowledge and abilities:

2321.4.1 Ability to type a minimum of thirty (30) words per minute.

2321.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.

2321.4.3 Ability to file accurately according to library filing rules.

2321.4.4 Ability to meet the public with tact and courtesy.

2321.4.5 Ability to follow oral and written instructions.

2321.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2321.4.7 Ability to follow Library policies and procedures.

2321.4.8 Ability to organize and manage work flow for self.

2321.5 Physical Demands

2321.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2321.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2321.5.1.2 Must possess mobility to operate a motor vehicle.

2321.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2321.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2321.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2321.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2321.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2321.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2321.6 Work Environment

2321.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2321.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Library Clerk I
POLICY NUMBER: 2323

2323.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine clerical duties.

2323.1.1 Works at the Circulation Desk checking-in and checking-out library materials, registering library borrowers and collecting fines and fees.

2323.1.2 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

2323.1.3 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

2323.1.4 May supervise substitutes clerks or volunteers.

2323.2 Typical Tasks

2323.2.1 Locates, checks-in and checks-out library materials for customers.

2323.2.2 Processes telephone renewals.

2323.2.3 Prepares the daily announcements for the telephone system.

2323.2.4 Files documents and library materials by library filing rules.

2323.2.5 Issues and renews library cards.

2323.2.6 Operates a variety of office and business equipment.

2323.2.7 Calculates and collects fines and fees at the Circulation Desk.

2323.2.8 Answers telephone and transfers calls to the appropriate staff or department.

2323.2.9 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

2323.2.10 Records daily statistics at the Circulation Desk.

- 2323.2.11 Receives cash and credit card transactions at the Circulation Desk.
- 2323.2.12 Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2323.2.13 Prepares books and other library materials for public use.
- 2323.2.14 Repairs books and other library materials.
- 2323.2.15 Works in Technical Services in support of professional staff.
- 2323.2.16 Assists the public with using the public photocopier machines and the Vendacard dispenser.
- 2323.2.17 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2323.2.18 Assists the public in making the most effective use of the Library's collection and facility.
- 2323.2.19 Serves as a United States Passport Application Acceptance Agent.

2323.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will possess a valid California driver's license.

2323.4 Knowledge and abilities:

- 2323.4.1 Ability to type a minimum of thirty (30) words per minute.
- 2323.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.
- 2323.4.3 Ability to file accurately according to library filing rules.
- 2323.4.4 Ability to meet the public with tact and courtesy.
- 2323.4.5 Ability to follow oral and written instructions.
- 2323.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
- 2323.4.7 Ability to follow Library policies and procedures.

2323.4.8 Ability to organize and manage work flow for self.

2323.5 Physical Demands

2323.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2323.5.1.1 While performing the duties of this job, the employee is required to talk and hear.

2323.5.1.2 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2323.5.1.3 The employee is required to stand; walk; and stoop, kneel, or crouch.

2323.5.1.4 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2323.5.1.5 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2323.6 Work Environment

2323.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2605.6.2 The noise level in the work environment is usually quiet.

POLICY TITLE: Job Description – Library Aide
POLICY NUMBER: 2325

2325.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

2325.1.1 Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

2325.1.2 Prepares library materials for public use.

2325.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

2325.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2325.2 Typical Tasks

2325.2.1 Checks-in library materials on the computer.

2325.2.2 Empties the book drop.

2325.2.3 Sorts and shelves incoming books, audio-visual materials and periodicals.

2325.2.4 Processes new and gift library materials for public use.

2325.2.5 Repairs damaged library materials.

2325.2.6 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2325.2.7 Searches for library materials on the shelves as assigned by Library staff.

2325.2.8 Run errands for Library staff.

2325.2.9 Retrieve newspapers and magazines from storage areas.

2325.2.10 Assist public with unloading gift books and magazines from their cars.

2325.2.11 Re-stocking the vending machines.

2325.2.12 Set-up and bread-down tables and chairs in the Meeting Room.

2325.2.13 Works in Technical Services in support of professional staff.

2325.2.14 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

2325.2.15 Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

2325.3 Required Qualifications. He/she will possess a high school diploma or the equivalent.

2325.4 Knowledge and abilities:

2325.4.1 Ability to file accurately according to library filing rules.

2325.4.2 Ability to meet the public with tact and courtesy.

2325.4.3 Ability to follow oral and written instructions.

2325.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2325.4.5 Ability to follow Library policies and procedures.

2325.4.6 Ability to organize and manage work flow for self.

2325.4.7 Manual dexterity to do book repair and physical processing of new library materials.

2325.5 Physical Demands

2325.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2325.5.1.1 Must possess mobility to work in a standard office setting.

2325.5.1.2 Must possess hearing and speech to communicate in person and over the telephone.

2325.5.1.3 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2325.5.1.4 The employee is required to stand; walk; and stoop, kneel, or crouch.

2325.5.1.5 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2325.5.1.6 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2325.6 Work Environment

2325.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2625.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Library Page
POLICY NUMBER: 2327

2327.1 A non-exempt clerical classification under the general direction of the Circulation Supervisor. Shelves library materials and empties the book drop. Pages must be available to work a minimum of ten hours per week during Library public service hours.

2327.1.1 Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

2327.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

2327.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2327.2 Typical Tasks

2327.2.1 Checks-in library materials on the computer.

2327.2.2 Empties the book drop.

2327.2.3 Sorts and shelves incoming books, audio-visual materials and periodicals.

2327.2.4 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2327.6.5 Searches for library materials on the shelves as assigned by Library staff.

2327.2.6 Run errands for Library staff.

2327.2.7 Retrieve newspapers and magazines from storage areas.

2327.2.8 Assist the public with unloading gift books and magazines from their cars.

2327.2.9 Set-up and bread-down tables and chairs in the Meeting Room.

2327.3 Required Qualifications. He/she will be a high school student.

2327.4 Knowledge and abilities:

2327.4.1 Ability to file accurately according to library filing rules.

2327.4.2 Ability to meet the public with tact and courtesy.

2327.4.3 Ability to follow oral and written instructions.

2327.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2327.4.5 Ability to follow Library policies and procedures.

2327.4.6 Ability to organize and manage work flow for self.

2327.5 Physical Demands

2327.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2327.5.1.1 Must possess mobility to work in a standard office setting.

2327.5.1.2 Must possess hearing and speech to communicate in person and over the telephone.

2327.5.1.3 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2327.5.1.4 The employee is required to stand; walk; and stoop, kneel, or crouch.

2327.5.1.5 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2327.5.1.6 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2327.6 Work Environment

2327.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2627.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

2040.12 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.12.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

Deleted: cumulative

Deleted: four (4) months

2040.12.1 At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

2040.12.2 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

Deleted: such absence

Deleted: four (4) month maximum

2040.12.3 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

2040.13 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

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2040.13.1 When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

2040.13.2 The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.13.3 An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Volunteer Workers' Compensation Insurance
POLICY NUMBER: 2115

2115.1 Placentia Library District encourages the services and contributions of volunteers as literacy tutors, general library volunteers and Friends of Placentia Library and Placentia Library Foundation Board of Directors members.

2115.2 Persons volunteering time and services will do so in accordance with descriptions developed outlining their function(s) as filed with the Volunteer Coordinator.

2115.3 District staff and/or the Friends of Placentia Library will conduct appropriate orientation and training of volunteers.

2115.4 Persons volunteering time and services on behalf of the District will comply with all policies of the Board of Trustees that apply to employees, including policies related to safe working habits, policies relating to driving personal vehicles on District-related business, and other such policies.

2115.5 That persons volunteering time and services on behalf of the District will be guided and supervised by appropriate employees of the District or a designated representative of the Board of Directors of the Friends of Placentia Library, to ensure that services are performed in a safe and appropriate manner.

2115.6 That the District will ensure that volunteers are, to the extent applicable, provided workers' compensation coverage.

2115.7 That the District recognizes that it may be liable for third party losses caused by the acts and/or omissions of volunteers performing on behalf of the District.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Format and Content of the Library Director's Report
DATE: April 26, 2004

BACKGROUND

Several years ago the Library Director's Report in the Report Section of the Agenda was added to give the Director an opportunity to make an oral report of miscellaneous items that are not covered elsewhere in the Agenda. This has usually included personal information about staff and comments about items that have come up since the Agenda was published.

Trustee DeVecchio has requested a discussion of the format and content Library Director's report. Attachment A is a copy of Trustee DeVecchio's comments.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

From: "Al Shkoler" <ashkoler@mcihispeed.net>
To: "Elizabeth Minter" <eminter@placentialibrary.org>
Subject: FW: Agenda Item for April Meeting
Date: Wed, 7 Apr 2004 09:57:28 -0700
X-Mailer: Microsoft Outlook IMO, Build 9.0.2416 (9.0.2911.0)
X-ELNK-Trace:
b8bfda4670436d6e045161294c36f9de2632aad6bd4c0af8e01482a973cc3c1a5e8a2ceb44d2f244350badd9

Please add an agenda item as outlined below by Richard.

Thanks!

Al

-----Original Message-----

From: RCDPAD@aol.com [mailto:RCDPAD@aol.com]
Sent: Tuesday, April 06, 2004 11:50 AM
To: ashkoler@mcihispeed.net
Cc: ASELBE@earthlink.net; HWood53144@aol.com
Subject: Agenda Item for April Meeting

Al:

Change in format of Library Director's presentation to the Board.

At the beginning of each Board meeting, the Board members give a short overview of activities each has participated in since the prior Board meeting, and the Library Director also gives an overview...BUT....I believe it would be much more beneficial if the Library Director would place her review of the months prior activities related to herself as well as the library, in WRITING. This would provide the Board with an opportunity to think through her comments, ask appropriate questions, and have a far better sense of what is/was going on in the library during the past month and in the immediate future. I don't anticipate a long statement.....maybe a few pages or so, but one that clearly discusses both the librarian's activities as well as activities going on in the library...i.e. staff meetings, critical issues, etc. Certainly issues that would ordinarily be handled in executive sessions would not be included in any report.

Thank you for your consideration.

R

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Resolution to Cover Volunteers in Placentia Library District's Workers' Compensation Program

DATE: April 26, 2004

BACKGROUND

The California Public Entity Insurance Authority (CPEIA) now requires confirmation of coverage for volunteers of member agencies. This resolution does not change existing District policy regarding coverage of volunteers for workers' compensation.

Attachment A is the explanation of the reason for the request of this resolution by the Special District Risk Management Authority (SDRMA).

Attachment B is Resolution 04-01, Resolution of the Board of Trustees of Placentia Library District of Orange County Authorizing and Governing the Use of Volunteers.

RECOMMENDATION

1. Read Resolution 04-01 by Title Only
2. Adopt Resolution 04-01

February 20, 2004

SDRMA Workers' Compensation Program Members**Re: Volunteer Coverage**

Dear Member:

We have been notified by our excess workers' compensation program administrator, **California Public Entity Insurance Authority (CPEIA)**, of their requirements for confirmation of coverage for volunteers of member agencies. Under Government Code Section § 3363.5, it states the following:

(a) Notwithstanding Sections 3351, 3352, and 3357, a person who performs voluntary service without pay for a public agency, as designated and authorized by the governing body of the agency or its designee, shall, upon adoption of a resolution by the governing body of the agency so declaring, be deemed to be an employee of the agency for purposes of this division while performing such service. (b) For purposes of this section, "voluntary service without pay" shall include services performed by any person, who receives no remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses.

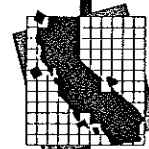
Under the excess program, coverage will be afforded for volunteers, ". . . providing that the Governing Board of the "Covered Party" (i.e., SDRMA member agency), has adopted a resolution, prior to the "occurrence", (date of injury), as provided in Division 4, Part 1, Chapter 2, Article 2, of the California labor Code, declaring such volunteer workers to be employees of the "Covered Party" (member agency), for the purposes of the workers' compensation law."

In order to insure that each member agency has properly registered their volunteers, SDRMA is requiring that a copy of the agency resolution, as defined in Labor Code Section § 3363.5, be sent to us for our member file. SDRMA is requiring a copy of the resolution so that if a claim is received for benefits, there will be no delay in processing benefits to an injured volunteer. I have attached a sample resolution for your use.

Please call Dennis Timoney, SDRMA Workers' Compensation Program Claims Manager, if you have any questions.

**RISK MANAGEMENT
AUTHORITY**1481 River Park Dr, Ste 110
Sacramento, CA 95815
Tel: 916.641.2773
Fax: 916.641.2776**Toll-Free Numbers**

General: 1.877.924.CSDA

SDRMA/SDWCA Claims &
Coverages: 1.800.537.7790

RESOLUTION 04-01

RESOLUTION OF THE BOARD OF TRUSTEES
OF PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
AUTHORIZING AND GOVERNING THE USE OF VOLUNTEERS

WHEREAS, the Placentia Library District (the "District") is an independent special library district established under the provisions of California Education Code Sections 19600-19664; and

WHEREAS, the Board of Trustees of the District finds that persons who volunteer their time and efforts on behalf of the District are a valuable asset in the operation of the District and the performance of services provided by the District; and

WHEREAS, the Board of Trustees recognizes that the use of volunteers creates risks both to the volunteers and to third parties; and

WHEREAS, it is the intent of the Board of Trustees to manage risk as effectively as possible;

NOW, THEREFORE, BE IT RESOLVED that it is the policy of the Board of Trustees of the Placentia Library District, until such policy shall be amended or rescinded:

1. That the services and contributions of volunteers is encouraged;
2. That persons volunteering time and services shall do so in accordance with descriptions developed outlining their function(s) as filed with the Volunteer Coordinator;
3. That the District will conduct appropriate orientation and training of volunteers;
4. That persons volunteering time and services on behalf of the District shall comply with all policies of this Board that apply to employees, including policies related to safe working habits, policies relating to driving personal vehicles on District-related business, and other such policies;
5. That persons volunteering time and services on behalf of the District shall be guided and supervised by appropriate employees of the District, to ensure that services are performed in a safe and appropriate manner;
6. That the District will ensure that volunteers are, to the extent applicable, provided workers' compensation coverage; and
7. That the District recognizes that it may be liable for third party losses caused by the acts and/or omissions of volunteers performing on behalf of the District.

PASSED AND ADOPTED this 26th day of April, 2004, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

I hereby certify that the foregoing resolution was duly introduced, passed and adopted at the time and place and by the vote as noted above.

Secretary of the Board

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Travel Authorizations
DATE: April 26, 2004

BACKGROUND

California Special Districts Association (CSDA) Government Affairs Day and LOCAL Coalition's Legislative Action Days

The annual CSDA Government Affairs Day will be held on May 12 and 13, 2004 in Sacramento. The program includes a personal report from Lobbyist Ralph Heim and lectures by various government officials. It also includes time for appointments with local representatives. The cost includes a \$40 registration fee, meals, travel and one night's lodging. The estimated cost per person is \$550.00.

The information from CSDA including the schedule is Attachment A.

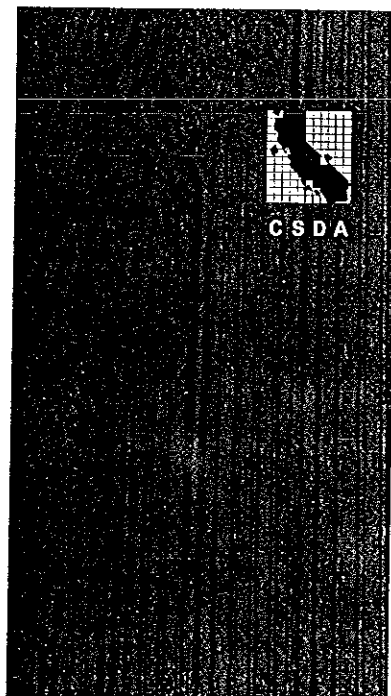
RECOMMENDATION

Determine who will attend the CSDA Legislative Day and the LOCAL Coalition Legislative Action Days program in Sacramento on May 12 and 13, 2004 and authorize payment of registration and travel expenses from the General Fund.

GOVERNMENT AFFAIRS DAY

In an effort to present a united front, CSDA has partnered our Government Affairs Day (GAD) with the LOCAL Coalition's Legislative Action Days in 2004. Supporters of special districts, cities and counties, and services they provide will converge on the Capitol to discuss the potential budget cuts to local government.

CSDA's Government Affairs Day will prepare you to address all the changes this year has to offer, and equip you to plan for your district's future. CSDA is sending out the rallying cry for all special district representatives to embrace their role as a crucial element to the government system, and to understand that only when working together can we truly fulfill our legislative potential.



EVENT HIGHLIGHTS

CSDA Legislative Committee Update

CSDA's Legislative Committee Chair John Stovall will give an overview of activities the Committee has already undertaken on behalf of CSDA member districts, as well as what looms on the horizon.

Bridging the Gap Between Workers and Employers - Completing Workers' Compensation Reform

The Honorable John Garamendi, the California Department of Insurance Commissioner, will address the 2003 workers' compensation reform. Garamendi considers the 2003 reform to be a very courageous and significant first step that addresses many of the largest factors affecting workers' compensation premiums and moves us closer to a more functional, predictable and competitive workers' compensation market. Though we have seen encouraging signs of change, the task of workers' compensation reform is far from complete.

Special District Reform Legislation (SB 1272)

The Honorable Deborah Ortiz (D - Sacramento) will discuss the proposed details of her legislation that, if passed, will dramatically change the way special districts do business. Potential changes include the following areas: audit requirements, board member meeting stipends, expenses, benefits and reporting requirements.

Legislative Analyst's Office's Discussion of the Budget

Marianne O'Malley with the Legislative Analyst's Office will discuss their review and recommendations of the Governor's budget.

CSDA Legislative Review

Ralph Heim, CSDA Legislative Advocate, will apprise you of all the goings-on in the State Capitol and provide you with an up-close-and-personal perspective that only he can provide.

MAY 12TH, 2004

7:30am – 8:30am

8:30am – 12:00pm

Continental Breakfast/Registration

CSDA PROGRAM

Workers' Compensation Reform

Special District Reform Legislation (SB 1272)

Legislative Analyst's Office's Discussion of the Budget

CSDA Legislative Review

Delivering Our Message - How to Communicate Effectively

Delivering Our Message - How to Communicate Effectively

Legislators and other policy makers are bombarded with constituents and interest groups trying to get their points across. How do you succeed in being memorable and persuasive in such a crowded environment? CSDA communication consultants Ken Smith and Kevin Eckery will show you how to effectively deliver your message. They'll show you how to put your best foot forward, give you tips for refining your messages and help you make the best case possible.

LOCAL Coalition

The LOCAL Coalition urges you to be part of its third annual Legislative Action Days at the State Capitol. Join thousands of local elected officials, public safety, health, labor and business groups from around the state and urge Legislators to protect our local services. Also, get an update on the Local Taxpayers and Public Safety Protection Act - a November '04 ballot measure being sponsored by key members of LOCAL that would require voter approval before the state could take local government funds in the future.

Bring your elected leaders, public safety leaders, business leaders and community leaders to demonstrate the broad support for protecting funding for locally delivered programs and services. Help get the public attention needed to preserve local services by being part of a giant press conference on the steps of the Capitol and one-on-one meetings with legislators in their Capitol offices.

The cost of the LOCAL aspect of this conference is being contributed by the funders of the LOCAL Coalition.

LOCAL meeting room block:

Sheraton Grand Hotel
1230 J Street, Sacramento, CA 95814
800.325.3535
Room Rate: \$175.00
Room Rate Cutoff Date: April 9, 2004



12:00pm - 1:00pm
1:00pm - 2:30pm

Lunch on your own
LOCAL PROGRAM
Remarks from State Controller Steve Westly
Discussion of Current Budget Issues and Strategies
Visits with Legislators (LOCAL will arrange)
Legislative Reception at The Sheraton Grand Hotel

2:30pm - 5:30pm
5:30pm - 7:30pm

ANY QUESTIONS? 916.442.7887



Cooperative Members

- Association of California Healthcare Districts
- Association of California Water Agencies
- California Association of Recreation and Park Districts
- Mosquito and Vector Control Association of California
- California Association of Sanitation Agencies
- California Association of Public Cemeteries
- California Rural Water Association

REGISTRATION INFORMATION (please copy form for additional registrants)

Registration Fees - \$40.00 (includes Legislative Reception and materials)

- CSDA's Government Affairs Day LOCAL Legislative Action Days

Cancellations must be made IN WRITING and received via fax or mail three business days prior to the event. All cancellations made within the specified time will be refunded less a \$25 processing fee.

Name		
District		
Address		
City	State	Zip
Tel	Fax	Email
Legislative Representatives		

- Check Charge: Visa MasterCard

Account Name	Account Number	Expiration Date
Authorized Signature		

SEND REGISTRATIONS BY FAX/MAIL TO:
California Special Districts Association
1215 K Street, Suite 930, Sacramento, CA 95814
Fax: 916.442.7889 | www.csdanet.net

AGENDA AND SPEAKERS ARE TENTATIVE
and subject to change based on legislative trends. Please watch CSDA's website for updates at www.csdanet.net.

MAY 13TH, 2004

- 8:00am – 9:30am Continental Breakfast/Session
Keynote Speakers: Members of Administration & Legislature
- 10:00am – 11:00am Press Conference and Rally on the Capitol Steps

Afternoon is open for Legislative Visits which will be coordinated by LOCAL.

LEGISLATIVE RECEPTION! 5:30pm – 7:30pm @ The Sheraton Grand Hotel

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: April 20, 2004

SUBJECT: Program Committee Report for the month of March.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	21
<u>TYD Total</u>	11	839
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	0	0
Thurs. AM Story Times	0	0
3-4 year-old music times	0	0
5-6 year-old music times	0	0
Lapsits	0	0
Class tours	2	150
Comm Center Storytimes	0	0
Head Start Storytimes	0	0
Tall Tales from Wales	1	20
Pajama Story Time	1	11
TOTAL FOR OCTOBER	<u>4</u>	<u>181</u>
YTD TOTAL	<u>89</u>	<u>2,114</u>

<i>LITERACY SERVICES</i>	<i>Mar 2003-04 FY 2003-04 YTD</i>	
Total Tutors	177	288
Total Students	244	349
Total Hours	1,691	15,694

For more detailed literacy statistics, see Agenda Item 43, pages 2 of 3, and 3 of 3.

To: Elizabeth Minter, Library Director


From: Caroline Gurkweitz, Children's Librarian

Date: March, 2004

Subject: March Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	0	0
Storytimes (a.m.) 3 - 6 year olds	0	0
Storytimes (p.m.) 3 - 6 year olds	0	0
MusicTimes 3 - 4 year olds	0	0
MusicTimes 5 - 6 year olds	0	0
Class Visits	2	150
School Visits	0	0
Tall Tales from Wales	1	20
Pajama Story Time	1	11
Total	4	181

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: April 20, 2004

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

Tutor Training. The Literacy Coordinator conducted one regular workshop in January and seventeen (17) tutors were trained. Two additional adult tutors were trained for a total of nineteen (19) in March. All new tutors are presently matched or are being matched. The next tutor training is scheduled for May 2, 2004.

Families for Literacy (FFL) Program Status. We are moving forward with plans for the May 2004 FFL event. Our theme is "Mothers and Families." We have ordered a variety of books based on that topic. Our EVEN START partners from Ruby Drive Elementary School have been invited to participate. The program is scheduled for May 16.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP began again this year in September, and so far more than seventy high school students from El Dorado and Valencia High Schools have signed up. We presently have El Dorado PRREP volunteers helping after school at Brookhaven Elementary and Valencia PRREP volunteers helping again at Van Buren Elementary.

Reach Out and Read. PLLS continued its partnership in March with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. Our long time volunteer for this outreach, Diane Martlaro, has had to stop and we want to thank her for her many volunteer hours. Our other volunteer, Pettey Peterson, continues to read to the kids.

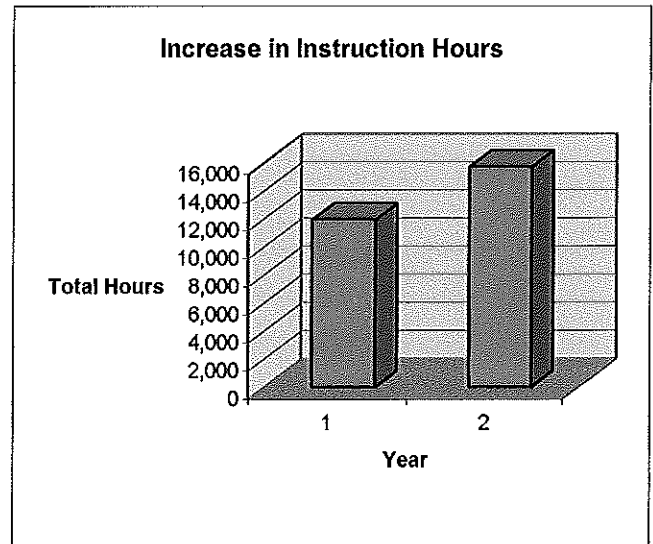
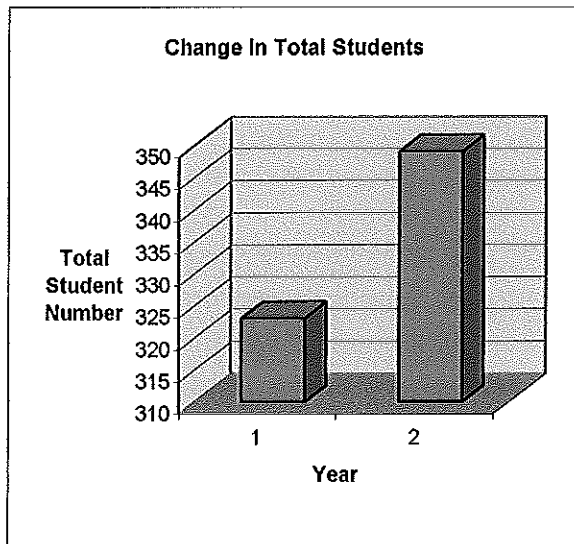
English Language and Literacy Intensive (ELLI) Program Update. ELLI is active again at three elementary schools: Rio Vista, Ruby Drive, and Tynes. We have Federal Work Study staff at all three sites and at Rio Vista alone they have helped in 34 classrooms. The feedback from administrators and teachers has been extremely positive.

Literacy statistics. See Agenda Item 43, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Mar 03-04	Mar-04	YTD 2003	YTD 2004
Tutors				
Adult	106	106	151	190
Teen	77	71	107	98
Hours Instruction	1,127	1,691	11,899	15,694
Other Volunteer Hours	36	60	620	598
Total Hours	1,136	1,751	12,519	16,292
Training Workshops				
Workshops Held	4	2	29	18
Tutors Trained	18	19	147	161
Students				
With Adult Tutors	115	152	189	217
With Teen Tutors	114	92	119	132
In Groups	5	0	15	0
Total Active Students	234	244	323	349
Families for Literacy				
Family Students	54	34	62	74
Family Tutors	15	15	45	31
Hours of Instruction	200	400	869	1,934
ELLI Program				
K-6th Grade Students	423	300	423	300
Tutors for K-6th Grade	5	14	20	22
Hours of Instruction	316	450	1,532	2,274
Total Tutors	183	177	423	288
Total Students	234	244	323	349
Total Instruction Hours	1,127	1,691	11,899	15,694



FAMILIES FOR LITERACY

of the
Placentia Library
presents:



A Celebration of Mothers and Families



pbskids.org/lions

featuring . . .

Guest readers sharing picture books about
mothers, fathers, and families

WHEN: Sunday, May 16, 2004

TIME: 1:30PM-3:30PM

WHERE: Placentia Library Meeting
Room

This is a FREE event for the entire FFL family to enjoy. .
We will have fun with arts & crafts, food, and BOOKS!

See you there!!!!!!

(for more information contact: Toby Silberfarb, Families for Literacy Coordinator at: (714) 524-8408 ext. 213)

FAMILIAS PARA ALFABETIZACION
de la
BIBLIOTECA de PLACENTIA
presenta:



UNA CELEBRACION DE LAS MADRES y LA FAMILIA



pbskids.org/lions

el **DOMINGO**, el 16 de **MAYO**, 2004
1:30 P.M. - 3:30 P.M.

en la:

SALA de RUNION de LA BIBLIOTECA de PLACENTIA

Por favor traiga a su familia entera . Venga y escuche a los cuentos de las madres y las familias. Disfruta de comida y de artes. **GRATIS!**
ESTE EVENTO ES GRATIS PARA LAS FAMILIAS de FAMILIAS PARA ALFABETIZACION Por más información, llame: Toby Silberfarb, Coordinadora de Familias para Alfabetización, (714) 524-8408 ext. 213

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*

Date: April 20, 2004

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

In March, the Placentia Library District had 74,295 "hits" on the Web Site, an average of 2,400 a day. The following are our year to date statistics:

Pages Visited	Oct 03	Nov 03	Dec 03	Jan 04	Feb 04	Mar 04
Borrowers	188	136	135	167	156	162
Friends	98	76	30	99	137	133
District	135	75	104	116	130	148
Kids	206	169	165	154	208	303
Foundation	193	72	30	98	114	116
History Room	155	91	170	86	181	221
Literacy/CLC Logo	208	130	112	138	156	155
Passports	488	273	471	630	705	876
Total Views Most Hits	1,671	1,022	1,217	1,488	1,787	2,114

Total Most Hits YTD 13,279

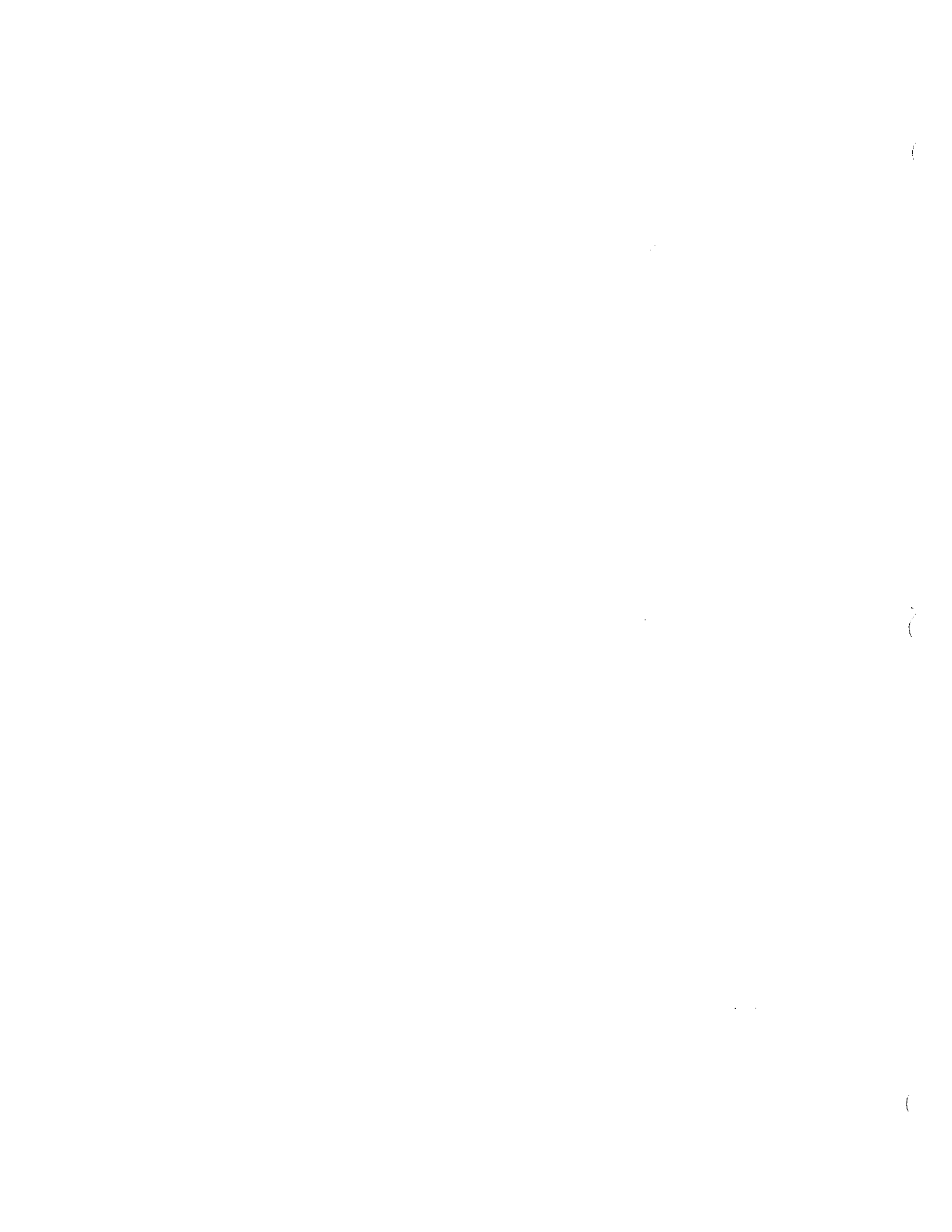
TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Technical Services Manager
DATE: April 26, 2004
SUBJECT: **Technology Report for March 2004**

It appears that the rescheduled date for the upgrade of our automation system to Horizon 7.3.1a will now be during the final week of August. This is for a variety of reasons, including upgrade timeslot availability from Dynix, avoiding possible disruptions during the Summer Reading Program, and some key Anaheim personnel's scheduled vacations.


The PC Reservation system continues to work well. I am investigating another software component from the same company to vend printing and will have more information on that by the next board meeting.

One of the Gates computers has finally failed, and we will be replacing it with a computer from Literacy.

We are still dealing with security and log-in issues for the five school district computers. (These computers were placed here by the Placentia-Yorba Linda Unified School District for the local middle school students to be able to work on web-based science homework problems.)



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: April 26, 2004

SUBJECT: Publicity materials produced for March 2004

Information on the Placentia Library cable channel #53, updated February 3, 2004:

Note: Animation added to slides

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. President's Day Closures
6. Library Departments
7. Placentia Library Tours
8. Placentia Library Tours Schedule
9. Friends of Placentia Library Used Bookstore
10. Bookstore Volunteers Needed
11. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
12. 2004 Authors Luncheon, Kelly Lange
13. Library Hours
14. President's Day Closures
15. Join Us and Read
16. *Funny in Farsi* Event 1
17. *Funny in Farsi* Event 2
18. *Funny in Farsi* Event 3
19. Placentia Historical Afghan Sale
20. Friends Annual Meeting Notice
21. Library Hours
22. President's Day Closures
23. Literacy Services Logo
24. Literacy Program Tutors Needed
25. Telephone Renewal Instructions
26. Wi Fi Here Now
27. Apply for your passport at Placentia Library
28. Passport Hours
29. Library Hours
30. President's Day Closures
31. Placentia's Newest Local History For Children & Adults
32. Lapsit Storyhours
33. Story Times, ages 3-6
34. Music Times, ages 3-4
35. Music Times, ages 5-6
36. Story Time at Home, *Tumblebook Library*
37. Library Hours
38. President's Day Closures
39. www.placentialibrary.org, 24/7 Reference, the Library Catalog
40. www.placentialibrary.org, Online Resources

41. Placentia History Room Hours
42. Placentia History Room Displays
43. Placentia History Room Collections
44. Placentia History Room Archival Resources

General Newspaper articles published:

1. Packing History at Cal State Fullerton
2. Preserving Packing House History Before It's Lost
3. Head Start Program Moving
4. Placentia Rail Plan Gets \$14 Million
5. Focus Changes From DPW to General Audit


Library Newspaper articles published:

1. Placentia Library Seeking Volunteers (4)
2. Library's History Room Open 2 Days (2)
3. Library Celebrates Seuss Centennial
4. A New Chapter of Bookworms, Author's Lunch
5. Sunday Used Book Sale
6. Bargain Prices Set for Used Book Sale (1)
7. Orange County Reads Calendar of Events
8. OC Reads Events: Great Books Discussion Group, Community Bulletin Board, and Read Around the Clock
9. Literacy Tutor Training Workshop
10. Buying Power for Friends of Placentia Library
11. Blood Donations in Placentia Library Meeting Room
12. Placentia Library Poetry Reading
13. Read Around the Clock Reading Marathon
14. Library Friends Raise More than \$8,500
15. Letters to the Editor: Gifts Now to Provide Holiday Books

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 Book Sale Flyer
4. Author's Luncheon Thank You's
5. Free Library Tours Flyer
6. Free Library Tours Sign-Up Sheet
7. Annual Meeting Bulletin Board
8. Easter Closure Signs
9. "I Need Volunteers" Feedback Form
10. City Recreation Dept. quarterly submission
11. *Notations* Newsletter

Welcome to Placentia Library District



411 East Chapman Avenue
Placentia, CA 92870-6198
714-528-1906 Ext. 210
www.placentialibrary.org

Placentia Library
Board of Trustees

Al Shkoler, President
Margaret "Peggy" Dinsmore
Betty Escobosa
Gaeten Wood
Richard DeVecchio, Ed.D.

Placentia Library
Board of Trustees

Upcoming Meeting Schedule:


Monday, February 23 at 6:30 P.M.
Monday, March 22 at 6:30 P.M.
Monday, April 19 at 6:30 P.M.
Monday, May 24 at 6:30 P.M.

Placentia Library Hours


Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

LIBRARY CLOSED

Sunday, February 15th
&
Monday, February 16th



for




President's Day

Placentia Library
528-1906

Renewals Ext.* 6
Adult Services Ext.* 209
Children Services Ext.* 212
Literacy Ext.* 213
Passport Information Ext.* 265
Volunteer Information Ext. *201
www.placentialibrary.org

New!!! **PLACENTIA LIBRARY TOURS** **New!!!**

It's **EVERYTHING** you ever wanted
to know about the Library
but were afraid to ask!




New!!! **PLACENTIA LIBRARY TOURS** **New!!!**


★ 2nd Sunday of every month
Feb 8, Mar 14, Apr 18, May 9

★ 2:00-2:30 PM

★ Sign up at the Reference Desk




USED BOOKSTORE



☐ Staffed entirely by Volunteers
☐ Located in the Library lobby

GREAT BARGAINS!!



Bookstore Volunteers Needed!

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

Please call Laranne at 528-1923, Ext. 201 for information

SPECIAL BACKROOM SALE
BARGAINS! BARGAINS! BARGAINS!

When: Second Sunday of each month
1:00 - 4:30 P.M.
Upcoming Sales: Feb 8, Mar 14, Apr 18, May 9


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

What: Everything in stock

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

2004 Authors Luncheon
Saturday, March 6, Alta Vista Country Club

Featuring



Kelly Lange
Newswoman & Mystery Writer

Tickets Now On Sale!

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

LIBRARY CLOSED

Sunday, February 15th
&
Monday, February 16th

for

President's Day

Join us and read




Funny In Farsi!
A Memoir of Growing Up Iranian in America
by Firoozeh Dumas

Placentia Library Sponsors

Funny In Farsi! Events

- Sunday, March 21 - Saturday, April 3:
Official "Book Week" Programs & Events


Write down your comments or read those of others on the *Funny In Farsi!* bulletin board in the Library



Placentia Library Sponsors

Funny In Farsi! Events

- Monday, March 22 from 12:00 PM to 2:00 PM
"Read Around the Clock" in the Library
- Sign up to read aloud for 1/4 hour!
Collect pledges for your reading time! **OR**
Sit back and listen to *Funny In Farsi!*




Placentia Library Sponsors


Funny In Farsi! Events

- Tuesday, March 23 at 7:00 PM
"Great Books" Discussion Group in the Library

Join the "Great Books" Discussion Group as they impart with the engaging Dumas family on an American Journey!



Placentia Historical Afghans



Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$55.00 plus tax

Proceeds support the Placentia History Room

Friends of Placentia Library

Annual Meeting

o Monday, April 19 at 6:30 P.M.
o In the City Council Chambers of City Hall
o Refreshments will be served!
o No tickets required; no cost!

Featuring: Gordon Dillow
OC Register Columnist

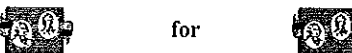

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

LIBRARY CLOSED

Sunday, February 15th
&
Monday, February 16th

for
President's Day

Placentia Library Literacy Services


Call Literacy Coordinator Jim Roberts if you or someone you know needs help in reading or speaking English

☎ 524- 8408 Ext. 213

Placentia Library Literacy Services

- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are: February 1st & March 7th & April 4th

For more information and to sign up call 524-8408, Ext 213



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

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


Renew your books by phone
Using Telecirc

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

WHILE THEY LAST


BUY YOUR LIBRARY

PLACENTIA LIBRARY



Passport Application Acceptance Agency

Passport Services Available at the Library



Passport hours at the Library are:
 Sunday 1:00 - 4:30 P.M.
 Monday 12:00 - 3:30 P.M.
 Tuesday 12:00 - 3:30 P.M.
 Wednesday 12:00 - 3:30 P.M.
 Thursday 10:00 A.M. - 5:30 P.M.
 Friday CLOSED
 Saturday 10:00 A.M. - 2:00 P.M.

Placenta Library is an official U.S. Department of State
 Passport Acceptance Agency
 For Appointment Form go
 to 524-1245 Ext. 245 or visit the Library Website www.placentallibrary.org



Placenta Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

LIBRARY CLOSED


**Sunday, February 15th
&
Monday, February 16th**

for

President's Day

**Placenta's Newest Local History
For Children & Adults**



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

*Great Gift Idea
For Young & Old*

Lapsit Storyhours
Presented by Kay Poffe

Ages newborn to 2 years

Thursday Mornings
10:15 - 10:35 A.M.
January 8 - February 26
Childrens Storyhour Room





Sponsored by the
Gordon & Dixie Shaw Endowment

No pre-registration required - no charge

**Story Times
For Children
Ages 3 - 6**


Wednesday Evenings
6:30 - 7:00 P.M.
January 7 - February 25




Thursday Mornings
11:00 - 11:30 A.M.
January 8 - February 26

*Presented by Barbara Phillips
No pre-registration required - no charge*

**Music Times
For Children
Ages 3 - 4**




Tuesday Evenings
6:00 - 6:30 P.M.
January 6 - February 24




Featuring Lynn Baesler

No pre-registration required - no charge

**Music Times
For Children
Ages 5 - 6**



Tuesday Evenings
6:30 - 7:15 P.M.
January 6 - February 24



Featuring Lynn Baesler

No pre-registration required - no charge

Story Time at Home

Use the *Tumblebook Library*
at
www.placentallibrary.org

Click on: Just for Kids

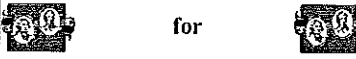
Click on the Tumblebooks icon

An on-line collection of animated, talking picture books

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

LIBRARY CLOSED
Sunday, February 15th
&
Monday, February 16th
for
President's Day



www.placentialibrary.org

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

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

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

www.placentialibrary.org


Online Resources
(No access, you must have your library card number available)

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

Placentia History Room

Staffed and Managed by Volunteers


Hours
Monday & Wednesday
6:00 - 9:00 P.M.
Other hours by special arrangement



Placentia History Room

Displays currently featuring

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



Placentia History Room

Historical Collections Include

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

Placentia History Room

Archival Resources Include

- 📖 West Alwood Yacht Club memorabilia
- 📖 Assorted Samuel Lusk Kirtsever maps and papers
- 📖 Articles on international student visit to Placentia, Italy
- 📖 West Placentia Little League
- 📖 International Niwano papers and scrapbook (1945-1974)
- 📖 Virginia Carpenter photograph collection
- 📖 Placentia Courier negative collection
- 📖 Historic photograph collection
- 📖 Newspaper clippings, brochures, newsletters, maps of local historic interest

Placentia Library

The Placentia Library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Call Jillian Rakos, (714) 528-1925, Ext. 201.

Library's History Room open 2 days

The Placentia Library's History Room is open to the public from 6 to 9 p.m. Mondays and Wednesdays.

The library is at library, 411 E. Chapman Ave.
Information: (714) 996-8390.

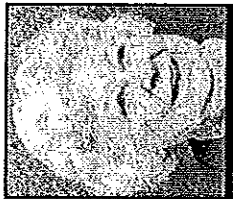
PLACENTIA 332
Packing history: California State University, Fullerton's Center for Oral and Public History is collecting memories of Placentia's orange-packing houses and their decline. The plan is to turn the oral histories into a play for local and statewide presentations. The project is funded by a \$5,000 grant from the California Stories Fund. To participate, call the city at (714) 993-8124 or the history center at (714) 278-2941.

- Heather McRea
(714) 704-3796
placentianewstimes@ocregister.com

NEIGHBORS

A new chapter for Bookworms, Author's Lunch

EDITOR'S NOTE: Today we introduce Eleanor Rankin, a transplanted Chicagoan by way of Anaheim to Placentia. An entrepreneur who ran a mail box center, administrative management and secretarial services, she has retired from the business world to be a full-time volunteer. Among groups enjoying her helping hands are Placentia Round Table Women's Club, Friends of the Placentia Library, Placentia Founders Society and the Chamber of Commerce. Welcome, Eleanor!



ELEANORE RANKIN

Placentia Library ordered 23 copies of the books, all of which were borrowed as fast as they were cataloged. Members of the library's Great Books Club will discuss this selection at 7 p.m. March 23 at the library, according to Elizabeth Housewright, club leader.

Peggy Sevre, chairwoman for the Placentia Round Table Women's Club's Bookworms Section, has already placed copies in the hands of the reading club members who will meet at 10 a.m. March 12. "Funny in Farsi" is also available at local bookstores. So get a copy and join with all of Orange County reading the same book, one sure to entertain you enormously and tickle your funny bone too.



COURTESY OF ELEANORE RANKIN

ELIZABETH HOUSEWRIGHT, left, and **Peggy Sevre** are discussion leaders for Orange County Reads One Book, "Funny in Farsi."

ies of mystery novels featuring her sleuth, fictional TV news anchor-reporter Maxi Poole. All her titles are available at the Placentia Library. There are still a few seats available, at \$35, at the library. No tickets will be sold at the door. All proceeds will go to the Library Foundation. Call (714) 528-1925, Ext. 201.

Also mark your calendar for 7 p.m. March 6 for the third annual Homeless Information

intervention Shelter Benefit Concert, featuring several choirs in the community. The program takes place in the Church of Jesus Christ of Latter-day Saints auditorium, 210 W. Livingston Ave.

Cost is \$10 and tickets are available from HIS House. Call Teri Neibuh at the shelter, (714) 993-5774 or buy one at the door.

A new sign will be going up on the northeast corner of Kraemer and Yorba Linda boulevards at the former California National Bank building. The bank's name has been shortened to CalNational Bank, and to celebrate the occasion it will host a Chamber of Commerce mixer from 5:30 to 7 p.m. Wednesday.

Cost is \$5 at the door; no reservation required. Call the chamber at (714) 528-1873.

Eleanor Rankin has lived and volunteered in Placentia for more than 20 years. She would like to hear your community news about families, clubs and businesses. Call her at (714) 524-8337 or fax information to (714) 524-8660.

Writing a new chapter in reading, reviewing together

337-

If neighbors have nothing else to talk about, Orange County Reads One Book organizers want them to at least have "Funny in Farsi, A Memoir of Growing Up Iranian in America" to bring them together.

In its second year, the countywide project aims to have everyone read Firoozeh Dumas' book about her family's experiences after immigrating to the United States in the 1970s.

Also, students and teachers throughout the state will read the book as part of the California Reading and Literacy Project.

Each week in Orange County will read the book from March 21 to April 3. Local events focusing on the book include:

► Author Appearance

Activities: Dumas will speak and sign books, followed by \$50 luncheon

Date: 10 to 11:30 a.m. March 23

Location: California State University, Fullerton Titan Student Union

Information: (714) 278-4854

► Great Books Discussion Group

Activities: Placentia Library Book Club will host "Funny in Farsi" discussion; open to the public

Date: 7 to 8 p.m. March 23

Location: Placentia Library meeting room, 411 E. Chapman Ave.

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



FIROOZEH DUMAS

► Girl Scouts & Pat Nixon Birthday Celebrations

Activities: Appearance by Dumas, international fair, craft projects, entertainment, troop market-

place and more.

Cost: Free admission to event and library. Girl Scouts in uniform get free gift

Date: 11 a.m. to 5 p.m. Sunday

Location: Richard Nixon Library & Birthplace, 18001 Yorba Linda Blvd., Yorba Linda

Information: (714) 993-5075

► Community Bulletin Board

Activities: Written comments and reactions to "Funny in Farsi" may be posted on a special bulletin board in the Placentia Library's lobby.

Date: March 21 - April 3

Location: Placentia Library, 411 E. Chapman Ave.

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

► Read Around the Clock

Activities: Marathon reading of "Funny in Farsi" with pledges and donations to raise money for Adopt-A-Book program. You may pick up pledge sheets and sign up for time slot at library. Date: Noon to 9 p.m. March 22

Location: Placentia Library, 411 E. Chapman Ave.

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

pacific clippings

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

Placentia News
Weekly MAR 1 1 2004

Bargain prices set for used-book sale

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Sunday at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to its lobby sales and book store, the group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices.

The sale is held on the second Sunday each month. Enter from the loading dock area.

Also, the library is hosting a silent auction, with a display in the lobby changes every month. Bidding sheets are in the library's book store.

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

pacific clippings

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

Placentia News
Weekly MAR 1 1 2004

COMMUNITY HAPPENINGS

FRIDAY

Vascular Disease Prevention Education seminar on stroke, abdominal aneurysm, arterial disease and osteoporosis from 10:45 to 11:45 a.m. at the Senior Center, 143 S. Bradford Ave. Call (714) 986-2332.

SATURDAY

Spring Boutique craft fair to support El Dorado High School Cheer Squad from 9 a.m. to 4 p.m. on campus, 1651 N. Valencia Ave. Cost: \$2. Call (714) 239-9655.

SUNDAY

Used-book sale from 1 to 4 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906, Ext. 209.

pacific clippings

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

Placentia News
Weekly MAR 0 4 2004

COMMUNITY HAPPENINGS

FRIDAY

Lenten Dinner prepared by the Knights of Columbus from 5 to 7 p.m. at St. Joseph Catholic Church Parish Center, 717 N. Bradford Ave. Call (714) 528-1487.

SATURDAY

Choir Concert to benefit the Homeless Intervention Shelter, or HIS House, at 7 p.m. at the Church of Jesus Christ of Latter-day Saints, 210 Livingston Ave. Tickets are \$10 at the door. Ten local choirs will perform. Call (714) 993-5774.

SUNDAY

Literacy Tutor Training workshop from 1:30 to 4:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Volunteers must be at least 13 years old. Call (714) 528-8408.

MONDAY

Mayor's Scholarship Golf Tournament tees off at 11 a.m. at the Alta Vista Country Club and Golf Course, 777 E. Alta Vista St. Call (714) 993-8232.

TUESDAY

Huggin' Hearts Square Dance Club meets for lessons from 7:30 to 9:30 p.m. at Backs Community Building, 201 N. Bradford Ave. \$35 for 17 classes. Call (714) 777-5639 or (562) 691-7864.

WEDNESDAY

Canasta players meet at 12:30 p.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Preserving packinghouse history before its lost

by Heather McRea
Placentia News-Times

There was a day when the fragrance of oranges and lemons lingered on the breeze through downtown Placentia. When love bloomed between two workers at the packinghouses and when loyalties were formed with the decision to become part of one adjoining city or another.

California State University, Fullerton's Center for Oral and Public History wants to record people's memories of those days before the history is lost.

With a \$5,000 grant in hand from the California Stories Fund, the center will collect oral histories for a project called Packed Up, Squeezed Out: The Citrus Industry in Placentia, said Kathleen Frazee, the center's administrative assistant coordinator and a Placentia resident.

The Placentia Historical Committee will also be involved.

"We are looking for people who lived in Placentia in the post-war era," Frazee said.

"What we want to do is set that social climate of Placentia for that era."

After World War II, veterans and their young families needed houses. And the citrus orchards and vegetable fields gave way to subdivisions, and the packinghouses closed or were reused for other businesses.

Today the remaining packinghouses may again be in the path of development as the city negotiates with TOD Properties LLC about possibly redeveloping the Old Town area.

"It would be very important to preserve the story of the packinghouses," Frazee said about her motivation to do the project. "People will understand that the history wouldn't be totally lost when the buildings went down."

The project is looking for packinghouse workers, as well as people who picked in the fields, business owners, bankers, ranch hands and any one else with memories to share.

Getting people to reach back

HISTORY

FROM 8

40 to 50 years in their memories is a challenge, Frazee said. "You learn to pose questions that are open-ended," she said. "You appeal to the senses, that jogs their memory."

Once collected, the histories will be turned into a play, called a "readers theater." It will be made available for local groups and those throughout the state to perform. The California Stories Fund mission is to bring together the different areas of the state.

To participate in the packinghouse history project, call the Center for Oral and Public History at (714) 278-2941 or the city's Planning Department at (714) 993-8124.

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Placentia News
Weekly **MAR 11 2004**

Placentia Library

The Placentia Library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Call Jillian Rakos, (714) 528-1925, Ext. 201.

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The Register
Daily **MAR 11 2004**

PLACENTIA
Buying power: The

Friends of the Placentia Library raised more than \$9,500 for new books at an author's lunch Saturday. More than 240 people attended the annual event that featured author Kelly Lange. Placentia Linda Hospital donated \$3,000 at the lunch. The library has a \$170,000 budget for buying books. A majority of the funds comes from processing passport applications.

- Heather McRea
(714) 704-3796
placentianewstimes@ocregister.com

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The Register
Daily **MAR 16 2004**

PLACENTIA
Blood donations: The city is holding a blood drive

for the American Red Cross from noon to 6 p.m. Thursday. The goal is to collect 30 units of blood, which requires 30 donors. Appointments can be scheduled by calling (714) 993-8232; walk-ins are welcome. Blood will be collected in the Placentia Library meeting room, 411 E. Chapman Ave. Donors must be at least 17 years old. Call (800) 843-2949, ext. 5521, for other restrictions.

- Heather McRea
(714) 704-3796
placentianewstimes@ocregister.com

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Placentia News
Weekly **MAR 25 2004**

Library's History Room open 2 days

The Placentia Library's History Room is open to the public from 6 to 9 p.m. Mondays and Wednesdays.

The library is also inviting residents with historical items to discuss the preservation materials at the library, 4 Chapman Ave.

Information: (714) 996-8390.

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The Register
Daily **MAR 26 2004**

PLACENTIA
Heading home: The Head

Start preschool program is expected on April 1 to move into the new city complex under construction at McFadden Park, 900 S. Melrose St. Head Start will have four classrooms, a kitchen and offices. The program serves about 125 preschoolers. The city's Human Services department and Whitten Community Center plan to move into the new complex in June.

- Heather McRea
(714) 704-3796
placentianewstimes@ocregister.com

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santa ana, calif. 92711
Los Angeles Times
OC Edition MAR 2 6 2004

Placentia Rail Plan Gets \$14 Million

Federal money will help OnTrac clear its current hurdle, but future funds are in doubt.

By JEAN O. PASCO
Times Staff Writer

332 A financially strapped railroad project in northern Orange County was approved Wednesday for \$14 million in federal funding, enough to pay the rail agency's immediate bills but not nearly enough to ensure that the \$450-million project can be built.

The funds were sought by

Rep. Gary G. Miller (R-Diamond Bar) after he learned about the money troubles faced by OnTrac, a joint-powers agency created by Placentia. The project would construct new crossings at 11 streets and lower tracks into a concrete trench through the city.

OnTrac officials were told earlier this year that the state's budget crisis could result in the loss of \$12 million from a \$28-million state grant.

The new federal money will allow OnTrac to guarantee a \$5.6-million loan requested earlier this month from the Orange County Transportation Author-

ity, as well as cover unpaid bills to Burlington Northern Santa Fe Railway Co.

Approval by the House Transportation Committee means the money will remain in the transportation bill as it moves for a full House vote and then to a conference committee, Miller said.

"I've been reading about their financial problem, and we've solved it," he said Thursday. "Now we have to fight to get the [entire] project funded."

The bulk of the federal funding request — \$220 million — will come later this year as Congress [See Rail, Page B12]

OnTrac Gets a \$14-Million Infusion

[Rail, from Page B1]

approves what are called projects of regional and national importance. The balance of the project's cost will be sought from state and local funds.

Winning support for the rest of the money won't be easy.

"This isn't the only project in the U.S.," he said. "It's going to take a lot of debate and argument, [and] there is no guarantee of funding. If these federal funds don't come through, this project is dead."

OnTrac's financial problems became so acute in recent weeks that eight of the project's private

consultants, as well as its executive director, offered to defer half their fees for four months to comply with a Placentia City Council edict to reduce expenses.

OnTrac Executive Director Christopher Becker, the city's former public works director, in 2002 earned almost \$500,000, making him the highest-paid transportation project chief in the state. His salary was cut last year. He did not return a call seeking comment Thursday.

OnTrac board member Scott Brady, also a council member, proposed requiring OnTrac to

secure at least \$50 million in federal funds before the city adds to the \$12 million it already has spent on the project.

Miller said he was satisfied that the agency had cut costs and was reevaluating fees. The agency realized that spending millions of dollars spent so far on consultants "wasn't the most proper thing to do," he said.

The project remains necessary for one of the nation's busiest rail freight corridors, he said.

About 50 trains a day use the Orangethorpe corridor through Placentia. That number is expected to increase to 135 by 2020.

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santa ana, calif. 92711

The Register
Daily MAR 1 9 2004

PLACENTIA

Reading marathon: Placentia Library will hold "Read Around the Clock" Monday to raise money for its Adopt-A-Book program. Patrons will read for 30 minutes each from "Funny in Farsi," the book chosen for the Orange County Reads

One Book project, from noon to 9 p.m. Call (714) 528-1925, Ext. 201, or sign up and get a pledge sheet at the library, 411 E. Chapman Ave.

- Heather McRea
(714) 704-3796
hmcrea@ocregister.com

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Placentia News
Weekly MAR 1 8 2004

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Placentia News
Weekly MAR 2 5 2004

Placentia Library

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Placentia Library

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santa ana, calif. 92711

Placentia News
Weekly MAR 1 8 2004

BRIEFLY 332

Rhyme time on tap at Placentia Library

Placentia Library patrons will read their favorite poems aloud beginning at 1:30 p.m. Sunday, as part of the America's Favorite Poem Project.

Readers will take turns in the library's meeting room. Light refreshments will be served. There is a reservation list for titles to avoid repeats. Information: (714) 524-5913.

Library friends raise more than \$8,500

The Friends of the Library Author's Lunch held March 6 brought a sell-out crowd of 230 library patrons and friends to the Alta Vista Country Club to hear Kelly Lange, television

news anchor turned author. On that fateful day, 9/11/01, Lange made the decision to vacate her news seat of 28 consecutive years on NBC-TV Channel 4 to devote time to writing fiction.

In her previous role as anchor, there was need for accuracy in the facts she reported on her stories. In her new role as a fiction writer, she found it liberating to allow her imagination to come into play as

she advanced the plot of each of her four published books, all mysteries.

Her books were available for sale and she kept busy autographing them for those requesting it.

Celebrity waiters hustled to keep the diners contented as they served the patrons at their assigned table to justify generous tipping. Dennis M. Smith, superintendent of the Placentia-Yorba Linda Unified School District, acted as maitre d'hotel and set the tone for the fund-raiser, expressing the need for community support of the library in this endeavor.

The collective total from all tables served by the celebrity waiters amounted to \$5,500.

Additionally, Michael Ebenhoch, foundation director, accepted a \$3,000 check from Pamela Walrod, marketing manager for Placentia-Linda Hospital.

Attorney Keith deBrucky, chairman, and fellow members of the Rotary Club of Placentia are putting finishing touches on their annual fund-raiser.

The Cash Bash they're calling "Strike It Rich!" is scheduled the evening of March 26, at the Yorba Linda Community Center, 4501 Casa Loma Ave. The event starts at 6 p.m.

Dinner tickets, at \$17, are available from any Rotary member and from Carol Kennedy at Travel in Style, (714) 792-0998. Kennedy is also selling Cash Bash drawing tickets at \$100 each. The lucky holder of the last number drawn will walk away with the \$10,000 jackpot prize.

Checking out some of our businesses, I've learned that chiropractor Donald A. Ozello



ELEANORE RANKIN

has completed a move of his practice, Imperial-Rose Chiropractic, to Prospect Avenue and Yorba Linda Boulevard. His phone number and e-mail address remains the same: (714) 572-1000 and drdozellodc@aol.com, respectively.

Asked if he planned to change the name, he said not at this time. Quite likely we'll be hearing from him soon about his plans for a ribbon cutting and open house.

Total Spectrum Advertising, at the northwest corner of Kraemer Boulevard and Chapman Avenue, was recently selected and featured as Cool Site of the Day for a Web site designed for one of the company's clients, Platinum Visual Systems, a division of ABC School Equipment Inc.

After receiving more than 3,300 visitors and the highest number of votes for the site, it was subsequently lauded as Cool Site of the Month by C Notes Interactive Inc.

As a result of the monthly award, Total Spectrum's site is now positioned for Cool Site of the Year.

Congratulations!



Courtesy of John Walcek

AUTHOR KELLY LANGE, sixth from left in front row, is joined by celebrity waiters and Placentia library supporters.

Eleanore Rankin has lived and volunteered in Placentia for more than 20 years. She would like to hear your community news about families, clubs and business. Call her at (714) 524-8337 or fax information to (714) 524-8660.

Focus changes from DPW to general audit

By Heather McRea
Placentia News-Times

332

Derrick Warren, a Parks Department crew leader, said he feels a little bit more job security after Tuesday's City Council meeting.

The council voted 3 to 2 to ask interim City Administrator Ray Griest to begin an informal audit of the city's finances and departments and provide best-, worst- and probable-case scenarios for the up-

CITIES: Council votes 3-2 to survey finances for all departments and OnTrac.

coming 2004-05 budget expected to be adopted in June.

Warren felt better because that action was an alternative to doing a survey of other cities to see if Placentia could save money without hurting quality of its services by contracting out more Public Works Department responsibilities.

Councilman Chris Lowe had

asked the staff at the March 2 council meeting to prepare the survey given the success he has seen that some South County cities have had with contracting for a majority of their services.

"I'm thinking it was kind of in our favor," Warren said about the decision to complete an audit versus a survey. "I

think we are happy with it."

In a 3-2 vote Tuesday, Lowe, along with Mayor Judy Dickenson, opposed the informal audit choice.

An audit will look only at what Placentia does and not the ways other cities have found to deal with the high cost of providing services.

Lowe has said in recent weeks he wasn't looking to eliminate the entire depart-

Please see **DPW Page 8**

DPW

FROM 1

ment but possibly cut jobs through attrition.

The council faced a groundswell of opposition last year when it entertained a request for proposals to contracting out

the Police Department.

Lowe said he was uncomfortable last year when the council was told it had no choice but to lay people off.

"I wanted this council - before we had to make those decisions - to have a list of options," he said Tuesday.

Instead of cutting employees, look at the money being spent on OnTrac, the city's rail-

road separation project, suggested Susan Clouse, a code-enforcement officer.

"Our employees are awesome," she said, pointing out they are already doing the jobs of several people and have forgone raises in the past. "You need to look at how you are spending money."

The council directed Griest to include OnTrac in the audit.

pacific clippings

Gifts now to provide holiday books

332

Recently, recognition was given to groups and individuals whose generosity made possible Placentia Human Services' Christmas Clearing Bu-

reau. Through an oversight, acknowledgement of the Books 2003 portion was omitted.

For the last four years, Placentia Community Network has coordinated a program that provides an age-appropriate book for every child included

in the holiday assistance program. Over the years, funds to support this project came from the Friends of Placentia Library and Placentia Round Table Women's Club, along with small individual donations.

In addition, the library staff

donated hours to order appropriate books for each child through age 15 years, based on information from Placentia Human Services Department and also provided staff for the distribution at of these books. In December 2003, more than 800 children received \$1,500 worth of new books, purchased at library book rate.

For this year's project Books 2004, we are asking residents and groups in Placentia to make contributions now. You may make checks payable to Friends of Placentia Library, Books 2004. They may be mailed to the library, 411 E. Chapman Ave., Placentia, CA 92870.

This program cannot be sustained without monetary donations from community members and the continues expertise provided by Placentia Library staff.

PAT IROT
Placentia

EDITOR'S NOTE: The following is a copy of a letter sent to Dennis Smith, superintendent of the Placentia-Yorba Linda Unified School District and submitted to the newspaper.

LETTERS TO THE EDITOR



Christopher Wagner
DANIELA BLAGOJEVIC, 6, lis-
tens intently to Dr. Seuss story
at Placentia Library program >
MORE INSIDE, Page 4

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Agenda Item 46
 Page 14 of 15

LIVIDLY CELEBRATES SEUSS CENTENNIAL

COMMUNITY: Party adds birthday cake to the menu with green eggs and ham.

Across America event. Families for Literacy members and volunteers were among those who read some of Dr. Seuss' most notable books, including "Green Eggs and Ham," "The Cat in the Hat," and "Hooray for Diffendoofer Day!" to a crowd of almost 100 guests Sunday.

"This (event) is just an outreach for the community to get involved and understand the brains of a tremendous children's book writer," said Jim Roberts, literacy coordinator for Families for Literacy. The group hosted the event in celebration of Dr. Seuss' March 2 birthday, which coincided with the annual Read books.

Please see SEUSS Page 4

By Veronica Rodriguez
 Placentia News-Times

With their mouths full of green eggs and ham, kids of all ages intently listened to the words of Dr. Seuss during the Seussical Centennial celebration Sunday in the Placentia Library.

The hourlong event marked the late Theodor "Ted" Seuss Geisel's 100th birthday and his legacy, as the famed author Dr. Seuss, for his work as a writer and illustrator of 44 children's



FOUR-YEAR-OLD Eliza Bruner of Placentia gets a front-row seat for the Seussical Centennial party Sunday, a Family for Literacy program at the Placentia Library. About 100 people marked the 100th anniversary of the author's birth.

SEUSS: Families and volunteer readers share the fun

FROM 1

As readers turned pages, the children's curious voices interrupted storytellers with comments and often questioned "Why?"

This interaction, according to Diane Martiara, a library volunteer for four years, was a symbol of children's innocence and interest in the words of Dr. Seuss and of tremendous gratification for her service.

"When kids are asking questions, you know they're listening. They're interested. They're excited; and that is awesome," Martiara said.

San Clemente resident Gloria Paoletti said she was baby-sitting and decided to



PHOTOS BY
CHRISTOPHER WAGNER

CAITLYN SCHREPFER, 7, of Placentia is wowed by a Dr. Seuss book being read Sunday at the Family for Literacy's Seussical Centennial at the Placentia Library.

bring her Placentia grand- daughters - Natalia, 11,

Adriana, 9, Daniela, 6, and Katarina Balgojevic, 5 - to the

program. The oldest three at Golden Elementary School students.

THEODOR 'TED' SEUSS GEISEL

- ▶ Born March 2, 1904, in Springfield, Mass.
- ▶ Graduated from Dartmouth College, Hanover, N.H., in 1925.
- ▶ First record of the use of just his middle name, "Seuss," was when he contributed to Jack-O-Lantern, Dartmouth's humor magazine.
- ▶ Attended Oxford University in England where he decided to pursue a career as an artist instead of a professor.
- ▶ Met Helen Palmer while at Oxford and married her in 1927.
- ▶ Submitted cartoons to magazines Judge, Life, Vanity, Fair and Liberty.
- ▶ Wrote his first book, "And to Think That I Saw It on Mulberry Street," in 1936, was published in 1937, after 43 publishers initially rejected it.
- ▶ Helen Palmer Geisel died in 1967 and he married Audrey Stone Diamond in 1968.
- ▶ Died Sept. 24, 1991, at the age of 87.
- ▶ Since his death, some 200 million copies of his works translated into 15 languages have been sold worldwide.

"They are just enjoying the event thoroughly. ... They had more than one serving of green eggs and ham."

"No, two or three servings, interrupted Natalia, the grandmther giggled! el had one and a half."

Of course, the party couldn't end without a birthday cake.

Volunteers cut the cake and each child received a free copy of "Gerald McBoing Boing," to encourage the continued exploration of Dr. Seuss' world of entertainment and imagination.

ADVERTISING SUPPLEMENT

WHEN	WHERE	WHAT	INFORMATION
Today, noon to 4 p.m.	Bowers Museum, 2002 N. Main St., Santa Ana	"Persian New Year Family Festival" (inaugural program) — Celebrate the Persian New Year at the Bowers Museum with festivities featuring a presentation by author Firoozeh Dumas who will discuss her book, "Funny in Farsi", and explain the meaning of the many rituals of Persian New Year. Learn about Persian culture and traditional ceremonies through hands-on art projects for all ages, dance, music, storytelling and food samples and by viewing the new Iranian Cultural Art Trunk.	Grace Montejano (714) 567-3649
March 22, noon to 9 p.m.	Piacenta Library Meeting Room 11 E. Chapman Ave., Placentia	"Read Around the Clock" — Join a reading of "Funny in Farsi" from opening to closing at the Placentia Library. Readers will be taking pledges and donations to read aloud to library patrons for half-hour time slots in the library if you would like to read, pick up a pledge sheet and sign up for a time slot at the library.	Laraine Millonzi (714) 528-1925 Ext. 20
March 23, 10 to 11:30 a.m.	Titan Theater, Titan Student Union, Cal State Fullerton	A family, food and culture presentation by "Funny in Farsi" author Dumas will be followed by a book signing.	Susan Katsaros (714) 278-4854
March 23, 7 to 8:30 p.m.	Piacenta Library, 411 E. Chapman Ave., Placentia	The Placentia Library District and its Great Books Discussion Group will be discussing "Funny in Farsi" at the library's Meeting Room.	Laraine Millonzi (714) 528-1925 Ext. 20
March 24, 11 a.m. and 1 p.m.	Oasis Senior Center, 800 Marguerite, Corona del Mar	Social Studies and "Funny in Farsi" with Dumas and Professor June Briggs' Coastline College class.	June Briggs (949) 494-6790
March 24, 7 to 9 p.m.	Chapman University, Beckman Hall 404, Orange	"Nouruz — Persian New Year Celebration: A New Year, A New Understanding" — Share an evening of literature, music, history and dance as Dumas reads from her book "Funny in Farsi."	Marianne Smith on Jan Osborn (714) 244-7639 / (714) 628-7221
March 26, 10 a.m. to noon	Lake Forest Senior Center Clubhouse at Santiago Dei Compostela Church, 21682 Lake Forest Drive, Lake Forest	Senior Book Discussion, led by Janet Swanson, Lake Forest Seniors will discuss "Funny in Farsi" and reminisce about their own experiences with new cultures.	Brenda Silvey (949) 461-3458
March 27, 2 to 3 p.m.	Borders Books and Music, 333	"Meet the Author and Discover Persian Dance." Meet Dumas and	Mike Gibb

Highlights

- The Bowers Museum will hold a Persian New Year family festival with author Firoozeh Dumas from noon to 4 p.m. today, 2002 N. Main St., Santa Ana.
- "Read Around the Clock" by patrons and friends of Placentia Library, features "Funny in Farsi" being read aloud from noon to 9 p.m. Monday, Placentia Library, 411 E. Chapman Ave.
- Cal State Fullerton presents "Family, Food and Culture," followed by a book signing by Dumas, from 10 to 11:30 a.m. Tuesday, Titan Theater in the Titan Student Union. Following the lecture a luncheon with Dumas will be held at Dary's Restaurant in Orange. For tickets, which are \$50 per person, call (714) 278-7306.
- "Nowruz — Persian New Year Celebration: A New Year, A New Understanding" will be held from 7 to 9 p.m. Wednesday at Beckman Hall at Chapman University in Orange; Dumas will read from her book.
- Meet Dumas and discover Persian dance from 1 to 3 p.m. Saturday at Borders Books & Music, South Coast Plaza, Costa Mesa.
- "An Evening with Author Firoozeh Dumas" will be featured from 7 to 8:30 p.m. April 1 at the Newport Beach Public Library, 1000 Avocado Ave.
- "Spring Dance Concert" with performances by theater, art and choral students will take place at 7 p.m. April 8 at Santa Ana High School, 520 W. Walnut St.
- "The Immigrant Experience: Bridging Two Worlds," from 6 to 8 p.m. April 13 features a discussion with Dumas and Rubén Rumbaut, UC Irvine sociology profes-

SAFETY COMMITTEE MEETING
MARCH 25, 2004
MINUTES

I. Call to Order: 9:10 A.M.

Members Attending: Caroline Gurkweitz
Esther Guzman
Katie Matas
Donna Siloti

III. Old Business

1. Two sets of safety handouts were distributed at the March 10, 2004 staff meeting.
2. There was a staff suggestion that a peep hole or camera be installed at the loading dock door. A bid was received for a camera with a monitor. Bids are being sought for a peep hole.

IV. New Business

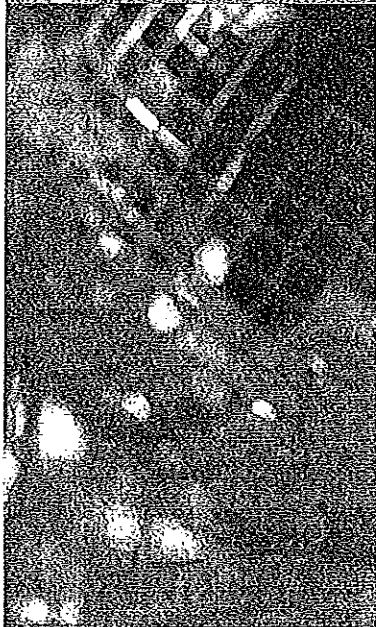
None.

The next meeting will be April 22, 2004 at 9:30 A.M.

Respectfully submitted,



Katie Matas



Madame President

ALTA's current president Shirley Bruursema has worked in the library world for over twenty years. In that time, she has tirelessly advocated for libraries, assisted in the expansion of the Gaines Township Library, lobbied as delegate from Michigan to the White House conference on libraries in Washington, D.C., been appointed Library trustee of the year for the Michigan Library Association, and spent countless hours serving on ALTA committees and board. During January's ALA Midwinter Meeting in San Diego, she hosted the extremely well-attended ALTA president's Reception at Casa Guadalajara. Here, trustees and advocates from across the country had the opportunity to talk, network, compare notes, and build alliances with one another. After the event, ALTA staff caught up with Bruursema to find out what drives her commitment to libraries, and how she manages her many roles within the world of library advocacy.

Since you are active as a library speaker, lecturer, and presenter, what are your favorite topics for discussion with colleagues?

I enjoy educating trustees to be the best and most informed trustees in their area by lecturing on fiscal responsibility, how to evaluate library directors, and the importance of attending [library] conferences to broaden one's horizons.

How did you become involved in the library world? Was this a field that you actively pursued out of personal interest, or did a friend or family member lead you into this field?

Well, I was appointed to my local board as a Liaison when I was elected to public office in the township. I was then asked to run for the County Board of Library Commissioners, and appointed to the County Board soon after.



ALTA President Shirley Bruursema and ALTA staff Gretchen Kalwinski and Kerry Ward, enjoying the surroundings at this year's President's Reception

Throughout your work with library issues, what has been the greatest challenge in your district in Michigan? How would you advise other library advocates becoming involved with their own local issues?

The key issue is always funding. And the challenge is that it is a constant (but rewarding) issue. Volunteering at your local library, fund raising for a new building, being involved as an advocate wherever you are—these are all ways to become a part of the local dialogue about libraries. It is important that library advocates let people know the important role the library plays not only in their community, but across the state. We need to recognize that being an "advocate" means being amateur lobbyists to our elected officials, *especially* during funding cuts. Library patrons truly depend on the multitude of services that libraries provide, and that trustees and advocates help to ensure.

What is your educational background? Did you use the library a great deal as a student? What were your favorite courses of study?

I am a high school graduate. In my day funding for college was not available even though I had

In 2014

Special Interview:
Madame President 1
President's Message 2
DC Lobby Day 3
ALTA Candidates 5
Orlando Convention 8





Shirley A. Bruursema

President's Message

I want to begin by thanking each of the trustees who attended Midwinter Conference. We had a fantastic working conference, with much to be accomplished. Every ALTA board member minus one—and every committee chair minus one—was in attendance. All the committees worked tirelessly to prepare for Summer Annual Conference, which we were unable to complete in Toronto, and then prepare preliminary workshops for Annual '05. The new concept of several committees meeting at one time in a large room was also a success and allowed for more flexibility, since some trustees serve on several committees.

Another highlight of Midwinter (and another first) was an Advocacy Forum on Sunday morning for all trustees and interested attendees. Gail Dysleski, Chair of our Advocacy Committee, chaired the event. Gail is also involved with the Advocates Program of ALA President-Elect Carol Brey-Casiano, whose focus will be grass roots advocacy. Dale Ross and I also took part in the event. Several speakers helped energize the audience (see *Cognotes*, page 2—mailed to each of you after the conference). The Trustees will continue to expand the Advocates Program in the near future.

Another big success was the President's Reception—a great time was had by all. A special thank you to Kerry and Gretchen for having everything organized and available for all our needs. They make us all look good.

The executive committee will be meeting in Chicago the first weekend of April. If you have any concerns, ideas, thoughts or suggestions to share, please email me. We are constantly hearing from new trustees interested in joining ALTA and serving on one of our committees. So we are getting the word out: great news!

I trust you are all getting your reservations in for the summer conference in Orlando for June 24–30. Hotels are not the most plentiful, so apply real soon. We have some great programs planned.

We are also co-sponsoring a Pre-Conference with PLA, "Librarians and Trustees: Teamwork for the Community's Benefit." This is on Friday, June 25.

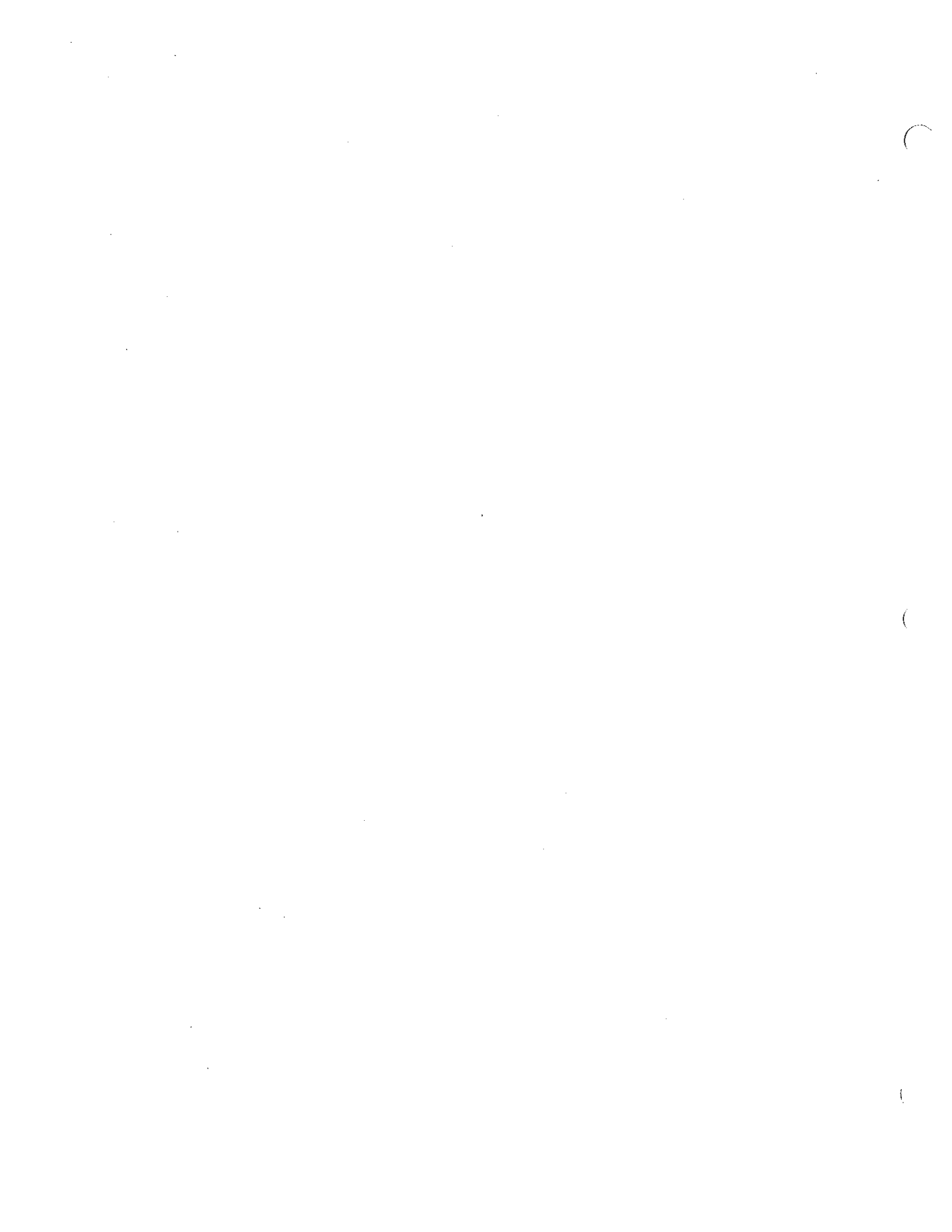
I would also like to encourage as many of you as possible to attend National Library Legislative Day in Washington DC on May 2, 3, and 4. ALTA is doing a special Pre-Conference on Sunday, May 2 in the afternoon. It is on "Why Your Participation is Important: What to Do and How to Do It." Many thanks to Donald Roalkvam for chairing this for the second year. Legislative Day is held at the ALA Washington office. A big issue this year is the Patriot Act and CIPA/filtering being tied to LSTA funding. You will also get a chance to meet with your legislators. If interested, contact your state NLLD coordinator or contact the ALA office at (800) 941-8478. Reservations must be made by March 31 for the special rates at the Holiday Inn on the Hill (202) 638-1616.

I think this covers most of the news currently happening. Hope to have seen some of you at PLA in Seattle. Happy spring!

—Shirley A. Bruursema, ALTA President

Grand Rapids MI
(616) 957-6375 (daytime)
(616) 698-8464 (evening)

P.S. We are still in need of two Regional Vice Presidents. Due to a resignation, we now need one in Region IV (Georgia, Kentucky, Tennessee, and North and South Carolina). Also in Region XII (Alaska, Idaho, Montana, Oregon and Washington). These folks are the conduit to our states and are greatly needed. We have learned from our newest Vice President in Region X, Jim Connor, that the West is open to contacts from our Regional Vice Presidents. If you live in one of the states above, please consider contacting me for this position. You will become a member of the ALTA Board. Thanks, again, for considering this.



National Library Legislative Day

WE NEED YOU IN DC IN MAY

Meet your Senators and Representatives! National Library Legislative Day is held each year in May to bring librarians, library trustees, board members and other library friends to Washington, D.C., to talk with their Congresspersons about issues of concern to the library community. Tell your federal legislators about the great programs and activities taking place @ your library!

Join your fellow citizens Sunday, May 2, from 3 to 4:30 P.M. at the District of Columbia Public Library for a special ALTA Pre-Conference Event "Introduction to National Library Legislative Day: Why Your Participation is Important; What to Do and How to Do It."

To become fully informed on the issues and to learn how to be an effective advocate, the Washington Office of ALA invites you to attend Legislative Briefing Day on Monday, May 3, at the Holiday Inn on the Hill, 415 New Jersey Ave., NW, Washington DC 20001, phone: (202) 638-1616 or (800) 638-1116. You can reserve rooms now at the Holiday Inn. Mention ALA's "National Library Legislative Day Event" and receive a special rate of \$192 single or double occupancy. Reservations must be made by March 31, 2004 to receive the special rate.

On Tuesday, May 4, the 30th Annual National Library Legislative Day will take place. Walk the halls of Capitol Hill and bring important messages from the library community to Members of Congress. Contact your state's NLLD Coordinator for information on your state's delegation or call the ALA Washington Office at (800) 941-8478. For updates, check the ALA Web site at <http://tinyurl.com/3ed9d>.

—Hampton "Skip" Auld, Chesterfield VA County Library

Tracking Acronyms. . .

OCLC Online Computer Library Center is a non-profit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs.

Founded in 1967 by the Ohio College Association (all the presidents of Ohio's private and public colleges and universities), OCLC was originally called the Ohio College Library Center. Its original purpose was to provide shared cataloging information and related services to 54 Ohio college and university libraries.

Today, the OCLC cooperative comprises about 45,000 libraries and institutions in 84 countries. OCLC provides the following computer and information services for libraries: cataloging, resource sharing, reference, digitization, preservation microfilming and telecommunications.

OCLC is the world's largest library cooperative. OCLC members are institutions, primarily libraries, which use OCLC products and services to locate, acquire, catalog, lend and preserve books and other library materials. Researchers, students, faculty, scholars, professional librarians and other information seekers use OCLC systems through libraries to obtain bibliographic, abstract, citation and full-text information.

The OCLC Cataloging and Resource Sharing system is the largest and most heavily used computer library system in the world. Among its trademarked services are: FirstSearch, QuestionPoint, WorldCat, netLibrary, and others. In addition, OCLC owns the Dewey Decimal Classification System, the most widely used library classification system in the world. For more information, visit the OCLC Web site: www.oclc.org.

—Robert J. Murphy, OCLC Public Relations

ALTA at a Glance

President:

Shirley A. Bruursema

Executive Director:

Kerry Ward

The Voice Editor:

Anne Sterling

The Voice Contributing Editor:

Gretchen Kalwinski

The Voice

Design/Production:

ALA Production Services

Visit us online:

www.ala.org/alta

ALTA Mission Statement

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

ALTA Vision Statement

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



Welcome New Members

Lou Bakofa

Florence Bean

Barb Bonjour

Joe Brower

Jim Connor

Patricia Ladouceur

Paul Lindler

Vicki Libbert

Joanne Holdman

Mable Howell

Ivan Kimble

Scott King

James Lewi

Angela London

the Lumpkins

Anne Macdonald

Donna Morris

Donna Murphy

Lenore Patton

Daniel Rodany

Jamie Powell

Thomas Read

Vita Redding

Allena Rose

Donna Sample

James Sletina

Scott Stewart

Georgia Talagani

Patricia Utaro

Gert Will



I've Been Reading

Matthew Battles, *Library: An Unquiet History*, W.W. Norton, New York, 2003, \$24.95. ISBN: 0-393-02029-0

This is a fast-paced and selective survey of world library history by Matthew Battles, a rare book librarian at Harvard University. Battles tells his readers that the earliest “books” were clay tablets created in Mesopotamia in the 3rd millennium B.C. The great Library at Alexandria, Egypt lasted more than six centuries, survived several fires, and, together with materials taken from other Mediterranean libraries, contained perhaps 700,000 papyrus scrolls. But as with libraries everywhere, the cumulative effects of moisture, aridity, microorganisms and insects, to say nothing the loss and theft of scrolls, made their impact over the centuries of its existence.

Islam was responsible for the ‘greatest efflorescence of libraries [and that] Western book culture owes [much of] its heritage to Islam,” Battles explains. He describes the founding of some European and American libraries—the Vatican in Rome, the Sorbonne and Bibliotheque Nationale in Paris, and the British Library and Royal Library in London (the latter was first housed over the palace kitchens). When John Harvard, a Puritan clergyman in the Massachusetts Bay Colony, left the 400 theological books in his personal collection to the library of a small, new college in Cambridge Massachusetts, the institution was promptly renamed in his honor. It would take an infinitely larger bequest to accomplish that today!

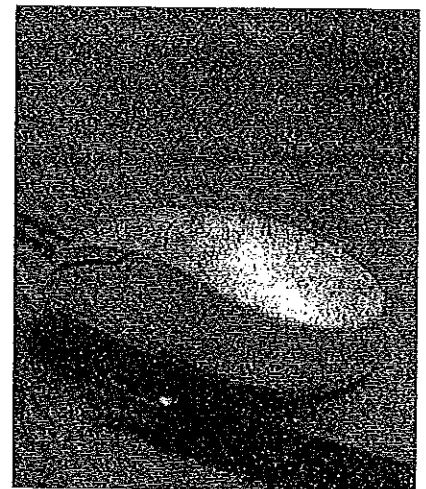
Sadly, the destruction of libraries (“biblioclasms”) has been with us throughout history, from ancient Alexandria through Louvain in Belgium (twice—in World Wars I and II), and Sarajevo in 1992. Battles’ book includes intriguing discussions of the various systems of library shelving, arranging and cataloguing used over the past millennium and adjustments modern librarians and patrons are making in the digital age. This is a marvelously readable book for library trustees and the general public.

—Keir B. Sterling, US Army Combined Arms Support Command Historian

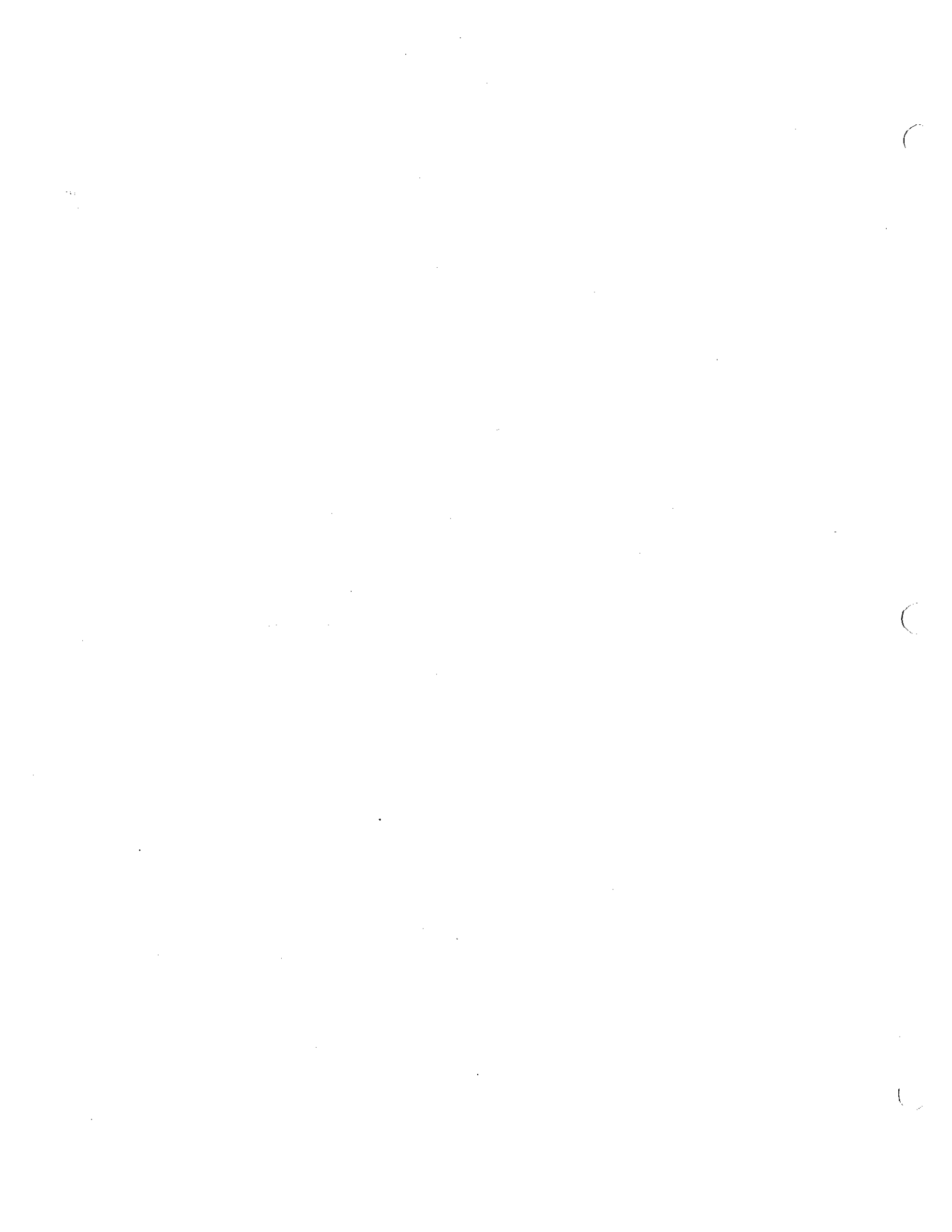


Web Site Spotlight

In response to requests in San Diego, the ALA Office for Intellectual Freedom has developed a Web page with information on intellectual freedom legislation in the states, including CIPA type legislation. It’s a simple page that points to legislation of interest to libraries.



www.ala.org/ala/oif/ifissues/inthstates/statelegislation.htm



Your ALA Vote Counts

You will soon be receiving your ALA ballots. Your vote does count. You may bullet vote for candidates for ALA Council. You do not need to vote for the full number permitted. As of March 1, the following ALA Council nominees are members of ALTA. Please consider them when casting your ballots.

- Linda Meilke, Director of the Carroll County Public Library, and the new ALTA Representative to PLA.
- Ken Haycock, Professor at University of British Columbia, Vancouver.

THE ALTA BALLOT

CANDIDATES FOR 1ST VICE-PRESIDENT/
PRESIDENT-ELECT

Rowland, Jane, Statement: Federal initiatives require constant monitoring, but local library issues are the priority today. We must find ways to diversify our library portfolios, discover new options for stretching our existing dollars and find new sources of funding. We need input from and collaboration with others who serve target populations—seniors, single householders, ethnic groups, etc. Finding ways of partnering with community organizations and businesses will insure that we are using our available dollars efficiently. We should enlist public support to utilize whatever resources are available to insure appropriate funding for complete library services. It will take all our efforts to increase ALTA membership (Trustees and Advocates) in order to have a greater impact when advocating for libraries on the local, county, state and national levels. There are many more areas of concern that must be addressed. Working together, with help from ALA and partners, we can thrive and become vigorous.

Picart, Francis, Statement: Library service is our society's main opportunity for open access to study, expression, and accurate information and in searching for self-understanding. Technology bringing us into more cooperative and dependent societies, requiring well-managed resources and information to support ourselves prudently.

Yet, we are entering new and uncertain times with difficult choices before us. Large volumes of information can cloud meaning and expose us to dangers of distortion and predatory opportunism against our children. Electronics formats promise general availability but can allow publishers to restrict fair use without good public understanding. I feel a profound need to support libraries in their missions to guide and track us. My professional concern is we may fall short of the support we need to advance our institutions. My mission is to significantly broaden our base of advocacies to enable the library vision through training, study, and outreach with ALTA as a worthy vehicle.

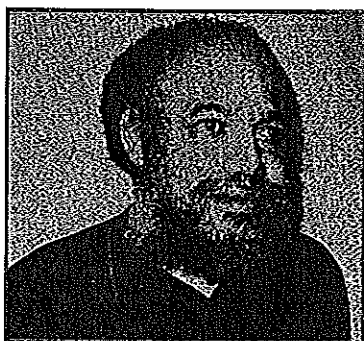
CANDIDATES FOR SECOND VICE-PRESIDENT

Goldsmith, David H., Statement: As a candidate for ALTA Second Vice-President, I am concerned about keeping ALTA a strong and viable organization for trustees and advocates. I believe ALTA should continue to give priority to increasing its membership and to provide programs for trustee training and advocacy. I believe the Board of Directors should develop new outreach programs designed to address local and regional trustee and library issues. ALTA should continue to develop partnerships with other divisions and allied organizations.

Sterling, Anne, Statement: The women and men who set policy for libraries serve on freedom's front lines. We're not loaded with library degrees, but we make critical decisions. We're not insiders in the political process, yet we must speak eloquently to the powerful, and reach ordinary people. Thank heaven for ALA and ALTA! But ALTA can't always gallop to the rescue. ALTA is us! We've got to: stay in touch with our Regional Vice-Presidents; raise money to attend ALA Convention and Congressional Lobby Day; write articles for the ALTA Voice. We must collaborate closely with ALA's incoming president, who plans to emphasize advocacy. It's key to invite new people to ALTA events, honor library heroes, and capture business support. Fresh ideas are everything, and we're scouring the countryside. ALTA needs your thinking—plus you! Let's connect: please e-mail me: nimbleleap@aol.com.



Jane Rowland



Francis Picart



David H. Goldsmith



Anne Sterling

Scenes from Midwinter

Here's a kaleidoscope of images from our ALTA President's Reception, to a luncheon at Tin Fish, to the ALTA board and committee sessions.

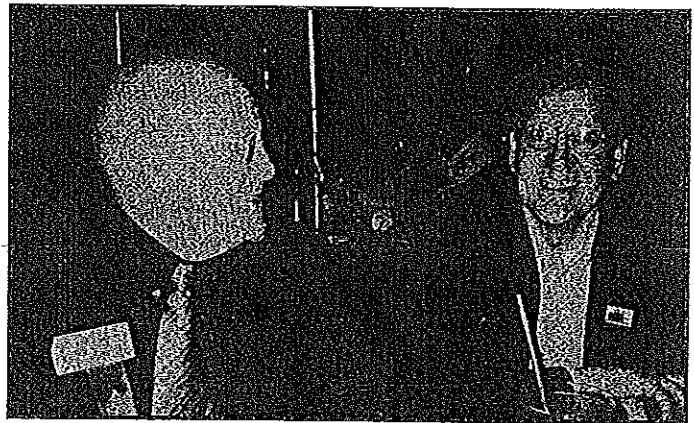
ALTA'S PRESIDENT'S RECEPTION AT CASA GUADALAJARA

In the midst of this year's Midwinter Meeting in San Diego, hard-working trustees and advocates felt all their concerns melt away as they entered the doorway of Casa Guadalajara. President Shirley Bruursema greeted them with frosty margaritas, and just beyond her, a lamplit Spanish courtyard beckoned. Under a

200-year-old pepper tree, dripping with Spanish moss, trustees in evening finery exchanged news of the past six months. Three adventurous members ordered large mango margaritas. Meanwhile, Regional Vice President Lillian Edelmann tried to teach the mariachi band "When Irish Eyes Are Smiling," but the group soon reverted to a more Latin sound. After a traditional Mexican repast, when trustees finally drifted toward the exits, trustees and advocates lingered, taking advantage of the opportunity to chat with long-distance colleagues and friends.



Shirley Bruursema, posing for a picture with Vic Johnson and Joan Ress-Reeves.



ALTA Councilor Donald Roalkvam, sharing a joke with Regional Vice-President Jim Connor at Casa Guadalajara.



ALTA Board members Helen Marte-Bautista and Jane Rowland smile for the camera.



ALTA Board members Ellen Miller and Anne Sterling, enjoying the outdoor ambiance with guests.



Meeting in San Diego



Lillie Fincher and Alma Dennis enjoy chatting and Mexican food at their table at the President's Reception.



Shirley Bruursema and Marguerite Ritchey stop to pose with members of Casa Guadalajara's mariachi band at ALTA's President's Reception.



ALTA Board members discuss agenda items at their final Midwinter Board meeting.



Board meeting.



Orlando ALA Conference Beckons Gators, Library Lovers

ANNUAL CONFERENCE 2004

ALTA Tentative Schedule & Track Descriptions

FRIDAY, JUNE 25, 2004

ALTA/PLA Pre-Conference

9 A.M.—5:30 P.M.

(co-sponsored by PLA)

Chair: Ellen Miller

Track Assignment—Administration/Management

Subtrack—Trustees

Title: Librarians & Trustees: Teamwork for the Community's Benefit

Description: What will community libraries be in the future? How can library trustees and directors form productive partnerships to make a difference in their communities? Participants will hear short presentations, participate in hands-on exercises and break into small group discussions that will focus on solving problems and practicing conversations. Speakers include: Dr. Martha Hale, Jim Fish, Ellen Miller, Ken Haycock.

PLA members will be able to register at the ALTA member price of \$165; ALA member price, \$215; non-member prices \$260.

FRIDAY, JUNE 25, 2004

ALTA Gala Banquet: 7:30–10 P.M.

Time and Location *TBD*

SATURDAY, JUNE 26, 2004

Opening Session: 8:30 A.M.—12 P.M.

Chair: Jane Rowland

Track Assignment—Administration

Subtrack—Trustees

Title: To Infinity & Beyond: Marketing Your Library

Description: NASA will share the marketing plan for their traveling exhibit from concept to execution. The Metropolitan Group, a full-service strategic communications and social marketing firm specializing in work with libraries (city, county, state, and research libraries, as well as Friends organizations, foundations, and associations) will cover a range of leading edge communication tools. Speakers include: Elsie D. Weigel of NASA and Eric Friedenwald-Fishman of the Metropolitan Group.

President's Program: 1:30–3:30 P.M.

Chair: Rose Mosely

Track Assignment—Trustees

Subtracks—None

Title: Beam Us Up! Local to Global Communication: Effective Communi- cation for Trustees & Advocates

Description: The ability to communicate is a learned skill. Ineffective communication can be the source for conflict and misunderstanding. Our hands-on speakers will demonstrate how to increase your communication effectiveness and provide you with new insight and understanding of the art of communication. Speakers include: Chris Cole, Digital Project Coordinator, Library of Congress; Jerry Nichols, Director, Suffolk Cooperative Library System; and Jim Connor, ALTA Regional Vice-President.

SUNDAY, JUNE 27, 2004

Education of Trustees Committee—8:30

A.M.—12 P.M.

Chair: Denise Botto

Track Assignment—Administration/
Management

Title: Discover the Magic: Director/ Trustee Relationships

Description: In this program, three speakers will discuss the distinct and specific roles of the library director and the trustee board.

SOS Luncheon—12–1:30 P.M.

Chair: Kim Denise Johnson

Track Assignment—Administration

Subtrack—Trustees

Title: Libraries: A Diverse Community

Description: Our country is a melting pot of all ethnic cultures, and our libraries are our cornerstone for success in integrating non-English speaking children and adults. This year's ALTA SOS Luncheon will illustrate how libraries can embrace non-English speaking patrons with programs geared to motivate, encourage, and break language barriers. Don't miss this luncheon! Speakers include: Helen Benoit, Service Coordinator for Hamilton Public Library, Ontario; Carrie Banks, Director, Child's Place, Brooklyn Public Library; Deloice Holliday, Multicultural Outreach Librarian, Indiana University; and Linna Yu, Library Manager, Elmhurst Branch, Queens Borough Public Library.

Closing Session—*Intellectual Freedom
Program*—2–5 P.M.

Chair: Debby Miller

Track Assignment—Administration/
Trustees

Subtrack—Intellectual Freedom

Title: A Cookbook of Intellectual Freedom Issues

Description: This program will focus on the intellectual freedom responsibilities of library directors, trustee liability, policies and procedures, filtering, privacy, and confidentiality.



Epidemic Spread by ALTA Leaders & ALA President-Elect

Gail Dysleski, Advocacy Committee Chair, rose to speak at the Midwinter San Diego gathering, and definitely got attention. The former division president announced her intention to begin a national epidemic. Fortunately for her audience, the speaker later explained that the "bug" she had in mind was advocacy.

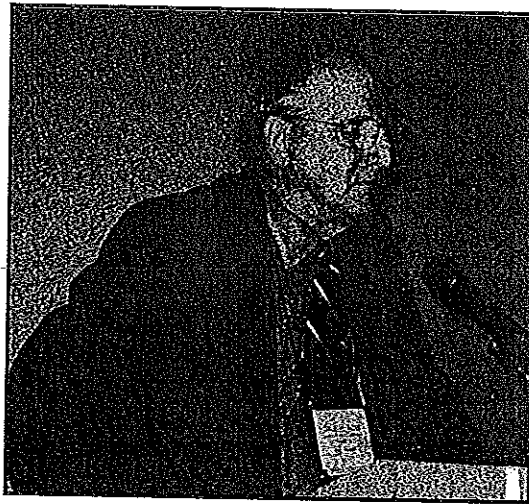
In a forum aimed at trustees, professionals and

library friends, ALTA leaders shared the spotlight with ALA President-Elect Carol Brey-Casiano, Director of the El Paso Public Library. This soon-to-be ALA President has chosen Advocacy as her major theme, and plans to work closely with trustees and advocates.

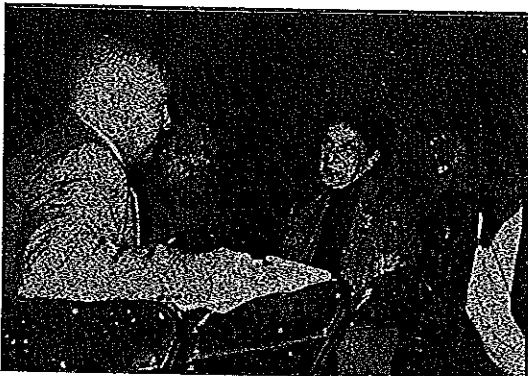
Shirley Bruursema, ALTA President, described the most important tasks of library ambassadors, using tales of go-getters and governors. Later, former President Dale Ross shared the podium. His words of inspiration persuaded audience members to get out and advocate until no one is immune to the advocacy virus.



Gail Dysleski



Dale Ross



A group of advocates gets together for discussion during the Advocacy Training.



Patricia Wickham, Vice President for the El Paso Library Association board of directors, speaks at the Advocacy Training.



Madame President continued from p. 1

two scholarships, and so instead I put five of my six children through college. My favorite fields of study are history and public speaking. I definitely count myself as being someone who is self-taught, and who has a number of degrees, not just one diploma. Growing up, I used the library a lot, but in my day it was mostly the school library—we did not have neighborhood libraries as we do now.

You are currently the president of the Association for Library Trustees and Advocates. What are the most important issues that ALTA works on? Why is their continued presence important?

Currently, I think the most important issues involve the promotion of advocacy across the country. This includes both promotion of ALTA and the important role of trustees, since they can bring education, resources, and encouragement to library boards. An organization always needs additional members, and regular communication from the ALTA Board and committee chairs is an important way to sustain and build membership. We as ALTA members need to promote the value of a national organization, and let others know what we do as a division of ALA, a trustee organization that partners with many important people and groups.

How do you balance your library work, family life, and volunteering? What would be your advice to other trustees and advocates who must do the same with their personal and professional lives, and who may have difficulty finding extra time for their commitment to libraries?

We should all be able to find a time slot (depending on our commitment) to make the world a better place. Being organized and having an accommodating family have also helped me accomplish much of what I've been able to do for libraries. If you feel strongly about something, finding the time to do it is simple. The rewards of this work are enormous. I hear of so many instances where libraries changed people's lives—some day I'd like to compile all the stories and write a book about them. From childhood to old age, libraries bring patrons happiness in hundreds of ways. We are so fortunate to live in a country of free speech and freedom of information! These ideals motivate me to do more. I have been involved in volunteer work since I was married almost fifty years ago, and always conveyed to my children the importance of dedicating some of your time to assisting people or projects.

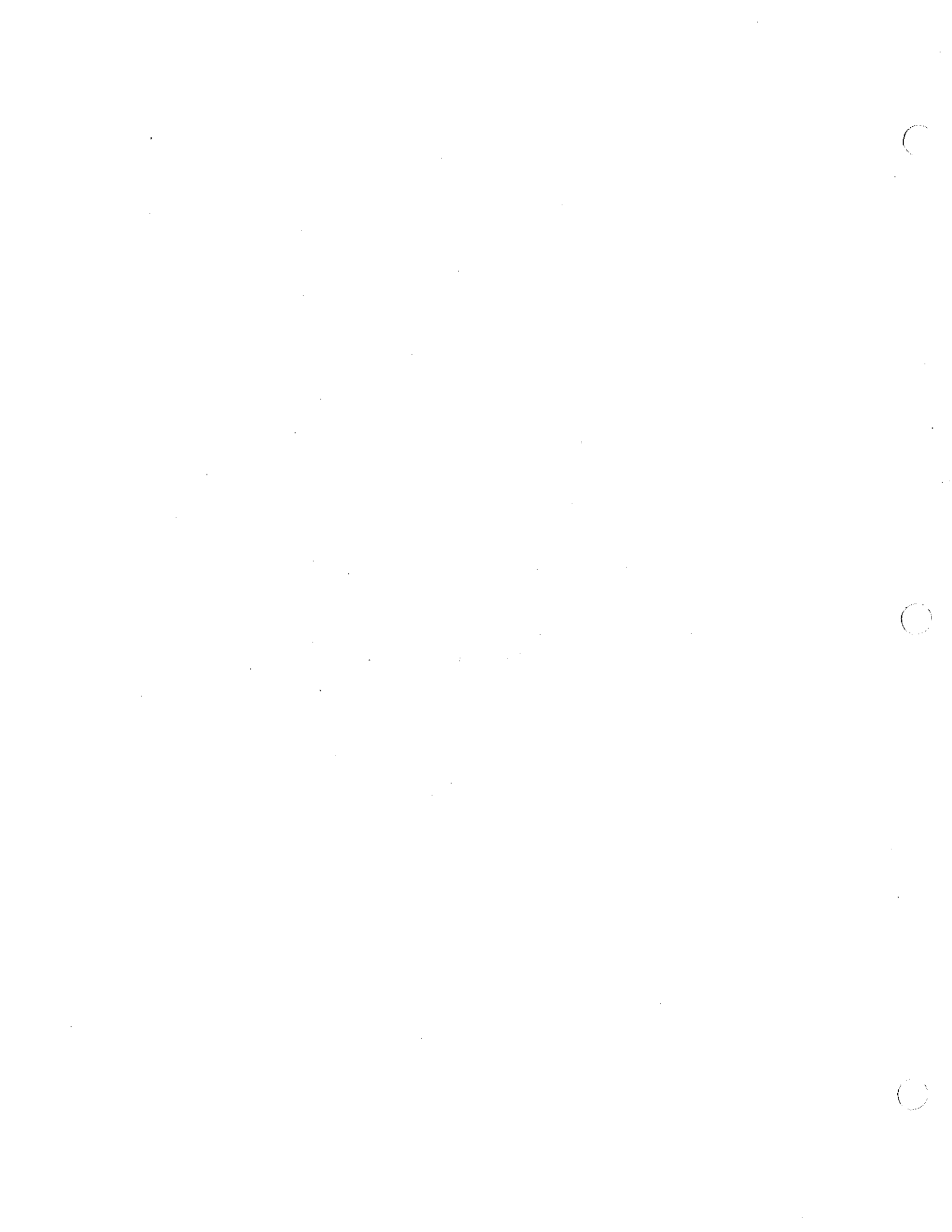
—Gretchen A. Kalwinski, ALTA Program & Publications Associate

Librarians' Calendar Proves Handy for Trustees

A pocket-sized reference for librarians, offered at a recent ALA Conference, has proved its worth for trustees and library friends. Measuring only 3x7 inches, the little volume packs a wallop in useful facts. Says Gary Herald, CEO of the publisher, "It is truly international in scope; of over a thousand conference and meeting dates nearly 400 are foreign listings." The table of contents reveals Internet sites, abbreviations, information on the Newbery and Caldecott Medals, plus library awards and grants. Also included are graduate library programs in the US and Canada, state library agencies, and selected public and national

libraries. Book trade associations and book fairs are listed, along with networks and consortia. Published for two decades, the reference calendar is edited by Andrew Farkas, Director of Libraries, and Eileen D. Brady, Reference Librarian, both at the University of North Florida.

Currently in its third edition, the guide may be ordered by e-mail at: ambassador@absbook.com. The publisher is Ambassador Book Services, Inc., of Hempstead, NY.



Regional Report from the West

FROM: JIM CONNOR

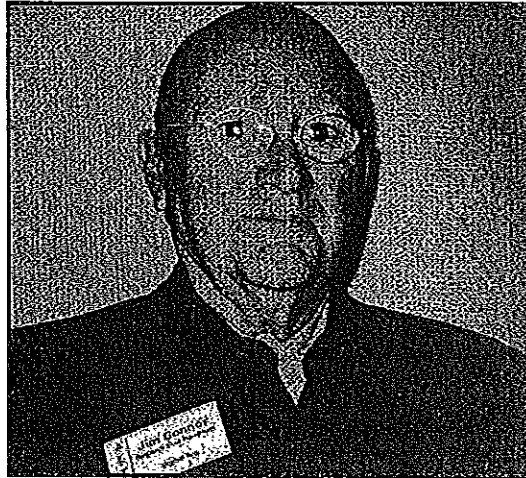
Regional Vice President, Region 10

Greetings from ALTA's Fortress of Freedom, Region 10 in Colorado, Wyoming, Utah, North Dakota and South Dakota!

"Library Advocacy" is the resounding battle cry from the five states in this vibrant and active region. Each of the five states presently has an active trustee advocacy team involved with local, state and national library issues.

There are dozens of important issues of a local nature, but there is an overall thread of two major concerns that stand out in all five states: protection of First Amendment rights and the preservation of adequate funding for the primary resource for free and unrestricted information in every community: the public library.

As I travel throughout the region I witness individual and group enthusiasm and dedication to improving our library systems. I feel truly proud to be part of this Fortress of Freedom team. Colorado, in addition to a strong legislative action team, has just completed a statewide Trustee Training Seminar to bring other community leaders into the mainstream of library advocacy. Wyoming's Library Trustees and Advocates



held a well-organized legislative reception to tell the library story to Wyoming's legislative leadership. Reports from Utah, North Dakota and South Dakota relate similar actions on behalf of their communities.

My travel schedule includes a visit to all five state conferences, as well as the ALA and PLA Conferences in 2004. My little Schwinn convertible is going to be worn out by the end of the year. I hope to see each of you at one of the many educational and networking opportunities presented in our association conferences. Please try to make at least one this year.

A former Chamber of Commerce manager, newspaper publisher and political consultant, Jim Connor offers his services as a speaker on several library-related topics.

From the Library Bill of Rights

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials

should not be excluded because of the origin, background, or views of those contributing to their creation.



Thomas Jefferson's Papers Are Now Online

The Library of Congress has just finished a huge project which should get history buffs around the world in high gear. All the Thomas Jefferson papers in the LC have been offered online, comprising over 27,000 items, the biggest collection of Jefferson original documents in the world! A great deal of the information is unique, documents that could not be found at local libraries. The online collection documents our third president in many

phases, covering Jefferson's days at the Second Continental Congress, his drafting of the Declaration, and his term as Governor of Virginia. His presidency, from 1801 to 1809, also is represented by many papers in this treasure trove. The Jefferson papers are just the latest in an enormous undertaking called The American Memory program. According to Librarian of Congress James H. Billington, this project makes over 8.5 million important historical items available online, free to all Americans. These include the LC's collections on Washington, Lincoln, and now Jefferson.

Summer deadline: April 1, 2004

ALTA Voice of
America's
Library
Trustees &
Advocates

American Library Association
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Chicago, IL 60611

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

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From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSSCLS/Associate Member Directors'" <mclshq@mcls.org>
Cc: "Susan McGlamery ...snip...
"smacgregor" <smacgregor@mcls.org>, "palger" <palger@mcls.org>
Subject: FW: [CALIX:2277] NEWS FROM THE CAPITOL

-----Original Message-----

From: owner-calix@listproc.sjsu.edu [mailto:owner-calix@listproc.sjsu.edu]
Sent: Monday, April 26, 2004 12:13 PM
To: CLA Listserve- CALIX
Subject: [CALIX:2277] NEWS FROM THE CAPITOL

April 26, 2004

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyists

Christina Dillon, Lobbyists

RE: NEWS FROM THE CAPITOL

LOCAL GOVERNMENT AND GOVERNOR'S OFFICE DISCUSSION ON BUDGET ISSUES

At the request of CLA Executive Director, Susan Negreen, and CLA Legislative Chair, Anne Cain, we have been asked to respond to a statement that was posted on CALIX last Friday, in regards to local government discussions relative to the Budget. The posting stated that the "*CSAC compromise is gaining favor with the Governor and for the most part is 'Christmas' for local government since it would be true reform for the first time since 1978, promising a return to property tax funding for local governments.*" The CALIX posting goes on to note that the CSAC compromise would "*take \$16 million from the Public Library Foundation.*" The posting asked if CLA was aware of the development and if "anyone was watching" on CLA's behalf.

We think the CALIX posting above makes reference to an alternative proposal that was originally offered by the Legislative Analyst's Office (including eliminating \$16 million from the Public Library Foundation) back in February, and then was subsequently modified by CSAC. While the CSAC proposal was less of a property tax hit to local governments, as compared to the Governor's plan, we would not qualify any of these major ERAF shift proposals as anything resembling "Christmas" for local governments – as, under any of these scenarios, cities, counties, and special districts would still be required to shift hundreds of millions of dollars to ERAF.

As many of you may have read, several of the major newspapers are reporting that representatives of the Governor's Office and local government officials have been having discussions, centering around the Governor's January Budget proposal to shift \$1.3 billion of property taxes from local government to help balance the Budget, and the so-called "LOCAL Initiative" that qualified for the November ballot last Friday. We wanted to let you know that libraries have been represented in those discussions. The

parties who have been invited to take part in the discussions with the Governor's Office are the League of Cities, CSAC, and the Special District's Association. We have been meeting regularly with one of the lead participants in the meetings, and have received briefings on the discussions almost daily. All parties involved have been asked to keep the discussions confidential until an agreement is reached, and we are honoring that commitment.

We have also been working with key legislators and staff who have been assisting us with the library components of the so-called "deal" with the Governor's Office. At issue is insulating special district and so-called "ERAF Orphan" libraries from any property tax shift, by utilizing SB 1648-Dills (statutes of 1994) – a little known law that would prohibit the future ERAF reduction from libraries. [see "News From the Capitol" February 5, 2004]. We are also working to try to maintain the \$15.8 million for the PLF Funding in the Governor's Budget. On CLA Legislative Day, the CLA leadership met with representatives from the Governor's Office regarding both of these components, and urged the Governor's strong support for protecting library funding.

While we would like to be able to share some of the components of the pending deal, the deal still remains in flux and, as referenced, we have been under a tight "gag order" since the talks began several weeks ago. Please note that CLA is looking out for your best interests and is working very hard to secure the best deal possible for the libraries, under these very challenging Budget circumstances. If an agreement is ultimately reached, it still must pass both houses of the Legislature before it would be in effect. We will provide you with all of the details as soon as the plan is fully developed and finalized by the Governor.

To: eminter@placentiallibrary.org
From: gneill@csda.net
Subject: Special District Reform (SB 1272) update

Dear CSDA Member,

Senate Bill 1272 was passed by the Senate Local Government Committee yesterday, with the commitment by Senator Ortiz to bring the bill back to the Committee prior to a Senate Floor vote. The bill, as amended, now moves to the Senate Appropriations Committee. During the hearing, Senator Ortiz offered numerous amendments and agreed to continue to meet with opponents to work on the provisions relating to ethics training, special district audits and the whistle-blower language. Senator Ortiz also indicated a willingness to continue a dialogue with opponents regarding the compensation/reimbursement provisions, although she indicated that she is strongly committed to the language currently in Senate Bill 1272. Among the main topics of discussion yesterday:

1. A 2-tiered structure for board member per meeting stipends. The first tier would relate to districts with 2 million or more population and \$100 million budgets, allowing board members to receive a stipend of up to \$100 per Brown Act noticed meeting, capped at 10 meetings per month. All other district board member stipends would be up to \$100 per Brown Act noticed meeting, capped at 6 meetings per month. For those districts with stipends below \$100 per meeting would remain at their current stipend level. For those few districts that pay board members a salary, Senator Ortiz indicated that she needs more information as to the history relative to those districts and will make a decision as to amendments, if any, at a later date. The Senator focused on districts receiving \$2000 plus per month in stipends and the fact that they are there to serve, not to collect a paycheck. The bill will also require directors to get preauthorization at a public meeting before going to other meetings like conferences where they would receive a stipend, and would require directors to give written reports on attendance at 'outside' events like conferences.
2. Confirmed that travel will be reimbursed only for that which is equal to state employees' travel reimbursement rates, and all expenses must have receipts in accordance with standard IRS accountable plan guidelines.
3. Confirmed that effective 1/1/05, no district may provide health/retirement benefits unless the board member pays 100% of the costs for such benefits.
4. Accepted the language of Costa's 2001 bill relating to ethics training. The language was removed from the final wording of the bill, and at the time related only to water districts and employees. To find a copy of that bill, go to www.leginfo.ca.gov, click on 'Bill Information', set the search for the 2001-02 legislative session, and search for 609. Click on 'SB 609', then, once you are in the 'Bill Documents' page, select the version of the bill from 07/20/2001.
5. Will continue to work on the audit component, as there is not only opposition from special districts, but also from auditors and CPAs.

Thanks to all that wrote opposition/concern letters to the Committee.

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The first part of the document
 discusses the importance of
 maintaining accurate records
 and the role of the
 auditor in this process.
 It also touches upon the
 ethical considerations
 that govern the profession.
 The second part of the
 document provides a
 detailed overview of the
 audit process, from the
 initial planning stage to
 the final reporting phase.
 This includes a discussion
 of the various types of
 audits and the specific
 procedures used to
 collect and analyze
 evidence.

The final part of the document
 discusses the challenges
 and opportunities
 facing the auditing
 profession in the
 21st century. It
 highlights the impact
 of technological
 advancements and
 the need for
 continuous
 professional
 development.



SPECIAL DISTRICT ALLOCATION FORMULA FOR SCHWARZENEGGER BUDGET AND REFORM PACKAGE DETAILS

As you are aware, Gov. Schwarzenegger yesterday announced an agreement with local governments that calls for local governments to contribute \$1.3 billion in additional funds in fiscal years 2004-05 and 2005-06 to help resolve the state's budget crisis. In exchange, the Governor will propose constitutional protection for local government revenues which will include a permanent cap on ERAF shifts beginning in 2006 and that will allow special districts, cities and counties to capture all future growth in property tax revenues.

Under the Governor's budget and reform package, the \$1.3 billion includes:

- \$350 million from cities
- \$350 million from counties
- \$350 million from special districts
- \$250 million from redevelopment agencies

Without this package, it is very likely that special districts will face an additional ongoing ERAF shift in excess of \$400 million annually. By limiting the agreed to contribution to two years, districts will save \$100 million immediately and billions in the long run.

This morning, the Schwarzenegger Administration approved a formula developed with input from CSDA and the special district community that determines how special districts will contribute to the new ERAF shift. Expectations given to us during negotiations with the Governor's Office included:

- Enterprise functions must bear a greater amount of the shift;
- Exemptions should be removed including multi-county;
- Minimal impact on public safety.

With these expectations, CSDA and the special district community reached a general consensus on the following principles:

- Every district that can participate should contribute, even those which may have been exempted in the past;
- Enterprise districts, which are perceived to have more mechanisms to generate additional revenue should pay a greater portion of the shift;
- Public safety and health care agencies should contribute at a reduced rate to protect emergency services;

- Multi-county districts and transit will be included in this shift at the same rate as single-county districts.

These principles led special districts to suggest the following formula which was subsequently accepted by the Administration.

- Enterprise districts will pay, as a total, no more than \$200 million in each of the next two fiscal years. This will result in enterprise districts will contributing approximately 40 percent of their net allocation of ad valorem property tax revenues. The actual percentage may increase or decrease somewhat depending upon whether the actual number of dollars to be collected under this formula exceeds, or fails to reach, a total of \$200 million.
- Non-enterprise districts will contribute approximately 25 percent of their net allocation of ad valorem property tax revenues in an amount not to exceed a total of \$150 million. Once again, the actual percentage may increase or decrease depending on whether the total collection would exceed or be less than the \$150 million cap.
- Districts that provide fire protection, police services and/or health care/hospital services *and receive over \$1 million in ad valorem property tax revenues* will shift 3 percent of their net property taxes. Funds collected from these districts will be attributed to the non-enterprise share (\$150 million) of the shift, but these districts will be exempt from any necessary additional shift needed to reach the total contribution. Fire, police and healthcare districts that receive less than \$1 million in net property tax revenues will not be required to participate in the shift.
- Multi-county and transit districts are included under the same percentages as their single-county counterparts. Therefore, a multi-county enterprise district would contribute at the 40 percent rate, a multi-county non-enterprise district would contribute at the 25 percent rate, and a multi-county public safety or health care district would be responsible for a 3 percent shift.

The budget package discussed above is coupled with a constitutional amendment that will secure the protection language and must be approved by the Legislature and the voters. The ballot measure will appear in November 2004. The LOCAL initiative will appear on the same ballot because it has qualified but will no longer be subject to an active campaign if the Governor's package is approved by the Legislature.

Beginning in fiscal year 2006-07, after the constitutional changes are approved by the Legislature and voters, ERAF shifts will be capped at 2003-04 levels and local districts will capture all new property tax revenues generated by growth. In addition, the Governor's budget and reform package will require payment of deferred mandate reimbursements to local government beginning in 2006-07. Mandates that cannot be funded will be void.

Gov. Schwarzenegger has vowed to campaign and raise funds, as he did for Propositions 57 and 58, on behalf of the constitutional amendment and to return long-term stability to local

government financing. A strong demonstration of unity in the special district community and throughout local government will be essential for approval of this agreement by the Legislature and voters. Your support of the LOCAL initiative is directly responsible for our ability to reach this agreement, and we urge you to support this plan with the same energy and dedication. As mentioned above, the LOCAL initiative remains on the November 2004 ballot and we will join our LOCAL partners in dedicating all of our efforts toward its passage in the event the Legislature does not approve the Governor's budget and reform package.

