

## Elizabeth Minter

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**From:** gneill@csgda.net  
**Sent:** Friday, January 28, 2005 12:58 PM  
**To:** eminter@placentalibrary.org  
**Subject:** CSGDA Legislative Update - January 28, 2005

CSGDA Legislative Information

### **PPIC poll finds early support for pension reform**

In a Public Policy Institute of California poll released today, at this early point in the debate, Californians appear to support altering the current state/local defined benefit pension system similar to the Governor's proposal, which would require all new state/local government employees hired on or after July 1, 2007, to be eligible only for a defined contribution retirement program. The poll found that 61% of the respondents favor the change; 25% were opposed; and 14% didn't know. (You can view the poll at [www.ppic.org](http://www.ppic.org) or in the [CSGA Members website](#), under Legislation & Action.) Keep in mind this poll is early in what promises to be a protracted debate in the Legislature and, failing action therein, an initiative or initiatives that will appear on a special election ballot later this year. Stay tuned...

### **Park bond eligibility – Information requested!**

A recently announced draft park bond contains an issue that causes problems each time a park bond is proposed. The definition of "district" restricts the bond money to districts that "employ a full-time parks and recreation director, offer year-round park and recreation services on lands and facilities owned by the district, and allocates a substantial portion of its annual operating budget to parks or recreation areas or facilities." This language precludes some of you that provide park and recreation services from receiving bond money – perhaps unfairly. We are wondering how many districts provide park and recreation services under statute, but would be excluded from bond money due to the above language, first so that we know the true extent of the issue and also so that we know which legislators to target if we are to try to change the language. If you are with a district that is affected by this language, please contact us by calling toll free 877/924-CSGA or by emailing [gneill@csgda.net](mailto:gneill@csgda.net). Please specify which district you are with and which of the above provisions excludes you, along with any other information you think may be helpful.

### **Cal/Fed funding in the State budget**

If you are not interested in the policy/funding issues surrounding Cal/Fed, please feel free to skip to the next section. For all others, during Wednesday's Senate Budget and Fiscal Review Committee's hearing on the Governor's proposed 2005-06 state budget, Senator Kuehl, chair of the Senate Natural Resources and Water Committee and Senate Budget Subcommittee # 2, informed State Finance Director Campbell that she intends to zero-out Cal/Fed's budget. As you may know, the Governor has proposed to submit a final funding plan in his May Revision, allowing negotiations currently underway among stakeholders to reach an accord in time for the May Revision. Senator Kuehl told Campbell that that timeframe was unacceptable, as it would not allow sufficient time for the Subcommittee to review the plan in detail. Senator Kuehl also indicated that Senate Bill 113 by Senator Machado will be used as the vehicle to move both the policy and funding issues forward, including the issue of how fees will be allocated among water users. To note, Senator Kuehl's comments were offered as advisory to Campbell so as not to blindside the Administration, and were in no way threatening. Campbell responded that he understood Senator Kuehl's proposed action and indicated his and the Administration's full cooperation.

### **CSDA Reserve Guidelines available for free**

In light of recent comments by Senate President Pro Tem Don Perata, which might be interpreted as a precursor to an attack on special districts' prudent reserves, CSDA is encouraging all districts to review their reserve policies as soon as possible. You can download CSDA's Reserve Guidelines for free in the CSDA Members website, under Member Services. You can also purchase a bound copy for a nominal fee by visiting <http://csda.net/images/pubsform.pdf> or calling CSDA for an order form, toll free, at 877/924-CSDA. Perata has also announced that policy committees would hold hearings around the state during February to consider a number of the more controversial proposals contained in the Governor's proposed 2005-06 State Budget, possibly including the reserves issue. We will provide more information about the dates and times of those meetings when it is available.

### **CSDA Legislative Committee packets now available online**

This year, for the first time, the CSDA Legislative Committee agendas and meeting packets are available for all members to view online. For those of you who are interested in more in-depth coverage of political and legislative issues affecting special districts, you can find the first meeting packet in the Legislation & Action section of CSDA Members website. The second Legislative Committee meeting will be held on February 25, and the packet for that meeting will be posted about a week beforehand.

### **CSDA has moved, please change our address in your records**

Late last year, CSDA and SDRMA moved into the same building in downtown Sacramento, just blocks from the Capitol building. If you haven't yet changed our address in your records please do so, as we are still receiving some mail forwarded from our old address. Our new address is 1112 I Street, Suite 200, Sacramento, CA 95814. All of our phone numbers and other contact information remain the same. Thank you!

### **Legislative Updates available by email or fax for all member agencies' officials and employees**

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll free 877/924-CSDA or by emailing [gneill@csda.net](mailto:gneill@csda.net). You can find old updates in the CSDA Members website of [www.csda.net](http://www.csda.net). If you don't know your agency's username and password for the CSDA Members website, please email Laura Labanieh at [laura@csda.net](mailto:laura@csda.net) or call us at our toll free number, 877/924-CSDA.

CSDA...keeping special districts informed!

1112 I Street, Suite 200 \* Sacramento, CA 95814  
(916) 442-7887 \* (916) 442-7889 fax  
(877) 924-CSDA \* [www.csda.net](http://www.csda.net)

## Elizabeth Minter

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**From:** gneill@csda.net  
**Sent:** Friday, January 21, 2005 4:53 PM  
**To:** eminter@placentialibrary.org  
**Subject:** CSDA Legislative Update - January 21, 2005

CSDA Legislative Information

### Senate and Assembly Democrats take Governor's Budget Statewide

During press briefing on Wednesday and Thursday, Senate President Perata and Assembly Speaker Nunez announced plans to "take the Governor's proposed budget to the people." While no schedule has been released as of this writing, the Speaker and Senate President indicated that policy committees would hold hearings around the state during February to consider a number of the more controversial proposals contained in the Governor's proposed 2005-06 State Budget. Among the issues cited by Perata and Nunez are:

1. The education components offered by the Governor;
2. The Governor's proposal to prohibit "defined benefit" retirement plans to new state and local government employee after July 1, 2007;
3. A review of the current use of redevelopment; and,
4. **"The hundreds and hundreds of millions of taxpayer dollars embargoed by special districts."** Water and sewer special districts were specifically mentioned.

No details were available relative to Senate President Perata's comments about special districts, but indications are that the reference was to special district reserves. We will provide more information when it is available. Members can download a copy of CSDA's Reserve Guidelines for free from the Members section of the CSDA website. Call us toll free at 877/924-CSDA for your district's password.

### CSD enabling code rewrite

The Senate Local Government Committee in recent years has been streamlining and modernizing the enabling codes for special districts. They have recently rewritten the codes for mosquito and vector control districts and cemetery districts. These rewrites are designed to be helpful, not restrictive, and committee staff involves districts heavily in the discussions. CSDA is heavily involved in the ambitious effort to rewrite the code sections for community service districts. The two main discussion items have been whether or not CSDs should have the authority to enforce CC&Rs, which is commonly done by homeowners' associations. Currently only a few districts are authorized to do so. There was also heavy discussion as to whether new CSDs should be allowed to form as a dependent district (i.e. have the local Board of Supervisors or City Council act as the governing board of the district). CSDA Executive Director Catherine Smith, along with other staff and several CSDA members have attended the work group meetings, and the first draft of the new law should be ready for review within the next couple of weeks.

### Legislative Updates available by email for all member agencies' officials and employees

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll free 877/924-CSDA or by emailing [gneill@csda.net](mailto:gneill@csda.net). You can find old Legislative Updates in the 'Members Only' section of [www.csda.net](http://www.csda.net). If you don't know your agency's username and password for the 'Members Only' section, please contact us at our toll free number, 877/924-CSDA.



**Elizabeth Minter**

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Monday, February 07, 2005 9:25 AM  
**To:** 'MCLS/SLS/SSCLS Directors'  
**Cc:** shaber; bchute; bcusten; bgallardo; ccarlisle; cfrenger; hfirchow; jlambert; mgermroth; mwomack; 'palger'  
**Subject:** FW: [CALIX:3549] News from the Capitol

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

**From:** owner-calix@listproc.sjsu.edu [mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen  
**Sent:** Friday, February 04, 2005 5:19 PM  
**To:** CLA Listserve- CALIX  
**Subject:** [CALIX:3549] News from the Capitol

February 4, 2005

**To:** CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS  
**From:** Mike Dillon, CLA Lobbyist  
Christina Dillon, CLA Lobbyist  
**Subject:** LEGISLATIVE UPDATE

**LITTLE HAPPENING IN SACRAMENTO**

Subsequent to the Governor's speech, where he discussed his initiatives and the submission of his Budget, little has been happening in Sacramento. In response to the Governor's major initiatives - Legislative Redistricting, a cap on State Expenditures, changing STRS & PERS to defined contribution plans, eliminating teacher tenure - both the Assembly and the Senate Democrats have planned hearings throughout the state for "public input" on the Governor's plan. Budget Subcommittee hearings are also scheduled in Sacramento on major provisions of the Governor's Budget.

Meanwhile, the Governor had intended for the Senate and Assembly to begin holding hearings on his reforms, immediately at the Capitol, in a January and February "Special Session." Now, both the Governor and Legislature have been recently engaged in verbal jousting matches, as the legislature claims they are awaiting "greater detail" on the Governor's reforms before hearings at the Capitol can commence, while the Governor is chiding the legislature for their perceived "inactivity."

**II. PRELIMINARY REVIEWS OF THE GOVERNOR'S PROPOSED BUDGET**

Last week, both the Assembly and Senate Budget Subcommittees held brief overview hearings on the Governor's proposed 2005-06 State Budget. Assemblyman John Laird, new Chair of the Assembly Budget Committee, opened the Assembly hearing by stating that this "is one of the most difficult budget years in California's history." He went on to add that this year's budget process would involve hearings throughout the state so that "the people of California could be heard." Meanwhile, on the Senate side, new State Finance Director (and former State Senator and Congressman) Tom Campbell, attempted to defend the Governor's radical proposal to trigger across-the-board cuts in all areas of the Budget, in future years when expenditures exceed revenues. Legislators cautioned that K-12 education and health and human services would likely bear the brunt of those cuts. The budget bills, Assembly Bill 90 (Laird) and Senate Bill 52 (Chesbro), will serve as the budget bills for the Assembly and Senate, respectively. Multiple "trailer bills" will also be introduced in both houses as vehicles for statutory changes necessary to implement the final budget agreement.

**III. LAO OVERVIEW OF THE GOVERNOR'S BUDGET**

Elizabeth Hill, the State Legislative Analyst, recently released her office's Overview of the Governor's Budget. The overview states, "The Governor's proposal contains significant programs' savings, particularly in K-12 education, social services, transportation - - and borrowing to address the State's 2005-06 budget shortfall. While the 2005-06 proposal has several positive attributes, it falls well short of addressing the State's ongoing projected fiscal imbalances. Moreover, its budget reform proposals would put more future state spending on 'cruise control' and hamper the ability of future policy makers to establish budget priorities." In her remarks before the Budget Subcommittees, she noted that the Governor's proposed Budget would take care of only one-half of the \$10 billion deficit problem the State is facing in 2006-07. The Analyst's actual analysis of the Governor's Budget is not due out until the last week in February. The traditional two-inch thick document will be the starting point for various subcommittees in both the Assembly and Senate to begin discussions on the Governor's Budget, starting in early March. In the meantime, with the final bill introduction deadline of February 18th, relatively few bills have been introduced to-date. Consequently, there is little activity around the Capitol these days with brief Senate and Assembly Floor Sessions on Mondays and Thursdays only.

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Views expressed on CALIX are the opinion of the sender and do not necessarily reflect the position of the California Library Association.

How to get off CALIX: Subscribers are strongly encouraged to keep abreast of CLA and California library news via this mailing list.

To sign off from the list, send email to [listproc@listproc.sjsu.edu](mailto:listproc@listproc.sjsu.edu) with the following request: SIGNOFF CALIX or UNSUBSCRIBE CALIX in the body of the message. Make sure your subject line is blank and nothing other than the command is in the body of the message.

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TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: February 22, 2005

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

Provided below is a list of active PLLS partnerships/coalitions in the community. Those with an asterisk (\*) are pending and have not yet begun.

- ♦ Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. Last school year, we had over 100 high school tutors participating in PRREP.
  - ♦ Spanish Literacy is partnership with Even Start at Ruby Drive Elementary School where we offer Spanish literacy classes on Friday mornings.
  - ♦ Federal Work Study (FWS) is a partnership between Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has more than 30 FWS staff. Cal State Fullerton and PLLS have two partnerships: 1. the Department of Human Services Intern Program, and 2. Service Learning.
  - ♦ Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
  - ♦ *EVEN START* collaboration with Ruby Drive Elementary School began in FY 2003-04 and will continue this FY.
  - ♦ Last year, PLLS had its first two interns from Troy Tech. We hope this is the beginning of many interns coming to the Library from Troy High School.
  - ♦ PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs, and we are eligible this school year, 2004-05. Our first IB intern started in November.
- to start an ESL class at their center. We started two classes there, with a total of 10 students, in December, and they continued in January.
- ♦ In November, we tested 15 employees at Vita-Herb Nutraceuticals, Inc., a company in Placentia, and we started two classes with 14 students in January.










TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: February 22, 2005

**SUBJECT: Poet Laureate.**

The Program Committee met with Meredith Laskow, Poet Laureate of the Placentia Library District, once since the last Library Board Meeting.

Ms. Laskow provided us information on how to apply for mini grants from Poets and Writers Magazine, and we have submitted a grant for a poetry program on February 26 featuring Michael Kramer. The title of his workshop is: From the Mundane to the Sublime: How to Take the stuff of Ordinary Lives and Make it Poetry." Depending on the success of this program, we may have two additional poetry workshops in the spring.

We plan to continue to outreach at local senior centers this calendar year and plan a possible poetry event during National Poetry Month in April 2005.





orange county council of governments  
Regular Meeting of the  
**BOARD OF DIRECTORS**

Meeting Date / Location

Thursday, January 27, 2005  
9:00 a.m. – 11:00 a.m.  
Orange County Sanitation District  
10844 Ellis Avenue  
Fountain Valley, California.

AGENDA ITEM

STAFF

PAGE

Agenda descriptions are intended to give notice to members of the public by providing a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff's recommendation. The Board of Directors may take any action which it deems appropriate on the agenda item and is not limited in any way by the recommended action.

**PLEDGE OF ALLEGIANCE:**

**I. CALL TO ORDER / ROLL CALL**

(Chair Lou Bone)

- Lou Bone, Chair, District 17
- Richard Dixon, Vice-Chair, District 13
- Cathryn DeYoung, District 12
- Tod Ridgeway, District 14
- Gus Ayers, District 15
- Vacant, District 16
- Alta Duke, District 18
- Robert Hernandez, District 19
- Marilyn Poe, District 20
- Art Brown, District 21
- John Beauman, District 22
- Debbie Cook, District 64

- Vacant, Cities At-Large
- Bill Campbell, County At-Large
- Phil Anthony, ISDOC
- Peter Herzog, OCD, LOCC
- Jim Fenyman, OCSD
- Vacant, OCTA
- Chris Norby, SCAG-County Rep. (not activated)
- Bill Craycraft, SCAQMD – Cities Representative
- Jim Silva, SCAQMD – County Representative
- Dave Swerdlin, TCAs
- Owen Holmes, University Representative
- Kristine Thalman, Private Sector

**II. OATH OF OFFICE**

(Clerk of the Board)

An oath of office will be administered to members and alternates present who are joining the OCCOG Board of Directors.

- cities
- Alliso Viejo
- Anaheim
- Brea
- Buena Park
- Costa Mesa
- Cypress
- Dana Point
- Fountain Valley
- Fullerton
- Garden Grove
- Huntington Beach
- Irvine
- La Habra
- La Palma
- Laguna Beach
- Laguna Hills
- Laguna Niguel
- Laguna Woods
- Lake Forest
- Los Alamitos
- Mission Viejo
- Newport Beach
- Orange
- Placentia
- Rancho Santa
- Margarita
- San Clemente
- San Juan
- Capistrano
- Santa Ana
- Seal Beach
- Stanton
- Tustin
- Villa Park
- Westminster
- Yorba Linda

- County of Orange
- agencies
- Costa Mesa Sanitary District
- East Orange Water District
- El Toro Water District
- Emerald Bay Service District
- Irvine Ranch Water District
- Los Aliso Water District
- Mesa Consolidated Water District
- Moulton Niguel Water District
- OC Fire Authority
- OC Sanitation District
- OCTransportation Authority
- OC Water District
- Placentia Library District
- Rossmoor/Los Alamitos Area
- Sewer District
- Serrano Water District
- Silverado-Modjeska Parks
- & Recreation District
- South Coast Water District
- Trabuco Canyon Water District
- Transportation Corridor
- Agencies

### III. PUBLIC COMMENTS

At this time members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the Board on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the Clerk of the Board prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Board of Directors in writing and only pertinent points presented orally.

### IV. CONSENT CALENDAR

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed from the Consent Calendar for separate action or discussion.

- A. Minutes from December 7, 2004 (Clerk of the Board)

Recommended Action: Approve minutes.

- B. Report on the OCCOG TAC (Tracy Sato,  
OCCOG TAC Chair)

Recommended Action: Receive report.

- C. Air Quality Report (Annabel Cook)

Recommended Action: Receive report.

### V. ACTION ITEMS

- A. Election of OCCOG Board Chair and Vice-Chair for 2005 (Annabel Cook)

Recommended Action: Elect OCCOG Board Chair and Vice-Chair for service during calendar year 2005.

- B. Adoption of OCCOG Board Meeting Dates for Calendar Year 2005 (Annabel Cook)

Recommended Action: Adopt Board meeting dates for calendar year 2005.

### VI. REPORTS

- A. Report on OCCOG Board Configuration and an Additional Ex Officio Seat (Annabel Cook)

Recommended Action: Receive and file.

\* Minutes from Dec 7, 2004 and Jan 17, 2005 are not included but will be forwarded under separate cover.



# State of California

## Kevin Shelley

### Secretary of State

#### STATEMENT OF FACTS ROSTER OF PUBLIC AGENCIES FILING (Government Code Section 53051)

Instructions:

1. Complete and mail to: Secretary of State,  
P.O. Box 942877, Sacramento, CA 94277-0001 (916) 653-3984
2. A street address must be given as the official mailing address or as the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, please include information on an 8½ X 11 page.

New Filing  Update

Legal name of Public Agency: Placentia Library District

Nature of Update: Required by SDRMA

County: Orange

Official Mailing Address: Placentia Library District 411 E. Chapman Avenue, Placentia CA 92870

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): President

Name: Al Shkoler Address: 1120 Cypress Point Dr., Placentia, CA 92870

Secretary or Clerk (Indicate Title): Secretary

Name: Gaeten Wood Address: 705 Alcott Ave., Placentia, CA 92870

Members:

Name: Richard DeVecchio Address: 619 Cooper Dr., Placentia, CA 92870

Name: Lillian B. Escobosa Address: 2034 Brittany Pl., Placentia, CA 92870

Name: Jean Turner Address: 530 Lyons Wy., Placentia, CA 92870

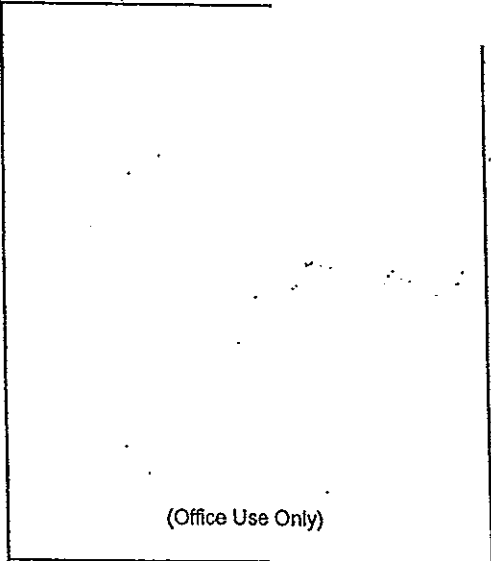
Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date: Jan 17, 2005

Signature

Elizabeth D. Minter, Library Director  
Typed Name and Title







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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** February 22, 2005

**BACKGROUND**

The recent Legislative Alerts from the California Special Districts Association are contained in Agenda Item 24.

President Shkoler and Trustee Wood attended the meeting of the Coalition of Independent Special Library Districts on Saturday, January 22, 2005 at the Buena Park Library. The meeting notes provided by staff are Attachment A.

News from the State Library is that the Public Library Funds have been approved and are expected to be distributed within four to six weeks.

Placentia Library will be hosting State Librarian Susan Hildreth for a Santiago Library System Council Meeting on April 4. She has been invited to the meeting to get to meet the Library Directors and to discuss some of the statewide public library issues that have caused us concern.

All of the Public Library Directors have been invited to a meeting in Sacramento on March 16 and 17 to meet with Ms. Hildreth and learn about changes in staff and services at the State Library. Travel and lodging expenses are being paid by the State Library.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

Notes from 1/22/2005 meeting of the Council of Independent Special District Libraries

Attendees: (Buena Park) Director Louise Mazerov and Trustee Bob Niccum; (Palos Verdes) Director Kathy Gould, Trustees Jane Jones, Bill Lama, Bob Lee, Ted Paulson; (Placentia) Trustees Al Shkoler and Gae Wood; (Dixon) Gregg Atkins (CSDA via teleconference) Geoffrey Neill.

Legislative News:

Geoff and Kathy (who is on the CSDA Legislative Committee) discussed the recent committee meeting and possible results of the Governor's January State of the State and budget release. His May revision is expected to change things.

Hot topics include:

- Pension Reform: there will probably be legislation introduced that will do away with defined pension plans and create defined contribution plans. A sub-committee will work on researching if there is a problem, what are the future obligations of the various districts and are there other alternatives.
- Prop 1A and possible attempts to overturn parts of it
- Possible ballot measure that will trigger across the board cuts if a budget is not passed on time and a state of emergency is declared
- Believe by some that Special Districts have "hundred of millions" of reserves: Geoff urged all of us to be sure we have a reserve policy and referred us to the CSDA website for guidelines
- Sen. Ortiz and good governance issue: ethics training and audit requirements, working on an Assembly alternative

Geoff was asked to continue to keep us updated as things come up that may affect us. Send Kathy Gould questions and concerns.

Gregg discussed the fact that Dixon was formed under a part of the education code that required their name to be part of the school district. They are working with their local assemblyperson on a bill that will allow them to change their name. They hope to go to the voters in another year for a bond measure.

Day in the District:

A discussion on upcoming Day in the District was held and everyone commented on how important it was to try to meet with your local legislator or his or her field representative. Kathy will develop a letter introducing us as a group that anyone can use.

When contacting local legislators at the federal level it was mentioned that fax instead of mail is preferred since recent anthrax threat means mail is often

delayed. Also, sending communication to local offices works just as well as to Sacramento or D.C.

The letter introducing us as a coalition will be "tweaked" so we can use it to send to the Dillons (CLA), State Library and other organizations.

Questions to those who were not at the meeting:

Trying to encourage as much participation as possible Gregg, Kathy and Louise will contact the rest of the Special District libraries.

- Would others be able to participate if our meetings were held at a different time or day of the week?
- Would anyone like us to forward information from the CSDA (updates)?
- Let them know we now have teleconferencing equipment for our meetings that allows them to participate from their site.
- Does everyone still want to be included in our contacts?



**Placentia Library District**  
411 East Chapman Avenue  
Placentia, CA 92870



**Buena Park Library District**  
7150 La Palma Avenue  
Buena Park, CA 90620



**Palos Verdes Library District**  
701 Silver Spur Road  
Rolling Hills Estates, CA 90274



**Dixon Unified School District  
Library District**  
230 North First Street  
Dixon, CA 95620

January 24, 2005

Dear California Legislators:

The Coalition of Independent Special District Libraries was recently established to promote the interests of California's 11 independent special district libraries. Formed in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries, we have a proud tradition of providing excellent public library services to communities across the state.

The Independent Special District Libraries of California occupy a unique niche:

- Unlike most public libraries we are governed by locally-elected boards rather than cities or counties governments. Local property taxes contribute over 90% of our operating revenues.
- Unlike many special districts we have limited opportunities to generate supplemental revenue without compromising our mission of providing free access to information and library services to the people of California.

As the 2005/2006 budget season gets underway, we ask that you consider the important role played by **all** public libraries, and the particular circumstances of the independent special district libraries by:

- Supporting the will of the people of California who overwhelmingly supported Proposition 1A in order to ensure that local property tax revenues are available for the provision of local services
- Maintaining funding for the Public Library Foundation (PLF) which is an important source of revenue for all public libraries in California
- Continuing to support the California State Library, which plays an important role in coordinating and enhancing library services across the state and ensuring the efficient and effective distribution of Federal grant funds to California libraries

Sincerely,

The Coalition of Independent Special District Libraries

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Final Adoption of Placentia Library District Policy 2125, Notary Public Services.  
**DATE:** February 22, 2005

**BACKGROUND:**

- 📖 At its meeting on October 25, 2004 the Library Board of Trustees authorized the addition of Notary Public Services at a cost of \$10.00 per signature.
- 📖 At its meeting on December 20, 2004 the Board defined the staff parameters for implementing the Notary Public service.
- 📖 At its meeting on January 17, 2005 the Board adopted Placentia Library District Policy 2125, Notary Public Services as a first reading and referred it for staff review.

Placentia Library District Policy 2125, Notary Public Services, Attachment A, is a policy to establish the staff training and procedures for California Notary Public activities. It was presented to staff on January 19 and comments were due to the Library Director by February 7. No comments were received. The only change recommended is to insert the word "concurrently" in section 2125.2.

According to the provisions of Placentia Library District Policy 1010, new policies must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted.

**RECOMMENDATION:**

Adopt Placentia Library District Policy 2125, Notary Public Services.

*Good Bell*



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Notary Public Training and Services  
**POLICY NUMBER:** 2125

**2125.1** Employees of the District are encouraged to become State of California certified Notary Publics and to use that certification at Placentia Library.

**2125.2** The District will pay for the training, testing and supply costs for up to five employees concurrently. To be eligible for this program, the employee must receive advance approval from the Library Director.

**2125.2.1** Employees must be working a minimum of twenty hours per week.

**2125.2.2** Employees must be willing to perform their Notary duties as part of their Library job assignments.

**2125.2.3** Preference will be given to employees who work in Circulation and Technical Services areas who have the flexibility in their public desk schedules to perform the Notary duties. Other staff will also be considered on a space available basis.

**2125.2.4** Staff who fail to pass the certification test on the second attempt will become ineligible to participate in the program.

**2125.2.5** Class and testing time will not be considered part of the work week.

**2125.2.6** Staff may use their Notary certification and equipment for personal use on their own time.

**2125.2.7** Staff members who leave District employment, or discontinue Notary certification or services, in less than thirty-six months, will be responsible for reimbursing the District for the pro-rata balance of their training, exam(s), equipment and supplies. The reimbursable amount will be deducted from their final paycheck. If a Notary stays certified and active for thirty-six (36) months or more that they will not be responsible for reimbursing the District for their training, exam(s), equipment and supplies.





**2125.3** Requests for Notary Public training should be submitted to the Library Director in writing. The employee will be notified of approval, or the reasons for disapproval.

**2125.4** Upon completion of the Notary certification the employee is responsible for providing a copy of the Certificate to the Library Director. The Certificate is required before the equipment and supplies may be ordered.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Final Adoption of Revisions to Placentia Library District job descriptions for Library Aide, Clerk I, Clerk II and Library Assistant to include the California Notary Public activities.

**DATE:** February 22, 2005

**BACKGROUND:**

- ☞ At its meeting on October 25, 2004 the Library Board of Trustees authorized the addition of Notary Public Services at a cost of \$10.00 per signature.
- ☞ At its meeting on December 20, 2004 the Board defined the staff parameters for implementing the Notary Public service.
- ☞ At its meeting on January 17, 2005 the Board adopted revisions to Placentia Library District job descriptions for Library Aide, Clerk I, Clerk II and Library Assistant to include the California Notary Public activities, as a first reading and referred them for staff review.

Placentia Library District Policies 2325, Job Description - Library Aide (Attachment A); 2323, Job Description - Library Clerk (Attachment B); 2321, Job Description - Library Clerk II (Attachment C); and 2319, Job Description - Library Assistant (Attachment D) need to be revised to include the potential new job responsibilities for notary public services.

The proposed new job descriptions were presented to staff on January 19 and comments were due to the Library Director by February 7. No comments were received. Three individuals have let the Library Director know that they intend to apply for Notary Certification.

According to the provisions of Placentia Library District Policy 1010, revised policies must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted.

**RECOMMENDATION:**

Adopt revisions to Placentia Library District Policies 2319, Job Description - Library Assistant; 2321, Job Description - Library Clerk II; 2323, Job Description - Library Clerk; and 2325, Job Description - Library Aide.



# Placentia Library District

## POLICY HANDBOOK

**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** Works at the Circulation Desk checking-out library materials, collecting fines and fees, registering new patrons, renewing patron registrations and assisting patrons with the use of the photocopy machines. These activities will be performed on in the presence of, and under the direct supervision of, a Library Clerk.

**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.

**2325.1.5** If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

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### 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.

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- 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.
- 2325.6.7 Searches for library materials on the shelves as assigned by Library staff.
- 2325.2.8 Runs errands for Library staff.
- 2325.2.9 Retrieves newspapers and magazines from storage areas.
- 2325.2.10 Assists public with unloading gift books and magazines from their cars.
- 2325.2.11 Re-stocks the vending machines.
- 2325.2.12 Sets up and breaks 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.

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

**2325.5.1.6** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2325.6** Work Environment

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

**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.



# Placentia Library District

## POLICY HANDBOOK

**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 and employee complaints.

**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 substitute clerks or volunteers.

**2323.1.5** If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

### **2323.2** Typical Tasks

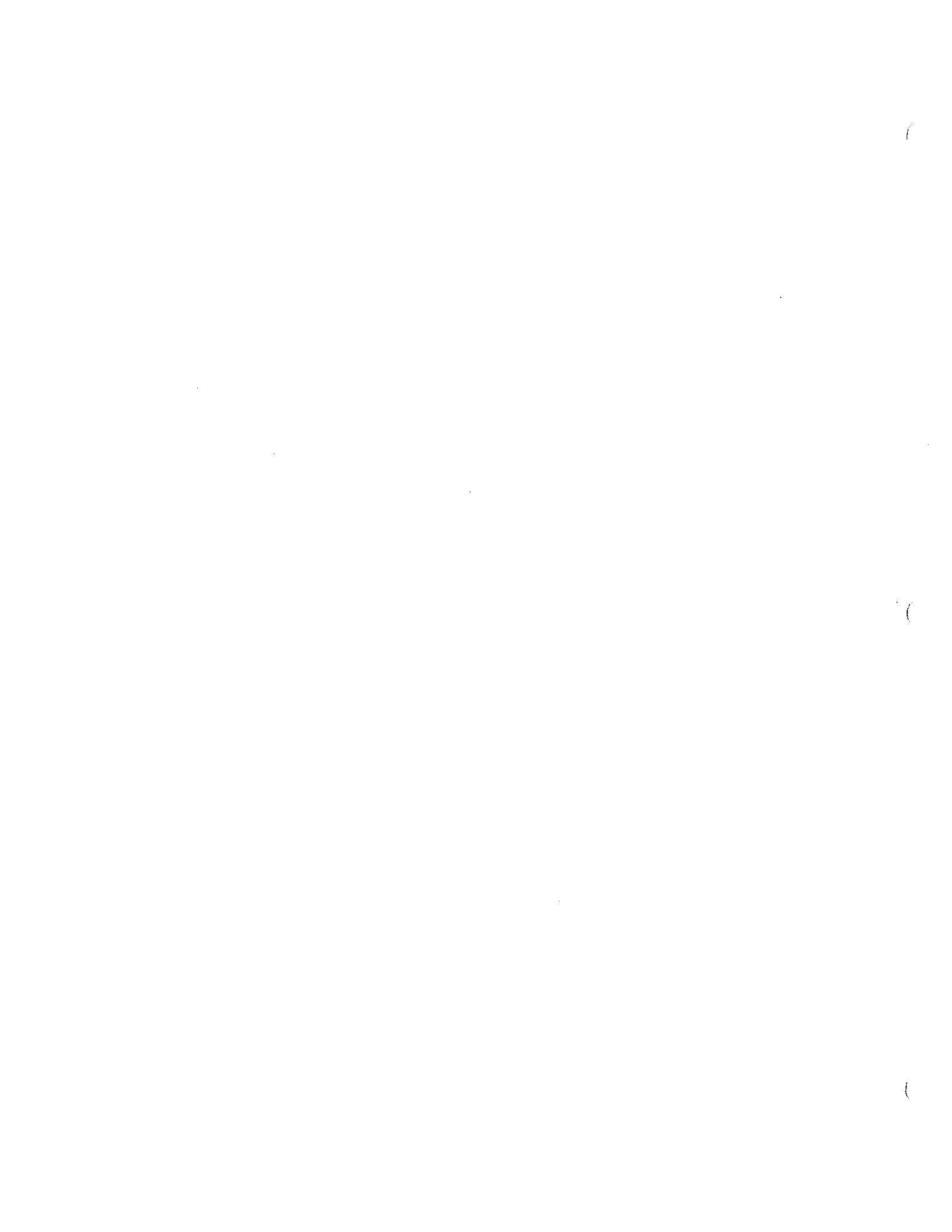
**2323.2.1** Locates, checks-in and checks-out library materials for customers.

**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 and be a United States citizen.
- 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.

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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.

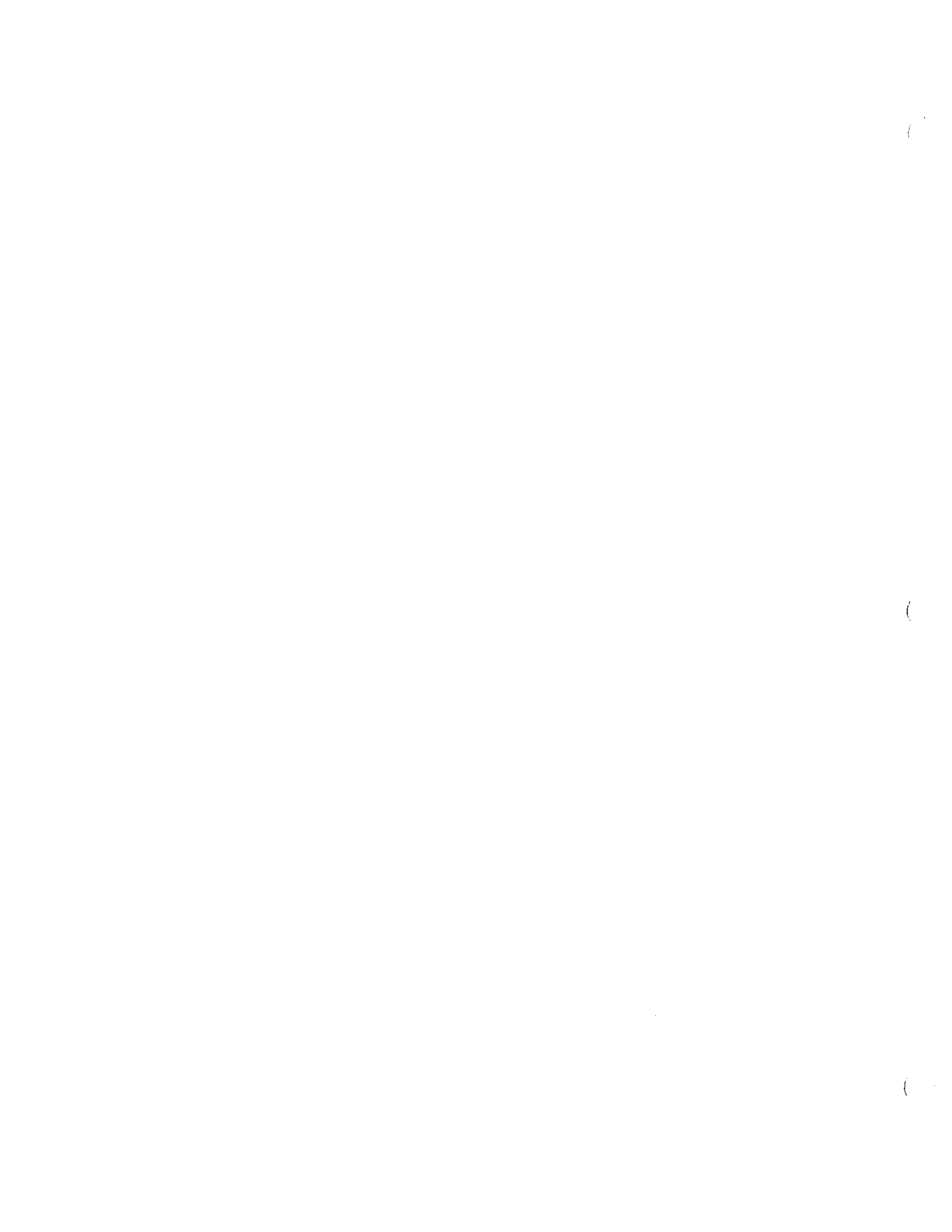
2323.5.1.4 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2323.5.1.5 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### 2323.6 Work Environment

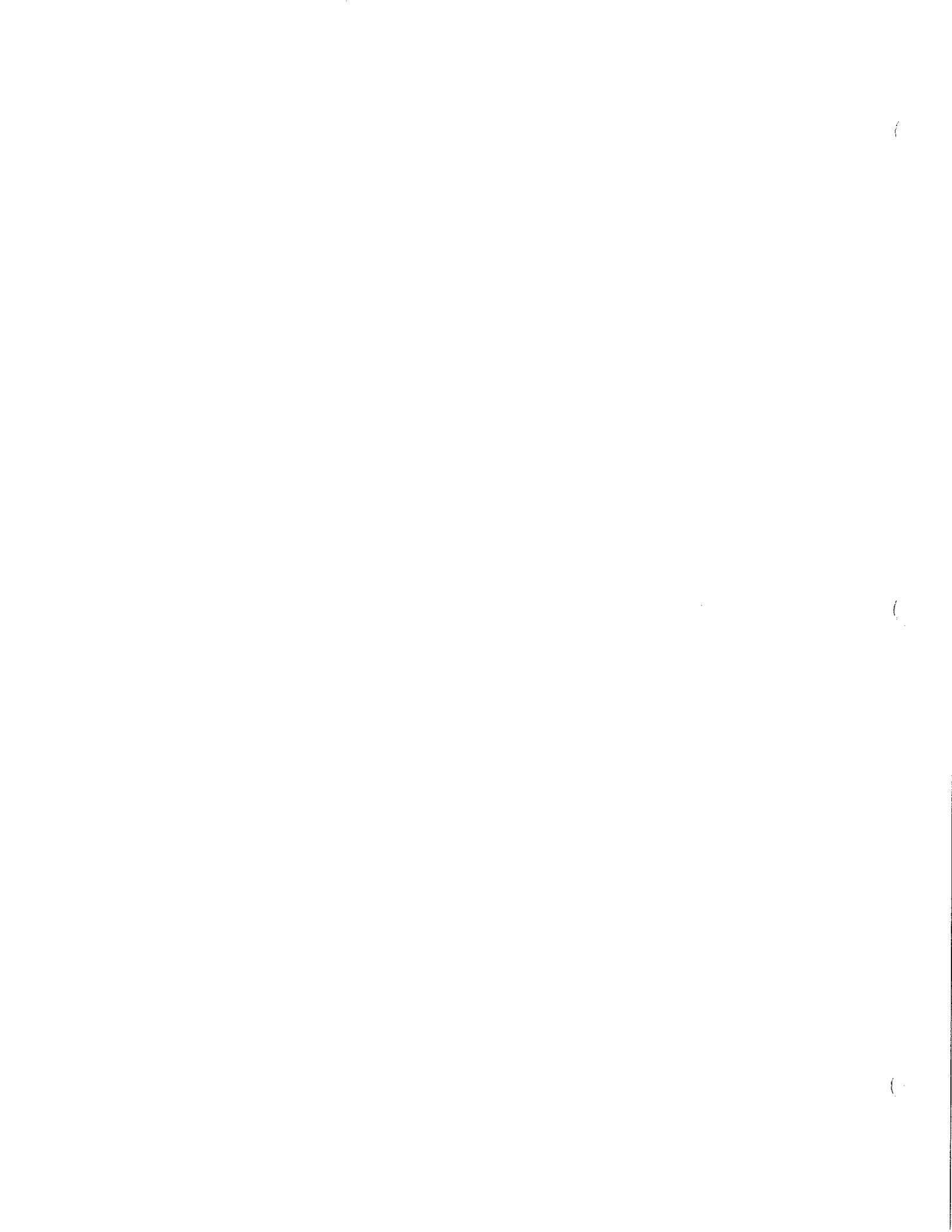
2323.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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**2323.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – 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 and employee complaints.

**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, substitute clerks or volunteers.

**2321.1.7** If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

### **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 and be a United States citizen.

**2321.4** Knowledge and abilities:

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

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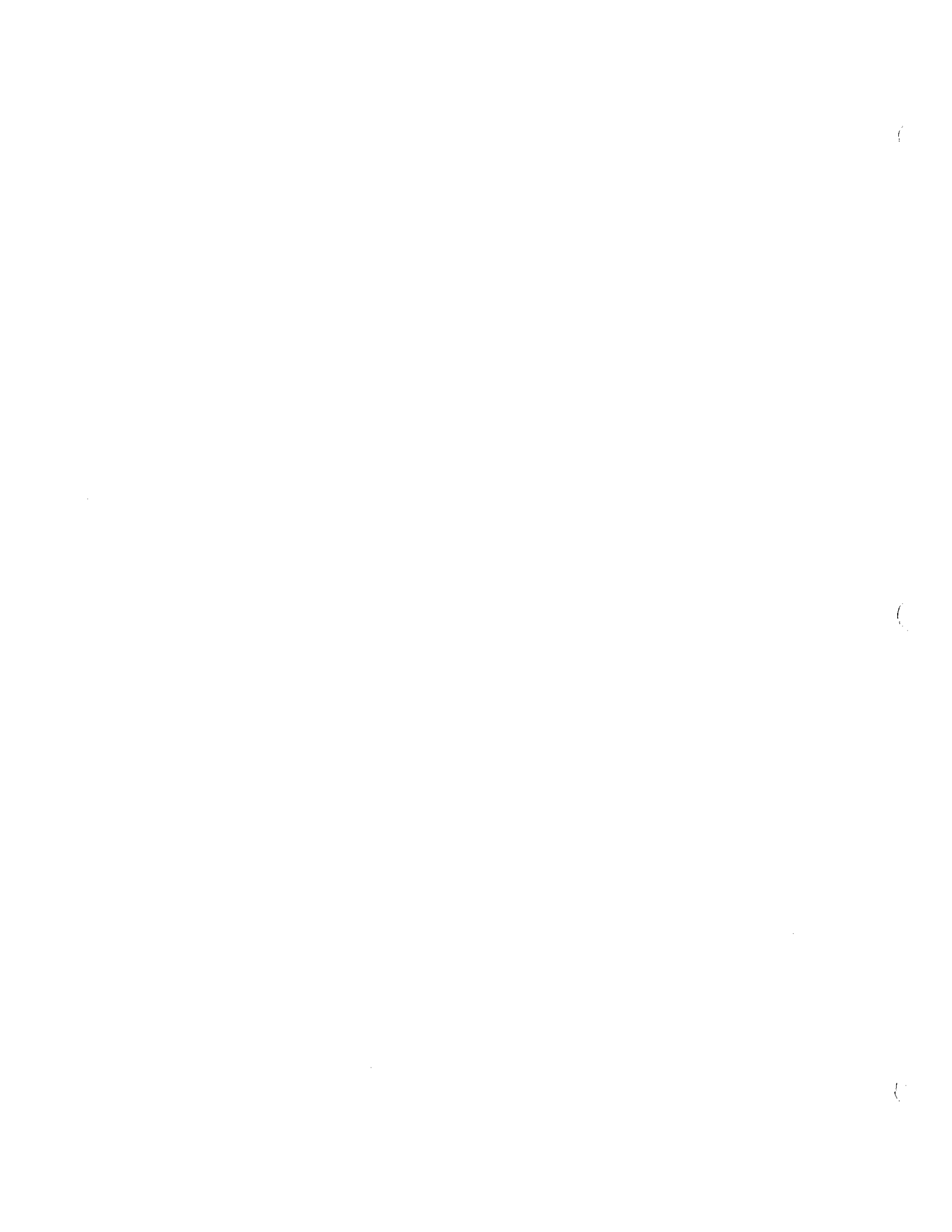
**2321.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**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 an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**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.



# Placentia Library District

## POLICY HANDBOOK

**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.

**2319.1.7** If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

### **2319.2** Typical Tasks

**2319.2.1** Answers reference questions at a public service desk.

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- 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 prepares 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 and be a United States citizen.

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

**2319.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**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 an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.



**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.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Strategic Planning  
**DATE:** February 22, 2005

The Library Director will present organizational and funding options for strategic planning to the Board at its meeting on February 22, 2005.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Library Director's Report *awm*  
**DATE:** February 22, 2004

I participated in the following activities during the current report period:

Jan 18 Trip to the Los Angeles Flower District to get plants for Escobosa and Dinsmore and the Fashion District for apron material and notions for the Author's Luncheon aprons.

Met with Foundation President Jean Lasley.

Jan 20 Received a visit from Karen Girth and the new IT staff from Anaheim public to meet the Placentia staff and see our facility.

Jan 22 Served as Saturday manager at the Library.

Jan 25 Trip to the Los Angeles Fashion District for additional apron supplies for the Author's Luncheon.

Attended Association of Professional Fundraisers luncheon in Orange with Jean Lasley. The presentation was made by a senior bank manager from Washington regarding donor-directed charitable funds managed by bank trust departments and investment firms. These vehicles are becoming increasingly popular with donors because they get an immediate tax deduction without having to make an irreversible stipulation of the charitable agency.

Was a guest at the monthly meeting of the American Business Women's Association Placentia Stars Chapter.

Jan 27 Attended the Chamber of Commerce Breakfast Meeting.

Jan 29 Attended the presentation by Katie Machoskie at the Boys and Girls Club of Placentia/Yorba Linda as a kick off for its 2005 Annual Giving Campaign. I wanted to find out if she would be an appropriate speaker for Library Board or Library Foundation educational events.

Feb 1 Attended the monthly Board Meeting of the Executive Committee of the Independent Special Districts of Orange County at MWDOC Hq. in Fountain Valley.

Had a luncheon meeting with Jean Lasley and Richard De Vecchio to discuss more effective ways for the Foundation Board to communicate with the Library Board.

- Feb 3 Attended the Santiago Library System Council Meeting and luncheon with the Library Directors.
- Started out to attend Senator Margett's 4<sup>th</sup> Annual Education Summit at Citrus College but turned back because of extremely heavy traffic.
- Feb 7 Attended Friends Board Meeting.
- Feb 8 Met with MCLS/SLS Executive Director Barbara Custen to discuss System and State Library issues.
- Substituted for Julie Shook at a meeting with Performance Technology Group and staff from Anaheim to review Placentia's security measures in relation to the Anaheim system.
- Feb 9 Met with Jean Lasley and a Foundation Board appointee to discuss Foundation activities.
- Attended a workshop in Pomona on "Mission Based Fundraising" with Laranne Millonzi and Jean Lasley. I am considering writing a grant to the State Library to fund the full workshop for groups of 6 representatives from up to 20 public library foundations.
- Feb 10 Lunch meeting with the Independent Special Library District Library Directors in Buena Park.
- Attended the Chamber of Commerce Mixer at Atria de Palma.
- Feb 15 Participated in the 2<sup>nd</sup> Annual Friends Coffee for Book Store Volunteers. Provided roses for each of the volunteers and plants for Pat Irot and Nancy Lone Toffelson for serving as Volunteer Coordinators.
- Feb 16 Met with Dewey McFadden from A+Awards to discuss Friends name badges for Board and Book Store Volunteers, Foundation Board name badges and gift plates for the Foundation to use with the chairs in the Children's Department and other projects.
- Feb 17 Met with Art Leoncio and Colin Sultan from 3M, Julie Shook and Yesenia Gomez to discuss self-service check-out units, security gates and rfid (radio frequency identification) conversions for materials. Yorba Linda and Anaheim Libraries are also working on these issues.

The following staff meetings were held:

- Jan 19 Distributed proposed District Policy changes regarding notary public services to staff. We had two-hour workshop on interacting with individuals with disabilities presented by a staff member from United Cerebral Policy. Each staff member was given a notebook with relevant articles.



Feb 2 Ron Lang and Jim Uzzo made a presentation to staff about their 457 Plan and staff signed-up for personal appointments with Jim.

Led the meeting of the Foundation Board Development Committee through the process of identifying new Board members.

Feb 16 Recognized 5 staff members for completing 11 safety courses: Yesenia Gomez, Alex Hernandez, Katie Matas, Beatrice Quintanar and Mary Strazdas. Staff shirts were distributed.

Lunches with staff members:

Jan 20 Estella Wnek

Jan 27 Phyllis Humple


Feb 16 Gary Bell

Staff/Volunteer welfare issues:

Mary Strazdas and Laranne Millonzi have both used a week or more of medical leave.

As of February 17 three staff members have indicated an interest in notary services: Alex Hernandez, Beatrice Quintanar and Yesenia Gomez.



TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager   
 DATE: February 22, 2005

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

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	10
<b><u>TYD Total</u></b>	<b>6</b>	<b>73</b>
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	0	0
Thurs. AM Story Times	2	109
3-4 year-old music times	4	157
5-6 year-old music times	4	108
Lapsits	3	148
Class Visits	1	12
School Visits	0	0
Read to Dogs event	2	68
<b>TOTAL FOR JANUARY</b>	<b><u>16</u></b>	<b><u>602</u></b>
<b>YTD TOTAL</b>	<b><u>105</u></b>	<b><u>4,368</u></b>

<i>LITERACY SERVICES</i>	<i>JAN 2004-05 FY 2004-05 YTD</i>	
Total Tutors	182	267
Total Students	287	307
Total Hours	1,722	8,409

For more detailed literacy statistics, see Agenda Item 36, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian 

Date: for Board Meeting February 22 , 2005

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

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	3	148
Story Time (a.m.) 3 - 6 year olds	2	109
Music Time 3 - 4 year olds	4	157
Music Time 5 - 6 year olds	4	108
Class Visits	1	12
Read to the Dogs event	2	68
<b>Total</b>		<b>602</b>



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: February 22, 2005

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

**Tutor Training.** The Literacy Coordinator conducted two regular workshops in January and twenty-one tutors were trained, ten teens and eleven adults. All new tutors are presently matched or are being matched. The next tutor training is scheduled for March 6, 2005.

**Families for Literacy (FFL) Program Status.** There was no FFL programming in January.

**Placentia Rotary Reading Enrichment Program (PRREP).** Recruitment for PRREP continued in December. We presently have more than 80 PRREP volunteers from both El Dorado High School and Valencia High School who are trained and matched or pending match.

**Reach Out and Read On Hold.** PLLS's partnership St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program, remains on hold. Our long time volunteer for this outreach, Diane Martlaro, had to stop earlier this year, and our other volunteer, Pettey Peterson, has also had to stop. We want to thank both of these volunteers for their many volunteer hours. We will continue to try to recruit volunteers to continue this partnership.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI got started again this year in late September. We now have ELLI active this school year at three elementary schools: Melrose, Ruby Drive, and Tynes. We are staffing all sites with Federal Work Study staff and volunteers, and we have a total of fifteen ELLI staff assigned to the schools.

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

**Classes now going at Women's Transitional Living Center (WTLC) and Vita-Herb.** Classes started at WTLC on December 14, and at Vita-Herb in Placentia on January 5. Grace Lopez, a new intern from the University of Phoenix, will teach the first eight sessions at WTLC. She will teach two one-hour classes from 6-8 PM. We have ten students at WTLC and fourteen at Vita-Herb, for a total of twenty-four students.

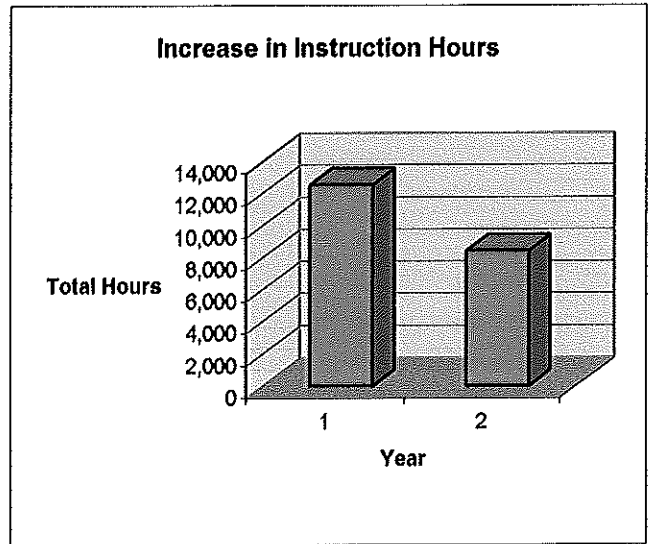
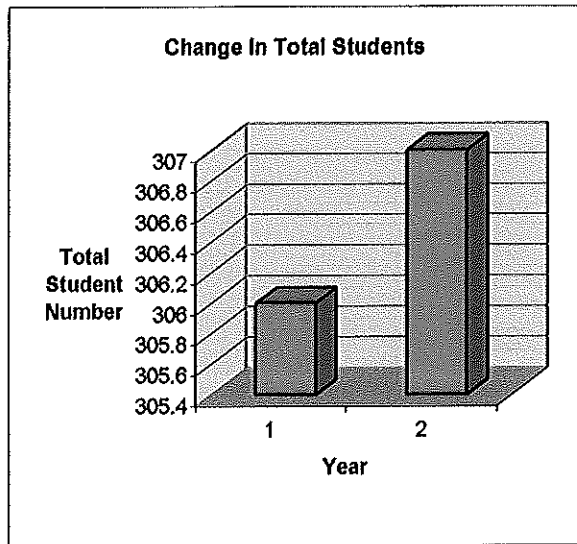
**Literacy statistics.** See Agenda Item 36, Pages 2 of 3, and 3 of 3.

## Placenta Library Literacy Services

Report of Growth and Progress

	Jan 03-04	Jan 04-05	YTD 03-04	YTD 04-05
<b>Tutors</b>				
Adult	107	96	155	154
Teen	68	86	86	113
Hours Instruction	1,585	1,722	12,531	8,409
Other Volunteer Hours	48	120	490	720
Total Hours	1,633	1,842	13,021	9,129
<b>Training Workshops</b>				
Workshops Held	2	2	13	20
Tutors Trained	19	21	118	160
<b>Students</b>				
With Adult Tutors	127	133	186	139
With Teen Tutors	102	132	120	1328
In Groups	0	24	0	28
Total Active Students	229	287	306	307
<b>Families for Literacy</b>				
Family Students	50	6	74	10
Family Tutors	25	6	27	10
Hours of Instruction	400	80	1,134	400
<b>ELLI Program</b>				
K-6th Grade Students	176	45	176	45
Tutors for K-6th Grade	9	15	12	15
Hours of Instruction	450	148	1,374	1,854
<b>Total Tutors</b>	170	182	241	267
<b>Total Students</b>	229	287	306	307
<b>Total Instruction Hours</b>	1,585	1,722	12,531	8,409





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TO: Elizabeth Minter, Library Director

FROM: Mary Strazdas, Librarian MS

DATE: February 22, 2005

**SUBJECT: Reference and Adult Services report for January, 2005**

- We held no adult programs in January.
- There were two Program Committee meetings during the month.
- Both Mary Strazdas and Gary Bell attended the Santiago Library System Reference Committee meeting held on January 11 at the Buena Park Public Library. The main topic of discussion was digitization of local history projects.
- "Africa for Everybody: Read about Africa" was a display in the Librarian's Choice Trough.
- Money and income taxes were the topics of a library display.
- FAFSA materials were also available in the library for people interested in funding college educations.
- Another display included books by the authors for the 2005 Author's Luncheon (Thom Racina) and the Friends' Meeting (Denise Hamilton.)



TO: Elizabeth Minter, Library Director  
FROM: Gary Bell, Librarian *GB*  
DATE: February 22, 2005  
SUBJECT: **History Room report for January**

Attended SLS meeting at Buena Park Library-discussion topics included digitization of materials for local history collections.


Fire in the Morning exhibit began Jan. 10<sup>th</sup>, displaying Mexican American aspects of local community history.

Several volumes added to local history collection, as well as several items ordered for the local history collection.

More patrons assisted with local history inquiries as History Room hours are increased--12-3, Monday, Tuesday and Wednesday (instead of 1-3).

Yolanda Alvarez, President of the Orange County Mexican American Historical Society, will speak about her exhibit on Feb. 22<sup>nd</sup> 7:00 to 8:30 P.M. in the community meeting room.



To: Elizabeth Minter, Library Director  
From: Jim Roberts, Public Services Manager   
Date: February 22, 2005

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

In January, the Placentia Library District had 43,129 "hits" on the Web Site, an average of 1,393 a day. The following are our year to date statistics of the most hits:

Pages Visited	Jan -05					
Borrowers	202					
Friends	129					
District	162					
Kids	277					
Foundation	106					
History Room	249					
Literacy/CLC Logo	154					
Passports	704					
Poet Laureate	514					
Total Views Most Hits	2,497					

Total Most Hits YTD      16,372





TO: Elizabeth Minter, Library Director  
FROM: Julie Shook, Technical Services Manager  
DATE: February 22, 2005  
SUBJECT: **Technology Report for January 2005**



Toby's computer was replaced.

The Library's anti-virus software was updated.




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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Publicity Materials Produced in January 2005  
**DATE:** February 22, 2005

Development Director/Volunteer Coordinator Laranne Millonzi was out of the office the week of February 14<sup>th</sup> so the Publicity Materials Produced in January 2005 Report will be distributed at the Library Board Meeting on February 22, 2005.



SAFETY COMMITTEE MEETING  
JANUARY 20, 2004  
MINUTES

I. Call to Order: 10:40 A.M.

Members Attending: Esther Guzman  
Katie Matas  
Wendy Goodson  
Caroline Gurkweitz

III. Old Business

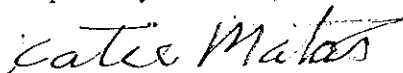
1. The fire extinguishers were checked by Katie Matas on January 19, 2005. The History Room extinguisher was serviced.
2. A list of emergency phone numbers of regular volunteers is kept at the Circulation Desk.
3. The Library Board approved the proposal for a safety incentive program for the staff. The program involves staff completion of on-line safety classes. Staff participation in the new program has been very good.

IV. New Business

None.

The next meeting will be February 23, 2005 at 2:00 P.M.

Respectfully submitted,



Katie Matas

Safety Training Courses Completed by Placentia Library Staff  
January 2005

Safety Courses	# of courses taken to date
General First Aid	8
Office Safety	7
Sexual Harassment	9
Workplace Violence	3
Ethnic Diversification	3
Workplace Stress	3
Health & Wellness	5
Diet & Nutrition	5
Computer Security	0
Back Injury	2
Slips/Trips/Falls	3
Hearing Conservation	0
Eye Safety	2
CPR Academic	5
Drug Free Workplace	1
Alcohol Free Workplace	4
Electrical Safety	1
General Office Ergonomics	1
Disaster Preparedness	3
Fire Extinguisher	2
Fire Prevention	0
Driving Safety	4
Building Evacuation	2
First Responders to Terrorist Incidents	0
<b>TOTAL COURSES TAKEN</b>	<b>73</b>

Staff members who have completed the 3 core + 8 electives:

Yesenia Gomez  
Alex Hernandez  
Katie Matas  
Beatrice Quintanar  
Mary Strazdas

**Elizabeth Minter**

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**From:** gneill@csga.net  
**Sent:** Friday, February 18, 2005 11:30 AM  
**To:** eminter@placentalibrary.org  
**Subject:** CSGA Legislative Update - Friday, February 18, 2005



### **Bill Introduction deadline produces flurry of new legislation**

Today is the deadline for the Senate to introduce legislation for this year, while the Assembly extended the deadline to next Tuesday. Literally hundreds of bills were introduced yesterday and many more are expected today and Tuesday. While technically deadlines, watch for additional bills to be introduced after next Tuesday using the so-called "committee bill" process. Used more and more, legislation is introduced after the deadlines by policy committees, some with all committee members, others with only the Democrat members.

### **Ortiz II**

Senator Ortiz yesterday introduced Senate Bill 393 relating to special district governance, similar to her legislation of last year that was defeated in the Senate Appropriations Committee. A quick read reflects many of the same issues that were contained in last year's bill including, but not limited to: ethics training; burdensome audit requirements; limits on compensation/benefits and specific meetings; and whistle-blower provisions. A more detailed analysis on the bill's provisions will be forthcoming.

### **Governor decides not to blow up the boxes**

Yesterday the Governor delivered a letter to the Little Hoover Commission, in effect asking the Commission to halt proceedings on the Governor's plan to eliminate scores of state board and commissions. The Governor indicated that his proposal "could benefit from additional review."

### **Pension reform hearings begin**

Tuesday, the Senate Budget and Fiscal Review Subcommittee #4 held a hearing on the **Budget Implications of Privatization of Public Pensions: Defined Benefit vs. Defined Contribution**. The scheduled witnesses included:

1. Ronald Snell, National Conference of State Legislatures;
2. Rick Roeder, Gabriel, Roeder, Smith & Co.;
3. Tom Dithridge, Department of Finance;
4. Fred Buenrostro, PERS;
5. Jack Ehnes, STRS;
6. Judy Boyette, UC Retirement Plan; and
7. Bob Palmer, State Association of County Retirement Systems.

Highlights of the hearing included numerous state examples presented by Ronald Snell, including some that have switched from defined benefit to defined contribution plans. Snell testified that a number of states provide an option to employees and a couple of states have switched back to defined benefit plans.

Both PERS and STRS strongly defended their plans and testified that switching to a defined

contribution plan raises numerous legal issues and will cost the state significant monies over the next decade. Estimates ranged from \$1.5 billion for PERS and \$180 million for STRS during a 10-year period. Subcommittee Chair Dunn asked if anyone has challenged those estimates and both PERS and STRS indicated they have not, at least not as of yesterday's hearing. PERS also announced that its policy committees voted yesterday to oppose ACA #5 and ACA 1x, both by Assembly Member Richman and supported by the Governor, and it was expected the full PERS Board would take the same action today. On Wednesday, the CalPERS Board voted 9 to 3 to oppose the Governor's plan for new employees, allowing such employees to be eligible only for defined contribution plans.

Senator Dunn also asked the representative from the Department of Finance if they have a cost estimate on the 2 constitutional amendments, given the cost estimates cited by PERS and STRS. The answer was: "Not yet," which surprised Senator Dunn and caused him to inquire when such a fiscal analysis would be completed and available to the Legislature. The answer was "I'll check and get back to the subcommittee."

While the hearing focused on the state plans, most of what was shared by the witnesses is relevant to local agencies as well. Senator Dunn announced that the subcommittee will hold another hearing next week. The Assembly Public Employees, Retirement and Social Security Committee will conduct an informational hearing today and the subject is: **The Condition of California's Public Pension System**. Additionally, with Friday's deadline to introduce bills for this year, we expect numerous bills to be introduced on the pension issue.

CSDA's Public Pension Subcommittee has begun to draft principles that will guide CSDA through this debate. If you have questions about the public pension debate, please contact CSDA Public Affairs Specialist Geoffrey Neill either by emailing [gneill@csda.net](mailto:gneill@csda.net) or by calling toll-free, 877/924-CSDA.

### **Legislative Updates available by email for all member agencies' officials and employees**

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free 877/924-CSDA or by emailing [gneill@csda.net](mailto:gneill@csda.net). Also, past Legislative Updates are available in the 'Legislation & Action' section of the [CSDA Member website \(www.csda.net\)](http://www.csda.net), click on 'Members Section'.

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