

WHEREFORE, the parties hereto have executed and delivered this Memorandum as of the date and year first above written.

PLACENTIA LIBRARY DISTRICT

PLACENTIA LIBRARY FRIENDS
FOUNDATION

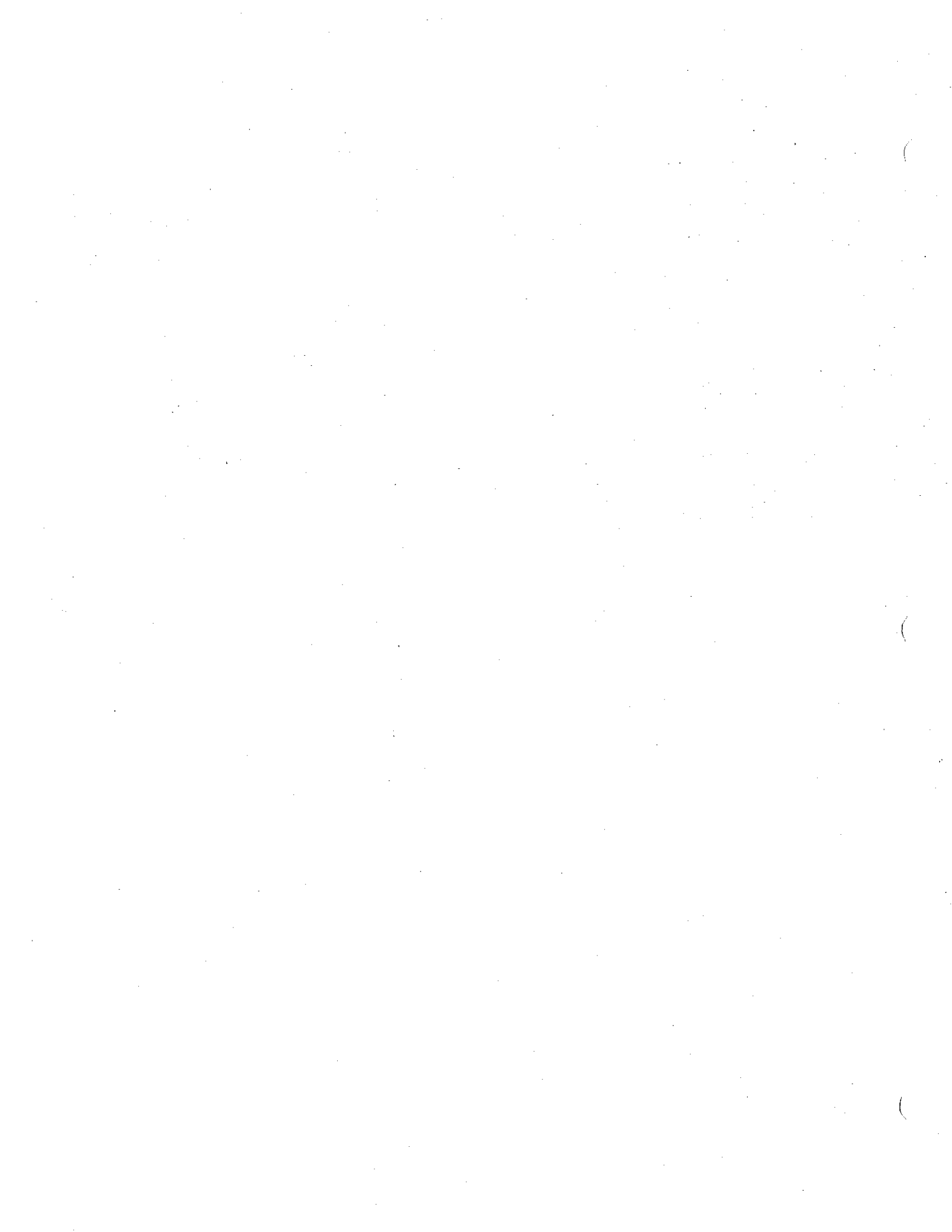
By: _____
Its: Library Director

By: _____
Its: President

By: _____
Its: President, Board of Trustees

Date: _____

Date: _____



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director Goals December 2006 - June 2007.
DATE: February 20, 2007

BACKGROUND

The Library Director's Goals for December 2006 through June 2007 were reviewed by the Library Board at its Work Session on February 8, 2007. It was agreed that the goals for the area of staff relations would be developed following the receipt of Valerie Poole's report at the Library Board Meeting on February 20, 2007.

Valerie Poole's report is Attachment A.

Library Director's Goals

1. That she will manage the implementation of the strategic plan:
 - a. Provide process leadership for the development of the Facility Master Plan.
 - 1) That the community work sessions in December, January & March are organized and accomplished.
 - 2) That the staff work sessions and meetings in January were organized and accomplished.
 - 3) That the consultant receives the staff components of the report document on schedule.
 - 4) That the Library Board receives the final report by the date agreed upon by the Trustees and the consultant.
 - b. Provide process leadership for the selection of a financial advisor for implementing the Facility Master Plan and completing the Developer Fee process if the Board decides to implement one.
 - 1) That after the Library Board's adoption of the Facility Master Plan, the Board will decide whether to pursue the Developer Fee process through an agenda item.

- 2) That if the Board decided to proceed with Developer Fees, the Library Director will schedule a presentation by the designated Financial Consultant and prepare the necessary documents.
- c. Provide process leadership for the reorganization of the Friends of Placentia Library and assist the Friends Board with adapting to its new organizational framework.
- 1) Assist the Friends & Foundation Boards with the development of the legal and operational structure of the new organization through meeting with its committees, coaching them about the potential role and scope of the combined organization, and assisting the attorney and the bylaws chair with the development of the documents.
 - 2) Assist the new standing committees develop job descriptions and operational plans and budget requirements for the first year.
 - 3) Assist the Finance Committee with the development of an accounting system and general ledger that reflects the bookkeeping and reporting needs of the combined organization.
 - 4) Work with the public information committee on the organization of a plan to present the new organization to the membership, donors and the community.
2. The Library Director will provide leadership in the review process of the Placentia Library District Policy Manual.
- a. That the Library Board will have the information and opportunity to complete Sections 1000, 5000 and 2000 of the Placentia Library District Policy Manual Review by the end of April 2007.
3. The Library Director will implement public and technical services programs funded by the Fiscal Year 2006-2007 Budget. All program changes brought about by the budget will be coordinated with library managers, staff, volunteers, support organizations, vendors, news media and the public.
- a. That the staff will complete the installation and develop an active promotion of the e-Commerce software and transition to using value on the Library accounts for in-building transactions and credit cards for in-building and remote transactions.
 - b. That the staff will continue to study and prepare a recommendation for the Fiscal Year 2007-2008 budget on the migration to RFID for inventory control and self-check.
 - c. That the Public Services staff will report to the Library Board on their activities in the areas of expanding the relationship with the elementary schools and the parents of elementary school students as well as the development of adult and senior programs.

4. The Library Director will encourage staff to create and strengthen partnerships with community organizations and Library support organizations to continue existing collaborative opportunities for the Library and develop new ones that will strengthen the Library's relationship with the community and enable larger, more effective programs through the use of shared resources.
 - a.) That staff will meet with PYLUSD staff to develop a better plan for providing accelerated reader materials for students.
 - b.) That Public Service staff will explore ways to expand the use of practicum and internship students from Cal State Fullerton.
5. The Library Director will expand the Library's local revenue through entrepreneurial activities by Library staff and supporting the fundraising and membership activities of the support organizations.
 - a. That the Library will meet its local revenue goal of \$240,000.
 - b. That the Friends will have a plan for its membership campaign and annual giving campaign in the planning stages by the end of May.
6. The Library Director will enhance the Library's visibility in the community through the web site, the *Placentia Quarterly*, the cable television announcements, *Notations*, the *Newsletter for Teachers*, news releases and participating in community organizations and events.
 - a. That publications will meet their publication deadlines and contain timely and appropriate information.
 - b. That the web site will be kept up to date.
 - c. That the Fiscal Year 2007-2008 Budget will contain a proposal for equipment to update the cable television programming.
 - d. That staff will be effectively using the new electronic sign outside the building.

The Library Board agreed to identify several specific goals in the area of staff relations to be included in this document.

RECOMMENDATIONS

1. Receive & File the Report Prepared for the Placentia Library Board of Trustees by Valerie J. Poole, Human Resources Consultant, dated February 13, 2007.
2. Determine the Library Director's Goals in the area of staff relations to be included in the Library Director Goals for December 2006 – June 2007.
3. Adopt the Library Director Goals for December 2006 – June 2007.

**REPORT PREPARED FOR THE
PLACENTIA LIBRARY BOARD OF TRUSTEES**

**PREPARED BY
VALERIE J. POOLE
HUMAN RESOURCES CONSULTANT**

FEBRUARY 13, 2007

OBJECTIVE

To investigate possible issues with the management style of Elizabeth Minter, Director of the Placentia Library.

APPROACH

To conduct a meeting with Elizabeth's direct reports with Elizabeth present, facilitated by Valerie Poole.

To hold individual meetings with each employee where Valerie Poole posed the attached questions.

MEETING RESULTS WITH MANAGERS

I met initially Jim Roberts, Wendy Goodson and Vernon Napier in the presence of Elizabeth. It was a good meeting but I did not feel that sufficient information was shared to either validate or invalidate the performance concerns. One positive outcome from the meeting was that apparently Elizabeth likes to give what was called "zingers" that can be hurtful. Elizabeth and the group agreed that if she did that to any of them they could address it with her.

MEETING WITH EMPLOYEES

My comments will initially focus on employees' comments regarding Elizabeth and her relationship with them both positive and negative. These comments will be the basis for a Performance Improvement Plan to be incorporated in Elizabeth's goals for the period thru June, 2007.

Positive Comments regarding Elizabeth:

- Many of the staff commented how supportive Elizabeth is towards them when they have personal issues.
- Elizabeth allows her managers a lot of autonomy.
- Elizabeth encourages employees to attend seminars, conferences, etc. to further their education and career growth.
- Elizabeth is always pushing the Library towards more and more technology.
- Elizabeth shows courage in her approach to situations, e.g., hiring a non-library person to head up the Literacy Program.

Comments from employees regarding Elizabeth's behavior that adversely affect teamwork and productivity:

- Does not allow for any creativity
- Tends to be self-absorbed
- Tends to take actions personally
- Unpredictable in her response to situations
- Creates fake urgency on project deadlines
- Doesn't understand what we do
- Doesn't ask about existing workload before assigning projects
- Micromanages
- Likes to take control but in the wrong way
- Makes unilateral decisions without consulting with affected employees
- Does not understand what employees deal with on a daily basis
- Needs to be more considerate of employees' time
- Sometimes doesn't acknowledge employees in the hallways
- Does not choose to get involved
- Lacks good communication skills
- Forgets things
- Doesn't always sufficiently explain a project
- Needs to have a better understanding of operations

Employees' Suggestions as to what Elizabeth might do to improve employee relations:

- Allow staff to participate in decisions
- Be more visible, be more involved
- Let employees do their jobs, don't interfere
- Understand Operations
- Don't take away projects when assigned to an individual
- Allow staff to give feedback
- Talk to staff prior to making decisions
- Focus on external activities and allow staff to do their jobs
- Have more frequent meetings with management team
- Take minutes at management meetings to make them more productive
- Learn to accept 2-way communication
- Show more interest in our programs
- Visit Homework groups, etc.

Overall Improvement Suggestions from Employees:

- Hire a strong computer person to continue to explore and possibly implement new technology
- Centralize the computers in a special computer room for ease of maintenance and monitoring
- Improve location and facilities of Passport Office
- Have written, published policies that are adhered to and applied consistently, e.g., dress code, noise in the library
- Additional part-time assistance on the Reference Desk
- Remove checkout/monitoring of computers from the Reference Desk
- Hire a part-time person in the Literacy Group to assist with paperwork
- Get more carts

SUMMARY

The good news is that employees feel they have sufficient tools, etc. to do their jobs. They feel they are in the correct positions to match their skills. It appears that work is assigned correctly to each department and that, in general, they are given sufficient authority to do their jobs. Employees' comments on Jim, Vernon and Wendy were generally good so their management styles are not an issue.

RECOMMENDATIONS FOR NEXT STEPS

- Valerie Poole and Elizabeth Minter to meet to develop a Performance Improvement Plan (PIP) addressing key issues outlined above along with actions and timelines.
- This Performance Improvement Plan is to be presented to the Board of Trustees for approval along with how the Performance Improvement Plan is to be monitored.
- Once the Board of Trustees approves the PIP, updates on performance improvements to be included at all future Board of Trustees' meetings.
- Board of Trustees to determine if Valerie Poole is to be a resource available to Elizabeth during this process.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Status Report on the preparation of the Facility Master Plan and authorization to proceed with a survey and extend the final report from March to April.

DATE: February 20, 2007

BACKGROUND

Facility Master Plan Consultant Linda Demmers spent January 31, 2007 at Placentia Library District. She met with the Managers and part of the staff. She will be returning to complete her staff meetings and measure the building.

During the meeting with the Managers it was the consensus that the addition of a survey to the process would add to its credibility. Ms. Demmers subscribes to an online survey service and offered to host the survey as part of her service to the District. She estimated that the first 300 responses could be handled out of her monthly allocation and that additional responses could be processed for approximately 5¢ each. The managers estimated that the maximum response rate would be about 700 so the cost will be minimal.

If the Library Board approves the addition of the survey it will push the report date back from March to April. Ms. Demmers recommends that the next full committee meeting should take place on March 19 and that she will have the survey responses ready for that meeting. The surveys will be released to the public tomorrow, February 21. The plan is to have them available on the website and to distribute hard copies at the public service desk and at all of the homework sites, and to send a post card to the donor database inviting them to complete the survey online or stop by the Library and complete it in person. The Trustees and Staff will be encouraged to hand them out to friends, colleagues and neighbors.

RECOMMENDATIONS

1. Approve the addition of the survey to the Facility Master Plan process.
2. Authorize the extension of the final report from the March Library Board Meeting to the April Library Board Meeting.
3. Set the next Master Plan Work Session for Monday, March 19, 2007 at 4:00 P.M. in the Meeting Room.



Placentia Library District

1. Introduction

The Placentia Library District is in the process of developing a Facility Master Plan. We would like to help us gather information by answering a few questions.

1. What is your zip code?

2. Please indicate your age group.

- 10 to 14
- 15 to 19
- 20 to 24
- 25 to 34
- 35 to 44
- 45 to 54
- 55 to 59
- 60 to 64
- Over 65

3. Do you have children under the age of 19 living at home?

- Yes
- No

4. Please indicate the ages and number of children in your household.

	1	2	3	4	
Under 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 to 9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 to 14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15 to 19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Do you have access to a computer?

- Yes
- No

6. Do you have Internet access?

Yes

No

7. If yes, where? (Check all that apply.)

Home

School

Work

Public Library

Other (please specify)

8. Have you used a public library or bookmobile in the last year?

Yes

No

9. If yes, how often do you use a library?

Daily

Several times per week

Weekly

Several times per month

Monthly

Several times per year

Once a year

Other (please specify)

10. Which public libraries or bookmobiles have you used in the past year?

Placentia Library

Any others?

11. If yes, why do you use the library? Please check all that apply.

Best sellers & Popular Materials

Borrow Books

Borrow Audio Books

Borrow DVDs or Videos

Borrow Music CDs

- Browse Magazines
- Use Library Computers/E-mail/Internet Access
- Reference Assistance
- Large Print Collections
- Sit and Read
- Bring Own Work
- Do Homework
- Meet with Tutor / Provide Tutoring
- Literacy Assistance
- Community Room Program
- Meet Friends
- Business Research
- Use World Language Materials
- Children's Programs
- Children's Books
- Children's Audiovisual
- Teen Programs
- Teen Books
- Attend a seminar or continuing education workshop
- Get government (public access) documents
- Tax forms
- Friends of Library Bookstore
- Local History Room Resources
- Other (please specify)

12. How do you usually get to the library? Please check one.

- Walk
- Bike
- Car
- Bus/Public Transportation
- Taxi
- Other (please specify)

13. If you don't use a public library regularly, please tell us why. (Check all that apply.)

- Use another library
- Buy my own books
- Hours are inconvenient

- Use my computer at home
- Don't know what library has to offer
- No transportation
- None in my area
- Not enough time
- Doesn't have what I need
- Inconvenient location
- Any other reasons?

**14. What materials do you think should be emphasized at the Placentia Library?
Please select up to 8.**

- Local history
- Reference
- Community information
- Magazines
- Teen books
- Adult fiction
- Pre-school collections
- Children's audiovisual
- Audiobooks
- DVDs
- Business information
- Self-help collections
- Career guidance / Job hunting
- Special needs
- World Language materials
- Adult non-fiction
- Consumer information
- Early Childhood
- Large Print
- School curriculum support
- Parenting
- Children's books
- Adult Basic Education
- New books & bestsellers
- CDs
- Other (please specify)

15. What services do you think should be emphasized at the Placentia Library?

Please select up to 8.

- English Language Skills
- Genealogy
- Local History
- Baby (under 3) Story Times and Programs
- Cultural/Holiday
- Adult Education (Business, Consumer, Health)
- Continuing Education
- Basic Literacy Programs
- Public Computer Access
- Passport Service
- Children's Reading Programs
- Book Discussion Groups
- Teen Programs
- Arts Programs
- Homework Programs
- Reference Assistance
- Computer Training
- Preschool Story Time
- Entertainment Programs (Movies, etc.)
- Other services (Please list)

16. What qualities should be emphasized at the Placentia Library? Please select up to 8.

- Internet stations
- Technology training center
- Quiet areas
- Program space
- Individual study
- Children's area
- Friends of Library Bookstore
- Homework center
- Comfortable seating
- Public meeting room
- Career center
- Art exhibits
- Browsing areas
- Exhibition space
- Study carrels
- Wireless Internet access

- Local history collections/displays
- Cafe with refreshments available
- Group study
- Literacy Center
- Any others?

17. Would you use materials in language(s) other than English?

Yes

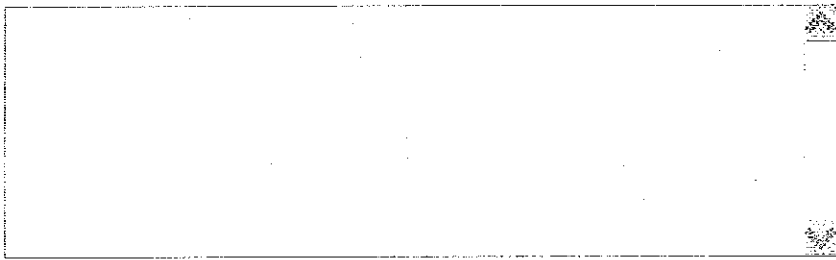
No



18. If yes, which Languages?

- Spanish
- Japanese
- Hindu
- Chinese
- French
- Korean
- Italian
- German
- Vietnamese
- Thai
- Urdu
- Russian
- Hebrew
- Indian
- Tagalog
- Ukranian
- Hmong
- Sign Language
- Punjabi
- Other Language - Please list:

19. Please add any additional comments that will help us to better understand the facility needs of the Placentia Library.



Done >>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Wendy Goodson, Administrative Services Manager *WG*
DATE: February 20, 2007
SUBJECT: Select bank for the Certificates of Deposit for the Payroll Emergency Payroll Funds

BACKGROUND:

Over ten years ago, Certificates of Deposit were established for backup emergency funds to be used primarily in the event of a payroll shortfall. The Certificates of Deposit are currently held at California National Bank and have a maturity date of March 27, 2007. The District has seven days from the maturity date to make investment decisions for these funds.

Account numbers and values of the Certificates of Deposit are as follows:

0028205565	\$23,624.58
0028205573	\$23,624.58
Total	\$47,249.16

A number of local Banks and Savings and Loans were contacted to get their current rates for 1-year CDs. The best rate quoted was 5.20% for 9 month CDs at California National Bank. Comparison of 1 Year CD Rates Table is on page 2.

**COMPARISON OF INTEREST RATES ON 1-YEAR CERTIFICATES OF DEPOSIT
AS OF FEBRUARY 14, 2007**

Financial Institution	Interest Rate*	Penalty for Early Withdrawal
California National Bank 201 E. Yorba Linda Blvd. Placentia (866) 373-7838	5.20% 9 mos.	Two penalty-free withdrawals, then prorated
Downey Savings and Loan 2481 E. Chapman Fullerton (714) 879-5210	5.00%	Prorated
Fullerton Community Bank 2400 E. Chapman Fullerton (714) 447-6260	4.975% 11 mos.	3 months interest
US Bank 1643 E. Imperial Hwy Brea (714) 990-2531	5.02% 13 mos.	\$25.00 + % interest
Union Bank 3200 E. Yorba Linda Blvd. Fullerton (714) 572-1125	4.00%	3 months interest
Washington Mutual 3334 Yorba Linda Blvd. Fullerton (714) 993-1201	3.50%	3 months interest
Wells Fargo 111 E. Yorba Linda Blvd. Placentia (714) 996-5500	3.64%	3 months interest
World Savings 2929 E. Imperial Hwy Brea (714) 572-1858	4.71%	6 months interest

RECOMMENDATION:

1. Select California National Bank to hold Certificates of Deposit for a period of 9 months with a 5.20% interest rate with a maturity renewal and review period of December 2007.

*Interest rates are valid on the date of memorandum. Interest rates vary and may change without notice.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Amendment of Placentia Library District Policy 3040: Expense Authorization & Petty Cash

DATE: February 20, 2007

BACKGROUND

Following the Library Board of Trustees Meeting on January 15, 2007 President Shkoler notified the Library Director that it is the instruction of the Library Board that the Library Director's travel reimbursement requests be signed by the Library Board President or Secretary and by other Trustees only if neither of the designated officers is available.

The past practice has been that the travel reimbursement requests have been signed by any Trustee signing the claim forms. Normally the Library Director reimbursement requests are processed for the Library Board Meeting claims when three Trustee signatures are required for the claim forms. The travel reimbursement claims processed in Fiscal Years 2005-2006 and 2006-2007 are included in Attachment A for the Board's review.

The past practice has also been that any Trustee signs all checks for reimbursement of purchases by the Library Director. The reimbursement checks processed in Fiscal Years 2005-2006 and 2006-2007 are included in Attachment B for the Board's review.

A proposal for amending Placentia Library District Policy 3040 – Expense Authorization & Petty Cash to reflect the changes requested by the Library Board of Trustees is Attachment C.

RECOMMENDATION

Adopt Placentia Library District Policy 3040 – Expense Authorization & Petty Cash, as amended February 20, 2007, as a first reading.



PLACENTIA LIBRARY DISTRICT

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter
Title: Library Director

For the Period of: Nov 29 – Dec 12, 2006
Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
11/29/2006	Name of Group: Friends of Placentia Library Location: Irvine Purpose of Meeting: Deliver signed merger documents to Freeman, Freeman & Smiley	34	
11/30/2006	Name of Group: Independent Special Districts of Orange County Location: Fountain Valley Purpose of Meeting: Quarterly Membership Meeting	42	
12/1/2006	Name of Group: Executive Consulting Location: Long Beach Purpose of Meeting: Board Chair Academy Workshop	59	
12/12/2006	Name of Group: Independent Special Districts of Orange County Location: Fountain Valley Purpose of Meeting: Executive Committee Meeting	42	

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences. SIGNATURE: <u><i>Elizabeth D. Minter</i></u> DATE: 12/13/2006 APPROVED BY: <u><i>Richard C. [Signature]</i></u> DATE: <u>12-20</u> TOTAL DUE: \$78.77	Total Miles 177	Total Parking _____
	Miles X .445 Effective: 1/1/2006 \$78.77	

Local Travel Authorization forms are to be completed for an entire month and are to be submitted to the Library Director for approval no later than noon on the last Monday of each month. Staff time may not be used for attending meetings that do not have prior approval from the Library Director.

For meetings that come up after that month's authorization form has been approved, resubmit that month's form with the new month's form with the new meeting added.

At the end of the month, return the approved form with the actual mileage along with any receipts for parking. Use a Travel Reimbursement Report form for any meetings that have expenses other than mileage and parking.

PLACENTIA LIBRARY DISTRICT

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of Oct 9 – Nov 28, 2006

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
10/9/2006	Name of Group: Friends of Placentia Library Location: Irvine Purpose of Meeting: Meeting with Doug Freeman to discuss merger	34	
10/12/2006	Name of Group: Special District Risk Management Authority Location: Sheraton Anaheim Hotel Purpose of Meeting: Safety/Claims Education Seminar	17	
11/14/2006	Name of Group: Photoshop Training Location: Radisson Hotel, Anaheim Purpose of Meeting: Seminar	17	
11/28/2006	Name of Group: Executive Consulting Location: Long Beach Purpose of Meeting: Seminar on hiring practices for fund raisers	59	

Processed w/ Nov 29 - Dec 12 DeVecchio's signature on 12/20/2006 [after the 1st page after the 1st Board meeting - These claims use at the Lib Board meet on 12/18/2006]

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles 127	Total Parking
SIGNATURE: <u>ED Minter</u>	DATE: 12/13/2006	Miles X .445 Effective: 1/1/2006	
APPROVED BY: _____	DATE: _____	TOTAL DUE: \$56.52	
		\$56.52	

Local Travel Authorization forms are to be completed for an entire month and are to be submitted to the Library Director for approval no later than noon on the last Monday of each month. Staff time may not be used for attending meetings that do not have prior approval from the Library Director.

For meetings that come up after that month's authorization form has been approved, resubmit that month's form with the new month's form with the new meeting added.

At the end of the month, return the approved form with the actual mileage along with any receipts for parking. Use a Travel Reimbursement Report form for any meetings that have expenses other than mileage and parking.

PLACENTIA LIBRARY DISTRICT

Out-of-Town Travel Reimbursement Report

Name: Elizabeth D. Minter

Name of Meeting: Internet Librarian Conference

Title: Library Director

Purpose of Meeting: Continuing Education

Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia CA 92870

DAY OF WEEK	Sun	Mon	Tues	Wed	Thur	TOTAL
DATE	10/22/06	10/23/06	10/24/06	10/25/06	10/26/06	
REGISTRATION						
HOTEL						
HOTEL DEPOSIT						
BREAKFAST			[13.52]			
LUNCH		12.50	[9.60]	12.95	21.19	46.64
DINNER	38.00	37.00	31.46			106.46
AIR/TRAIN FARE						
LOCAL TRANS. (bus/taxi)						
MILEAGE @ .445/Mile. Eff.1/1/06	(353) 157.09				(353) 157.09	314.18
PARKING/TOLLS						
TELEPHONE						
TOTAL	195.09	49.50	31.46	12.95	178.28	467.28

Receipts are required for all expenses except local transportation under \$10.00. Each individual must submit his/her own hotel and meal expenses – you may not include others on your claims.

I CERTIFY THAT THE EXPENSES LISTED ABOVE WERE INCURRED AS PART OF MY OFFICIAL DUTIES ARE IN COMPLIANCE WITH THE PLACENTIA LIBRARY DISTRICT POLICY 19-82 GOVERNING TRAVEL AND CONFERENCES.

SIGNATURE: _____

DATE: 11/6/2006

APPROVED BY: _____

DATE: _____

PLACENTIA LIBRARY DISTRICT

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of: Oct 2006

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
10/3/2006	Name of Group: Independent Special Districts of Orange County Location: Orange County Water District Purpose of Meeting: Executive Committee Meeting	42	
10/5/2006	Name of Group: Silicon Salvage Location: Anaheim Purpose of Meeting: Deliver monitors for recycling	18	
	Name of Group: Location: Purpose of Meeting:		
	Name of Group: Location: Purpose of Meeting:		

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles 60	Total Parking
SIGNATURE: <i>Ed Minter</i>	DATE: 10/12/2006	Miles X .445 Effective: 1/1/2006	
APPROVED BY: <i>Patricia Wood</i>	DATE: _____	TOTAL DUE: \$ 26.70	

Local Travel Authorization forms are to be completed for an entire month and are to be submitted to the Library Director for approval no later than noon on the last Monday of each month. Staff time may not be used for attending meetings that do not have prior approval from the Library Director.

For meetings that come up after that month's authorization form has been approved, resubmit that month's form with the new month's form with the new meeting added.

At the end of the month, return the approved form with the actual mileage along with any receipts for parking. Use a Travel Reimbursement Report form for any meetings that have expenses other than mileage and parking.

PLACENTIA LIBRARY DISTRICT

Out-of-Town Travel Reimbursement Report

Name: Elizabeth D. Minter *EDM* Name of Meeting: CA Special Districts Assoc.

Title: Library Director Purpose of Meeting: Annual Conference

Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia CA 92870

AUDITOR-CONTROLLER
OCT 12 2006

DAY OF WEEK	Mon	Tues	Wed	Thur	TOTAL
DATE	09/25/06	09/26/06	09/27/06	09/28/06	
REGISTRATION					0.00
HOTEL					0.00
HOTEL DEPOSIT					
BREAKFAST				Cal Card	0.00
LUNCH					0.00
DINNER	Cal Card	Cal Card			0.00
AIR/TRAIN FARE					0.00
LOCAL TRANS. (bus/taxi)					0.00
MILEAGE @ .445/Mile. Eff.1/1/06	521 231.85	104 46.28	104 46.28	521 231.85	556.26
PARKING/TOLLS		Cal Card	Cal Card		0.00
TELEPHONE					0.00
TOTAL	231.85	46.28	46.28	231.85	556.26

Receipts are required for all expenses except local transportation under \$10.00. Each individual must submit his/her own hotel and meal expenses – you may not include others on your claims.

I CERTIFY THAT THE EXPENSES LISTED ABOVE WERE INCURRED AS PART OF MY OFFICIAL DUTIES ARE IN COMPLIANCE WITH THE PLACENTIA LIBRARY DISTRICT POLICY 19-82 GOVERNING TRAVEL AND CONFERENCES.

SIGNATURE: *ED Minter* DATE: 9/30/2006
 APPROVED BY: *Elizabeth Minter* DATE: 10/16/06

PLACENTIA LIBRARY DISTRICT

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of : Aug - Sep 2006

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
8/31/2006	Name of Group: Independent Special Districts of Orange County Location: Orange County Sanitation District, Fountain Valley Purpose of Meeting: Quarterly Membership Meeting	42	
	Name of Group: Independent Special Districts of Orange County Location: Orange County Water District Purpose of Meeting: Executive Committee Meeting	42	
	Name of Group: Location: Purpose of Meeting:		
	Name of Group: Location: Purpose of Meeting:		

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.	Total Miles 84	
SIGNATURE: <u>Elizabeth D. Minter</u>	DATE: <u>9/13/2006</u>	Miles X .445 Effective: 1/1/2006
APPROVED BY: <u>Sean Swartz</u>	DATE: _____ TOTAL DUE: <u>\$37.38</u>	Total Parking
(Stamp: \$160.20)		\$37.38

Local Travel Authorization forms are to be completed for an entire month and are to be submitted to the Library Director for approval no later than noon on the last Monday of each month. Staff time may not be used for attending meetings that do not have prior approval from the Library Director.

For meetings that come up after that month's authorization form has been approved, resubmit that month's form with the new month's form with the new meeting added.

At the end of the month, return the approved form with the actual mileage along with any receipts for parking. Use a Travel Reimbursement Report form for any meetings that have expenses other than mileage and parking.
01/14/03

PLACENTIA LIBRARY DISTRICT

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of : Aug 2006

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
8/3/2006	Name of Group: Santiago Library System Location: Mission Viejo Public Library Purpose of Meeting: Council Meeting	53	
8/11/2006	Name of Group: Executive Consulting Location: Long Beach Purpose of Meeting: Board President's Training Seminar with Friends and Foundation	59	
8/23/2006	Name of Group: Metropolitan Cooperative Library System Location: El Segundo Library Purpose of Meeting: Represent Santiago Library System on Executive Director Interview Panel	77	
8/24/2006	Name of Group: Metropolitan Cooperative Library System Location: El Segundo Library (freeway re-route from 91 to 22) Purpose of Meeting: Represent Santiago Library System at MCLS Executive Council Meeting to select Executive Director.	87	

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles 276	Total Parking
SIGNATURE: <i>E. D. Minter</i>	DATE: <i>9/13/2006</i>	Miles X .445 Effective: 1/1/2006	
APPROVED BY: <i>Joan Turner</i>	DATE: _____	TOTAL DUE: \$122.82	
		\$122.82	

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For meetings that come up after that month's authorization form has been approved, resubmit that month's form with the new month's form with the new meeting added.

At the end of the month, return the approved form with the actual mileage along with any receipts for parking. Use a Travel Reimbursement Report form for any meetings that have expenses other than mileage and parking.

PLACENTIA LIBRARY DISTRICT

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter

For the Period of Jun – Aug 2006

Title: Library Director

Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
6/29/2006	Name of Group: Independent Special Districts of Orange County Location: Orange County Sanitation District, Fountain Valley Purpose of Meeting: Quarterly Membership Meeting & LAFCO Representative Election	42	
7/11/2006	Name of Group: Independent Special Districts of Orange County Location: Orange County Water District Purpose of Meeting: Executive Committee Meeting	42	
7/17/2006	Name of Group: Library Directors of Independent Special Library Districts Location: Palos Verdes Library District Hdqr. Purpose of Meeting: Meeting of Library Directors and tour of District	79	
8/1/2006	Name of Group: Independent Special Districts of Orange County Location: Orange County Water District Purpose of Meeting: Executive Committee Meeting	42	

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles 205	Total Parking
SIGNATURE: <u>Elizabeth D. Minter</u>	DATE: <u>9/13/2006</u>	Miles X .445 Effective: 1/1/2006	
APPROVED BY: <u>Richard Ch... ..</u>	DATE: <u>9/18/06</u>	TOTAL DUE: \$91.23	
		\$91.23	

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PLACENTIA LIBRARY DISTRICT

Out-of-Town Travel Reimbursement Report

Name: Elizabeth D. Minter
Title: Library Director

Name of Meeting: Public Library Association
Purpose of Meeting: Biennial Conference

Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia CA 92870

DAY OF WEEK	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL
DATE	3/20/16	3/21/06	3/22/06	3/23/06	3/24/06	3/25/06	
REGISTRATION							0.00
HOTEL	153.82	153.82	153.82	153.82	153.82	153.82	922.92
HOTEL DEPOSIT	-153.82	-153.82	-153.82	-153.82	-153.82	-153.82	-922.92
BREAKFAST		8.26	16.80			13.97	39.03
LUNCH						16.22	16.22
DINNER		33.68	16.30		24.75	4.60	79.33
AIR/ TRAIN FARE							0.00
LOCAL TRANS. (bus/taxi)	24.00 16.50		12.00			18.00	70.50
MILEAGE @ .445/Mile. Eff.1/1/06	74 32.93					74 32.93	65.86
POSTAGE/ SHIPPING	42.93						42.93
TELEPHONE	20.00						20.00
TOTAL	136.36	41.94	45.10	0.00	24.75	85.72	333.87

Receipts are required for all expenses except local transportation under \$10.00. Each individual must submit his/her own hotel and meal expenses – you may not include others on your claims.

I CERTIFY THAT THE EXPENSES LISTED ABOVE WERE INCURRED AS PART OF MY OFFICIAL DUTIES ARE IN COMPLIANCE WITH THE PLACENTIA LIBRARY DISTRICT POLICY 19-82 GOVERNING TRAVEL AND CONFERENCES.

SIGNATURE: ED Minter DATE: 4/4/2006

APPROVED BY: James A. Surman DATE: 4-17-06

PLACENTIA LIBRARY DISTRICT

Out-of-Town Travel Reimbursement Report

Name: Elizabeth D. Minter

Name of Meeting: ALA Midwinter

Title: Library Director

Purpose of Meeting: Exhibits & Programs

Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia CA 92870

DAY OF WEEK	Friday	Saturday	Sunday	Monday		TOTAL
DATE	1/20/2006	1/21/2006	1/22/2006	1/23/2006		
REGISTRATION						Prepaid
HOTEL	163.44	163.44	163.44			490.32
HOTEL DEPOSIT						
BREAKFAST						
LUNCH		21.37	21.55	15.01		57.93
DINNER	14.62					14.62
AIR/TRAIN FARE						Prepaid
LOCAL TRANS. (bus/taxi)	17.00			25.00		42.00
MILEAGE @ .445/Mile. Eff.1/1/06	72 miles 32.04			72 miles 32.04		64.08
PARKING/TOLLS						
POSTAGE			22.44 5.97			28.41
TOTAL	227.10	184.81	213.40	72.05		697.36

Receipts are required for all expenses except local transportation under \$10.00. Each individual must submit his/her own hotel and meal expenses – you may not include others on your claims.

I CERTIFY THAT THE EXPENSES LISTED ABOVE WERE INCURRED AS PART OF MY OFFICIAL DUTIES ARE IN COMPLIANCE WITH THE PLACENTIA LIBRARY DISTRICT POLICY 19-82 GOVERNING TRAVEL AND CONFERENCES.

SIGNATURE: Elizabeth D. Minter DATE: 2/6/2006
 APPROVED BY: Richard C. DeLoach DATE: _____

PLACENTIA LIBRARY DISTRICT

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of November-December 2005

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
11/25/05 12/1/05 12/15/05	Name of Group: Placentia Library Foundation Vending Machine Location: SAM's Club, Fullerton Purpose of Meeting: Pick up supplies	4 per trip 12	
12/2/05	Name of Group: Kendal Flowers Location: Santa Ana Purpose of Meeting: Pick up flowers and supplies for Foundation Donor Reception	26	
12/6/05	Name of Group: Association of Fund Raising Professionals Location: Turnip Rose, Orange Purpose of Meeting: Monthly membership meeting	15	
12/8/05	Name of Group: Santiago Library System Executive Council Location: Orange County Public Library Headquarters, Santa Ana Purpose of Meeting: Business Meeting	29	

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences. SIGNATURE: <u><i>Elizabeth D. Minter</i></u> DATE: Jan 11, 2006 APPROVED BY: <u><i>Peter M. ...</i></u> DATE: _____ TOTAL: \$39.77	Total Miles 82	Total Parking _____
	Miles X .485 Effective 9/13/05 <u>\$39.77</u>	

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At the end of the month, return the approved form with the actual mileage along with any receipts for parking. Use a Travel Reimbursement Report form for any meetings that have expenses other than mileage and parking.

PLACENTIA LIBRARY DISTRICT

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of December 2005

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
12/12/2005	Name of Group: Infopeople Location: Fullerton Library Purpose of Meeting: Workshop on intergenerational differences	10	
12/30/2005	Name of Group: Moon Fabrics/Levines' Location: Wall & Maple Streets, Los Angeles Purpose of Meeting: Purchase materials for Author Luncheon aprons	61	\$6.00
	Name of Group: ----- Location: ----- Purpose of Meeting: -----		
	Name of Group: ----- Location: ----- Purpose of Meeting: -----		

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles 71	\$6.00
SIGNATURE: <i>E. Minter</i>	DATE: Jan 11, 2006	Miles X .485 Effective 9/13/05	Total Parking
APPROVED BY: <i>Robert M. Wood</i>	DATE: _____ TOTAL: \$40.44	\$34.44	\$6.00

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PLACENTIA LIBRARY DISTRICT

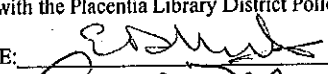
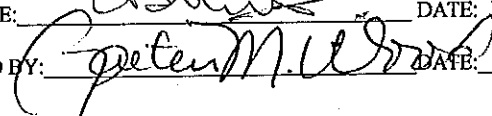
Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of January 2006

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
1/5/06 1/6/06	Name of Group: Placentia Library Foundation Vending Machine Location: SAM's Club, Fullerton Purpose of Meeting: Pick up supplies	4 per trip 8	
1/5/06	Name of Group: Moon Fabrics Location: Wall St., Los Angeles Purpose of Meeting: Pick up material because the original purchase was measured incorrectly	61	
	Name of Group: Location: Purpose of Meeting:		
	Name of Group: Location: Purpose of Meeting:		

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles 69	Total Parking
SIGNATURE: 	DATE: Jan 11, 2006	Miles X .445 Effective: 1/1/2006	
APPROVED BY: 	DATE: _____	TOTAL DUE: \$30.71 \$ 110.92	\$30.71

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At the end of the month, return the approved form with the actual mileage along with any receipts for parking. Use a Travel Reimbursement Report form for any meetings that have expenses other than mileage and parking.

PLACENTIA LIBRARY DISTRICT

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of October – November 2005

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
Nov 15, 2005	Name of Group: Tri City Library Consortium Location: Anaheim, Off Broadway Bistro Purpose of Meeting: Meeting of the Library Directors	15	
Nov 16, 2005	Name of Group: State Library of California Location: Santa Fe Springs Civic Center Purpose of Meeting: Seminar on the Future of Libraries	40	
Nov 17, 2005	Name of Group: Infopeople Location: Cerritos Public Library Purpose of Meeting: Workshop on Desktop Management & Security Issues	28	
Sep 14, 2005 Sep 22, 2005 Sep 29, 2005 Oct 5, 2005 Oct 27, 2005 Nov 17, 2005	Name of Group: Placentia Library Foundation Vending Machine Location: SAM's Club, Fullerton Purpose of Meeting: Pick up supplies	4 per trip 24	

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles 107	Total Parking
SIGNATURE: <i>ED Minter</i>	DATE: Nov 21, 2005	Miles X .485 Effective 9/13/05	
APPROVED BY: <i>Jillina P. Gordon</i>	DATE: 11/24/05	TOTAL DUE: \$51.90	

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PLACENTIA LIBRARY DISTRICT

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of Oct. – Nov. 2005

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
Oct 25, 2005	Name of Group: RMC Contractors Location: Irvine Purpose of Meeting: Look at used furniture and make proposal for donation of desks and task chairs.	30 miles	
Nov 9, 2005	Name of Group: Local Area Formation Commission Location: Santa Ana Purpose of Meeting: Hearing on Placentia Library District Municipal Service Review & sphere of influence.	25 miles	
Nov 8, 2005	Name of Group: Independent Special Districts of Orange County Location: Municipal Water District of Orange County, Fountain Valley Purpose of Meeting: Board of Directors Meeting	31 miles	3.00
Nov 10, 2005	Name of Group: Offices of Executive Consulting Location: Long Beach Purpose of Meeting: Planning meeting for Foundation Strategic Planning session on Jan 7, 2006.	58 miles	8.00

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles 144	\$11.00
SIGNATURE: <i>E. Minter</i>	DATE: Nov. 21, 2005	Miles X .485 Effective 9/13/05	Total Parking
APPROVED BY: <i>J. Groves</i>	DATE: 11/29/05	TOTAL DUE: \$80.84	\$69.84

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PLACENTIA LIBRARY DISTRICT

036609

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of October 2005

536

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
Oct 4, 2005	Name of Group: Independent Special Districts of Orange County Location: Municipal Water District of Orange County, Fountain Valley Purpose of Meeting: Board of Directors Meeting	31 miles per meeting 31 miles	
Oct. 6, 2005	Name of Group: All American Balloons Location: Santa Ana Purpose of Meeting: Pick up supplies for Heritage Parade	22 miles	
Oct 8, 2005	Name of Group: Heritage Parade & Festival Location: Tri City Park, Placentia Purpose of Meeting: Parade & Festival preparations and errands	14 miles	
Oct 14, 2005	Name of Group: Library Board of Trustees Location: Placentia Purpose of Meeting: Deliver Board Agenda Books to Trustees	8 miles	

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles 75	Total Parking
SIGNATURE: <u>Elizabeth D. Minter</u>	DATE: Oct. 16, 2005	Miles X .485 Effective 9/13/05	
APPROVED BY: <u>John A. [Signature]</u>	DATE: _____	TOTAL DUE: \$36.38	
		\$36.38	

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PLACENTIA LIBRARY DISTRICT

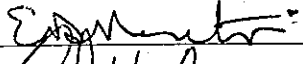
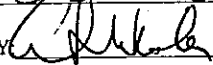
Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of July-September, 2005

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
Sep 12, 2005	Name of Group: Info People Workshop on Technology Location: Los Angeles Public Library Purpose of Meeting: Continuing Education	Fullerton Station: 8 miles Metro ticket: \$9.75 Los Angeles 70 miles Lunch: \$16.80	My husband drove to Los Angeles to pick us up during the power outage.
Jun 23, 2005 Jun 30, 2005 Jul 7, 2005 Jul 14, 2005 Jul 21, 2005 Jul 28, 2005 Aug 4, 2005 Aug 11, 2005 Aug 18, 2005	Name of Group: Placentia Library Foundation Vending Machine Location: SAM's Club, Fullerton Purpose of Meeting: Pick up supplies	4 per trip 36 miles	
Aug 24, 2005 Sep 1, 2005 Sep 8, 2005	Name of Group: Placentia Library Foundation Vending Machine Location: SAM's Club, Fullerton Purpose of Meeting: Pick up supplies	4 per trip 12 miles	
Jul 12, 2005 Aug 2, 2005	Name of Group: Independent Special Districts of Orange County Location: Municipal Water District of Orange County, Fountain Valley Purpose of Meeting: Board of Directors Meeting	31 miles per meeting 62 miles	

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles: 188	Total Parking
SIGNATURE: 	DATE: Oct 3, 2005	Miles X .405	Metro: 9.75
APPROVED BY: 	DATE: 10/11/05	Effective 1/1/05	Lunch: 16.80
TOTAL DUE: \$102.69		76.14	26.55

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At the end of the month, return the approved form with the actual mileage along with any receipts for parking. Use a Travel Reimbursement Report form for any meetings that have expenses other than mileage and parking.

PLACENTIA LIBRARY DISTRICT

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of June – September, 2005

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
Jun 30, 2005	Name of Group: Library Directors of Independent Special Districts Location: Buena Park Library District Purpose of Meeting: To discuss strategic planning and administrative issues	24 miles	
Jul 7, 2005	Name of Group: Blackbaud Volunteer Management Software Location: Westin Hotel, Costa Mesa Purpose of Meeting: Software demonstration	42 miles	
Jul 21, 2005	Name of Group: E-vent Location: Embassy Suites, Brea Purpose of Meeting: Software demonstration	8 miles	
Aug 4, 2005	Name of Group: Santiago Library System Council Location: Buena Park Library District Purpose of Meeting: Business meeting	24 miles	

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles 98	
SIGNATURE: <u>Elizabeth D. Minter</u>	DATE: Oct 3, 2005	Miles X .405 Effective 1/1/05	Total Parking
APPROVED BY: <u>Albert</u>	DATE: <u>10/11/05</u>	TOTAL DUE: \$39.69	
		\$39.69	

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AUDITOR-CONTROLLER
OCT 1 8 2005

PLACENTIA LIBRARY DISTRICT

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter

For the Period of September 2005

Title: Library Director

Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
Sep 7, 2005	Name of Group: Louise Mazerov, Buena Park Library District Location: Buena Park Purpose of Meeting: To discuss the Strategic Planning Focus Group questions	24 miles	
	Name of Group: Location: Purpose of Meeting:		
	Name of Group: Location: Purpose of Meeting:		
	Name of Group: Location: Purpose of Meeting:		

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles 24	Total Parking
SIGNATURE: <i>E. Minter</i>	DATE: Oct. 3, 2005	Miles X .405 Effective 1/1/05	
APPROVED BY: <i>A. Roberts</i>	DATE: <i>10/4/05</i>	TOTAL DUE: \$9.72	

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PLACENTIA LIBRARY DISTRICT

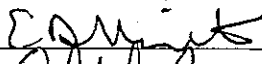

Local Travel Authorization and Refund Request

Name: Elizabeth D. Minter For the Period of September 2005

Title: Library Director Social Security #: 181-36-9843

Address: 539 Gardenia Avenue, Placentia, CA 92870

Date	Meeting Information	Miles	Parking
Sep 13, 2005	Name of Group: Independent Special Districts of Orange County	31 miles per meeting	
	Location: Municipal Water District of Orange County, Fountain Valley	31 miles	
	Purpose of Meeting: Board of Directors Meeting		
Sep 27, 2005 Sep 28, 2005 Sep 29, 2005	Name of Group: California Special Districts Association Location: Westin Hotel, Long Beach Purpose of Meeting: Annual Conference	195 miles	(I lost the parking receipt for Sep. 28) Sep 27: \$6.00 Sep 29: \$6.00
Sep 14, 2005 Sep 22, 2005	Name of Group: Placentia Library Foundation Vending Machine Location: SAM's Club, Fullerton Purpose of Meeting: Pick up supplies	4 per trip 8 miles	
	Name of Group: Location: Purpose of Meeting:		

I certify that the expenses listed above were incurred as part of my official duties and are in compliance with the Placentia Library District Policy 19-82 governing travel and conferences.		Total Miles 234	
SIGNATURE: 	DATE: Oct 3, 2005	Miles X .485 Effective 9/13/05	Total Parking
APPROVED BY: 	DATE: 9/26/05	TOTAL DUE: \$125.49	\$113.49
			\$12.00

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PLACENTIA LIBRARY DISTRICT
COUNTY EXEMPT CHECKING
 411 E. CHAPMAN AVE.
 PLACENTIA, CA 92870-6198
 (714) 528-1925 X 202

BANK OF THE WEST
 90-4284/1222

Agenda Item 50
 Attachment 6667
 Page 1 of 5
 10/24/2006

PAY TO THE ORDER OF Elizabeth D Minter

\$ **252.67

Two Hundred Fifty-Two and 67/100***** DOLLARS

Elizabeth D Minter
 539 Gardenia Avenue
 Placentia, CA 92870

TWO SIGNATURES REQUIRED OVER \$500.00

Elizabeth D Minter
James B. [Signature]

MEMO Reimbursement for office expense *Director's Fund*

⑈006667⑈ ⑆122242843⑆ 664023298⑈

Store # 337-5428

Date 7/06/06 14:44 Ticket Number 91639-000 Salesperson Janice

Description	Amount
Non-Marked Item	107.96
NMI	
4.00 @ 26.99	
160506Plastic Swirl Ball Red	75.96
014795159409	4.00 @ 18.99
PILLOW/RED VELVET/6.5"	13.98
086131650505	2.00 @ 6.99
HANG STUFF ORN:12PCPK,VELVET	35.94
065810170732	6.00 @ 5.99
BOOK 1.50	3.00
400129005366	2.00 @ 1.50
10'Battery Opr. Anim. Santa	53.98
017816433571	2.00 @ 26.99

Subtotal 290.82
 Discount 58.16-
 Tax 8.6000% 20.01
 Total 252.67

Payment Summary:

Date : 7/06/06
 Visa Card
 xxxxxxxxxxxxx6898 252.67

Total Items Sold : 20

Your Savings on this sale is \$2.99

Thank You for Visiting Missouri's
 Largest Christmas Store

365 - DAY MERCHANDISE RETURN POLICY



6578

PLACENTIA LIBRARY DISTRICT
COUNTY EXEMPT CHECKING
411 E. CHAPMAN AVE
PLACENTIA, CA 92870-6198
(714) 528-1925 X 202

BANK OF THE WEST
90-4284/1222

8/30/2006

PAY TO THE ORDER OF Elizabeth D Minter

\$ **30.00

Thirty and 00/100

DOLLARS

Elizabeth D Minter
539 Gardenia Avenue
Placentia, CA 92870

TWO SIGNATURES REQUIRED OVER \$500.00

Elizabeth D Minter
Richard C. Wellesley

MEMO Medical Reimbursement - Office Co-Pay

⑈006578⑈ >⑈122242843⑈ 664023298⑈

PLACENTIA LIBRARY DISTRICT
COUNTY EXEMPT CHECKING
4111 E. CHAPMAN AVE
PLACENTIA, CA 92870-6198
(714) 528-1925 X 202

BANK OF THE WEST
90 4284/1222

6365

5/16/2006

PAY TO THE ORDER OF Elizabeth D Minter

\$ **133.50

DOLLARS

One Hundred Thirty-Three and 50/100

Elizabeth D Minter
539 Gardenia Avenue
Placentia, CA 92870

TWO SIGNATURES REQUIRED OVER \$500.00

ED Minter
[Signature]

MEMO *Overseer Fund*
Reimbursement for Chamber Mixer (4-13-06) expenses

⑈006365⑈ ⑆122242843⑆ 664023298⑈

© 2005 INFLUX, INC. # 177 1-800-59-8810

PLACENTIA LIBRARY DISTRICT
COUNTY EXEMPT CHECKING
4111 E CHAPMAN AVE
PLACENTIA, CA 92870-8198
(714) 528-1925 X202

BANK OF THE WEST
80-4284/1222

1/12/2006

Elizabeth D. Minter

\$ **22.74

1742100*****DOLLARS

Elizabeth D. Minter
Placentia Avenue
Placentia, CA 92870

TWO SIGNATURES REQUIRED OVER \$500.00

E. Minter
Richard C. [Signature]

Director - Fund

Payment for purchase of library decor

⑈006079⑈ ⑆1: 22242843⑆ 664023298⑈

Plant Cyclaman 6"
ZCYC6

3 @ 7.00 \$21.00
3.00 ITEMS SUBTOT/ \$21.00

TAX \$1.74
TOTAL \$22.74
Cash \$23.00
Change Due \$0.26

1001INV0240716

Mellano & Company
766 Wall Street
Los Angeles, CA 90014
(213) 622-0796

Director - COE Dir Fund

LOC: 100 WKS: 100-01
OPER: Iapost01 SLS: HOUSE 100
DATE: 1/5/2006 TIME: 10:41:00 AM
CUSTOMER ACCOU CASH100

Thank You for visiting Mellano

5888

BANK OF THE WEST
90-428-41222

9/8/2005

\$ **41.88

DOLLARS

TWO SIGNATURES REQUIRED OVER \$500.00

Elizabeth D. Minter
Geeta M. W. ...

PLACENTIA LIBRARY DISTRICT
COUNTY EXEMPT CHECKING
411 E. CHAPMAN AVE
PLACENTIA, CA 92870-6198
(714) 528-1925 X.202

PAY TO THE ORDER OF Elizabeth D. Minter

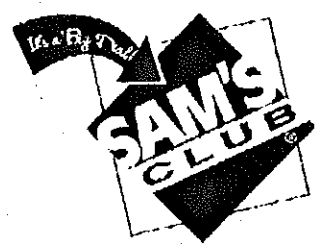
Elizabeth D. Minter
539 Gardenia Avenue
Placentia, CA 92870

MEMO COE Director's Fund Reimbursement

⑆005888⑆ ⑆122242843⑆ 664023298⑆

*COE See find
Halloween decorations*

Our Business Is Saving
Your Business Money.™



CLUB MANAGER DAVID STOERCK
(714) 738 - 7755
Fax and Pull # (714) 738-0874
FULLERTON, CA

09/08/05 08:36 5894 6616 011 1332

W MEMBER 1014-11654702018

THANK YOU,
PLACENTIA LIBRARY

681150.00	RECROW	38.87	T
	SUBTOTAL	38.87	
	TAX @ 7.750 %	3.01	
	TOTAL	41.88	
	CHECK TEND	41.88	
	CHANGE DUE	0.00	

ITEMS SOLD 1

TC# 3232 4658 0529 5828 2929



Hurricane Katrina Donations are
now accepted at any register.
09/08/05 08:37:16

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Expense Authorization & Petty Cash
POLICY NUMBER: 3040

3040.1 All purchases made for the District by staff will be authorized by the Library Director, and will be in conformance with the approved District budget.

3040.2 Any commitment of District funds for a purchase or expense greater than \$10,000.00 will first be submitted to the Board of Directors for approval, or will be in conformance with prior Board action and/or authorizations.

3040.3 A "petty cash" checking account fund will be maintained in the District office having a balance-on-hand maximum of \$10,000.00. Included in this fund will be a \$550.00 Circulation Cash Register cash fund and a \$100.00 Office Petty Cash fund.

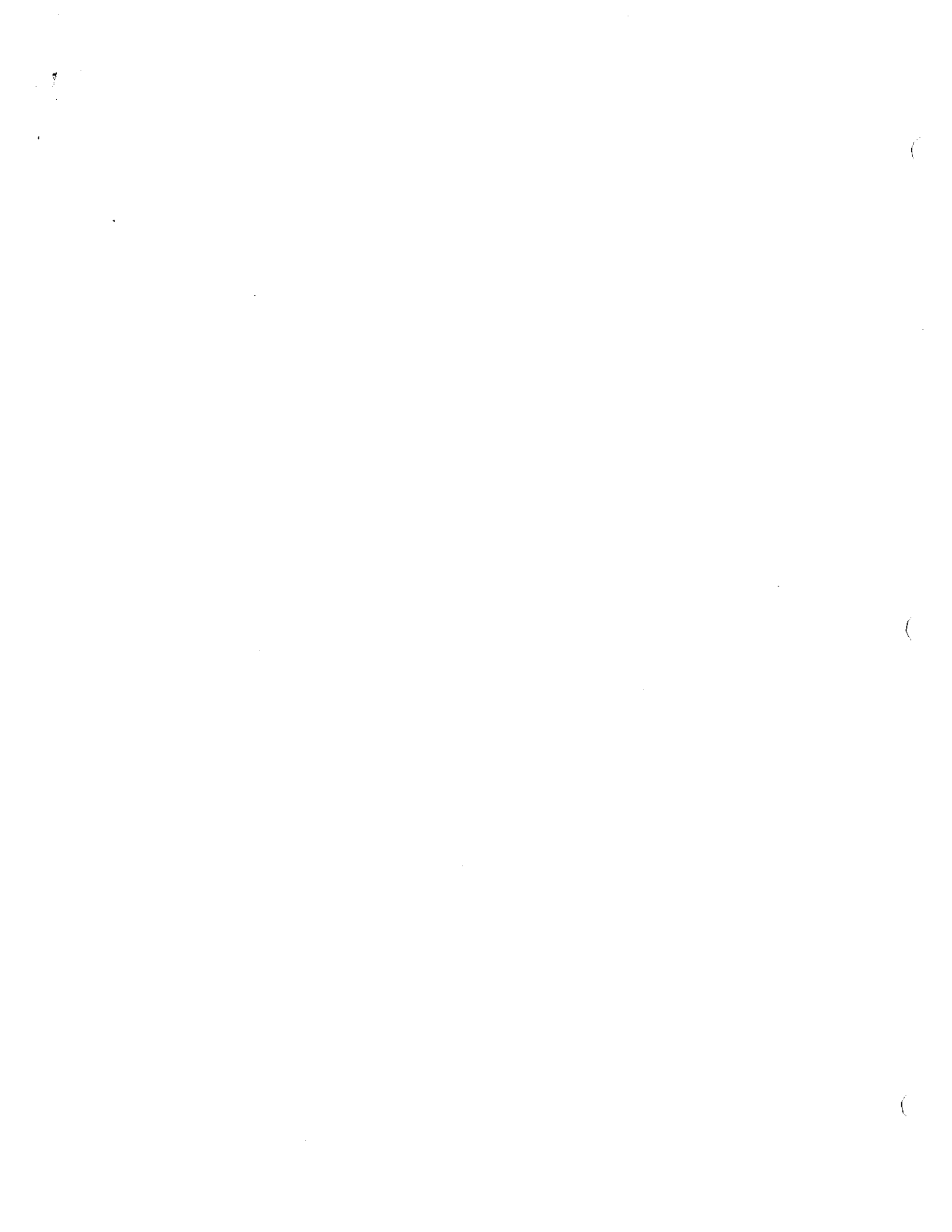
3040.3.1 Petty cash may be advanced to District staff or Trustees upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same will be submitted to the Library Director, and any remaining advanced funds will be returned. The maximum petty cash advance will be \$100.00.

3040.3.2 No personal checks will be cashed in the petty cash fund.

3040.3.3 The petty cash fund will be included in the District's annual independent accounting audit.

3040.4 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash will be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement will be approved by the Library Director prior to remuneration.

3040.4.1 Travel reimbursement requests and expense reimbursements submitted by the Library Director will be signed by the Library Board President or Secretary. They may be signed by any other Trustee only if neither the Library Board President or Secretary are not available.



3040.5 In compliance with the Orange County Counsel opinion A-1000, dated June 20, 1983, stating, "...a local public entity, by resolution may authorize an employee to perform the functions of the governing body with respect to the allowance, compromise or settlement of a claim that is \$20,000 or less" the Board of Trustees authorizes the Library Director to process claims for items totaling less than \$20,000 of routine, budgeted expenses. These claims shall be signed by the Library Director and countersigned by one Trustee.

3040.5.1 Claims for routine, budgeted expenses processed for payment between Library Board Meetings and totaling more than \$20,000 may be signed by three trustees.

3040.5.2 In the absence of the Library Director three Trustees may sign Claims for routine budgeted items without any restriction in the amount of the Claim.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Renewal of Placentia Library District Policy Manual
2110 Health and Welfare Benefits Medical Reimbursement for CY07

DATE: February 20, 2007

BACKGROUND

As a result of the transfer of medical insurance plan from Blue Cross HMO to Special District Risk Management Authority EPO on August 1, 2006, the employee deductible and co-pay structure have increased, which can result in a financial hardship for the employee in the event of a medical emergency.

The Library District Management evaluated the revenue flow for Budget Year FY06-07 and had determined that the District can subsidize the employee's deductibles and co-pays for medical and dental insurance. The Board of Trustees approved the reimbursement program for CY06 for employees' expenses up to \$500 per year per employee.

Summary of Reimbursements Processed for Calendar-Year 2006.

Number of Employees Reimbursed	7
Total Amount of Reimbursements	\$1,647.48
Average reimbursement per employee	\$235.35

Attachment A is Policy 2110, Health & Welfare Benefits.

RECOMMENDATION

1. Approve Renewal of Placentia Library District Policy Manual, 2110 Health and Welfare Benefits Policy Deductible/Co-Pay Reimbursements for Calendar Year 2007 for employees' expenses up to \$500 per year per employee.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

2110.1 Medical Expense Insurance. The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular probationary and full time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

2110.1.1 Exempt Employees Premium. The District pays the premium for all exempt employees and family, if applicable, for medical, dental, and vision coverage with a required employee monthly co-pay of \$54.00. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

2110.1.2 Non-Exempt Employees Premium. The District pays the premium for the non-exempt employee for medical, dental, vision and accidental death and dismemberment coverage for full-time and a pro-rata payment for regular part-time Non-Exempt employees. Spouse and family coverage is available for all policies at the employee's expense except for the family long-term accidental death and dismemberment insurance.

2110.1.3 Deductible/Co-Pay Reimbursements. All employees enrolled in medical and/or dental coverage are eligible to receive deductible and/or co-pay reimbursements for the employee's expenses up to \$500 per year per employee for the expenses listed below. Regular part-time employees enrolled in medical and/or dental coverage are eligible to receive pro-rata reimbursements.

2110.1.3.1 Medical Insurance Reimbursement of:

(a) \$300 annual deductible. Employee must submit receipt(s) from the care provider(s) that includes the employee's name, the name and address of each care provider and the date(s) of service.

(b) \$15.00 co-pay for physician office visit. Employee must provide receipt from the physician's office that includes the em-

ployee's name, the name and address of the care provider and the date of service.

(c) \$15.00 co-pay for physical therapy. Employee must submit itemized receipt from the physical therapist's office that includes the employee's name, the name and address of the physical therapist and the date(s) of service.

2110.1.3.2 Dental Insurance Reimbursement of 50% of employee's portion for "Major" procedures. Employee must submit "Explanation of Benefits" statement from Plan Provider and an itemized receipt from the dentist's office that includes the employee's name, the name and address of the dentist, and the date(s) of service. Orthodontia, cosmetic and/or any elective work is not reimbursable.

2110.2 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

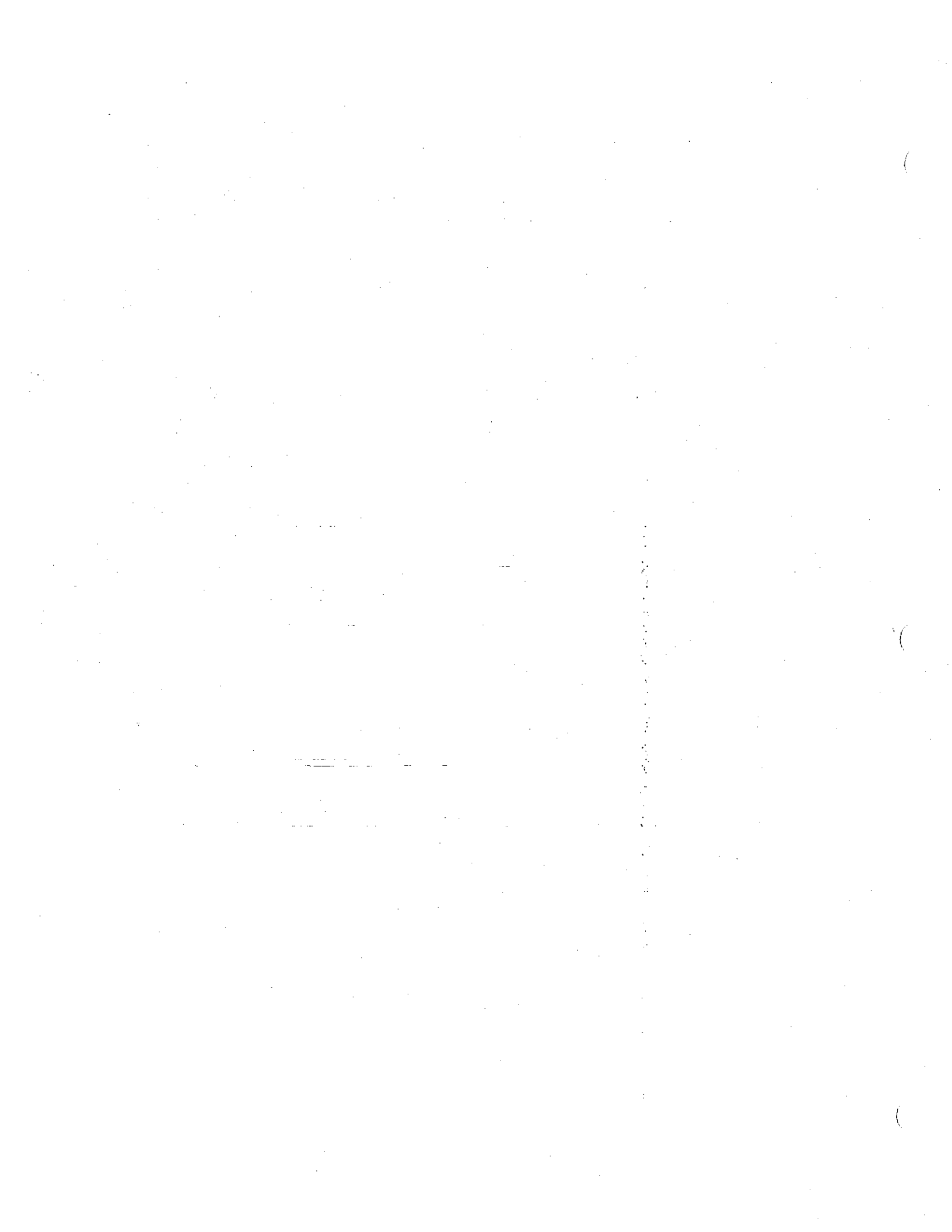
2110.3 Retirement Plan. Upon achieving regular employee status, employees will be enrolled in the District's employee retirement plan.

2110.3.1 The District contributes seven per cent of an employee's annual salary to the plan. There is no employee contribution to the retirement plan.

2110.3.2 Employees are vested in the retirement plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

2110.4 Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

2110.5 Deferred Compensation. Probationary and regular employees in all job classifications are eligible to participate in the United States Conference of Mayors Deferred Compensation Plan or any other deferred compensation adopted by the Library Board of Trustees. Participation is voluntary and the employee must process the application.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Adopt the Placentia Library District Salary Schedule for Exempt Employees for Fiscal Year 2006-2007 effective January 1, 2007

DATE: February 20, 2007

BACKGROUND

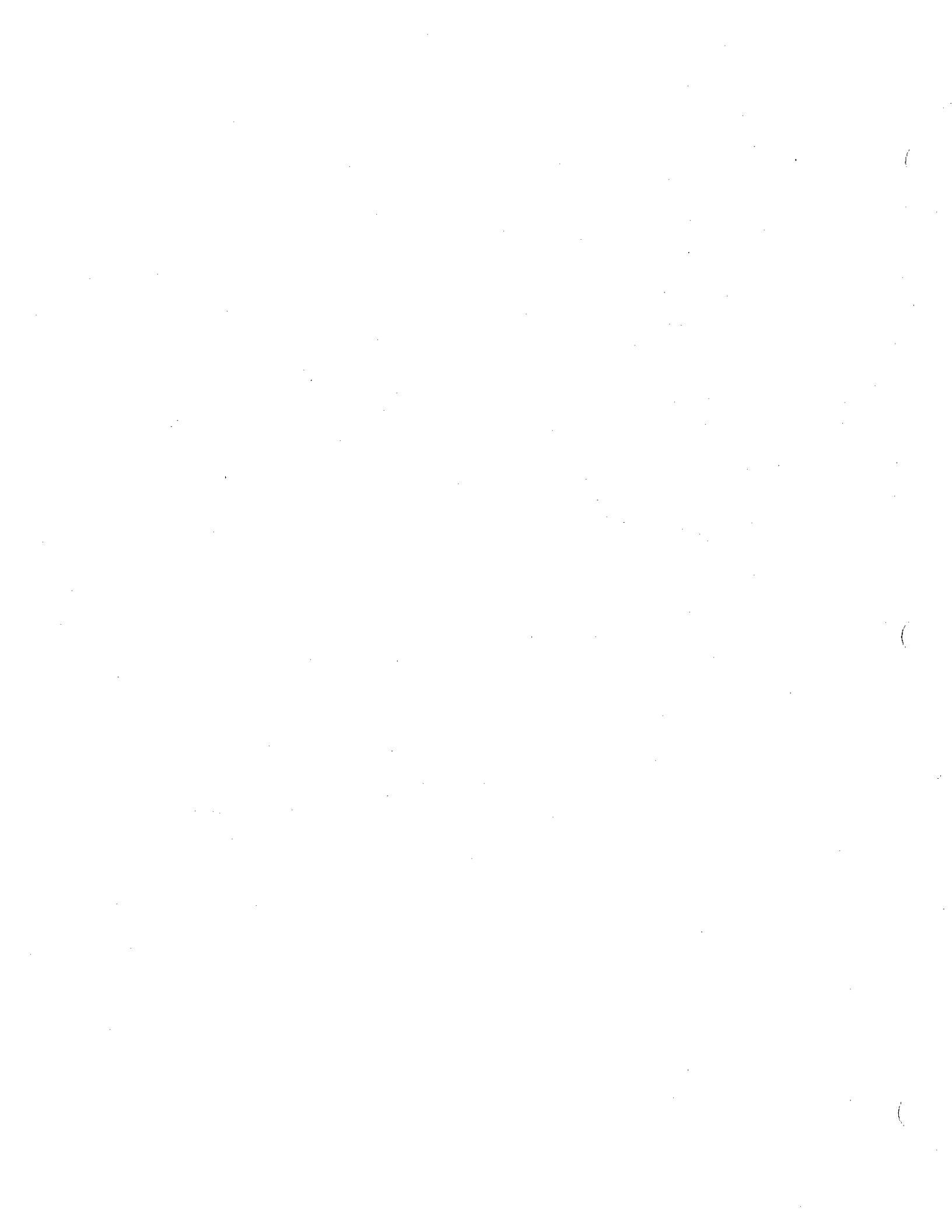
Assembly Bill 1835 – Chapter 06-230, Minimum Wage was signed and approved by Governor Arnold Schwarzeegger on September 12, 2006. The Assembly Bill increases the minimum wage in two phases: On Jan. 1, 2007, the minimum wage changes from \$6.75 to \$7.50 per hour and on Jan. 1, 2008, the minimum wage increases to \$8.00 per hour.

Attachment A is Resolution 07-06.

Attachment B is the revised Salary Scale for Fiscal Year 2006-2007.

RECOMMENDATION

1. Adopt the Placentia Library District Salary Schedule for Exempt Employees for Fiscal Year 2006-2007 effective January 1, 2007.
2. Read by title only, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for the Exempt Employees of the District for Fiscal Year 2006-2007 effective January 1, 2007.
3. Adopt Resolution 07-06.



RESOLUTION 07-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT THE SALARIES SCALE FOR EXEMPT EMPLOYEES
OF THE DISTRICT FOR FISCAL YEAR 2006-2007

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2006-2007 dated February 20, 2007, and implements such on January 1, 2007.

AYES: None

NOES: None

ABSENT: None

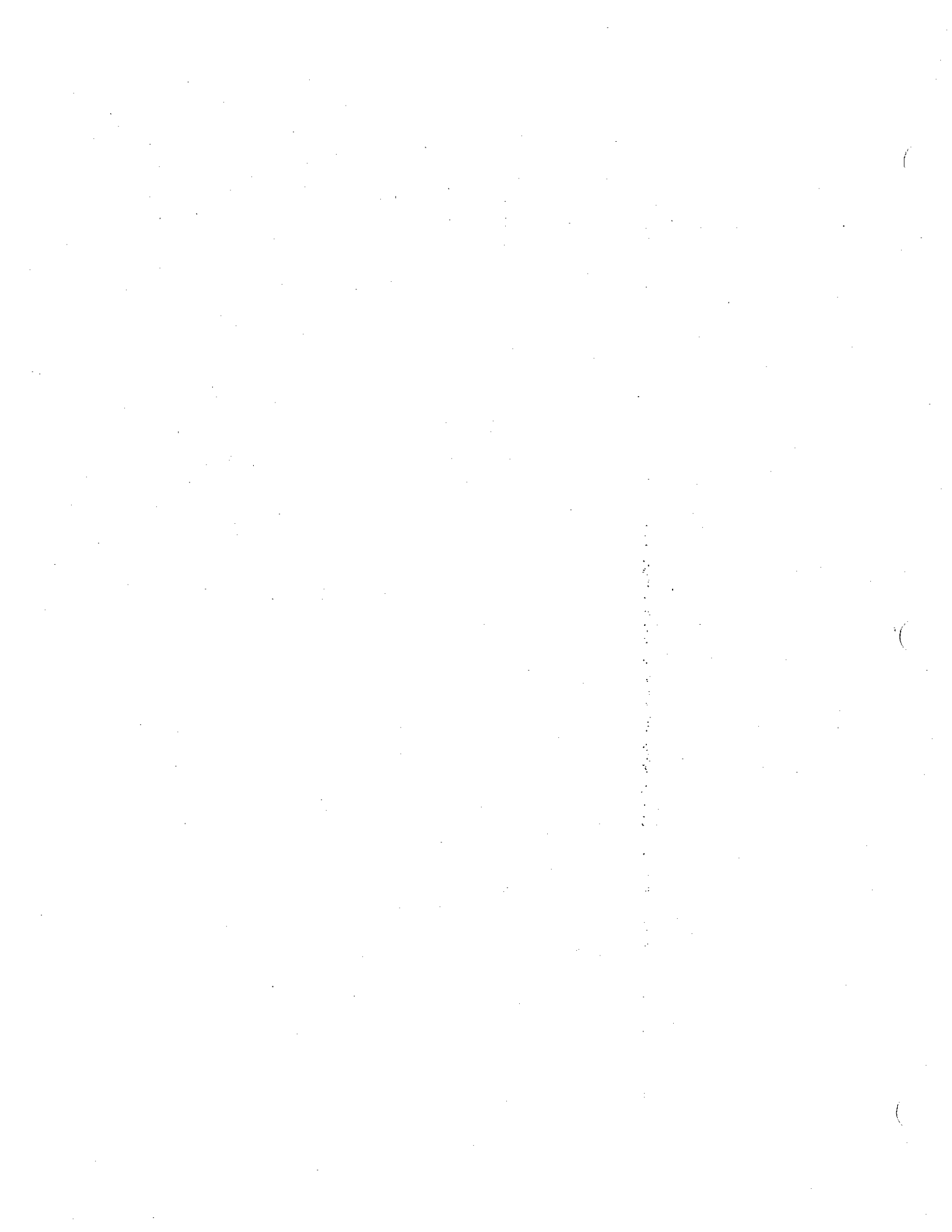
ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at an Unusual Meeting hereof held on the twentieth day of February, 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of February 2007.

Jean Turner, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2006-2007
Effective Jan 1, 2007

	1	2	3	4	5	6	7	8	9	10
LIBRARY	50.34									
DIRECTOR	4,027.20									
	104,707.20									
	8,725.60									
MANAGERS* HR	25.50	26.14	26.79	27.46	28.15	28.85	29.57	30.31	31.07	32.62
ADMIN SVC PP	2,040.00	2,091.00	2,143.28	2,196.86	2,251.78	2,308.07	2,365.77	2,424.92	2,485.54	2,609.82
AN	53,040.00	54,366.00	55,725.15	57,118.28	58,546.24	60,009.89	61,510.14	63,047.89	64,624.09	67,855.29
MO	4,420.00	4,530.50	4,643.76	4,759.86	4,878.85	5,000.82	5,125.84	5,253.99	5,385.34	5,654.61
MANAGERS* HR	30.20	30.96	31.73	32.52	33.34	34.17	35.02	35.90	36.80	38.64
PUB SVC PP	2,416.00	2,476.40	2,538.31	2,601.77	2,666.81	2,733.48	2,801.82	2,871.86	2,943.66	3,090.84
TECH SVC AN	62,816.00	64,386.40	65,996.06	67,645.96	69,337.11	71,070.54	72,847.30	74,668.48	76,535.20	80,361.96
MO	5,234.67	5,365.53	5,499.67	5,637.16	5,778.09	5,922.54	6,070.61	6,222.37	6,377.93	6,696.83

PAGES	Starting Wage	6 Months	1 Year	18 Months
	7.50	7.88	8.27	8.68

Signature: _____
AI Shkoler, President

: Approved February 20, 2007
Minimum Wage Effective Date: January 1, 2007



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Wendy Goodson, Administrative Services Manager *WG*

SUBJECT: Nomination of Business Associate to the American Business Women's Association (ABWA), Placentia Stars Chapter

DATE: February 20, 2007

BACKGROUND

The American Business Womens' Association's (ABWA) Business Associates Awards Night is coming up. The library staff committee will bring a nomination for the Board's approval at the February 20th, 2007 Library Board Meeting.

Staff is requesting that the Library Board purchase a table for this event to include the nominee's seat and the cost of nine tickets be paid from the Trustee Account of the County Exempt Fund. Tickets not used by the Trustees and the nominee's family will be used by Library staff.

RECOMMENDATION

1. Approve the nomination recommended by the staff committee.
2. Authorize purchase of nine tickets for the American Business Women's Association Business Associates Awards Night to be paid from the Trustee Account of the County Exempt Fund and determine who from the Library Board will attend.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Travel Authorizations for the California Association of Library Trustees and Commissioners' Workshop in Library Leadership for Trustees; the Future of Libraries Series for Trustees; the Special District Risk Management Authority Safety Claims Education Day for the Administrative Services Manager; and the American Library Association Annual Conference for Library Director Minter.

DATE: February 20, 2007

BACKGROUND

1. The annual California Association of Library Trustees and Commissioners (CALTAC) workshop for Southern California will be held on Saturday, March 24, 2007 in Huntington Beach. The cost is \$15 per participant plus mileage. Lunch is not included.
2. The Metropolitan Cooperative Library System (Los Angeles County area) is sponsoring two workshops in March. The first one on March 13 is related to the District's Facility Master Plan Project. Several staff may also be attending and several have already heard the presentation. The Library Director recommends it for any Trustees that are available. The second one on March 27 could be very useful if the District ends up with an election issue in the next several years. Both are held at the Buena Vista Branch of the Burbank Public Library and each costs \$60 per person. Information about these programs is Attachment A.
3. The annual Special District Risk Management Authority Safety Claims Education Day will be held on March 27, 2007 in Sacramento. Participating in this training contributes to making the District eligible for up to a 15% discount on its liability and workers' compensation policies. There is no registration fee for the workshop but travel, lodging and meals will cost approximately \$400.
2. The American Library Association Annual Conference, Washington, DC, , 2007. Library Director Minter requests to attend at a cost not to exceed \$2,210 to be paid from the General Fund. An analysis of the cost is Attachment B. Because of the timing at the end of June, approximately 50% of the cost will be paid from the Fiscal Year 2007-2008 budget.

RECOMMENDATIONS

1. Authorize Trustee registrations for the California Association of Library Trustees and Commissioners' Southern California Workshop in Library Leadership on March 24, 2007 at a cost of \$15 per person plus mileage to be paid from the General Fund.
2. Authorize Trustee registrations for the Future of Libraries Workshop Series on March 13 and 27, 2007 at a cost of \$60 per person plus mileage to be paid from the General Fund.
3. Authorize Administrative Services Manager Goodson to attend the Special District Risk Management Authority Safety Claims Education Day in Sacramento on March 26-27, 2007 at a cost not to exceed \$400 to be paid from the General Fund.
2. Authorize Library Director Minter to attend the American Library Association Annual Conference in Washington, DC, June 22-26, 2007 at a cost not to exceed \$2,210 to be paid from the General Fund.

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org] on behalf of Pam Alger [palger@mcls.org]
Sent: Thursday, January 25, 2007 5:24 PM
To: 'MCLS/SLS/SSCLS Directors'
Subject: Future of the Libraries Series

Future of Libraries Series

For registration information, see the attached flyers.

PERCEPTIONS OF LIBRARIES

March 13, 2007

Buena Vista Branch

9:30 – 2:30

A workshop on the OCLC report Perceptions of Libraries and Information Resources and its implications for library services

Presenters: Joan Frye Williams and George Needham, OCLC Vice President Member Services
Followed by a panel from local libraries that are currently using some innovative technology and approaches in their libraries.

Lunch will be provided

MCLS - \$45; All Others - \$60

LONG OVERDUE

March 27, 2007

Buena Vista Branch

9:30 – 2:30

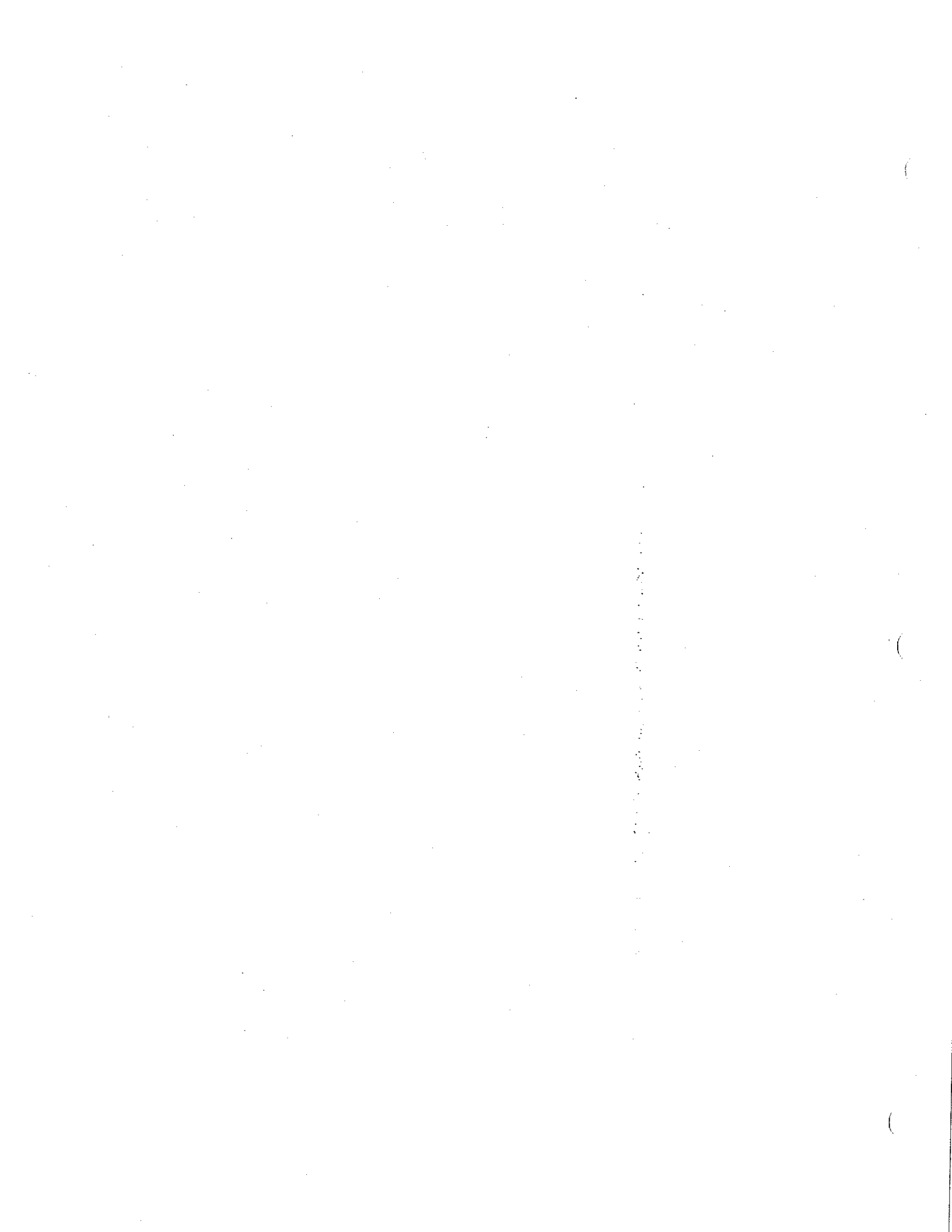
A workshop on the Long Overdue report from the Americans for Libraries Council and Public Agenda. This workshop will focus on the report and on how to create an advocacy campaign building on the findings.

Presenter: Bruce Astrein, Executive Director
Americans for Libraries Council

Lunch will be provided

MCLS - \$45; All Others - \$60

Pam Alger
MCLS
Training and Development Officer
3675 E. Huntington Drive, Suite 100
Pasadena, CA 91107
626.482.4933

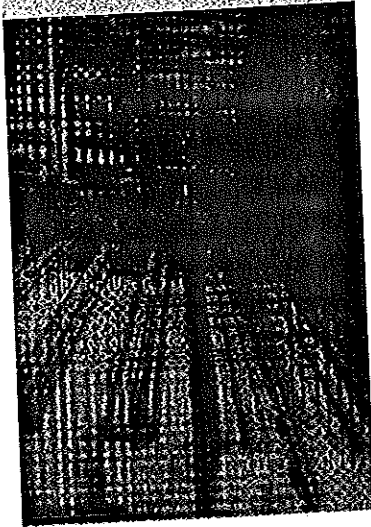


Placentia Library District
Travel Estimate

Name: Elizabeth Minter
Event: American Library Association Midwinter Meeting
Location: Washington DC
Fund: General Fund

Date	Fri 06/22/07	Sat 06/23/07	Sun 06/24/07	Mon 06/25/07	Tues 06/26/07	TOTAL
Registration	170.00					170.00
Hotel	225.00	225.00	225.00	225.00		900.00
Breakfast	15.00	15.00	15.00	15.00	15.00	75.00
Lunch	20.00	20.00	20.00	20.00	20.00	100.00
Dinner	25.00	25.00	25.00	25.00	25.00	125.00
Air/Train	500.00					500.00
Local Trans.	50.00	20.00	20.00	20.00	50.00	160.00
Mileage @ \$.485	40.00				40.00	80.00
Parking/Tolls						0.00
Telephone						0.00
Misc.	20.00	20.00	20.00	20.00	20.00	100.00
TOTAL	1,065.00	325.00	325.00	325.00	170.00	2,210.00





Civility in Society and the Library

As with many libraries across the county, my library is struggling to maintain a respectful, dignified, businesslike, friendly, and safe environment. We want to welcome everyone and provide an environment that allows people to browse, study, and read in a pleasant environment. At times this has been a challenge. *[Editor's note: Hage wrote the following article in a recent library newsletter. She encourages readers to modify and use it in your own community.]*

"It is in the shelter of each other that people live."—Irish proverb

Our goal is to make your library a welcoming, entertaining, inspiring, and safe environment for each of our customers—a shelter of sorts where people can learn and grow and discover from all the resources and media we have available.

The challenge is that the level of civil behavior in our society seems to be slipping. On TV we see sports fans throw chairs at athletes and athletes hitting back. The news blasts im-

ages of a few soldiers abusing foreign prisoners and discipline in our schools is becoming increasingly difficult to maintain. Some people simply do not respect other people and have even less respect for public property. It can be as simple as a parents not taking responsibility for supervising their children while they are in public places or someone moving to a more private place to use their cell phone. We all need to be aware that even in libraries—places long associated with more civil behavior—there are those who would misbehave to the point that they damage property or disrupt the civility of our common space. Unfortunately, the Rochester Hills Public Library is not immune from people challenging the civility, safety, and comfort of our public places.

The library board and staff are proud to have developed a wonderful library that is centered on serving you. We work hard to keep

continued on page 7

What's "In"?—Do You Have These?

Bylaws, Policies, and Rules & Regulations provide for the governance and for the orderly day-to-day business of the library.

BYLAWS

Bylaws confirm and give authority and recognition to the responsibility of the Board of Trustees.

Bylaws set forth the following:

1. The number of trustees that constitute the board of trustees, the term of office, the start and completion of such term, and method of replacement for vacancies or replacement for an incomplete term.
2. The number of trustees required for a Quorum to legally enact the business of the board.

3. The number of regular meetings: Most boards meet monthly, some quarterly and some state regulations set minimum requirement for meetings, specific date and time for meetings, such as the second Tuesday of each month, as well as the means to call for a special meeting and the ability of the board (with proper notice) to change a meeting date.
4. The method for the election of the officers and the term of office (usually one year) and the specific office—president, vice president, secretary, treasurer. In some states, the secretary and treasurer need not be members of the board.

continued on page 8

In

ALTA Update from the President	2
From the ALTA Office	3
2007 Midwinter Meeting Schedule	4
News and Views	5



ALTA President
Anne Sterling

President's Message

ALA and ALTA Officers' Fall Meeting a Rewarding Experience

When I accepted the gavel as president of ALTA last June in New Orleans, I knew there would be lots of work ahead. What I didn't anticipate was the pleasure involved—a very good reason to run for president yourself! As an example, let me tell you about ALA's Fall Planning Meeting in October. At this gathering, leaders from every ALA division meet each fall to plan ahead—for the coming year, and also future years.

On Thursday the 26th, presidents elect attended an all-day seminar on how to be a division president. There's a lot more involved that you think. ALA's lawyer offers the legal do's and don'ts. A communications specialist gives each a chance to speak to a camera, view the tape, and get quick lessons about speaking to the media. Experts present the ALA organization—with charts and humor. ALA's treasurer explains complicated finances. In the evening, presidents-in-waiting have dinner with the incoming ALA President. ALTA proudly sent Don Roalkvam, our next president!

The next day, about eighty of us—all current division officers—convened at the Radisson Hotel. At the ALTA table sat Don, Jane Rowland, Mable Robertson, Shirley Bruursema, Kerry Ward and myself. For the roomful of leaders, ALA President Leslie Burger posed a simple question. How do we attract and keep new professionals and future members of ALA? Out of a hat, she pulled some names of experts to share new research on this subject. Next, Leslie fielded comments, then sent us out into groups to brainstorm.

Many clever and amazing ideas emerged. In my own group, incoming ALA President Loriene Roy came up with the notion of a summer Library Camp for kids, so young people could identify with becoming library professionals at an early age, and would be more likely to stay with this career during the volatile years between 27 and 36, when many librarians leave the field. Our group loved this idea—after all, there is space camp, music camp, tennis camp, etc. So why not one

for future librarians? There was so much positive feedback that our ALTA executive committee voted to express interest in helping a Library Camp become a reality.

Finally, our ALA President reconvened the group to ask a second question. What projects could we think of for a group of emerging leaders in the library field? These students will be chosen in a few months. They'll get special opportunities within ALA and the library profession. They will be able to choose projects that would genuinely help ALA divisions, while letting them acquire useful experience and improve their resumes. Anyone have a good idea for Leslie on projects for emerging leaders?

As the afternoon ended, we all returned to our hotel rooms for a short break before dinner together. Despite a foggy mist off Lake Michigan, we ALTA members boarded taxis for the Mid-America Club, atop the old Standard Oil Building, the third tallest building in Chicago. We took elevators to the eightieth floor, where we met Kerry and Dollester Thorn-Hawkins, our ALTA Administrator. The seven of us enjoyed drinks in the cozy club library, looking out at city lights. Progressing to the dining room, we confronted menus with marvelous offerings. The service was great, too, but by the end of dinner, only a couple of us could manage dessert. Most could only do coffee. Fortunately, no ALTA or ALA funds were used for this outrageous junket!

On Saturday, we paid for the evening's frivolity by starting our ALTA Executive Committee meeting early—at 8 A.M.—and working at warp speed all day. An account of our actions can be found elsewhere in this issue. I hope you'll read the article, because our work will likely affect every member—and in a few months we'll be seeking your approval for some of our decisions. In the meantime, I wrote this column to persuade readers that life in ALTA has its compensations! thus, we hope you'll continue to stay involved and maybe run for ALTA office!

From the ALTA Office

An Update on ALTA Restructuring

The focus of the office staff this fall has been to assist the ALTA Restructuring Task Force (RSTF) and the executive committee as they develop a blueprint for ALTA's future.

In September, the staff delivered to the RSTF a proposed plan to restructure the division. Over the fall, the RSTF reviewed and modified the plan. The executive committee also reviewed the proposed plan at its annual fall planning meeting held at the end of October. (See President's Message.)

The purpose of any restructuring is to ensure ALTA's viability, enhance its national visibility, and increase its membership. Toward this end, the RSTF is working in four broad areas: the organization of the ALTA Board and committees, membership development, product development, and revision of the bylaws. Below is an overview of the work to-date. I encourage you all to view the complete proposal at www.ala.org/ala/alta/altarestructuring/alaaltarstfrestructur.htm and to share your comments with either the ALTA leadership or with me at the office. This important work is being done on behalf of the membership and we want to hear from you!

ALTA BOARD AND COMMITTEES

The RSTF is working to structure the board and committees so they better meet the changing needs of the association. Currently, there are twenty-two members on the ALTA Board, and fifteen committees. The proposed new Board would have eleven members and ALTA committees would be organized into four "committee clusters." The clusters would be formed from committees with similar charges, such as publications, member education, etc. Each committee cluster would have a representative on the board. Some committees would keep their current charge, but many would be changed to give members more opportunities to volunteer and have an immediate impact on ALTA operations.

The RSTF is also recommending the development of an assembly of representatives from all fifty states. The assembly would provide a nationwide network for the exchange of information on activities and issues related to library trusteeship

and advocacy, as well as facilitate two-way communication between members and state library organizations at the state and regional level, and ALTA at the national level.

MEMBERSHIP DEVELOPMENT

ALTA will propose that an ALA/ALTA Board Membership be created. The new membership would be designed to make ALTA membership more attractive and more affordable for trustee boards. The new membership category would not replace ALA/ALTA personal memberships, but would augment that category.

The new board membership will be based on the size of the board. Boards of six or fewer trustees would pay one price and boards of seven and above would pay a slightly higher price. All the members of the board would be ALA/ALTA members, entitled to the same benefits as any other member including *American Libraries*, *The Voice*, discounts, volunteer service on committees, voting, etc.

NEW PRODUCTS

Part of ALTA's restructuring will include new product development. Products being planned include a new array of publications available in both print and electronic format, packages of training available on the Web for members to download, an online version of *The Voice*, and programs for trustees at state and regional library association meetings.

This is not a comprehensive list and RSTF members will likely have many more ideas.

BYLAW REVISION

To codify the many changes noted above, ALTA members will be asked to approve a new set of bylaws during the ALA/ALTA election next spring. Complete information on the proposed bylaws will be sent to you in advance of the election.

Finally, if you have questions or concerns about any aspect of your membership, or any comments on ALTA's restructuring plan, please contact the office at 1-800-545-2433, ext. 2161, or e-mail me at kward@ala.org.



ALTA
Executive
Director
Kerry Ward

ALTA at a Glance

www.ala.org/alta

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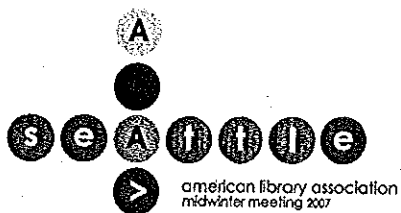
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ALA Production Services

ALTA Mission Statement

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

ALTA Vision Statement

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



ALTA Program Schedule Midwinter 2007 SEATTLE, WA

FAIR=Fairmont Olympic
REN=Renaissance Seattle

FRIDAY, JANUARY 19, 2007

9:00 A.M.-3:30 P.M.

FAIR—Spanish Ballroom
Advocacy Institute

The Advocacy Institute is a full-day program geared to help foster ongoing collaboration between Friends, trustees, librarians, and other advocates at the local level. Attendees will receive specific training to assist them in making the case for libraries. For more info, link to www.ala.org/ala/issues/advocacyinstitute.htm.

10:30 A.M.-12:30 P.M.

REN—Spring
Restructuring Task Force

2:00-4:00 P.M.

REN—Columbia
Executive Committee Meeting

4:00-5:00 P.M.

REN—Washington Room
ALTA Leadership Training

5:30-7:30 P.M.

ALA Exhibits All Conference Reception-NO CONFLICT Time

7:30-10:00 P.M.

Seattle Public Lib—TBD
President's Reception \$50.00

SATURDAY, JANUARY 20, 2007

8:00-9:00 A.M.

REN—Columbia
Awards Committee Meeting (Closed)

8:00-10:00 A.M.

REN—Madison
Restructuring Task Force

10:30 A.M.-12:30 P.M.

REN—Superior Room
Board of Directors Meeting

1:30-3:30 P.M.

REN—Spring
All Committee Meeting
(Intellectual Freedom, President's Program, Advocacy, Local Arrangements)

4:00-5:30 P.M.

REN—State Room
Jury on Trustee Citations (Closed)

4:00-6:00 P.M.

OPEN

SUNDAY, JANUARY 21, 2007

8:00-10:00 A.M.

REN—Federal Room
Restructuring Task Force

10:30 A.M.-12:30 P.M.

REN—North Room
All Committee Meeting
SOS, Action Development, Legislation, Publications

10:30 A.M.-12:30 P.M.

REN—North Room
Education of Trustees, Membership
Committee Meeting

10:30 A.M.-12:30 P.M.

OPEN

1:30-3:30 P.M.

Low Conflict Time, ALA

4:00-6:00 P.M.

REN—Columbia
Nominating Committee Meeting (Closed)

4:00-6:00 P.M.

REN—West Room
Conference Program and Evaluation
Committee Meeting

MONDAY, JANUARY 22, 2007

8:00-10:00 A.M.

REN—South Room
Board of Directors Meeting

10:00-10:30 A.M.

REN—South Room
Executive Committee Meeting

10:30 A.M.-12:30 P.M.

Low Conflict Time, ALA
Look on ALTA's Web site for meeting locations—
www.ala.org/alta.

JANE ROWLAND, ALTA Past President, was named as "Trustee of the Year" by the Metropolitan Library System for her outstanding achievement as public service official. She is the dedicated board president of the Calumet City (IL) Public Library.

THE SLATE OF CANDIDATES FOR ALTA OFFICER POSITIONS, presented by the 2007 ALTA Nominating Committee, was approved by the ALTA Board in New Orleans in June 2006. Thus, it is now official that the following members will be running in online balloting which begins in four months. In alphabetical order, candidates are:

First Vice-President:

Margaret Danhof

Mable Robertson

Second Vice-President:

Diane Graifemberg

Rose Moseley

The terms of the offices they are seeking will in for one year, beginning in July 2007. Photos, resumes, and candidate statements of all four will be included in the early spring issue of *The Voice*.—*Anne Sterling, ALTA President*

INFORMATION MATRIX CAMP

The Oklahoma Library Association and Rose State College received a grant from the Institute for Museum and Library Services to have a one-week library camp for ages 11 to 14 for three years. The main purpose of the camp is to introduce participants to the exciting world of library careers and the variety of library careers available to those budding information specialists. For more information go to www.rose.edu/lrc/ca reers.—*Sharon Saulmon, member, ALTA Board*

NEW ALA BOARD LIAISON

ALA's Past President Michael Gorman has been appointed for the coming year as liaison from the ALA Board to ALTA. President Anne Sterling expressed her pleasure at the appointment when the two met at ALA's October Leadership meetings. Mr. Gorman possesses an insider's knowledge

about the activities of the 66,000 member parent group, and plans to bring ALA information to ALTA business meetings over the next year. He will also listen to ALTA member interests and concerns, carrying these back to the parent board. His term as liaison will run from June 2006 to June 2007.

In 1997, the ALA Executive Board set up a liaison program to facilitate communication with ALA membership units and external organizations, to help identify issues, to provide a single board "contact point," and to make board members more accessible and available. This has been a very successful program.

A native of England, Gorman was the first ALA President born outside the United States. He currently lives in Fresno, California, but will be moving with his wife to the Chicago area in the future. He can be contacted at michaelg@csufresno.edu—*Anne Sterling, ALTA President*

"TEN COMMANDMENTS FOR LIBRARY TRUSTEES" have been prepared by Patricia Owens. "Public library trustee advocacy is vital to ensuring the future of public libraries," according to Owens.

- Have a working knowledge of your public library's services and programs.
- Be familiar with your library funding sources.
- Know who the key decision-makers are in your community.
- Establish clear roles and responsibilities for the Friends of the Library and support their work.
- Attend civic, educational, and community functions and events.
- Become familiar with local, state, and federal existing and proposed library legislation.
- Establish a continuing education budget for trustees.
- Adopt a Library Board Members' Code of Ethics.
- Develop an annual advocacy plan.
- Believe in the value of partnerships and collaborations.

Mark Your Calendar Important ALTA Dates

ALA MIDWINTER MEETING

ALTA meetings
January 19–22, 2007
Seattle, WA
Schedule available online at www.ala.org/alta

TEEN TECH WEEK

March 4–10, 2007

NATIONAL LIBRARY WEEK

April 15–21, 2007

NATIONAL LIBRARY WORKERS DAY

April 17, 2007

NATIONAL LIBRARY LEGISLATIVE DAY

May 1 and 2, 2007

ALA CONFERENCE

ALTA events
June 21–27, 2007
Washington, DC

What's "In"?—Do You Have These? *continued from page 1*

5. The duties of the officers are stated as well as the ability of the board to appoint/employ others such as the library attorney, accountant, etc. as deemed necessary.
6. Define how the bylaws can be amended.
7. Duties of standing committees as well as the use of special committees. In both instances, committees are usually appointments made by the president.
8. The order of business/agenda is set forth in the bylaws.

In many instances, the bylaws reflect the library's Charter or Certificate of Incorporation.

POLICIES, RULES & REGULATIONS

Written policies provide guidelines for the board, the director, the staff and the public. The governance of the library is predicated on the policies set by the trustees and is one of the main func-

tions of the board of trustees. The implementation and daily supervision of policy decisions is an administrative function of the library director.

Library policies are more than mere guidelines. Policies provide protection for everyone with clarity, consistency, and equity in library services and the way the library will function. Policies should be reviewed with appropriate revisions made when necessary.

Policies usually fall into three major categories:

1. Policies relating to the board of trustees
These may include:
 - a. Conduct of trustees and an ethics Statement.
 - b. Method for trustee request for information.
 - c. Trustee conference attendance.

continued on back cover

THIS YEAR, BROOKLYN PUBLIC LIBRARY CELEBRATED ITS 4TH ANNUAL ALL STAFF DAY.

The purpose of this day is to give staff the opportunity to network with colleagues, engage in learning opportunities, and share information, fun, and of course food. The entire system is closed to the public, and all of the staff gathered at the Central Library.

On October 16, 2006, more than eight hundred full- and part-time employees, trustees, and management came together to celebrate the great work and accomplishments of the staff. Library departments, divisions, and project teams showcased new initiatives and services that they provide to internal and external customers. Display tables were set up, and staff had a chance to learn first-hand about the wonderful work being done in this vast library system. Time was also allotted for staff recognition. The Employee's Choice Award Committee presented two major awards: the employee of the month and employee of the year. Graduates of the library's new Leadership Forum received certificates for completion of the program. Staff also shared their artistic talent in the staff art exhibit. An array of paintings and photographs filled our beautiful Trustees Room. And last, but certainly not least, several staff

members participated in the library's rendition of *American Idol*: seven contestants competed for cash prizes. From dancing to singing, this event was the highlight of the day.

All Staff Day celebrates the work that we do. It allows staff to come together for a day to learn from each other and encourages teamwork and team spirit. It also allows that valuable face time between staff and more notably, between staff and trustees. This interaction is invaluable as it helps foster a greater understanding of everyone's contribution to BPL. Many of our staff use the opportunity to interact with trustees during All Staff Day to gain a new perspective of the role of the library in the community and in the work that trustees do for the organization. It is truly a time of sharing and interaction, within a fun and relaxed environment. As an organization, we're proud of the fact that we've built an event that does so much for so many people at all levels of the organization.

Each year, the standing planning committee works hard to enhance the day and will continue to expand the development and networking opportunities in the years to come.—*Mable Robertson, Trustee, Brooklyn Public Library*



All Staff Day, October 16, 2006, at Brooklyn Public Library, BPL Staff



BPL Board of Trustees Members Mable Robertson and Dr. Ludelle Thomas, Immediate Past President All Staff Day, October 16, 2006, at Brooklyn Public Library

Civility in Society and the Library *continued from page 1*

your building looking fresh and inviting. We try to anticipate your needs and reading interests and dedicate ourselves to providing learning and entertainment programs that will challenge, intrigue, and enrich you on many levels. We truly try to offer service to everyone by following the Golden Rule. Unfortunately, that attitude is not always reciprocated by a few of our patrons who have caused problems in our library.

We want everyone to enjoy their time in the library, but we want you to enjoy the facilities and services without infringing on the peace and quiet of other library users. We have a few very simple requests to make:

- Feel free to take or make short cell phone calls anywhere in the library, but make sure to keep your voice at a whisper level so as not to disturb others using the library. Take your extended conversations to the first floor lobby.
- Put your phone on vibrate when you enter the library. No one wants to hear long or loud ringtones or songs.
- Parents please talk to your children about not running in the library and not climbing on furniture and fixtures.
- The Rochester Hills Public Library is a public building, which means that all people are welcome. Parents, please supervise your chil-

dren—much as you would in other public venues that are populated by large populations. (Would you turn your child loose to roam the mall without supervision?)

- We ask that all library users try to lower voices while talking in the library so as not to disrupt the reading and browsing done by other patrons.
- We ask that you watch your personal belongings while in the building and not leave your handbags or backpacks unattended.
- Most of all, we ask that if you see any inappropriate or suspicious behavior that you report it immediately to our staff so we can take the appropriate action to safeguard everyone as well as our public property.

I hope that by working together, the Rochester Hills Public Library can become known as a haven of civility in a sometimes uncivil society.

Thomas Jefferson wrote in a letter to George Hammond in 1792: "A nation, as a society, forms a moral person, and every member of it is personally responsible for his society." We ask that you partner with the library staff to take responsibility for protecting and promoting the "shelter" that your library has become.—Christine Lind Hage, Director, Rochester Hills (MI) Public Library, PLA Representative to ALTA Board

ALTA SEEKS NOMINATIONS FOR 2007 AWARDS

The Association for Library Trustees and Advocates (ALTA) invites your nomination and applications for its 2007 awards. The deadline for all nominations and applications is March 31, 2007. Applications may be obtained online at www.ala.org/ala/alta/altaawards/awards.htm or by calling 1-800-545-2433, ext. 2161.

- The ALA Trustee Citation is presented to two public library trustees each year in recognition of distinguished service to library development.
- The ALTA/Gale Outstanding Trustee Conference Grant provides a \$750 grant for a trustee, currently in service on a library board, to attend the ALA Annual Conference. It is presented to trustees who have demonstrated qualitative interests and

efforts in supportive service of a local public library and have never attended an ALA Annual Conference.

- The ALTA Literacy Award is given to a volunteer library trustee or other individual who has made a significant contribution to addressing illiteracy in the U.S., particularly as it relates to the role of the public library.
- The ALTA Major Benefactors Honor Award is presented to individuals, families or corporate bodies who have made a major benefaction to a public library in the form of money, real or personal property, negotiable paper, or other tangible contributions. The award, announced at the ALA Annual Conference and presented locally, consists of two specially prepared citations for the recipient and the beneficiary library.

Welcome new ALTA members!

- Katrina Anderson
Schaumburg, IL
- Bruce Astrein
New York, NY
- Amy Barker
Kirkwood, MO
- Kathy Baderstadt
McHenry, IL
- Susan Ganz
Towson, MD
- June Green-Rivers
Detroit, MI
- Robert Hall
Concord, MA
- Tommy Hall
Prestonsburg, KY
- Mary Helms
Omaha, NE
- Holly Hockenberry
Euclid, OH
- Benjamin Hodes
Pittsburgh, PA
- Mary Jurmain
Eau Claire, WI
- Wendy Lang
Lake Zurich, IL
- Edward Leonard
Robbins, IL
- Beth Pearl-Gent
Bend, OR
- Loriene Roy
Austin, TX
- Pamela Soreide
Holdrege, NE
- Linda Stetler
Eau Claire, WI
- Cynthia Young
Amagansett, NY
- Therese Van Blarcom
Rogers, MN
- Robert Van Der Veld
Mentor, OH
- Joshua Wright
Kirkwood, MO

What's "In"?—Do You Have These? *continued from page 6*

- d. Defining who speaks for the board—response of audience to the public, the press, etc.
2. Policies relating to personnel as well as policies relating to the treasure's responsibilities, investments, consultant's contracts, etc. These may include:
- a. Director's contract and others under individual contracts.
 - b. Staff union contract or other wage and benefit package.
 - c. State and Federal employment laws.
 - d. Other personnel policies that are not contractual.
3. Policies relating to the public. *The bulk of library policy usually falls into this category.*

The following is a list of policies that should be considered for every library's policy manual.

- a. Hours of operation [may change seasonally—summer, winter] and who determines emergency closings—snow days, etc.
- b. Safety policies—fire drills, no smoking, no food, no weapons, etc.
- c. Library materials selection policy—grievance procedure/challenges to a specific item.
- d. Library sponsored programs—grievance procedure.
- e. Loan regulations and fines.
- f. Bulletin board/display of posters and exhibit policy.
- g. Computer use and Internet policy—
Note: In New York State, sec. 245 of the NYS Penal Law prohibits public display of offensive sexual material on a viewing screen in a public library. Some libraries have this notice

- posted at all public use computers.*
- h. Rules and applications for use of meeting rooms and application for serving refreshments.
- i. Library sponsored bus trips.
- j. Public access to records.
- k. Unattended children.
- l. Maintenance of Public Order—disruptive patron, loitering, etc.
- m. ADA grievance procedure.

Not all of the above may apply to your library or to your library's operation. They are meant to be used as a guideline or checklist.—*Shirley Lang, President, Syosset Public Library Board of Trustees, member of ALTA Board of Directors.*

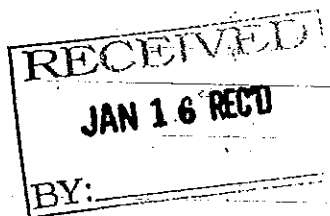
Spring deadline:

Feb. 1, 2007

ALTA Voice of
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Library
Trustees &
Advocates

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Board & Administrator

FOR BOARD MEMBERS

Editor: Jeff Stratton

January 2007 Vol. 23, No. 5

Understand board responsibilities with an annual review

The first of the year is a good time for a refresher course on board responsibilities. Review the following points to reinforce your knowledge. The board's duties are broad in scope, involving several important responsibilities.

Key Points

- *The board meets the needs of the population the organization serves.* A board establishes the mission and creates a vision for the organization. The board must also interpret stakeholder and the community needs to the nonprofit, while communicating the organization's vision and successes. The board is also responsible for monitoring the performance of the organization. An effective method for evaluating the organization is to appraise the performance of the executive director annually.
 - *The board establishes policy.* Board policy guides the organization's actions. Implementation of board policy is delegated to the administrator, who oversees employees as they implement board policy.
 - *The board develops and monitors strategic plans.* A board works with its administrator to identify the nonprofit's strategic goals, mapping out its future direction. This is how the board sets the organization's priorities.
- The executive director develops annual plans to achieve the board's long-term objectives for the organization. The administrator reports regularly on progress toward the strategic goals.
 - *The board monitors finances.* The board approves the nonprofit's annual budget. The budget should reflect the organization's current vision. The board will also approve contracts and property purchases.
 - *The board practices teamwork.* Board members must work cooperatively with their colleagues on the board, and with their executive director. Teamwork will affect nearly everything the board does: meeting efficiency, conflict management, evaluation of the administrator and the organization, and board development activities. Without a commitment to teamwork, boards accomplish very little.
 - *The board supports the administrator.* The board hires an administrator to serve as the organization's manager. A board needs to provide adequate compensation and benefits to its administrator. Annually, the board should evaluate the administrator's performance. After the board establishes strategic direction for the nonprofit, and sets policy, the board delegates implementation of these matters to the executive director. The administrator has responsibility to oversee all day-to-day operations of the nonprofit, without board interference. ■

Focus board on the four accountabilities

Is there a better way for your board to spend its time? Herman B. ("Dutch") Leonard, chair, Governing for Nonprofit Excellence: Critical Issues for Board Leadership program at Harvard Business School,

has identified four accountabilities for boards. The board should concentrate its efforts on each of the four

continued on next page

Continued from previous page

accountabilities, said Leonard, without emphasizing one area over the others to ensure it is concentrating on issues of importance to the nonprofit.

1. **Board and management accountability.** The board needs to be accountable and hold management accountable for accomplishing the organization's mission and vision, Leonard said.
2. **Accountability for strategy.** There needs to be an organized set of programs and actions that the organization is taking to help it deliver on its mission, Leonard said.
3. **Accountability for performance.** "The third accountability takes the mindset that there are

specific things we are trying to do and we need a performance management framework for producing and generating outcomes," Leonard said. "It's accountability for the performance of the things we decide to do."

4. **Fiduciary accountability.** "The board can establish that no one is stealing the money and that we are true to our stated purposes as an organization," he said.
"What I see is too much attention being paid to the fiduciary piece. Too many boards feel they have done their jobs if all is well in hand on the fiduciary side." ■

Plan the nonprofit's strategic direction

The current condition of your organization depends on how well its previous boards have planned. But your organization's future depends on how well your current board plans today. Unfortunately, too many boards live day-to-day and dollar-to-dollar, which makes it a challenge to plan for the future.

By delegating the day-to-day management of your organization to the executive director, the board frees itself for the key task of planning the future. With social, legal, political and economic variables changing almost daily, planning may seem like a futile exercise. But change is the very reason the board should have plans to anticipate and be ready for what the future will bring to the nonprofit.

Boards need to take the lead in long-range, strategic planning. And once you've formulated a written plan, you should monitor progress each year.

The board's responsibility to plan for the organization's future is an important one. Every board member should ask three planning questions:

1. What kind of future are we going to give this organization?
2. How can we plan for a healthy future?
3. How can we anticipate problems before they happen?

In the box below, you will find a Long-Range Needs Assessment Policy that an Iowa board uses to communicate its commitment to long-term planning. ■

Long-Range Needs Assessment Policy

An Iowa board uses the following board policy statement to communicate its commitment to planning and accountability for the long-term needs of the organization.

The Board shall conduct ongoing needs assessment, soliciting information from business, labor, industry and community members regarding their expectations for the organization's services. In conjunction with this ongoing needs assessment, the Board shall authorize the appointment of a committee, representing employees, stakeholders and community members, to make recommendations to assist the Board in determining the priorities of the organization. The board shall appoint two board members to the committee, and the executive director will be a member of the committee.

As a result of the Board and committee's work, the Board shall determine major needs and rank them in priority order. The Board shall develop long-range goals and plans to meet the needs; the executive director shall establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of performance. The board shall evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of results. The Board shall annually report the organization's progress made under the plan to the committee, and stakeholders. ■

2. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

3. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

4. Review of Memorandum of Agreement that the Board of Trustees would like to present to the Placentia Library Friends Foundation Board of Directors for its consideration.

Understanding

5. Closed Session – Personnel Matter



*M1-GW.
M2-RD*

*7:45 ↑
M1-GW
M2-JT*

*300llisc
EDM*

PTP Unimproved

*Allocation \$1200
\$400 for Valerie
\$800*

ADJOURNMENT

5. Agenda Preparation for the February Regular Meeting, which will be held on Wednesday, February 28, 2007 at 6:30 P.M.

6. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

7. Adjourn

*****CERTIFICATION OF POSTING*****

I, Wendy Goodson, Administrative Services Manager for Placentia Library District, hereby certify that the Agenda for the February 25, 2007 Work Session of the Library Board of Trustees of the Placentia Library District was posted on Sunday, February 25, 2007.

*WGA/AP
WGA*

**PERFORMANCE IMPROVEMENT PLAN
ELIZABETH MINTER – 2/23/07**

The following Performance Improvement Plan was discussed with Elizabeth during a meeting on 3/22/07. The items shown in italics require further clarification by the Board.

It is recommended that Elizabeth share the final version of the Performance Improvement Plan at the next Staff meeting.

Elizabeth's performance is to be measured through a monthly 360 degree feedback instrument circulated to each employee based on how well she performs the performance/behavioral actions outlined below. (*After my meeting with Elizabeth on Thursday, 3/22/06 Elizabeth was concerned about the weighting given to the 360 in relation to her other responsibilities?*).

It is suggested that Valerie Poole develop a 360 degree feedback instrument. It is also suggested that Valerie tabulate the results for presentation to the Board of Trustees and Elizabeth. The results to be shared with the employees at a future staff meeting.

Key Performance Improvement Issue

Elizabeth is to change from an autocratic management style to a participative management style. This transition to occur through the following actions and behaviors:

1. Encouraging two-way communication with all library employees. Elizabeth is to create an environment that allows employees to speak to her if they have concerns regarding her behavior. This has already been agreed to amongst her managers.
2. Allowing managers/supervisors to be participate in decisions regarding their departments.
3. Visiting each department on a regular basis (frequency to be determined) to listen and learn about their work.
4. Elizabeth is to schedule 2-3 lunches per month to meet with employees on an individual basis. The proposed list to be approved by the board president before being finalized. *Elizabeth is requesting that she receive Board approval to spend \$500.00 for these lunches.*
5. Asking employee's their current workload before assigning them a new Project. This will allow for re-prioritizing as necessary.



- 6. Scheduling visits to group activities, e.g. homework club to better understand these programs and to show support to the leaders and participants. Elizabeth will ask the applicable employees to let her know convenient dates and times for these visits.**
- 7. Continuing to hold agenda-driven semi-monthly bi-weekly staff meetings with rotating meeting leaders. Designate someone to take minutes of the meeting noting any assignments/due dates.**
- 8. Refraining from micro-managing – must allow employees to do their jobs without interference unless assistance is requested. *Elizabeth would like tangible examples of when she has micromanaged.***
- 9. Treating employees with equal respect whether it is regarding a personal or work-related issue.**
- 10. Reacting in a more even manner to work-related situations.**

In summary, Elizabeth continues to do an excellent job as Library Director from an Administrative perspective. It is her interpersonal skills/communications skills that require improvement.

Failure to show immediate and sustained improvement in the above areas may result in further disciplinary action up to, and including, termination. *Elizabeth was unclear as to what immediate and sustained improvement means?*

**Valerie J. Poole
Human Resources Consultant**

2/22/07

