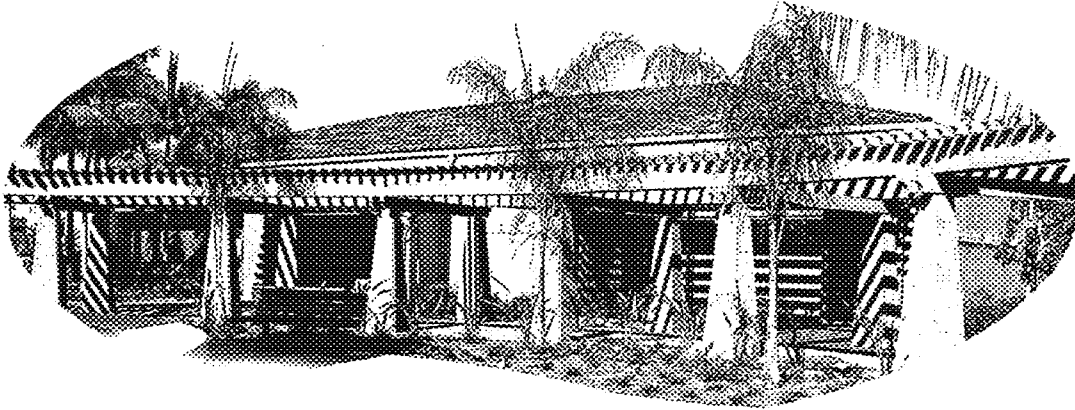


# **PLACENTIA LIBRARY DISTRICT**



## **Library Board of Trustees**

### **Regular Meeting**

**October 16, 2006**

**6:30 P.M.**

**(Work Session @ 4 P.M.)**

**Placentia Library**

**History Room**

**MINTER**



## AGENDA

### SPECIAL MEETING PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, October 16, 2006

4:00 P.M.

Placentia Library History Room

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

- 📖 Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
- 📖 Provides qualified staff to assist the public with the use of the collection and the information contained therein.
- 📖 Provides and operates a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

**AGENDA DESCRIPTIONS:** *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

1. Roll Call

Recorder

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. Facility Master Plan Project Review with Linda Demmers, Library Consultant

Presentation: Library Director  
Recommendation: Action to be determined by the Board of Trustees

5. Salary Scale for Exempt Employees Discussion

Presentation: Library Director  
Recommendation: Action to be determined by the Board of Trustees

6. Budget/Salary Discussion with staff committee.

Presentation: Library Director  
Recommendation: Action to be determined by the Board of Trustees

**ADJOURNMENT**

5. Agenda Preparation for the October Regular Meeting, which will be held on Monday, October 16, 2006 at 6:30 P.M.

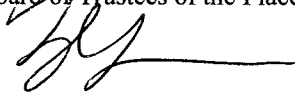
6. Review of Action Items.

*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 October 16, 2006 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, Oct 13, 2006 @ at 9A.M.



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## AGENDA

### REGULAR MEETING






#### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, October 16, 2006  
6:30 P.M.  
Placentia History Room

*The Vision of the Placentia Library District is to  
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
-  Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
-  Promote the Library's vision through consistent messages to the public.

**AGENDA DESCRIPTIONS:** *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

**CALL TO ORDER**

- 1. Call to Order                               Library Board President
- 2. Roll Call                                   Administrative Services Manager
- 3. 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

- 4. 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).*

**TRUSTEE & ORGANIZATIONAL REPORTS**

- 5. Board President Report                               *Ethias Train at Lake Tahoe   MardiGras  
after burner                               His Home event -  
rise of Chuck's Crest.*
- 6. Trustee Reports                               *Gie -  
CSDA - Recon Act session   Richard -  
Legislation Breakfast with   Joseph Hazi -  
Jan -  
Charles B'foot -  
Fish Boat Meet,*
- 7. Friends of Placentia Library Board of Directors Report.
- 8. Placentia Library Foundation Board of Directors Report. (DeVecchio) - *Planned gift.*
- 9. Upcoming Trustee meetings and events.



**CONSENT CALENDAR (Items 10 – 45)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 10 – 45 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.*

**MINUTES (Item 10)**

10. Minutes of the September 18, 2006 Library Board of Trustees Regular Meeting and the September 18, 2006 Library Board of Trustees Work Session. (Receive & File and Approve)

**CLAIMS (Items 11 – 14)**

11. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

No Nonstandard Claims were processed during this report period.

12. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

Claims 4911, 4912 and 4913 by Minter/Turner; and 4914, 4915 and 4916 by Minter/DeVecchio for a total of \$55,236.71 from Fund 707.

13. Current Claims and Payroll. (Receive & File and Approve)

Current Claim for Fiscal Year 2006-2007: 4917, 4918, 4919 and 4920 for a total Current Claim for Fiscal Year 2006-2007 of \$78,999.60;

and Payrolls #10 (11/8/06) for \$49,472.00, and #11 (11/22/06) for \$49,472.00 for a total for Payrolls of \$98,944.00, for a combined total of Current Claims and Payrolls of \$177,943.60 from Fund 707.

14. FY2006-2007 Cash Flow Analysis through September 18, 2006, the Schedule of Anticipated Property Tax Revenues for FY2006-2007 as provided by the Orange County Auditor and recommendation that no funds be transferred at this time. (Receive & File).

**FINANCIAL REPORTS (Items 15 – 20)**

15. Financial Reports for September 2006. (Receive & File)
16. Office General Ledger & Check Registers for September 2006. (Receive & File)
17. Acquisitions Report for September 2006. (Receive & File)
18. Entrepreneurial Activities Report for September 2006. (Receive & File)
19. Collection Agency Report for September 2006. (Receive & File)

20. Gift Reports for April, May, June, July, September & September 2006. (Receive & File)

GENERAL CONSENT REPORTS (Items 21– 35)

21. Building Maintenance Report for September 2006. (Receive & File)
22. Personnel Report for September 2006. (Receive, File, and Ratify Appointments)
23. Volunteer Reports for September 2006. (Receive & File)
24. Circulation Report for September 2006. (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Legislative Alerts from the California Special Districts Association. No Alerts were received from the California Library Association during this report period. (Receive & File)
27. Status Report on Partnerships with Community Organizations. (Receive & File)
28. Status Report on Active Grant Applications. (Receive & File)
29. Poet Laureate Report. (Receive & File)
30. 2005-06 California Public Library Survey for Placentia Library District as transmitted to the California State Library on September 27, 2006. (Receive & File)
31. Actions taken by the Library of California Board at its meeting on September 14, 2006. (Receive & File)
32. Notification from the State Librarian of California of the California Library Services Act (CLSA) Reimbursement rates for Fiscal Year 2006-2007. (Receive & File)
33. Placentia Library District Policy 2320, Job Description – Coordinator of Development & Volunteer Services, as adopted by the Library Board of Trustees on August 21, 2006. (Receive & File)
34. Agenda for the September 28, 2006 meeting of the Orange County Council of Governments. Placentia Library District received only the first page of this packet and the Council of Governments did not respond to the District's request on September 26, 2006 for a complete packet. (Receive & File)
35. Memo from Manager of Administrative Services Wendy Goodson describing the status of the loan agreement with the City of Placentia for the Civic Center Renovation Project as of October 11, 2006 and the memo from the City of Placentia Director of Finance dated October 10, 2006 entitled "Repayment of Library Improvement Loan". (Receive & File)

STAFF REPORTS (Items 36 – 45)

36. Library Director's Report. (Minter)
37. Program Committee Report for September 2006. (Roberts)
38. Children's Services Report for September 2006. (Gurkweitz)

39. Placentia Library Literacy Services Report for September 2006. (Roberts)
40. Reference and Adult Services Report for September 2006. (Strazdas)
41. History Room Report for September 2006. (Bell)
42. Placentia Library Web Site Report for September 2006. (Napier)
43. Technology Report for September 2006. (Napier)
44. Publicity Materials Produced in September 2006. (Development Coordinator)
45. Safety Committee Minutes for September 2006. (Matas)

#### **CONTINUING BUSINESS**

46. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.

Presentation: Library Director

Recommendation: Action to be determined by the Library Board of Trustees.

47. Report on the Library Board of Trustees Work Session on October 16, 2006 with Library Consultant Linda Demmers regarding the preparation of a Facility Master Plan for Placentia Library District.

Presentation: Library Director

Recommendation: Receive & File Agreement for Professional Services between Placentia Library District and Linda Demmers dated October 2, 2006.; and

Action to be determined by the Library Board of Trustees.

48. Third Reading of Proposed Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers. The Policy has been amended to reflect the changes proposed by the Library Board at its September 19, 2006 Regular Meeting and the changes the staff requested at its meeting on October 4, 2006.

Presentation: Manager of Administrative Services

Recommendation: Review and revise Proposed Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers; and

Adopt as a third reading Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers and request staff review and comment for the October 16, 2006 Library Board Meeting.

49. Award contract for purchase of exterior electronic sign for the north wall of the Library.

Presentation: Library Director

Recommendation: Award contract for purchase of Daystar Elite Led 3296, single sided, wall mounted electronic sign from Stewart Sign Company, Sarasota, FL at a cost of \$12,345.50 plus tax.

**NEW BUSINESS**

50. Contract with Ferrari Philanthropic Consultants for grant writing services for the Literacy Program.
- Presentation: Manager of Public Services  
Recommendation: Approve proposed contract and authorize signature by the Library Director
51. Budget/Salary Discussion with Staff Committee. The Library Board has requested a discussion of this topic and may establish a committee and process. Deferred from the August 21, 2006 Library Board Meeting.
- Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees
52. Salary Scale for Exempt Employees. The Library Board has requested a discussion of this topic and may establish a process for implementing a change in the Salary Scale for Exempt Employees. Deferred from the August 21, 2006 Library Board Meeting.
- Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees
53. Selection of a Negotiator to represent the Library Board of Trustees in negotiation of an Employee Agreement with the Library Director.
- Presentation: Library Board President  
Recommendation: Appoint Negotiator(s) and authorize him/her/them to speak on behalf of the Library Board of Trustees

**CLOSED SESSION**

54. Library Director Performance Evaluation, Contract and Salary.

Closed Session for Conference with Labor Negotiators

*Pursuant to California Government Code Section 54957.6 a closed session will be held to conduct a conference with labor negotiators [specify the names of the negotiators identified in action taken in Agenda Item 53] for an unrepresented employee, the Library Director.*

Presentation: Library Board President  
Recommendation: Set the Library Director's Salary for Fiscal Year 2006-2007 and the effective date; and

Authorize the preparation of an Employee Agreement for Fiscal Year 2006-2007, or whatever other term is agreed upon, between Placentia Library District and Library Director Elizabeth D. Minter.

**ADJOURNMENT**

55. Agenda Preparation for the October Regular Meeting, which will be held on Monday, November 20, 2006 at 6:30 P.M.

56. Review of Action Items.

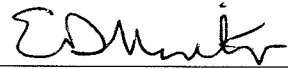
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Babal Pen*

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

57. Adjourn

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

I, Elizabeth D. Minter, Library Director of Placentia Library District, hereby certify that the Agenda for the October 16, 2006 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, October 13, 2006.

  
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# PLACENTIA LIBRARY BOARD CALENDAR

October 2006 - September 2007

Oct 2006

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Nov 2006

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Dec 2006

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Jan 2007

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Feb 2007

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## October

- 2 7:00 PM Friends Board Meeting, Shkoler
- 12 5:30 PM Chamber Mixer
- 14 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 16 6:30 PM Library Board Meeting
- 19 6:30 PM Staff Appreciation Dinner, home of Sandra Stark, 325 Willamette
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## November

- 6 7:00 PM Friends Board Meeting, Escobosa
- 9 5:30 PM Chamber Mixer
- 10 CLA Annual Conference, Sacramento, through Nov 13
- 11 Library Closed for Veterans Day/Staff Holiday
- 20 6:30 PM Library Board Meeting
- 23 Library Closed for Thanksgiving/Staff Holiday

## December

- 1 6:30 PM Donor Reception (Friends/Foundation), Placentia Library
- 12:00 PM Trustee terms begin
- 4 7:00 PM Friends Board Meeting, DeVecchio
- 7 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District
- 8 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 18 6:30 PM Library Board Meeting

## January

- 1 7:00 PM Friends Board Meeting, Wood
- 11 5:30 PM Chamber Mixer
- 15 6:30 PM Library Board Meeting

- 19 ALA Midwinter Meeting, Seattle, through Jan 24
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## February

- 5 7:00 PM Friends Board Meeting, Turner

Apr 2007

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Jul 2007

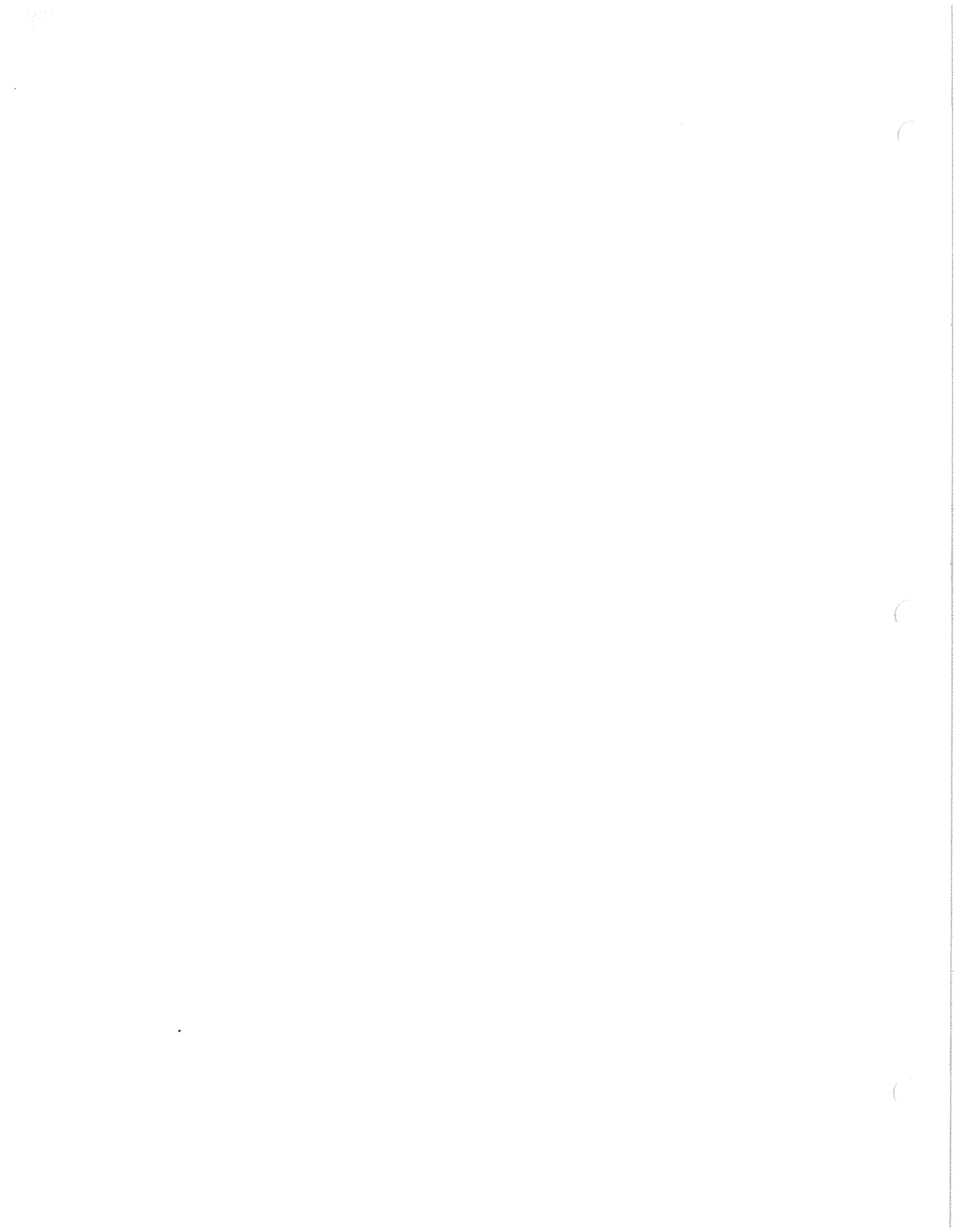
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Aug 2007

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# PLACENTIA LIBRARY BOARD CALENDAR

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Nov 2006

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Jan 2007

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Feb 2007

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Mar 2007

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## February

- 8 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## March

- 3 9:30 AM Friends of Placentia Library Author's Luncheon , ALL TRUSTEES
- 5 7:00 PM Friends Board Meeting, Shkoler
- 8 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting

- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 24 8:30 AM CALTAC Trustee Workshop
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

## April

- 2 7:00 PM Friends Board Meeting, Escobosa
- 8 Easter, Library Closed, not staff holiday
- 12 5:30 PM Chamber Mixer
- 15 National Library Week through Apr 21

- 10:03 AM National Library Week, through April 21
- 16 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## May

- 7 7:00 PM Friends Board Meeting, DeVecchio
- 10 5:30 PM Chamber Mixer
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

Apr 2007

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May 2007

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Jun 2007

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Jul 2007

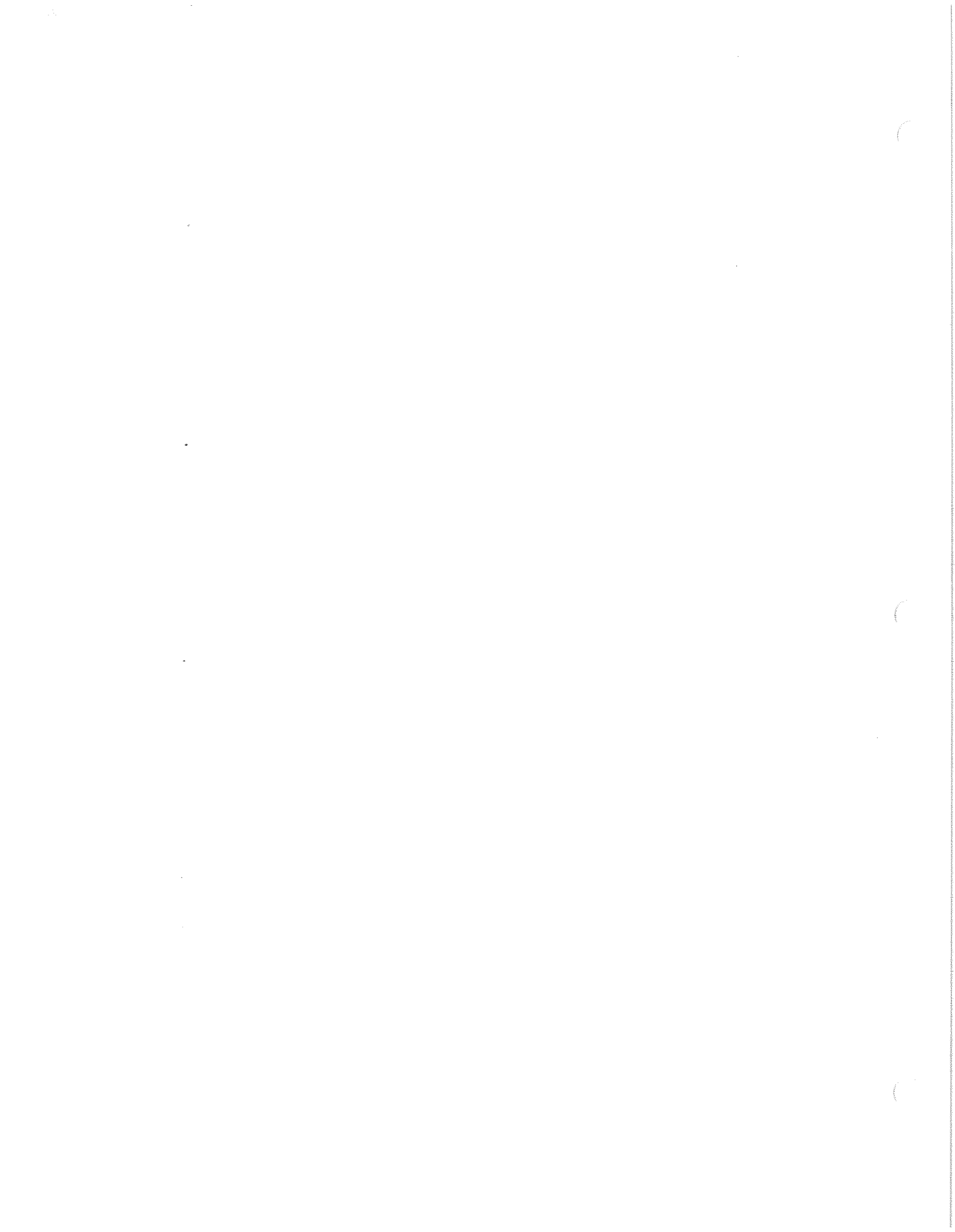
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Aug 2007

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# PLACENTIA LIBRARY BOARD CALENDAR

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## May

- 27 Library Closed for Monday Holiday/Not Staff Holiday
- 28 Library Closed for Memorial Day/Staff Holiday
- 31 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

Apr 2007						
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Nov 2006						
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## June

- 4 7:00 PM Friends Board Meeting, Wood
- 14 5:30 PM Chamber Mixer
- 18 6:30 PM Library Board Meeting
- 21 ALA Annual Conference, Washington, DC, through June 27
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District

May 2007						
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## July

- 4 Library Closed for Independence Day/Staff Holiday
- 16 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District

Jun 2007						
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Jan 2007						
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7:15 AM Placentia Chamber of Commerce Breakfast

## August

- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

Jul 2007						
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## September

- 2 Library Closed for Monday Holiday/Not Staff Holiday
- Placentia Library District Established in 1919 by OC Board of Supervisors
- 3 7:00 PM Friends Board Meeting, Turner
- Library Closed for Labor Day/Staff Holiday
- 13 5:30 PM Chamber Mixer
- 14 Placentia Library Foundation Incorporated in 1994
- 17 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District

Aug 2007						
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# PLACENTIA LIBRARY BOARD CALENDAR

October 2006 - September 2007

## September

27 7:15 AM Placentia Chamber of Commerce Breakfast

Oct 2006

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Apr 2007

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Jul 2007

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Aug 2007

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Sep 2007

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FRIENDS OF PLACENTIA LIBRARY

Minutes:

Board of Directors Meeting

October 2, 2006

The meeting was called to order at 7 pm by President, Eleanor Rankin. The following Directors were present: Ginny Sanatar, Nadine Blansett, Brenda Benner, Ben Boelman, Ginny Haussman, Beverly Webster, Christine Maxwell, Camille Himes, Barbara Hemmerling and Eleanor Rankin. Library staff present: Elizabeth Minter. Jean Turner represented the Trustees.

**SECRETARY:** By general consent the minutes were accepted.

**TREASURER:** Camille reported a balance of \$24,340.00. Camille made a motion to spend up to \$50.00 to purchase the Quik Book Manual. Brenda seconded this. The motion carried. Camille made a motion to spend \$39.00 for Lois Monroe to purchase stamps. Ginny Haussman seconded this. The motion carried.

**FINANCIAL SECRETARY:** Ginny Sanatar reported deposits of \$1,768.45 in September. 1) Unsold books for the September sale---20 boxes to Goodwill, 18 boxes to Boys and Girls Club of Placentia and the remainder discarded. 2) Ginny Walker submitted a suggestion that may be of interest to our board. She tried to check out a book in Montana and found the library system did not include that title. The librarian told her the library would order the book from Amazon.com. It would take about two weeks for it to be available to the public and Ginny would be the first one to check the book out. Ginny thought the Friends might appropriate a set amount for funding this project if it sounded like something our community would appreciate. No action was taken. 3) Ideas are being solicited for more efficient utilization of book storage in our back room. In particular, removing the folded cardboard boxes, streamlining the items now stored on the shelves, etc. 4) some of the board members have been pricing new and used desks for the bookstore and a smaller arm chair. Also needed- a cabinet, with drawers, to replace the table used for the cash register. This process will continue until the appropriate size at a reasonable price is found. Nancy requested this change as the existing desk and chair take up room that should be used for the customers to browse.

**PRESIDENT'S REPORT:** 1) Author's Lunch, Saturday March 3. The author will be Sherry Halperin. Her non-fiction book is a humorous portrayal of "singlehood" and the dating scene after the age of 50. 2) Staff Appreciation Dinner Thursday, October 19, 6:30 at Al and Sandra Stark's. 4) Donor Reception, Friday December 1, 2006. Elizabeth reported that T. Jefferson Parker will be our guest.

**CHAIR REPORTS: Book Sales Manager:** 1) Ben Boelman made a motion to rescind purchase of new shelving for the workroom. Ginny Sanatar seconded the motion. The motion carried. 2) Ginny Sanatar moved that the check for \$6250.00 as a deposit on the new shelving not be issued. Nadine Blansett seconded this. The motion carried. 3) Elizabeth explained to us the urgent need to secure the metal shelves in the center of the workroom. It was agreed that this must be done this fall, before the next inspection

scheduled soon after the first of the year. Ben Boelman made a motion to allow up to \$1500.00 to proceed with this. Ginny Haussman seconded it. During the discussion it was explained that a metal bar will be placed between the masonry wall and the shelves and then the shelves and the metal ladder on the far wall. Elizabeth will contact the city to ask if their workmen can do this. The motion carried. **Book Store:** 1) Barbara Hemmerling made a motion to allow up to \$400.00 for a rolling cart, identical to the one now owned by the Friends. Nadine seconded it. The motion carried. **By-Laws:** Elizabeth reported that on Monday October 9, Ben Boelman, Jean Lasley, Elizabeth Minter and Eleanor Rankin would interview (individually) two attorneys. One of them will be chosen to guide us as we complete the merger of the Friends and the Foundation. **Joint Publications Committee:** Brenda Benner and her committee had copies of the proposed brochure that would be given to the community. There was quite a discussion over the term Life- member. This category will be included under the Gold membership. A few other suggestions were made. The board praised the work of this committee and the overall appearance of the brochure. **Membership:** Ginny Haussman will have a co chairmanship with Beverly Webster. This fiscal year they will target regular membership renewals, encourage life memberships and recruitment of new members. The new "Major Gift Committee" will target other revenue sources. Their committee plans to update the format used in the 2006 membership letter. The scheduled mail date is Nov. 9, 2006. Pat Irot suggested that membership letters be sent to all Placentia Library volunteers, since many of them are not yet Friends of the Library members. **Public Relations:** Lynda Baker has sent a report to be included in the next Notations. **Second Sunday Book Sales:** Ginny Sanatar said October's workers are Helen White, Florence Henderson, Eleanor Rankin and Nadine Blansett. **Senior Program Services:** Ben Boelman will wait for the merger to be complete before proceeding with this service. He will meet with some staff members that can help with this outreach. **Silent Auction:** Nadine Blansett reported that \$86 was collected in September.

**Library Staff: Elizabeth Minter:** 1) Linda Demmers will be working with the Trustees from November-February to develop a Facility Master Plan. She will be introduced at a special 4:30 PM October 16 Trustee's meeting, prior to the regular 6:30 PM Trustee's meeting. This early meeting is open to all who are interested. Camille Himes will represent the Friends Board at the meeting. 2) The library is in the process of obtaining down-loadable books and e-Commerce on line will soon be available

Next meeting: Monday November 6, 2006. 7 pm at the library. Please have your written reports duplicated well before the meeting.

Barbara Hemmerling, Secretary



**MINUTES  
PLACENTIA LIBRARY FOUNDATION  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
June 22, 2006**

- CALL TO ORDER** The Regular Meeting of the Placentia Library Foundation Board of Directors was called to order on June 22, 2006 at 7:00 P.M. by President Jean A. Lasley.
- ROLL CALL** **Members Present:** President Jean A. Lasley, Secretary M.A. McHenry, Treasurer Richard DeVecchio, and Directors William Dooley, Eleanore Rankin, Russell Rice and Nancy Lone-Tollefson.
- Members Absent:** None.
- Others Present:** Library Director Elizabeth Minter and Manager of Technical Services Vernon Napier.
- ADOPTION OF AGENDA** The Agenda was approved as printed.
- BOARD REPORTS** Verbal reports were made by President Lasley, Library Board of Trustees Representative DeVecchio and Friends of Placentia Library Representative Rankin.
- CONSENT CALENDAR** Motion to approve the Consent Calendar: Minutes of the April 13, 2006 and May 4, 2006 Regular Meetings; Financial Report for May 2006; and Ratification of the Payment of Bills for May 2006. (Dooley/DeVecchio) Passed unanimously.
- REPORT ON MERGER WITH FRIENDS OF PLACENTIA LIBRARY** The Board reviewed the Resolution of Intent to Merge adopted by the Board of Directors of the Friends of Placentia Library at its May meeting. Action on a Resolution for the Foundation was deferred until the language could be worked out.
- Director Rankin reported that the Friends Board has accepted the Foundation Board's proposal to share the legal costs with a cap of \$2,000 and that the Foundation will pay for all costs in excess of \$2,000.
- Library Director Minter reported that she is researching attorneys with experience in merging 501(c)(3) organizations and that she will set up a meeting as soon as candidates are identified.
- PRESENTATION ON FUTURE ACTIVITIES FOR THE FOUNDATION BOARD OF DIRECTORS** Library Director Minter presented a Power Point program that included specific recommended projects in the areas of Planned Gifts & Year-End Giving, Grants, Donor Development & Stewardship and Building the Endowment Fund. The Board deferred action on all of these recommendations.
- DISCUSSION OF BOARD'S** The Board discussed its relationship with the District's Development Director. Library Director Minter invited the Board to appoint a

Placentia Library Foundation Board of Directors, Minutes, June 22, 2006, Page 2 of 3 .

**RELATIONSHIP  
WITH  
DEVELOPMENT  
DIRECTOR**

representative to sit on the interview panel for this position on July 19, 2006. Director Rice agreed to represent the Foundation in the Development Director selection process.

**PROCESS FOR  
HIRING NEW  
GRANT WRITER  
FOR THE DISTRICT**

Library Director Minter reported that the contract with the District's Grant Writer was canceled because of the lack of activity. Staff will be soliciting recommendations from the Orange County Volunteer Center and Jeffrey Wilcox at Executive Consulting for a new Grant Writer. Selection of the Grant Writer will be made by Public Services Manager Jim Roberts and Library Director Minter with contract approval by the Library Board of Trustees. Payment of this contract is made by the Literacy Grant from the State Library of California.

**AWARD THE  
BOEING GRANT TO  
THE PLACENTIA  
LIBRARY  
LITERACY  
SERVICES**

Motion to award the Boeing Grant of \$5,000 to the Placentia Library District General Fund on July 3, 2006 for expenditure during the District's 2006-2007 Fiscal Year for Literacy Department activities. (Dooley/Rice). Passed unanimously.

**VENDING  
MACHINE**

Library Director Minter reported that the new vending machine has been installed and that both machines have been connected to make them harder to move. She also reported that the new video system will be digital and should provide a better resolution of the activity recorded at the vending machines. She added that issues with the vending machines have occurred from time to time but have not been constant.

**INVESTMENT  
COMMITTEE**

Chairman Dooley reported that the Investment Committee met prior to the Foundation Board of Directors. They listened to a presentation by Michael Ebenhoch who recommended that the Foundation pursue moderate balanced funds and build a portfolio that has core asset class investments that it can control better. The Committee asked that the manager of the current investment portfolio be invited to the next Committee meeting prior to the next Foundation Board of Directors meeting. A third investment manager is to be invited to another meeting and then the Committee will make a decision about recommending a change.

**GIFTS**

Library Director Minter reported that in the absence of a Development Director that the Gifts Reports have not been prepared. As soon as the new Development Director completes the migration to the new management software the reports for the period beginning in April 2006 will be prepared.

**DONOR  
RECEPTION**

President Lasley reported that Director Lone-Tollefson will be in charge of the Donor Reception scheduled for Friday, December 1, 2006.

Placentia Library Foundation Board of Directors, Minutes, June 22, 2006, Page 3 of 3 .

**BOARD  
DEVELOPMENT**

President Lasley reported that the Board Development process would be put on hold until the merger with the Friends has moved forward and there are more details available about the structure and responsibilities of the Major Gifts and Planned Gifts and Investment functions.

**PLANNED GIVING**

Library Director Minter presented a report on the information presented at the West Coast Regional Planned Giving Conference regarding planned giving web sites. She recommended that the Foundation Board of Directors authorize President Lasley and her to select a commercial planned giving web service to be accessed through the District's web site at a cost not to exceed \$2,000 for twelve months. No action was taken on the recommendation. Library Director Minter was asked to provide additional information and a demonstration.

Motion to authorize membership in the Orange County Council of the Planned Giving Round Table for Library Director Minter for one year at \$165.00 and her participation in up to three breakfast meetings during the year at a cost of \$25 per meeting. (Rice/McHenry) Passed unanimously.

**CONTINUING  
EDUCATION**

Library Director Minter presented a report on Continuing Education Opportunities for Summer/Fall 2006 for the Foundation Directors: Planned Giving Round Table Primer Seminars in Newport Beach on September 6 or San Marino on October 12; CSUF Summer School for Non-Profits on July 28, 2006; Fundraising Fundamentals workshop by the Orange County Association of Fund Raising Professionals in Costa Mesa on September 13; and the Board Chair's Academy by Executive Consulting (Jeffrey Wilcox) in Long Beach beginning on August 1, 2006.

Motion to pay \$600 for the registration for the Board Chair's Academy to be held at the offices of Executive Consulting in Long Beach beginning August 1, 2006. Registration will include President Lasley, a representative from the Friends of Placentia Library and the Development Director. Library Director Minter will also participate in the first session. (McHenry/Lone-Tollefson) Passed unanimously.

**SELECT MEETING  
DATES**

No action was taken on this item.

**ADJOURNMENT**

The Regular Meeting of the Board of Directors of the Placentia Library Foundation for June 22, 2006 adjourned at 9:15 P.M.

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Elizabeth D. Minter, Acting Secretary



**Placentia Library Foundation**  
**Balance Sheet**  
 As of September 30, 2006

	<u>Sep 30, 06</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Adopt-A-Book (Bank of the West)	22,543.47
Endowment Savings-(Bank West)	2,989.39
General Fund-(Bank of the West)	10,617.06
<b>Total Checking/Savings</b>	<u>36,149.92</u>
<b>Other Current Assets</b>	
Back up withholding	1,789.99
<b>Total Other Current Assets</b>	<u>1,789.99</u>
<b>Total Current Assets</b>	37,939.91
<b>Other Assets</b>	
AIG Securities (GF)	
AIG Securities-Cash	4,490.59
AIG Securities (GF) - Other	1,826.97
<b>Total AIG Securities (GF)</b>	<u>6,317.56</u>
T.Rowe Price (Shaw Endowment)	
FMV Adjustment	-268.20
T.Rowe Price (Shaw Endowment) - Other	16,652.73
<b>Total T.Rowe Price (Shaw Endowment)</b>	<u>16,384.53</u>
Vanguard Asset Allocation (BEF)	
FMV Adjustment	931.62
Vanguard Asset Allocation (BEF) - Other	58,499.40
<b>Total Vanguard Asset Allocation (BEF)</b>	<u>59,431.02</u>
Vanguard Wellington (BEF)	
FMV Adjustment	1,427.44
Vanguard Wellington (BEF) - Other	43,870.79
<b>Total Vanguard Wellington (BEF)</b>	<u>45,298.23</u>
<b>Total Other Assets</b>	<u>127,431.34</u>
<b>TOTAL ASSETS</b>	<u><u>165,371.25</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Board Designated	
Designated - Direct Mail	10,000.00
<b>Total Board Designated</b>	10,000.00
Permanently Restricted	
Lapsit Program	14,585.57
<b>Total Permanently Restricted</b>	14,585.57
Retained Earnings	15,116.82
Temporarily Restricted	
Adopt-A-Book	4,623.76
Book Fund	94,088.97
History Room	438.00
<b>Total Temporarily Restricted</b>	<u>99,150.73</u>
Unrestricted Net Assets	11,564.50
Net Income	14,953.63
<b>Total Equity</b>	<u>165,371.25</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>165,371.25</u></u>



4:30 PM  
10/10/06  
Cash Basis

Placentia Library Foundation  
Profit & Loss by Class  
January through September 2006

	Adopt-A-Book	Book Endowment	Operating Gen Fund	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
AAB AL Auctions	600.00	0.00	0.00	600.00
AAB AL Merchandise Sales	693.00	0.00	0.00	693.00
AAB AL Raffles	557.00	0.00	0.00	557.00
AAB AL Sponsorships	450.00	0.00	0.00	450.00
AAB AL Ticket Sales	7,660.00	0.00	0.00	7,660.00
AAB AL Tips	2,607.40	0.00	0.00	2,607.40
AAB Bankcard Deposit	3,201.15	0.00	0.00	3,201.15
AAB Donation Box	948.55	0.00	0.00	948.55
AAB Donations	142.00	0.00	0.00	142.00
AAB Friends Book Sales	311.00	0.00	0.00	311.00
AAB Interest	16.56	0.00	0.00	16.56
BEF Donations - Friends Bkstr	0.00	624.20	0.00	624.20
BEF Donations Individ.- (not AL)	0.00	1,575.00	0.00	1,575.00
BEF Interest	0.00	22.07	0.00	22.07
BEF Memorials	0.00	50.00	0.00	50.00
BEF Transfer - Invest Inc	0.00	2,462.07	0.00	2,462.07
BEF Unrealized Gain Loss/Invest	0.00	3,331.77	0.00	3,331.77
GF Adopt-a-Chair Revenue	0.00	0.00	700.00	700.00
GF Afghan Sales	0.00	0.00	58.47	58.47
GF Afghan Sales Tax	0.00	0.00	4.53	4.53
GF Credit Card Transactions	0.00	0.00	0.45	0.45
GF Dividends - Investment Inc	0.00	0.00	32.18	32.18
GF Donations-Childrens	0.00	0.00	537.50	537.50
GF Donations-History Room	0.00	0.00	2,230.00	2,230.00
GF Donations-Literacy	0.00	0.00	6,638.65	6,638.65
GF Donations-Unrestricted	0.00	0.00	5,505.00	5,505.00
GF Friends Book Sales	0.00	0.00	333.97	333.97
GF Friends Newsletter Reimburse	0.00	0.00	1,072.12	1,072.12
GF Interest	0.00	0.00	9.95	9.95
GF Placentia Child Hist Bk Dist	0.00	0.00	1,512.95	1,512.95
GF Shaw Projects (Not Lapsit)	0.00	0.00	3,749.76	3,749.76
GF Unrealized Gain	0.00	0.00	923.89	923.89
GF Vending Machines	0.00	0.00	9,131.67	9,131.67
<b>Total Income</b>	<b>17,186.66</b>	<b>8,065.11</b>	<b>32,441.09</b>	<b>57,692.86</b>
<b>Expense</b>				
AAB AL Books Purchase	540.33	0.00	0.00	540.33
AAB AL Expenses	4,664.21	0.00	0.00	4,664.21
AAB AL Merchandise Expense	66.16	0.00	0.00	66.16
AAB AL Printing Expense	91.05	0.00	0.00	91.05
AAB AL Refund - Tickets	245.00	0.00	0.00	245.00
AAB AL Supplies Expense	541.03	0.00	0.00	541.03
AAB Bankcard Service Charge	257.63	0.00	0.00	257.63
AAB Book Purchases	1,939.89	0.00	0.00	1,939.89
AAB Transfer to BEF	25.00	0.00	0.00	25.00
AAB Transfer to GF	598.00	0.00	0.00	598.00
BEF Transfer to Invest A/C	0.00	4,836.00	0.00	4,836.00
GF Adopt-a-Chair Expense	0.00	0.00	40.41	40.41
GF Attorney General's Registry	0.00	0.00	25.00	25.00
GF Bank Service Charges	21.50	0.00	21.67	43.17
GF Donor Reception Expenses	0.00	0.00	354.98	354.98
GF Friends Book Sales Transfer	0.00	0.00	333.97	333.97
GF History Room Expenses	0.00	0.00	138.46	138.46
GF Lapsit/Storyhours-Shaw Endow	0.00	0.00	1,165.00	1,165.00
GF Miscellaneous Expense	0.00	0.00	321.53	321.53
GF Newsletter	0.00	0.00	5,816.05	5,816.05
GF Other Expense	0.00	0.00	3,315.16	3,315.16
GF Postage and Delivery	0.00	0.00	592.90	592.90
GF Printing Expense	0.00	0.00	188.56	188.56
GF Professional Fees	0.00	0.00	3,080.00	3,080.00
GF Registration/Travel	0.00	0.00	0.00	0.00
GF Shaw Projects Expense	0.00	0.00	1,732.52	1,732.52
GF State Brd of Equaliz Tax	0.00	0.00	15.00	15.00
GF Transfer to Library GF	0.00	0.00	5,000.00	5,000.00

4:30 PM  
10/10/06  
Cash Basis

**Placentia Library Foundation**  
**Profit & Loss by Class**  
**January through September 2006**

Agenda Item 8  
Page 8 of 8

	<u>Adopt-A-Book</u>	<u>Book Endowment</u>	<u>Operating Gen Fund</u>	<u>TOTAL</u>
GF Uncategorized Expenses	0.00	0.00	269.46	269.46
GF Vending Machine Repair	0.00	0.00	180.00	180.00
GF Vending Machine Supplies	0.00	0.00	6,322.76	6,322.76
<b>Total Expense</b>	<b>8,989.80</b>	<b>4,836.00</b>	<b>28,913.43</b>	<b>42,739.23</b>
<b>Net Ordinary Income</b>	<b>8,196.86</b>	<b>3,229.11</b>	<b>3,527.66</b>	<b>14,953.63</b>
<b>Net Income</b>	<b>8,196.86</b>	<b>3,229.11</b>	<b>3,527.66</b>	<b>14,953.63</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Upcoming Trustee Events and Meetings  
**DATE:** October 16, 2006

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Trustee Events and Meetings

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October 16, Monday, 4:00 P.M.	Library Board Work Session followed by Library Board Meeting at 6:00 P.M., Library Meeting Room, all Trustees.
October 17, Tuesday, 6:00 P.M.	Foundation Planned Giving Committee presentation on commercial website by Jeremy Stelter, Placentia History Room, DeVecchio.
October 18, Wednesday, 4:30 P.M.	Joint Friends/Foundation Publications Committee, Placentia History Room, Shkoler.
October 19, Thursday, 6:30 P.M.	Library Board & Friends Staff Appreciation Dinner at the home of Sandra & Allan Stark, all Trustees.
October 26, Thursday, 7:15 A.M.	Placentia Chamber of Commerce Breakfast, all Trustees.
October 26, Thursday, 8:30 A.M.	Orange County Council of Governments, Trustee Wood will not be available to attend.
November 6, Monday, 6:00 P.M.	Friends of Placentia Library Board of Directors, Meeting Room, Escobosa.
November 8, Wednesday, 6:00 P.M.	Placentia Library Foundation Board of Directors, Placentia History Room, DeVecchio.
November 9, Thursday, 5:30 P.M.	Chamber of Commerce Mixer at CTS Appliance, all Trustees.
November 11, Saturday	Library Closed for Veterans Day, Staff Holiday.
November 20, Monday, 6:00 P.M.	Library Board Meeting, all Trustees.
November 23, Thursday	Library Closed for Thanksgiving Day, Staff Holiday.



**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**BOARD OF TRUSTEES WORK SESSION**  
**September 18, 2006**

**ROLL CALL**

**Members Present:** President Al Shkoler, Secretary Jean Turner, Trustees Richard DeVecchio Betty Escobosa, and Gaeten Wood; and Library Director Elizabeth Minter, Vernon Napier, Jim Roberts and Wendy Goodson.

Others present: Greg Ghironzi and Jim Seagraves, NBS, Temecula; Marshall Eyerman and Toyasha Black, MuniFinancial of Temecula; and Larry Furchow, David Taussig & Associates, Newport Beach CA.

**ADOPTION OF  
AGENDA**

It was moved by Trustee Escobosa, and seconded by Secretary Turner to adopt the Agenda as printed.

AYES:	Shkoler, Wood, DeVecchio, Escobosa, Turner
NOES:	None
ABSTAIN:	None
ABSENT:	None

**DEVELOPER FEE  
PRESENTATIONS**

Library Director Minter introduced the presenters for each company to review Developer Fee presentations and proposals.

**AGENDA  
PREPARATION**

Agenda Preparation for the September Board of Trustees Meeting will be held on Monday, September 18, 2006 at 6:30 P.M.

**ADJOURNMENT**

The Work Session for the Placentia Library District for September 18, 2006 adjourned at 5:55P.M.

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Jean Turner  
Secretary  
Library Board of Trustees

---

Al Shkoler  
President  
Library Board of Trustees



**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**September 18, 2006**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 18, 2006, at 6:30 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler, Secretary Jean Turner, Trustees Betty Escobosa, and Richard DeVecchio; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Wood

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Administrative Services Manager Wendy Goodson, and Technology Manager Vernon Napier, Friends President Eleanore Rankin.

**ADOPTION OF AGENDA** It was moved by Secretary Turner, and seconded by Trustee DeVecchio to adopt the Agenda as amended.

**AYES:** Shkoler, Turner, DeVecchio, Escobosa  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Wood

**ORAL COMMUNICATIONS** No members of the public addressed the Board.

**VOLUNTEER OF THE YEAR AWARDS** Public Service Manager Jim Roberts and President Shkoler presented Allie Smith and Al Lee with the Volunteer of the Year Awards.

Coordinator of Volunteer & Development Services Lois Monroe and President Shkoler presented Certificates of Appreciation to Kyrin Saed and Bethany Zoley for their volunteer hours with the Summer Reading Program.

**TRUSTEE REPORTS** President Shkoler reported that the he attended the Chamber Mixer on September 14, 2006.

Secretary Turner attended the Friends Meeting of September 4, 2006.

**FRIENDS** Friends President Eleanore Rankin reported that the Friends have added two new Directors, Christine Mayfield and Beverly Webster.

**FOUNDATION** Trustee DeVecchio reported the Foundation did not meet in September.

**CONSENT CALENDAR** It was moved by Secretary Turner and seconded by Trustee Wood to approve items 9-46 as printed;

**MINUTES** Minutes of the August 21, 2006 Library Board of Trustees Regular Meeting

**CLAIMS** Claims 4905,4906,4907 and 4908 by Minter/Turner, 4909 by Minter/pending for a total of \$30,139.15.

Current Claims 4910 for a total of \$12,142.63 for the Fiscal Year 2006-2007 of \$47,072.00 and Payroll #8 (10/11/06) for \$47,0742.00 and #9 (10/25/06) for \$94,144.00 for a combined total of \$131,648.24.

FY2005-2006 Cash Flow Analysis through September 18, 2006 and recommendation that no funds be transferred at this time.

**FINANCIAL  
REPORTS**

Financial Reports for September 2006

Office General Ledger & Check Registers for September 2006

Acquisitions Report for September 2006

Entrepreneurial Report for September 2006

Collection Agency Report for September 2006

Gifts Report for September 2006

**GENERAL CONSENT  
CALENDAR**

Building Maintenance for September 2006

Personnel Report for September 2006

Volunteer Report for September 2006

Circulation Report for September 2006

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Legislative Alerts from the California Special Districts Association and the California library Association

**Trustee Wood present  
@ 6:50pm**

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

California Library Literacy Services Final Report for Fiscal Year 2005-2006 submitted to the State Library of California on August 21, 2006

Estimated Fiscal Year 2006-2007 Basic Levy Property Tax Revenue as provided by the Office of the Orange County Auditor, August 30, 2006

Placentia Library District Sphere of Influence Report prepared by Orange County Local Area Formation Commission (LAFCO) last revised and adopted on October 12, 2005. This completes the Sphere of Influence study required by the State of California every five years

Placentia Library District Policy 2320, Job Description – Coordinator of Development & Volunteer Services, as adopted by the Library Board of Trustees on August 21, 2006

Library District Policy 2110 – Health and Welfare Benefits, as adopted by the Library Board of Trustees on August 21, 2006

Notification from the Orange County Board of Supervisors about the Orange County State Model Conflict of Interest Code restructuring for County Boards, Commissions and Committees and other miscellaneous authorities, districts and committees under the jurisdiction of the Board as adopted by the Orange County Board of Supervisors on June 27, 2006

Fiscal Year 2006-2007 Assessed Values as provided by the Office of the Auditor-Controller County of Orange on August 3, 2006 and the Library Director's analysis of the report

Agenda for the August 24, 2006 meeting of the Orange County Council of Governments and the Minutes from the May 26, 2006 and June 22, 2006 meetings

AYES:	Shkoler, Turner, DeVecchio, Escobosa
NOES:	None
ABSTAIN:	Wood
ABSENT:	None

## **STAFF REPORTS**

Director's Report for September 2006

Program Committee Report for September 2006.

Children's Services Report for September 2006.

Placentia Library Literacy Services Report for September 2006.

Reference and Adult Services Report for September 2006.

History Room Report for September 2006.

Placentia Library Web Site Report for September 2006.

Technology Report for September 2006.

Publicity Materials produced for September 2006.

Safety Committee Minutes for September 2006.

AYES: Shkoler, Turner, DeVecchio, Escobosa, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**LEGISLATIVE  
ISSUES**

Library Director Minter reported that there was no activity during this Period.

**DEVELOPER FEE  
PROJECT**

The Board of Trustees have deferred selection of the Developer Fee consultant at this time.

**FACILITY MASTER  
PLAN**

It was moved by Trustee Wood and seconded by Trustee Escobosa to select and sign the contract with Linda Demmers, Library Consultant for development of the Facility Master Plan.

AYES: Shkoler, Turner, DeVecchio, Escobosa, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**LIBRARY REMODEL  
PROJECT**

Allen Hibbs of Alexander & Hibbs, AIA, presented a draft blueprint of proposed library renovations. The Board decided to defer selecting architectural services until after meeting with Linda Demmers, Library Consultant for Facility Master Plan Project.

**POLICY 2012 –  
DRESS CODE FOR  
EMPLOYEES AND  
VOLUNTEERS**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt Placentia Library District Policy 2012, Dress Code for Employees and Volunteers as a second reading and request staff review and comment.

AYES: Shkoler, Turner, DeVecchio, Escobosa, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**SIGNAGE PROJECT**

It was moved by Trustee Escobosa and seconded by Secretary Turner to request bids for a new electronic sign for Library's exterior.

AYES: Shkoler, Turner, DeVecchio, Escobosa, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None



**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Wood and seconded by Secretary Turner to authorize Manager of Administrative Services, Librarian II Strazdas and Library Assistant Gomez to attend the Eureka! Leadership Program at the Ventura County Library on Tuesday, October 3, 2006 with an overnight stay in Ventura at a cost not to exceed \$600 to be paid from the General Fund.

AYES: Shkoler, Turner, DeVecchio, Escobosa, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

It was moved by Trustee DeVecchio and seconded by Secretary Turner to authorize Library Director Minter to attend the American Library Association Midwinter Meeting in Seattle, WA, January 19-23, 2007 at a cost not to exceed \$1,916 to be paid from the General Fund

AYES: Shkoler, Turner, DeVecchio, Escobosa, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**LIBRARY  
DIRECTOR  
CONTRACT**

The Board of Trustees met in closed session to discuss the Library Director's performance evaluation, contract and salary. No other information was given other than a request by the Board President to schedule another closed session for the October 16, 2006 Meeting. The Closed Session adjourned at 9:24 P.M.

**AGENDA  
PREPARATION**

Agenda Preparation for the September Regular Meeting will include an Open Session and Closed Session to be held on Monday, September 18, 2006 at 6:30 P.M. The Board requested that Budget/Salary Discussion with staff committee, and Salary Scale for Exempt Employees be added to the agenda.

**ADJOURMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 18, 2006 adjourned at 8:15 P.M.

**NEXT MEETING**

The September Library Board Meeting will be held on Monday, October 16, 2006 at 6:30 P.M. in the Library History Room.

\_\_\_\_\_  
Jean Turner  
Secretary  
Library Board of Trustees

\_\_\_\_\_  
Al Shkoler  
President  
Library Board of Trustees



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
October 16, 2006

TYPE	REPORT NUMBER	AMOUNT
------	------------------	--------

None

TOTAL

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director & Trustees  
October 16, 2006

	DATE	CLAIM #	FUND	AMT	SIGNATURE/S
LIBRARY DIRECTOR	September 25, 2006	4911	707	8,034.12	Minter/Turner
	September 25, 2006	4912	707	7,957.88	Minter/Turner
	September 25, 2006	4913	707	13,191.24	Minter/Turner
	October 5, 2006	4914	707	4,372.02	Minter/DeVecchio
	October 5, 2006	4915	707	13,033.71	Minter/DeVecchio
	October 5, 2006	4916	707	8,647.74	Minter/DeVecchio
TOTAL BY LIBRARY DIRECTOR				\$ 55,236.71	
TOTAL				<u>\$ 55,236.71</u>	

Prepared by: Wendy Goodson

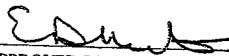
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

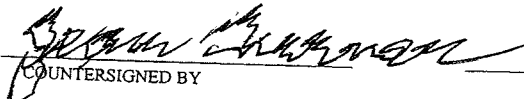
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

**PLEASE PAY IMMEDIATELY**

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
N00692-A Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	9-12-06/147-IN		0306	00		8,034.12			

The claims listed above (totaling \$8,034.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

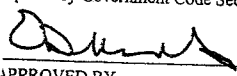
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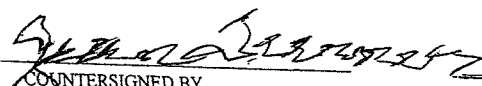
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Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	9-21-06/05391188009		2802	00		1,244.33		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	9-12-06/06-9-1118		1400	00		204.00		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	8-17-06/T5490907		0700	00		306.43		
	8-17-06/T5490922		0700	01		43.77		
						350.20		
N03841 Highsmith Inc. W5527 Highway 106 P.O. Box 800 Fort Atkinson, WI 53538-0800	9-7-06/6455		1800	08		98.15		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	9-14-06/168180		1800	00		194.21		
N05530E Orange County Tax Collector PO Box 1980 Santa Ana, CA 92702-1980	Jul 06 to Jun 07		3700	00		4,204.44		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	9-12-06/2566951		1800	00		372.55		
N15508 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	9-7-06/200609-35		1900	00		5.00		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	9-1506/010-19000-05435		0308	00		934.00		
N20042 Assurant Employee Benefits P.O. Box 807009 Kansas City, MO 64180-6644	10-1-06/4027912		0309	00		351.00		

The claims listed above (totaling \$7,957.88) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

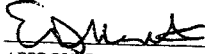
Placentia Library District  
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Placentia, CA 92670

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Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N27368A The Hartford Group Benefits PO Box 8500-3690 Philadelphia PA 19178-3690	10/06/06		0310	00		319.41		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	9-12-06/26683		1000	00		3,110.00		
	9-12-06/26684		1000	00		528.00		
						<b>3,638.00</b>		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	9-18-06/002124		1300	00		121.75		
N29440 Citizens Business Bank 701 North Haven Ave., Ste. 350 Ontario, CA 91764	10-1-06/03-095		2200	00		7,044.80		
N30347 Pcorp Associates 18340 Yorba Linda Blvd Ste 107 - PMB 108 Yorba Linda, CA 92886	9-20-06/1432		4000	00		882.28		
	9-3-06/1418		1300	01		900.00		
						<b>1,782.28</b>		
(need vendor #) Identity Crisis 1045 N Armando St Ste G Anaheim CA 92806	9-7-06/59		1900	00		285.00		

The claims listed above (totaling \$13,191.24) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/05/06  
REPORT NO 4914

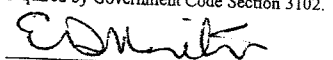
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Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	9-21-06/120996020001		0319	00		247.38			
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	9-28-06/8159		1900	00		45.00			
N03659F Golden State Water Company 2143 Convention Ctr Way 110 Ontario CA 91764	9-22-06/312083-9		2803	00		649.86			
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	9-21-06/320231628		1803	00		800.00			
N03738C Pitney Bowes Purchase Power PO Box 856042 Louisville, KY 40285-6460	9-24-06/17834748869		1800	00		29.98			
N03940 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	9-25-06/942458								
N06572 SPS Data Communications 1569 Greenwich Road San Dimas, CA 91773	9-26-06/90614		1400	00		880.00			
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	10-1-06/OCT 06		1900	00		35.00			
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	10-5-06/331719		1400	00		1,300.00			
N20858 Wendy Goodson c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb Lib Ldrshp Forum-Ventura Oct 2 & 3, 2006		2700	00		384.80			

The claims listed above (totaling \$4,372.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

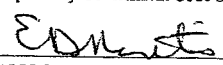
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Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	Workshop Reg - Strazdas 9-13-06/N25125		2700	01		75.00		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Sep 06/Story Time II Sep 06-Story Time I		1900	00		400.00	"2"	
			1900	01		600.00	"2"	
						1,000.00		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb Lib Ldrshp Forum-Ventura Oct 2 & 3, 2006		2600	00		89.00		
			2700	00		31.83		
						120.83		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	9-13-06/26686		1000	00		3,109.99		
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb		2600	01		15.58		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	10-3-06/19823		1800	00		286.08		
N30347 Pcorp Associates 18340 Yorba Linda Blvd Ste 107 - PMB 108 Yorba Linda, CA 92886	7-6-06/1376 7-6-06/1377		1300	01		6,000.00		
			4000	00		1,830.38		
						7,830.38		
(need vendor #) Identity Crisis 1045 N Armando St Ste G Anaheim CA 92806	9-29-06/71		1900	00		350.00		
(need vendor #) Adelphia PO Box 60074 City of Industry CA 91716-0074	9-12-06/X0564		0700	01		245.85		

The claims listed above (totaling \$13,033.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

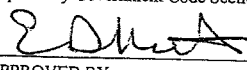
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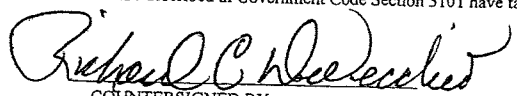
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

**PLEASE PAY IMMEDIATELY**

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N30347 Pcorp Associates 18340 Yorba Linda Blvd Ste 107 - PMB 108 Yorba Linda, CA 92886	8-18-06/1400		1300	01		6,000.00		
	8-18-06/1401		4000	00		1,700.00		
	10-1-06/1438		1300	00		840.00		
	10-1-06/1439		4000	01		107.74		
						8,647.74		

The claims listed above (totaling \$8,647.74) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
October 16, 2006

TYPE	REPORT NUMBER	AMOUNT
Regular	4917	51,107.65
	4918	5,463.50
	4919	4,965.12
	4920	17,463.33
Subtotal for Regular		78,999.60
	11/8/2006	49,472.00
	11/22/2006	49,472.00
Subtotal for Payroll		98,944.00
TOTAL CURRENT CLAIMS & PAYROLL		177,943.60

Prepared by: Wendy Goodson



Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
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**PLEASE PAY IMMEDIATELY**

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	10-1-06/57665		2200	00		45,276.34		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	10-1-06/122411		1800	00		32.00		
N03657D Standard & Poor's 2542 Collection Center Drive Chicago, IL 60693	9-1-06/30228548		2400	01		3,320.90		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash 8-14-06to10-10-06		1000	00		13.72		
			1800	00		2.97		
			1803	00		4.81		
						<b>21.50</b>		
N03660 Elizabeth D. Minter (Petty Checks) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Checks 9-13-06to10-11-06		0900	00		58.03		
			0900	08		422.85		
			1900	00		50.00		
			2700	01		260.00		
			2700	08		20.00		
			4000	00		535.84		
						<b>1,346.72</b>		
N03660A Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 92870-4705	Travel Reimb CSDA Annual Conference 9-25-06to9-28-06 Local Mileage Reimb		2700	00		556.26		
			2600	01		26.70		
						<b>582.96</b>		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	9-7-06/T5579903 9-4-06/T5564664		0700	01		274.09		
			0700	08		45.24		
						<b>319.33</b>		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9-18-06/709024		2400	05		13.69		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	9-14-06/168180		1800	00		194.21		

The claims listed above (totaling \$51,107.65) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

**PLEASE PAY IMMEDIATELY**

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	8-14-06/2532935		1800	08		1,060.93		
N06572 SPS Data Communications 1569 Greenwich Road San Dimas, CA 91773	10-8-06/00090621		1400	00		173.00		
N06573 First American Trust 5 First American Way Santa Ana, CA 92707	10-2-06/1210		1912	00		1,861.44		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	10-2-06/297		1900	00		555.00		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	9-15-06/X6759		1800	00		251.01		
	9-22-06/X1991		1800	00		95.34		
	9-8-06/X1566		1800	00		172.43		
	9-15-06/X5125		1800	00		64.26		
	9-8-06/X2807		1800	00		377.02		
						<b>960.06</b>		
N06786 Katherine Matas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb		2600	01		18.68		
N06965 Paychex PO Box 4482 Carol Stream IL 60197-4482	9-28-06/20060928		1900	00		474.32		
N09220A James A. Roberts c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reim		2600	01		41.13		
N13034A OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	10-9-06/A37064		1800	00		318.94		

The claims listed above (totaling \$5,463.50) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_



Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

**PLEASE PAY IMMEDIATELY**

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N15508 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	10-7-06/200610-14		1900	00		5.00		
N16557 Nextel PO Box 4181 Carol Stream IL 60197-4181	10-6-06/594682625		0700	01		130.51		
			0700	08		43.50		
						<b>174.01</b>		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	10-1-06/157884		1900	00		125.30		
N26230 National Retirement Services, Inc. File 56732 Los Angeles, CA 90074-6732	9-28-06/11219		1900	00		1,900.00		
N28657 Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON M5M 3Z4 Canada	9-19-06/2073		2400	03		399.00		
N28089 Moreland & Associates 1201 Dove St Ste 680 Newport Beach CA 92660	10-1-06/Audit Services		1900	00		1,562.00		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	10-12-06/19858		1800	00		32.33		
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	9-14-06/14796465		2400	01		159.21		
N30902 Liberty Publications West 22431 Antonio Pkwy Ste B160-607 Rancho Santa Margarita CA 92688	7-26-06/0209591		1900	00		570.00		
N30636 Nadia Dallstream c/o Placentia Library District 411 E. Chapman Placentia CA 92870	Travel Reimb 9-1-06to9-30-06		2600	01		38.27		

The claims listed above (totaling \$4,965.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/16/06  
REPORT NO 4920

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

**PLEASE PAY IMMEDIATELY**

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
(need vendor #) Morningstar 225 West Wacker Drive Chicago IL 60606	9-8-06/28696166		2400	03		4,356.25		
(need vendor #) Remote Vision 6736 Eton Ave Canoga Park CA 91303	9-3-06/3282 Final payment		4000	00		3,564.05		
(need vendor #) Pasco 949 N Cataract Ave Suite M San Dimas CA 91773	10-6-06/53400		1400	00		204.00		
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	10-10-06/57666		0700	01		21.79		
			1400	00		1,460.09		
			2800	00		7,857.15		
						<b>9,339.03</b>		

The claims listed above (totaling \$17,463.33) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_



County of Orange  
**ELECTRONIC FUNDS TRANSFER**  
A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 49,472.00 on 11 | 8 | 06

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121042882  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #10

Description:

Department / Agency

Contact: Elizabeth D. Minter, Library Director  
Name and Title  
714-528-1925 714-528-8236  
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE	
FUND	AGCY	ORG	ACTV	OBJ	SUB	REV	SUB	REV	JOB NUMBER	REPT	B S	AMOUNT	SP
				OBJ	OBJ		REV			CATG	ACCT		CD
707	707			0100	00							45,980.00	
707	707			200	00							3,492.00	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO												TOTAL PAYMENT	49,472.00
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller					
CLAIMANT				DATE	AUTHORIZED SIGNER			DATE	DEPUTY			DATE	

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
<b>Auditor-Controller Approvals:</b> <b>Claims &amp; Disbursing:</b> Over Limit: _____ \$100,000 (1)    \$500,000 (2)    \$1,000,000 (3)  Claims & Disbursing Manager: _____  Check Writing: _____  <b>General Ledger Approvals:</b>  Cash & Expense Budget: _____ Date: _____   wrec	<b>Transaction Reference</b> Automated Clearing House (CH): _____ Wire Transfer (WT): _____ Automated Clearing House (IC): _____  MW Transaction #: _____  <b>Treasurer-Tax Collector Information</b>  Released By / Ref #: _____



**County of Orange**  
**ELECTRONIC FUNDS TRANSFER**  
**A/P PAYMENT REQUEST AND TRANSMITTAL**

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 49,472.00 on 11 | 22 | 06

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121042882  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #10

Description:

Department / Agency

Contact: Elizabeth D. Minter, Library Director  
Name and Title  
714-528-1925      714-528-8236  
Phone Number      FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						45,980.00	
707	707			200	00						3,492.00	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	49,472.00
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE	AUTHORIZED SIGNER	DATE	DEPUTY	DATE							

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
<b>Auditor-Controller Approvals:</b>	<b>Transaction Reference</b>
<b>Claims &amp; Disbursing:</b> Over Limit:      \$100,000 (1)      \$500,000 (2)      \$1,000,000 (3) Claims & Disbursing Manager: _____ Check Writing:      _____	Automated Clearing House (CH): _____      Wire Transfer (WT): _____ Automated Clearing House (IC): _____ MW Transaction #: _____
<b>General Ledger Approvals:</b>	<b>Treasurer-Tax Collector Information</b>
Cash & Expense Budget: _____      Date: _____      wrac	Released By / Ref #: _____

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** October 16, 2006

**BACKGROUND:**

The Cash Flow Analysis for the General Fund for Fiscal Year 2006-2007 is Attachment A

The Property Tax Apportionment Schedule for Fiscal Year 2006-2007 is Attachment B. No significant property tax revenues are anticipated in September.

*It is my opinion that Placentia Library District is in compliance with California Government Code Section 53646(b)(1) that requires that that the District have adequate balances and anticipated revenues to meet its expenditure requirements for the next six months.*

I am recommending that no funds be transferred at this time.

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2006-2007 through October 16, 2006 and the Property Tax Apportionment Schedule for Fiscal Year 2006-2007.



Placentia Library District  
FY2006-2007 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/06		Beginning Balance			877,915.41
06/19/06		Payroll #1 to wire July 3, 2006		47,072.00	830,843.41
06/19/06		Payroll #2 to wire July 18, 2006		47,072.00	783,771.41
06/19/06	4885	General by 3 Trustee signatures		15,181.37	768,590.04
06/29/06	4886	General by Library Director & Turner		18,306.55	750,283.49
07/06/06	4887	General by Library Director & Shkoler		4,297.59	745,985.90
07/06/06	4888	General by Library Director & Shkoler		10,808.48	735,177.42
07/06/06	4889	General by Library Director & Shkoler		2,335.56	732,841.86
07/13/06		6230-01: Prior Secured #8	17,715.24	44.29	750,512.81
07/13/06		6280-01: Supplemental paid 1985+ #12	13,894.38		764,407.19
07/13/06		6280-02: Supplemental paid 1984	0.87		764,408.06
07/13/06		6300: Delinquent supplemental	2,174.51		766,582.57
07/13/06		6300: Delinquent supplemental penalties	452.33		767,034.90
07/18/06		6230-04: Teeter apportionment	22,608.66		789,643.56
07/20/06	4890	General by Library Director & DeVecchio		8,462.11	781,181.45
07/20/06	4891	General by Library Director & DeVecchio		10,748.93	770,432.52
07/20/06	4892	General by Library Director & DeVecchio		538.43	769,894.09
07/21/06		6970-07 State Mandated Claims refund	3,122.00		773,016.09
07/21/06		7670-00: Library Fines & Fees	4,405.59		777,421.68
07/21/06		7670-01: Library Passport Revenue	11,366.40		788,788.08
07/21/06		7670-02: Non Govt Grants & Gifts (Boeing, \$5,000 & Gates, \$7,500)	12,500.00		801,288.08
07/31/06	4893	General by 3 Trustee signatures		2,702.70	798,585.38
07/31/06	4894	General by 3 Trustee signatures		3,522.62	795,062.76
07/31/06	4895	General by 3 Trustee signatures		10,243.10	784,819.66
07/31/06		Payroll #3 to wire August 2, 2006		47,072.00	737,747.66
07/31/06		Payroll #4 to wire August 16, 2006		47,072.00	690,675.66
07/31/06		Payroll #5 to wire August 30, 2006		47,072.00	643,603.66
08/05/06	4896	General by Library Director & DeVecchio		3,564.05	640,039.61
08/05/06	4897	General by Library Director & DeVecchio		2,925.03	637,114.58
08/05/06	4898	General by Library Director & DeVecchio		4,666.62	632,447.96
08/07/06		6610-02: Interest on Unapportioned Taxes	3,698.76	99.15	623,980.85
08/14/06	4899	General by Library Director & Wood		8,467.11	615,513.74
08/14/06	4900	General by Library Director & Wood		891.54	614,622.20
08/16/06		6280-00: Supplemental paid 1985+ #1	1,065.62		602,479.57
08/18/06	4910	General by 3 Trustee signatures		12,142.63	553,007.57
08/18/06		Payroll #8 to wire October 11, 2006		49,472.00	503,535.57
08/18/06		Payroll #9 to wire October 25, 2006		49,472.00	491,176.31
08/21/06	4901	General by 3 Trustee signatures		12,359.26	478,817.05
08/21/06	4902	General by 3 Trustee signatures		3,398.73	475,418.32
08/21/06	4903	General by 3 Trustee signatures		15,223.35	460,194.97
08/21/06	4904	General by 3 Trustee signatures		6,522.90	453,672.07
08/21/06		Payroll #6 to wire September 13, 2006		47,072.00	406,600.07
08/21/06		Payroll #7 to wire September 27, 2006		47,072.00	359,528.07
08/23/06		6610-00: Interest County Pool, July	4,440.81	90.22	354,143.83
09/02/06	4905	General by Library Director & DeVecchio		5,384.24	348,759.59
09/06/06	4906	General by Library Director & Turner		5,006.54	343,753.05
09/07/06	4907	General by Library Director & Turner		6,826.27	336,926.78

Placentia Library District  
FY2006-2007 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/07/06	4908	General by Library Director & Turner		7,320.32	329,606.46
09/12/06		6610-00: Interest Bank of the West, Aug	14.70		334,606.46
09/12/06		6970-03: State Library, LSTA Grant HIS House	5,000.00		341,743.46
09/12/06		6970-07: State Mandated Claim Reimbursement	7,137.00		346,859.77
09/12/06		7670:00: Local Revenue Fines & Fees	5,116.31		359,829.81
09/12/06		7670:01: Local Revenue Passport	12,970.04		354,228.03
09/14/06	4909	General by Library Director & pending		5,601.78	342,085.40
09/18/06	4910	General by 3 Trustee signatures		12,142.63	292,613.40
09/18/06		Payroll #8 to wire October 11, 2006		49,472.00	243,141.40
09/18/06		Payroll #9 to wire October 25, 2006		49,472.00	296,347.11
09/21/06		6220-00 Unsecured Collections 1st	53,339.06	133.35	296,616.36
09/21/06		6280-00: Supplemental paid 1985+ #2	269.25		288,582.24
09/25/06	4911	General by Library Director & Turner		8,034.12	280,624.36
09/25/06	4912	General by Library Director & Turner		7,957.88	267,433.12
09/25/06	4913	General by Library Director & Turner		13,191.24	271,419.70
09/25/06		6610-00: Interest County Pool, Aug	4,068.17	81.59	267,047.68
10/05/06	4914	General by Library Director & DeVecchio		4,372.02	254,013.97
10/05/06	4915	General by Library Director & DeVecchio		13,033.71	245,366.23
10/05/06	4916	General by Library Director & DeVecchio		8,647.74	194,258.58
10/16/06	4917	General by 3 Trustee signatures		51,107.65	188,795.08
10/16/06	4918	General by 3 Trustee signatures		5,463.50	183,829.96
10/16/06	4919	General by 3 Trustee signatures		4,965.12	166,366.63
10/16/06	4920	General by 3 Trustee signatures		17,463.33	116,894.63
10/16/06		Payroll #10 to wire November 8, 2006		49,472.00	67,422.63
10/16/06		Payroll #11 to wire November 22, 2006		49,472.00	67,422.63
					67,422.63



Home > Property Tax Accounting

## Property Tax Accounting

[Apportionment Schedule Letter]

### Property Tax Apportionments Fiscal Year 2006-2007

APPORTIONMENT	APPORNT. DATE	AVAIL. DATE	COLLECTIONS	PERCENTAGE
PY Sec Taxes & Penalties Non Teeter 1	8/16/2006	8/17/2006	July	
Supplemental 1	8/16/2006	8/17/2006	Collections for July	
PY Sec Taxes & Penalties Non Teeter 2	9/13/2006	9/14/2006	August	
Unsecured 1	9/21/2006	9/22/2006	Collections at 08/31/2006	80% - 85%
Supplemental 2	9/21/2006	9/22/2006	Collections for August	
PY Sec Taxes & Penalties Non Teeter 3	10/11/2006	10/12/2006	September	
Supplemental 3	10/11/2006	10/12/2006	Collections for September	
PY Sec Taxes & Penalties Non Teeter 4	11/15/2006	11/16/2006	October	
Supplemental 4	11/15/2006	11/16/2006	Collections for October	
Secured #1	11/21/2006	11/22/2006	Collections at 11/10/2006	7% - 10%
H/O Property Tax Relief 1	12/7/2006	12/8/2006		15%
Secured #2	12/13/2006	12/14/2006	Collections at 12/01/2006	10% - 15%
PY Sec Taxes & Penalties Non Teeter 5	12/13/2006	12/14/2006	November	
Supplemental 5	12/20/2006	12/21/2006	Collections for November	
Secured #3	12/21/2006	12/22/2006	Collections at 12/08/2006	20% - 25%
ERAF 1 - Non-Schools	1/2/2007	1/3/2007	For Non-schools	\$254 million + growth
Sales & Use Tax Compensation 1	1/4/2007	1/5/2007	Cities and County only	50%
Property Tax In-Lieu of VLF/VLF Swap 1	1/4/2007	1/5/2007	Cities and County only	50%
H/O Property Tax Relief 2	1/10/2007	1/11/2007		35%
PY Sec Taxes & Penalties Non Teeter 6	1/10/2007	1/11/2007	December	
Unsecured 2	1/18/2007	1/19/2007	Collections at 12/31/2006	5% - 8%
Supplemental 6	1/18/2007	1/19/2007	Collections for December	
Secured #4	1/23/2007	1/24/2007	Collections at 01/12/2007	5% - 7%
State-Assessed Public Utility 1	1/25/2007	1/26/2007	1 <sup>st</sup> Installment Collections	49% - 50%
PY Sec Taxes & Penalties Non Teeter 7	2/14/2007	2/15/2007	January	
Supplemental 7	2/14/2007	2/15/2007	Collections for January	
PY Sec Taxes & Penalties Non Teeter 8	3/14/2007	3/15/2007	February	
Secured #5	3/21/2007	3/22/2007	Collections at	5% - 7%

			03/09/2007	
Supplemental 8	3/21/2007	3/22/2007	Collections for February	
PY Sec Taxes & Penalties Non Teeter 9	4/11/2007	4/12/2007	March	
Secured #6	4/19/2007	4/20/2007	Collections at 04/06/2007	15% - 20%
Supplemental 9	4/19/2007	4/20/2007	Collections for March	
ERAF 2- Non-Schools	5/1/2007	5/2/2007	For Non-schools	\$274 million + growth
Sales & Use Tax Compensation 2	5/3/2007	5/4/2007	Cities and County only	50%
Property Tax In-Lieu of VLF/VLF Swap 2	5/3/2007	5/4/2007	Cities and County only	50%
H/O Property Tax Relief 3	5/10/2007	5/11/2007		35%
PY Sec Taxes & Penalties Non Teeter 10	5/16/2007	5/17/2007	April	
Secured #7	5/21/2007	5/22/2007	Collections at 05/11/2007	10% - 15%
Supplemental 10	5/21/2007	5/22/2007	Collections for April	
State-Assessed Public Utility 2	5/24/2007	5/25/2007	2 <sup>nd</sup> Installment Collections	49% - 50%
H/O Property Tax Relief 4	6/7/2007	6/8/2007		15%
PY Sec Taxes & Penalties Non Teeter 11	6/13/2007	6/14/2007	May	
Unsecured - Final	6/21/2007	6/22/2007	Collections at 05/31/2007	2%- 5%
Supplemental 11	6/13/2007	6/14/2007	Collections for May	
Delq. PY Unsecured	6/21/2007	6/22/2007	06/01/06 through 05/31/07 Collections	
Secured - Final	7/16/2007	7/17/2007	Final Collections at Year-end	1% - 2%
PY Sec Taxes & Penalties Non Teeter 12	7/16/2007	7/17/2007	June	
Supplemental 12	7/16/2007	7/17/2007	Collections for June	
Delq. PY Suppl. Taxes & Penalties	7/16/2007	7/17/2007	07/01/06 through 06/30/07 Collections	
Teeter Plan	7/18/2007	7/19/2007	Actual Final Delinquencies	1% - 3%
Property Tax In-Lieu of VLF/VLF Swap 3	7/18/2007	7/19/2007	Cities and County only	\$21 million

[Apportionment Schedule Letter]

b

**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
October 16, 2006

Fiscal Year 2006-2007							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74
07/31/06	113,971.05	10,778.51	171,908.95	1,027,689.84	10,517.51	1,334,865.86	307,176.02
08/31/06	114,419.01	10,820.87	172,584.63	839,652.60	10,558.85	1,148,035.96	308,383.36
09/30/06	114,887.46	10,865.18	173,291.22	750,624.35	10,602.08	1,060,270.29	309,645.94
10/31/06						0.00	0.00
11/30/06						0.00	0.00
12/31/06						0.00	0.00
01/31/07						0.00	0.00
02/28/07						0.00	0.00
03/31/07						0.00	0.00
04/30/07						0.00	0.00
05/31/07						0.00	0.00
06/30/07						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

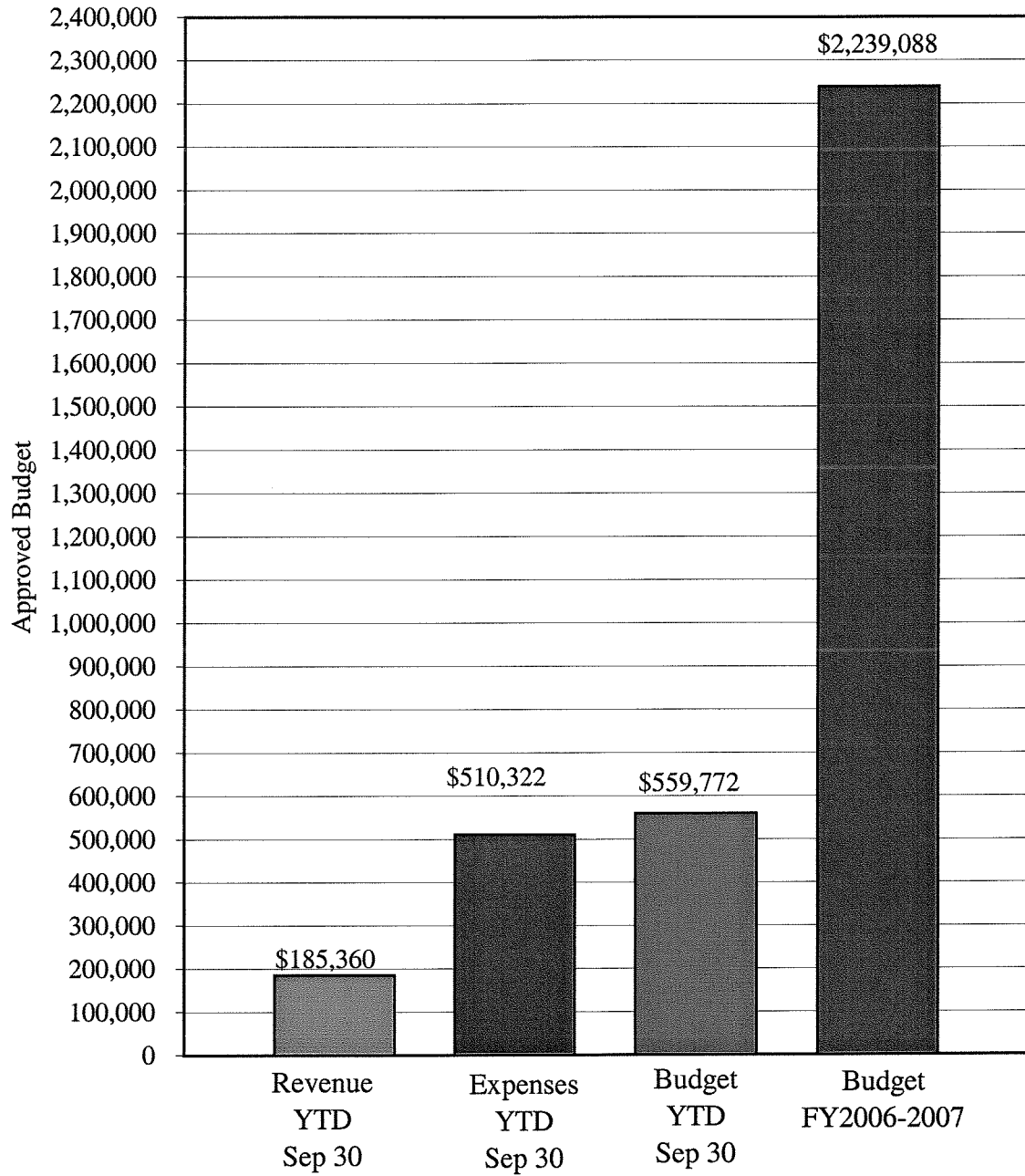
Fiscal Year 2005-2006							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87
07/31/05	122,741.64	10,382.49	165,592.69	760,016.26	10,131.05	1,068,864.13	308,847.87
08/31/05	123,044.94	10,408.15	166,001.88	601,465.37	10,156.09	911,076.43	309,611.06
09/30/05	123,366.14	10,435.32	166,435.23	629,662.56	10,182.61	940,081.86	310,419.30
10/31/05	123,699.64	10,463.53	166,885.16	511,382.72	10,210.14	822,641.19	311,258.47
11/30/05	124,033.15	10,491.74	167,335.11	534,616.78	10,237.67	846,714.45	312,097.67
12/31/05	124,393.83	10,522.25	167,821.70	861,368.68	10,267.44	1,174,373.90	313,005.22
01/31/06	111,512.01	10,553.35	168,317.80	977,684.72	10,297.80	1,278,365.68	300,680.96
02/28/06	111,927.45	10,588.46	168,877.74	942,809.05	10,332.05	1,244,534.75	301,725.70
03/31/06	112,329.88	10,623.61	169,438.33	885,128.36	10,366.35	1,187,886.53	302,758.17
04/30/06	112,686.17	10,657.30	169,975.76	1,119,221.16	10,399.23	1,422,939.62	303,718.46
05/31/06	113,086.59	10,695.17	170,579.77	1,235,981.36	10,436.19	1,540,779.08	304,797.72
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2006 - 2007

### General Fund Cash Flow





PLACENTIA JURY DISTRICT  
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)  
October 16, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 SEP 2006	FY2005-2006 SEP 2005	FY2006-2007 % REV BUD
6210-00	Prop. Taxes - current secured	1,561,688.00	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	21,000.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	1,582,688.00	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	58,000.00	53,339.06	54,632.83	53,339.06	54,632.83	91.96%
6230-00	Prop. Taxes - Prior Secured	15,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	17,715.24	16,231.99	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout	15,000.00	22,608.66	15,295.19	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	30,000.00	40,323.90	31,527.18	0.00	0.00	134.41%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	6,500.00	1,334.87	28,019.88	269.25	9,954.14	20.54%
6280-01	Final supplemental for prior years	0.00	13,895.25	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	6,500.00	15,230.12	28,019.88	269.25	9,954.14	234.31%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	65,000.00	2,626.84	1,744.74	0.00	0.00	4.04%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	1,400.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,744,338.00	111,519.92	115,924.63	53,608.31	64,586.97	6.39%

REVENUE REPORT FOR FUND 707  
 (Prepared from the Orange County Auditor's Report)  
 October 16, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 SEP 2006	FY2005-2006 SEP 2005	FY2006-2007 % REV BUD
6610-00	Interest	30,000.00	8,523.68	4,236.13	4,082.87	1,995.76	28.41%
6610-01/02	Interest - old bond fund	0.00	3,698.76	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	30,000.00	12,222.44	4,236.13	4,082.87	1,995.76	40.74%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	12,000.00	0.00	11,258.34	0.00	5,729.17	0.00%
6970-01	State - CA Foundation Funds	30,000.00	0.00	16,317.06	0.00	0.00	
6970-02	State - CA Literacy Campaign	58,000.00	0.00	30,000.00	0.00	30,000.00	0.00%
6970-03	State - LSTA Grant, HIS House	0.00	5,000.00	0.00	5,000.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	40,000.00	0.00	21,885.00	0.00	21,885.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	10,000.00	10,259.00	0.00	7,137.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	150,000.00	15,259.00	79,460.40	12,137.00	57,614.17	10.17%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	40,000.00	9,521.90	7,604.67	5,116.31	4,339.26	23.80%
7670-01	Local Revenue -- Passport	180,000.00	24,336.44	15,310.62	12,970.04	7,441.65	13.52%
7670-02 & 56	Local Revenue -- Non-Gov't Grants & Gifts	20,000.00	12,500.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	240,000.00	46,358.34	22,915.29	18,086.35	11,780.91	19.32%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	2,181,338.00	185,359.70	222,536.45	87,914.53	135,977.81	8.50%



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
October 16, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 SEP 2006	FY2005-2006 SEP 2005	FY2006-2007 % EXP BUD
0100-00	Salaries & Wages	1,040,934	297,675.03	248,361.49	87,496.00	72,073.38	28.60%
0200-00	Retirement (Social Security & Pension Contribution)	144,588	23,268.00	19,270.72	6,648.00	5,505.92	0.16
0301-00	Unemployment Insurance	0	125.00	0.00	125.00	0.00	
0306-00	Health Insurance	108,986	14,705.52	26,118.64	-578.38	10,176.97	0.13
0308-00	Dental Insurance	8,786	2,769.50	2,357.80	932.80	0.00	0.32
0309-00	Life Insurance	2,948	473.85	391.14	175.50	122.85	0.16
0310-00	Accidental Death & Dismemberment Insurance	5,293	640.54	867.46	321.13	0.00	0.12
0373-00	Vision Insurance	2,913	757.36	720.92	235.70	252.28	0.26
	Total Employee Insurance	128,927	19,471.77	30,455.96	1,211.75	10,552.10	0.99
0350	Workers Compensation - General	8,500	17,305.37	2,690.00	2,124.00	0.00	2.04
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,322,949	357,720.17	300,778.17	97,479.75	88,131.40	3.47
0700-00	Communications - Telephone	4,000	1,526.84	466.21	560.76	65.97	38.17%
0700-01	Communications - Modem/Fax	8,400	1,098.65	1,980.89	302.48	619.66	13.08%
0700-02	Communications - Internet/Database	0	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	600	0.00	646.50	0.00	215.50	0.00%
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,400	256.75	253.96	128.75	105.57	18.34%
	Total Communications	14,400	2,882.24	3,347.56	991.99	1,006.70	20.02%
0900-00	Food - General Fund	600	98.25	68.87	56.45	13.04	16.38%
0900-07	Food - ELLI Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	500	62.23	13.04	0.00	13.04	12.45%
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	1,100	160.48	81.91	56.45	26.08	14.59%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
October 16, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 SEP 2006	FY2005-2006 SEP 2005	FY2006-2007 % EXP BUD
1000-00	Household Expense	7,500	1,731.36	6,416.89	1,702.02	40.59	23.08%
1001-00	Trash	0	0.00		0.00		
	Household and Trash	7,500	1,731.36	5,000.00	1,702.02	40.59	
1100-00	Insurance - Liability	13,100	0.00	12,281.93	0.00	0.00	0.00%
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	5,000	871.00	6,110.00	749.25	0.00	17.42%
1300-01	Maintenance of Equipment - General Fund (Computer)	27,500	0.00	0.00	0.00	0.00	0.00%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	0.00%
1300-08	Maintenance of Equipment - Adult Literacy	500	232.50	0.00	232.50	0.00	46.50%
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	33,000	1,103.50	6,110.00	981.75	0.00	3.34%
	HVAC	7,500	1,878.96	1,085.19	1,878.96	120.00	25.05%
	Carpet Cleaning	2,750	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	27,500	4,535.11	3,708.22	2,952.78	0.00	16.49%
	Plumbing	3,000	422.58	1,692.12	0.00	358.26	14.09%
	Electrical	4,000	220.00	0.00	220.00	0.00	5.50%
	Cleaning Service	16,000	3,900.00	3,900.00	1,300.00	1,300.00	24.38%
	Locksmith	1,000	73.50	76.50	73.50	0.00	7.35%
	Other (Includes Fire Alarm & Extinguishers)	8,000	3,134.34	990.11	279.00	0.00	39.18%
1400-00	Total Maintenance of Building & Grounds	69,750	14,164.49	11,452.14	6,704.24	1,778.26	20.31%
1600-00	Memberships - General Fund	4,000	130.00	115.00	0.00	0.00	3.25%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	1,000	120.00	0.00	0.00	0.00	12.00%
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	5,000	250.00	115.00	0.00	0.00	5.00%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	22,953	0.00	0.00	0.00	0.00	0.00%
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	22,953	0.00	0.00	0.00	0.00	0.00%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
October 16, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 SEP 2006	FY2005-2006 SEP 2005	FY2006-2007 % EXP BUD
	Library Supplies	23,000	3,983.86	8,636.80	2,541.74	2,018.88	17.32%
	Printing	15,000	2,715.92	2,695.41	2,244.06	0.00	18.11%
	[Unassigned]	0	0.00	0.00	0.00	0.00	
	Publications	1,100	0.00	162.00	0.00	0.00	0.00%
	Paper	700	0.00	355.52	0.00	0.00	0.00%
	Drinking Water Service	350	96.00	91.50	64.00	30.50	27.43%
	Other Office Supplies	20,000	2,456.66	5,820.34	971.66	1,334.99	12.28%
1800-00	Total Office Supply Expense - General Fund	60,150	9,252.44	17,761.57	5,821.46	3,384.37	15.38%
1800-07	ELLI Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,000	124.99	0.00	124.99	0.00	6.25%
	Publications	2,500	0.00	0.00	0.00	0.00	0.00%
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	7,589.46	1,485.95	5,461.06	0.00	758.95%
1800-08	Total Adult Literacy Office Supply Expense	5,500	7,714.45	1,485.95	5,586.05	0.00	140.26%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	67,650	16,966.89	19,247.52	11,407.51	3,384.37	25.08%
1803-00	Postage Expense - General Fund	6,800	1,944.28	1,195.73	1,300.00	10.00	28.59%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	0.00%
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	0.00%
	Total Postage Expense	6,900	1,944.28	1,195.73	1,300.00	10.00	28.18%

**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURE REPORT FOR FUND 5071**  
 (Prepared from the Orange County Auditor's Report)  
 October 16, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 SEP 2006	FY2005-2006 SEP 2005	FY2006-2007 % EXP BUD
	Care Resources (Employee Assistance)	420	105.00	105.00	35.00	35.00	25.00%
	Pension Contribution & Operating Expenses	7,000	3,739.90	3,122.67	0.00	1,601.75	53.43%
	Anaheim Consortium Automated Library System	35,000	0.00	645.96	0.00	0.00	0.00%
	Library Board Consultants & Legal	10,000	960.95	4,800.00	960.95	0.00	9.61%
	Clipping Service	600	90.00	0.00	45.00	0.00	15.00%
	Interest Allocation & Tax Collection Charges by Orange County	9,800	9,514.01	1,000.00	0.00	1,000.00	97.08%
	Advertising (Including WEB Site)	6,000	1,115.00	650.00	0.00	0.00	18.58%
	Medical Exams	2,000	812.50	733.00	462.50	277.50	40.63%
	Collection Services - Accounts Receivable	2,000	357.75	179.00	205.60	0.00	17.89%
	Audit & Accounting Services	10,000	0.00	1,000.00	0.00	0.00	0.00%
	Payroll Preparation	5,500	1,163.02	928.48	430.43	0.00	21.15%
	Election Expenses	19,000	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	3,500	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Contract Storyteller)	16,000	6,419.13	4,188.75	1,145.08	6.95	40.12%
1900-00	Total Specialized Services - General Fund	126,820	24,277.26	17,352.86	3,284.56	2,921.20	19.14%
1900-01	Specialized Services - Spanish Literacy	3,000	251.24	0.00	0.00	0.00	8.37%
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,000	1,850.00	3,150.00	0.00	1,000.00	20.56%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	133.35	136.58	133.35	136.58	0.89%
1912-00	Total Specialized Services	153,820	26,511.85	20,639.44	3,417.91	4,057.78	17.24%
2000-00	Investment Administrative fees for Orange County	1,000	171.81	186.95	81.59	67.92	17.18%
2000-01	Legal Notices - General Fund	1,000	517.72	0.00	517.72	0.00	51.77%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,000	517.72	0.00	517.72	0.00	51.77%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
October 16, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 SEP 2006	FY2005-2006 SEP 2005	FY2006-2007 %EXP BUD
2100-00	Rents/Leases-Equipment	31,700	320.62	166.09	0.00	0.00	1.01%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	7,044.80	7,044.80	0.00	0.00	6.71%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	223,816	16,348.30	14,248.08	11,596.64	0.00	
2400-02	Special Department Expense - Video		10,571.00	545.22	8,345.31	(53.82)	
2400-03	Special Department Expense - Electronic		14,356.25	0.00	4,356.25	0.00	
2400-04	Special Department Expense - Periodicals		137.85	999.08	0.00	0.00	
2400-05	Special Department Expense - Audio		6,414.18	1,102.59	3,547.26	0.00	
2400-07	Special Department Expense - ELLI Grant		0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	348.40	1,278.59	335.45	0.00	17.42%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	225,816	48,175.98	18,173.56	28,180.91	(53.82)	21.33%
2600-00	Transportation/Travel - Local Mileage	0	608.87	0.00	310.95	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town		0.00	0.00	0.00	0.00	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	8,500	878.40	4,664.49	628.40	2,335.52	8.78%
2700-02	Transportation/Travel - Meetings, Board Out of Town	3,000	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750	61.00	93.00	61.00	0.00	8.13%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	438.40	42.00	438.40	0.00	
2700-09	Transportation/Travel - Meetings - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	23,250	1,377.80	4,799.49	1,127.80	2,335.52	5.93%
2801-00	Electricity	50,000	17,014.28	10,759.23	13,846.81	646.50	34.03%
2802-00	Gas	11,000	1,409.77	950.03	815.47	280.79	12.82%
2803-00	Water	5,500	1,601.13	1,341.73	638.82	436.45	29.11%
	Total Utilities	66,500	20,025.18	13,050.99	15,301.10	1,363.74	30.11%
	TOTAL SUPPLIES & SERVICES	849,439	144,059.15	124,310.00	72,081.94	14,017.14	16.96%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
October 16, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 SEP 2006	FY2005-2006 SEP 2005	FY2006-2007 % EXP BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	10,000	390.31	0.00	0.00	0.00	3.90%
4000-00	Equipment - General Fund	56,700	8,152.45	7,694.24	7,753.73	5,866.44	14.38%
4000-07	Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	56,700	8,152.45	7,694.24	7,753.73	5,866.44	14.38%
4200-00	Structures/Improvements		0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	56,700	8,152.45	7,694.24	7,753.73	5,866.44	14.38%
5200	PROVISION FOR CONTINGENCIES	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	2,239,088	510,322.08	432,782.41	177,315.42	108,014.98	22.79%
	Spanish Literacy	3,000	251.24	0.00	0.00	0	8.37%
	ELLI Grant Summary Object Code 07	0	0.00	0.00	0.00	0	
	CLC Summary Object Code 08	43,953	11,022.73	6,223.54	6,721.15	1,119	25.08%
	FFL Grant Summary Object Code 09	2,000	0.00	0.00	0.00	0	0.00%
	TOTAL LITERACY (Excluding Personnel)	48,953	11,273.97	6,223.54	6,721.15	1,119	23.03%

**Placentia Library District  
 Balance Sheet  
 As of September 30, 2006**

	<u>Sep 30, 06</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	3,759.99
County Exempt - Savings	13,547.89
General Fund - Checking	24,250.23
General Fund - Savings	17,090.72
Literacy Fund - Savings	11,748.17
Payroll Checking - Wells Fargo	78,434.05
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
<b>Total Payroll Checking (CDs)</b>	<u>43,661.34</u>
<b>Total Checking/Savings</b>	<u>192,492.39</u>
<b>Total Current Assets</b>	192,492.39
<b>Fixed Assets</b>	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	-584,086.00
<b>Total Fixed Assets</b>	<u>1,238,956.00</u>
<b>TOTAL ASSETS</b>	<u><u>1,431,448.39</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	1,496.00
<b>Total Other Current Liabilities</b>	<u>116,679.00</u>
<b>Total Current Liabilities</b>	116,679.00
<b>Long Term Liabilities</b>	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
<b>Total Long Term Liabilities</b>	<u>292,903.74</u>
<b>Total Liabilities</b>	409,582.74
<b>Equity</b>	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	-39,752.44
Total Capital	68,752.81
Net Income	94,764.19
<b>Total Equity</b>	<u>1,021,865.65</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,431,448.39</u></u>

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10/13/06

Accrual Basis

**Placentia Library District  
Profit & Loss by Class  
July through September 2006**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
COE Deposit Adjustment Income	-5.00	0.00	0.00	0.00	-5.00
COE Interest	24.64	0.00	0.00	0.00	24.64
COE Life Insur Suplmt(EDM)	119.64	19.94	0.00	0.00	139.58
COE Meeting Room Income	1,115.00	0.00	0.00	0.00	1,115.00
COE Passport Chck Reimbursement	17,216.60	0.00	0.00	0.00	17,216.60
COE Test Proctoring Income	524.30	30.00	0.00	0.00	554.30
GF Bankcard Deposit	0.00	24,739.52	0.00	0.00	24,739.52
GF Cash Register - Audio Visual	0.00	90.95	0.00	0.00	90.95
GF Cash Register - Copy/Debit	0.00	1,022.00	0.00	0.00	1,022.00
GF Cash Register - Fines	23.60	3,547.88	0.00	0.00	3,571.48
GF Cash Register - Lost Items	0.00	639.53	0.00	0.00	639.53
GF Cash Register - Misc.	0.00	238.29	0.00	0.00	238.29
GF cash register - Passport Pho	0.00	4,120.00	0.00	0.00	4,120.00
GF Cash Register - Reserves	0.00	434.50	0.00	0.00	434.50
GF County Reimbursements	0.00	2,446.18	0.00	0.00	2,446.18
GF Deposit Corraction Income	0.00	-2.01	0.00	0.00	-2.01
GF Fed Work Study Reimbursement	0.00	8,560.97	0.00	0.00	8,560.97
GF Interest	0.00	33.90	0.00	0.00	33.90
GF Miscellaneous Income	0.00	1,823.38	0.00	0.00	1,823.38
GF Notary	0.00	740.00	0.00	0.00	740.00
GF Passport Revenue	0.00	25,881.00	0.00	0.00	25,881.00
GF Special Grants	0.00	12,500.00	0.00	0.00	12,500.00
GF State Library Grants	0.00	5,000.00	0.00	0.00	5,000.00
GF State Library Reimbursements	0.00	14,491.85	0.00	0.00	14,491.85
LIT Donations	0.00	0.00	183.00	0.00	183.00
LIT Interest Inc - Savings	0.00	0.00	22.63	0.00	22.63
PA Wire Transfer from County	0.00	0.00	0.00	329,504.00	329,504.00
<b>Total Income</b>	<b>19,018.78</b>	<b>106,357.88</b>	<b>205.63</b>	<b>329,504.00</b>	<b>455,086.29</b>
<b>Expense</b>					
COE Childn's Summer Rdng Prgm	1,195.91	0.00	0.00	0.00	1,195.91
COE Medical Reimbursement Polic	5.00	0.00	0.00	0.00	5.00
COE Meeting Room Maintenance	466.56	0.00	0.00	0.00	466.56
COE Office Expense	39.00	0.00	0.00	0.00	39.00
COE Passport Expenses	16,284.40	0.00	0.00	0.00	16,284.40
GF Bankcard Service Charge	0.00	1,092.17	0.00	0.00	1,092.17
GF Equipment (400)	0.00	1,850.25	0.00	0.00	1,850.25
GF Food	0.00	114.48	0.00	0.00	114.48
GF Household Expenses	0.00	29.34	0.00	0.00	29.34
GF Literacy	0.00	388.34	0.00	0.00	388.34
GF Memberships	0.00	375.00	0.00	0.00	375.00
GF Office Expense	0.00	260.76	0.00	0.00	260.76
GF Postage	0.00	16.03	0.00	0.00	16.03
GF Printing	0.00	80.10	0.00	0.00	80.10
GF Prof & Spec Services	0.00	50.00	0.00	0.00	50.00
GF Transfer to COE	3,050.00	9,460.20	0.00	0.00	12,510.20
GF Transfers to County	0.00	70,992.55	0.00	0.00	70,992.55
GF Travel Literacy	0.00	40.00	0.00	0.00	40.00
GF Travel Staff	0.00	2,068.10	0.00	0.00	2,068.10
GF Travel Trustees	0.00	36.00	0.00	0.00	36.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	20,898.22	20,898.22
PA Employee 125 Co-Pay	0.00	0.00	0.00	1,225.92	1,225.92
PA Employee Life Insurance	0.00	0.00	0.00	119.64	119.64
PA Payroll Taxes	0.00	0.00	0.00	57,597.35	57,597.35
PA Salaries	0.00	0.00	0.00	172,586.78	172,586.78
<b>Total Expense</b>	<b>21,040.87</b>	<b>86,853.32</b>	<b>0.00</b>	<b>252,427.91</b>	<b>360,322.10</b>
<b>Net Ordinary Income</b>	<b>-2,022.09</b>	<b>19,504.56</b>	<b>205.63</b>	<b>77,076.09</b>	<b>94,764.19</b>
<b>Net Income</b>	<b>-2,022.09</b>	<b>19,504.56</b>	<b>205.63</b>	<b>77,076.09</b>	<b>94,764.19</b>



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10/08/06

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 09/30/2006**

Type	Date	Num	Name	Cir	Amount	Balance
<b>Beginning Balance</b>						5,730.15
<b>Cleared Transactions</b>						
<b>Checks and Payments - 42 items</b>						
Check	8/28/2006	6565	U.S. Department of ...	X	-67.00	-67.00
Check	8/29/2006	6566	U.S. Department of ...	X	-67.00	-134.00
Check	8/30/2006	6567	Caroline Gurkweit	X	-250.69	-384.69
Check	8/30/2006	6569	Mary Strazdas	X	-15.00	-399.69
Check	8/30/2006	6572	U.S. Department of ...	X	-67.00	-466.69
Check	8/30/2006	6570	U.S. Department of ...	X	-127.00	-593.69
Check	8/30/2006	6571	U.S. Department of ...	X	-127.00	-720.69
Check	8/31/2006	6576	U.S. Department of ...	X	-67.00	-787.69
Check	8/31/2006	6573	U.S. Department of ...	X	-127.00	-914.69
Check	8/31/2006	6574	U.S. Department of ...	X	-104.00	-1,018.69
Check	8/31/2006	6575	U.S. Department of ...	X	-134.00	-1,152.69
Check	9/2/2006	6577	U.S. Department of ...	X	-127.00	-1,279.69
Check	9/2/2006	6580	U.S. Department of ...	X	-52.00	-1,331.69
Check	9/2/2006	6581	U.S. Department of ...	X	-186.00	-1,517.69
Check	9/5/2006	6583	U.S. Department of ...	X	-67.00	-1,584.69
Check	9/5/2006	6582	U.S. Department of ...	X	-67.00	-1,651.69
Check	9/7/2006	6585	U.S. Department of ...	X	-104.00	-1,755.69
Check	9/7/2006	6584	U.S. Department of ...	X	-52.00	-1,807.69
Check	9/9/2006	6587	U.S. Department of ...	X	-127.00	-1,934.69
Check	9/11/2006	6592	U.S. Department of ...	X	-67.00	-2,001.69
Check	9/11/2006	6590	U.S. Department of ...	X	-67.00	-2,068.69
Check	9/11/2006	6588	U.S. Department of ...	X	-67.00	-2,135.69
Check	9/11/2006	6591	U.S. Department of ...	X	-67.00	-2,202.69
Check	9/12/2006	6593	U.S. Department of ...	X	-67.00	-2,269.69
Check	9/14/2006	6595	U.S. Department of ...	X	-67.00	-2,336.69
Check	9/14/2006	6594	U.S. Department of ...	X	-67.00	-2,403.69
Check	9/16/2006	6596	U.S. Department of ...	X	-134.00	-2,537.69
Check	9/16/2006	6597	U.S. Department of ...	X	-171.00	-2,708.69
Check	9/16/2006	6598	U.S. Department of ...	X	-127.00	-2,835.69
Check	9/16/2006	6599	U.S. Department of ...	X	-127.00	-2,962.69
Check	9/18/2006	6602	U.S. Department of ...	X	-67.00	-3,029.69
Check	9/18/2006	6600	U.S. Department of ...	X	-127.00	-3,156.69
Check	9/18/2006	6601	U.S. Department of ...	X	-52.00	-3,208.69
Check	9/19/2006	6603	U.S. Department of ...	X	-127.00	-3,335.69
Check	9/20/2006	6608	U.S. Department of ...	X	-67.00	-3,402.69
Check	9/20/2006	6607	U.S. Department of ...	X	-67.00	-3,469.69
Check	9/20/2006	6605	U.S. Department of ...	X	-67.00	-3,536.69
Check	9/20/2006	6604	U.S. Department of ...	X	-127.00	-3,663.69
Check	9/21/2006	6612	U.S. Department of ...	X	-127.00	-3,790.69
Check	9/21/2006	6609	U.S. Department of ...	X	-127.00	-3,917.69
Check	9/21/2006	6610	U.S. Department of ...	X	-67.00	-3,984.69
Check	9/21/2006	6611	U.S. Department of ...	X	-67.00	-4,051.69
<b>Total Checks and Payments</b>					<b>-4,051.69</b>	<b>-4,051.69</b>
<b>Deposits and Credits - 11 items</b>						
Deposit	9/2/2006			X	67.00	67.00
Deposit	9/6/2006			X	186.00	253.00
Deposit	9/12/2006			X	67.00	320.00
Deposit	9/13/2006			X	134.00	454.00
Deposit	9/19/2006			X	54.00	508.00
Deposit	9/19/2006			X	3,050.00	3,558.00
Check	9/20/2006	6606	U.S. Department of ...	X	0.00	3,558.00
Deposit	9/21/2006			X	171.00	3,729.00
Check	9/23/2006	6615	U.S. Department of ...	X	0.00	3,729.00
Deposit	9/23/2006			X	67.00	3,796.00
Deposit	9/26/2006			X	104.00	3,900.00
<b>Total Deposits and Credits</b>					<b>3,900.00</b>	<b>3,900.00</b>
<b>Total Cleared Transactions</b>					<b>-151.69</b>	<b>-151.69</b>
<b>Cleared Balance</b>					<b>-151.69</b>	<b>5,578.46</b>

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 09/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 14 items</b>						
Check	12/1/2005	6021	Kendal Flowers		-103.47	-103.47
Check	3/1/2006	6151	Passport Services		-109.00	-212.47
Check	3/2/2006	6159	Passport Services		-40.00	-252.47
Check	8/30/2006	6578	Elizabeth D Minter		-30.00	-282.47
Check	9/23/2006	6613	U.S. Department of ...		-67.00	-349.47
Check	9/23/2006	6616	U.S. Department of ...		-67.00	-416.47
Check	9/23/2006	6614	U.S. Department of ...		-201.00	-617.47
Check	9/25/2006	6617	U.S. Department of ...		-239.00	-856.47
Check	9/26/2006	6619	U.S. Department of ...		-104.00	-960.47
Check	9/26/2006	6618	Holly Cleelan		-350.00	-1,310.47
Check	9/26/2006	6620	U.S. Department of ...		-112.00	-1,422.47
Check	9/27/2006	6621	US Postmaster		-39.00	-1,461.47
Check	9/30/2006	6624	U.S. Department of ...		-186.00	-1,647.47
Check	9/30/2006	6623	U.S. Department of ...		-171.00	-1,818.47
Total Checks and Payments					-1,818.47	-1,818.47
<b>Deposits and Credits - 1 item</b>						
Check	9/27/2006	6622	Sam's Club		0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					-1,818.47	-1,818.47
Register Balance as of 09/30/2006					-1,970.16	3,759.99
<b>New Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	10/2/2006	6625	Beatrice V. Quintanar		-15.00	-15.00
Check	10/3/2006	6626	U.S. Department of ...		-67.00	-82.00
Check	10/3/2006	6627	U.S. Department of ...		-67.00	-149.00
Check	10/5/2006	6628	U.S. Department of ...		-67.00	-216.00
Check	10/5/2006	6629	U.S. Department of ...		-67.00	-283.00
Check	10/5/2006	6630	U.S. Department of ...		-67.00	-350.00
Total Checks and Payments					-350.00	-350.00
<b>Deposits and Credits - 3 items</b>						
Deposit	10/2/2006				171.00	171.00
Deposit	10/7/2006				134.00	305.00
Deposit	10/7/2006				3,347.00	3,652.00
Total Deposits and Credits					3,652.00	3,652.00
Total New Transactions					3,302.00	3,302.00
<b>Ending Balance</b>					<b>1,331.84</b>	<b>7,061.99</b>

*ESM*  
*10/8/2006*

**Placentia Library District  
Reconciliation Detail  
County Exempt - Savings, Period Ending 09/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						13,150.56
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	8/30/2006	1558	Greg's Carpet & Up...	X	-155.52	-155.52
<b>Total Checks and Payments</b>					-155.52	-155.52
<b>Deposits and Credits - 7 items</b>						
Deposit	8/31/2006			X	105.00	105.00
Deposit	9/6/2006			X	49.94	154.94
Deposit	9/21/2006			X	35.00	189.94
Deposit	9/21/2006			X	30.00	219.94
Deposit	9/23/2006			X	65.00	284.94
Deposit	9/25/2006			X	189.24	474.18
Deposit	9/30/2006			X	8.67	482.85
<b>Total Deposits and Credits</b>					482.85	482.85
<b>Total Cleared Transactions</b>					327.33	327.33
<b>Cleared Balance</b>					327.33	13,477.89
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	9/28/2006				35.00	35.00
Deposit	9/28/2006				35.00	70.00
<b>Total Deposits and Credits</b>					70.00	70.00
<b>Total Uncleared Transactions</b>					70.00	70.00
<b>Register Balance as of 09/30/2006</b>					397.33	13,547.89
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	10/4/2006	1559	Greg's Carpet & Up...		-155.52	-155.52
<b>Total Checks and Payments</b>					-155.52	-155.52
<b>Deposits and Credits - 5 items</b>						
Deposit	10/5/2006				19.94	19.94
Deposit	10/5/2006				35.00	54.94
Deposit	10/5/2006				30.00	84.94
Deposit	10/5/2006				30.00	114.94
Deposit	10/7/2006				30.00	144.94
<b>Total Deposits and Credits</b>					144.94	144.94
<b>Total New Transactions</b>					-10.58	-10.58
<b>Ending Balance</b>					<u>386.75</u>	<u>13,537.31</u>

*Summit*  
10/8/2006

**Placentia Library District  
Reconciliation Detail  
General Fund - Checking, Period Ending 09/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						20,834.85
<b>Cleared Transactions</b>						
<b>Checks and Payments - 11 items</b>						
Check	8/30/2006	5383	Marie Schmidt	X	-5.83	-5.83
Check	8/30/2006	5380	Sophia's	X	-20.00	-25.83
Check	9/1/2006		Bank of the West	X	-299.30	-325.13
Check	9/5/2006		Bank of the West	X	-14.55	-339.68
Check	9/6/2006	5385	Resort at Squaw Cr...	X	-1,874.10	-2,213.78
Check	9/13/2006	5387	Sam's Club	X	-290.97	-2,504.75
Check	9/17/2006	5388	Stater Bros.	X	-27.50	-2,532.25
Check	9/18/2006	5391	Placentia Library G...	X	-3,050.00	-5,582.25
Check	9/20/2006	5392	Albertson's	X	-30.53	-5,612.78
Check	9/21/2006	5395	Fry's Electronics	X	-142.70	-5,755.48
Check	9/21/2006		Bank of the West	X	-4.50	-5,759.98
<b>Total Checks and Payments</b>					<b>-5,759.98</b>	<b>-5,759.98</b>
<b>Deposits and Credits - 36 items</b>						
Deposit	9/1/2006			X	58.29	58.29
Deposit	9/1/2006			X	30.00	88.29
Deposit	9/5/2006			X	68.00	156.29
Deposit	9/5/2006			X	29.14	185.43
Deposit	9/5/2006			X	196.60	382.03
Deposit	9/6/2006			X	184.40	566.43
Deposit	9/6/2006			X	159.00	725.43
Deposit	9/7/2006			X	254.00	979.43
Deposit	9/8/2006			X	408.00	1,387.43
Deposit	9/11/2006			X	128.20	1,515.63
Deposit	9/11/2006			X	369.00	1,884.63
Deposit	9/11/2006			X	105.70	1,990.33
Deposit	9/13/2006			X	236.20	2,226.53
Check	9/14/2006	5389	Placentia Chamber ...	X	0.00	2,226.53
Deposit	9/14/2006			X	48.57	2,275.10
Deposit	9/15/2006			X	99.00	2,374.10
Deposit	9/16/2006			X	110.60	2,484.70
Deposit	9/18/2006			X	49.60	2,534.30
Deposit	9/18/2006			X	213.60	2,747.90
Deposit	9/18/2006			X	490.60	3,238.50
Deposit	9/19/2006			X	234.20	3,472.70
Deposit	9/20/2006			X	164.18	3,636.88
Deposit	9/20/2006			X	279.19	3,916.07
Deposit	9/21/2006			X	613.15	4,529.22
Deposit	9/22/2006			X	38.86	4,568.08
Deposit	9/22/2006			X	271.35	4,839.43
Deposit	9/23/2006			X	2,446.18	7,285.61
Deposit	9/25/2006			X	699.95	7,985.56
Deposit	9/25/2006			X	401.00	8,386.56
Deposit	9/25/2006			X	193.33	8,579.89
Deposit	9/25/2006			X	77.72	8,657.61
Deposit	9/26/2006			X	281.00	8,938.61
Deposit	9/27/2006			X	107.90	9,046.51
Deposit	9/28/2006			X	85.90	9,132.41
Deposit	9/29/2006			X	184.95	9,317.36
Check	10/2/2006	5396	Placentia Library Di...	X	0.00	9,317.36
<b>Total Deposits and Credits</b>					<b>9,317.36</b>	<b>9,317.36</b>
<b>Total Cleared Transactions</b>					<b>3,557.38</b>	<b>3,557.38</b>
<b>Cleared Balance</b>					<b>3,557.38</b>	<b>24,392.23</b>

**Placentia Library District  
Reconciliation Detail  
General Fund - Checking, Period Ending 09/30/2006**

Type	Date	Num	Name	Cir	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	9/28/2005	5179	Placentia Chamber ...		-12.00	-12.00
Check	6/5/2006		Paolini's A Taste of ...		-20.00	-32.00
Check	8/30/2006	5381	ISDOC		-30.00	-62.00
Check	9/13/2006	5386	Placentia Chamber ...		-10.00	-72.00
Check	9/18/2006	5390	Bowers Museum D...		-50.00	-122.00
Check	9/20/2006	5393	Placentia Chamber ...		-20.00	-142.00
Total Checks and Payments					-142.00	-142.00
Total Uncleared Transactions					-142.00	-142.00
Register Balance as of 09/30/2006					3,415.38	24,250.23
<b>New Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	10/2/2006	5397	Placentia Chamber ...		-250.00	-250.00
Check	10/7/2006	5400	Placentia Library G...		-13,272.59	-13,522.59
Check	10/7/2006	5401	Placentia Library Di...		-3,347.00	-16,869.59
Total Checks and Payments					-16,869.59	-16,869.59
<b>Deposits and Credits - 2 items</b>						
Check	10/4/2006	5398	Sam's Club			0.00
Check	10/4/2006	5399	Fry's Electronics			0.00
Total Deposits and Credits					0.00	0.00
Total New Transactions					-16,869.59	-16,869.59
<b>Ending Balance</b>					<b>-13,454.21</b>	<b>7,380.64</b>

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10/8/2006*

**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 09/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						30,604.86
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	9/6/2006	1270	Orange County Aud...	X	-30,670.41	-30,670.41
Total Checks and Payments					-30,670.41	-30,670.41
<b>Deposits and Credits - 23 items</b>						
Deposit	8/31/2006			X	523.00	523.00
Deposit	9/2/2006			X	401.35	924.35
Deposit	9/6/2006			X	316.41	1,240.76
Deposit	9/6/2006			X	1,047.70	2,288.46
Deposit	9/7/2006			X	233.25	2,521.71
Deposit	9/9/2006			X	553.50	3,075.21
Deposit	9/12/2006			X	320.40	3,395.61
Deposit	9/13/2006			X	657.10	4,052.71
Deposit	9/13/2006			X	396.60	4,449.31
Deposit	9/13/2006			X	418.27	4,867.58
Deposit	9/19/2006			X	268.90	5,136.48
Deposit	9/20/2006			X	496.40	5,632.88
Deposit	9/21/2006			X	693.90	6,326.78
Deposit	9/21/2006			X	218.19	6,544.97
Deposit	9/21/2006			X	488.35	7,033.32
Deposit	9/21/2006			X	524.36	7,557.68
Deposit	9/23/2006			X	631.90	8,189.58
Deposit	9/23/2006			X	391.25	8,580.83
Deposit	9/25/2006			X	508.99	9,089.82
Deposit	9/25/2006			X	809.65	9,899.47
Deposit	9/26/2006			X	531.75	10,431.22
Deposit	9/26/2006			X	5,107.57	15,538.79
Deposit	9/30/2006			X	11.68	15,550.47
Total Deposits and Credits					15,550.47	15,550.47
Total Cleared Transactions					-15,119.94	-15,119.94
Cleared Balance					-15,119.94	15,484.92
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 4 items</b>						
Deposit	8/10/2006				282.60	282.60
Deposit	9/28/2006				316.45	599.05
Deposit	9/28/2006				584.90	1,183.95
Deposit	9/30/2006				421.85	1,605.80
Total Deposits and Credits					1,605.80	1,605.80
Total Uncleared Transactions					1,605.80	1,605.80
Register Balance as of 09/30/2006					-13,514.14	17,090.72
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	10/7/2006	1271	Orange County Aud...		-30,581.49	-30,581.49
Total Checks and Payments					-30,581.49	-30,581.49

**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 09/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 7 items</b>						
Deposit	10/2/2006				767.25	767.25
Deposit	10/2/2006				494.90	1,262.15
Deposit	10/5/2006				343.06	1,605.21
Deposit	10/5/2006				281.75	1,886.96
Deposit	10/5/2006				529.60	2,416.56
Deposit	10/7/2006				13,272.59	15,689.15
Deposit	10/7/2006				313.30	16,002.45
Total Deposits and Credits					16,002.45	16,002.45
Total New Transactions					-14,579.04	-14,579.04
<b>Ending Balance</b>					<b>-28,093.18</b>	<b>2,511.68</b>

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10/8/2006

**Placentia Library District  
Reconciliation Detail  
Literacy Fund - Savings, Period Ending 09/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						11,740.45
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	9/30/2006			X	7.72	7.72
<b>Total Deposits and Credits</b>					7.72	7.72
<b>Total Cleared Transactions</b>					7.72	7.72
<b>Cleared Balance</b>					7.72	11,748.17
<b>Register Balance as of 09/30/2006</b>					7.72	11,748.17
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	10/5/2006				855.00	855.00
<b>Total Deposits and Credits</b>					855.00	855.00
<b>Total New Transactions</b>					855.00	855.00
<b>Ending Balance</b>					<u>862.72</u>	<u>12,603.17</u>

*2006  
10/8/2006*



**Placentia Library District  
Reconciliation Detail  
Payroll Checking - Wells Fargo, Period Ending 09/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						31,821.98
Cleared Transactions						
Checks and Payments - 58 items						
Check	8/23/2006	6857	Tax Deferred Servic...	X	-2,537.14	-2,537.14
Check	8/23/2006	6811	Gary Bell	X	-1,530.12	-4,067.26
Check	8/23/2006	6814	Dorothy J. Cummings	X	-47.82	-4,115.08
Check	8/23/2006	6827	Noreth Men	X	-96.50	-4,211.58
Check	8/23/2006	6834	Hilda Rivera	X	-634.98	-4,846.56
Check	8/23/2006	6835	Kelleny Rivera	X	-126.79	-4,973.35
Check	8/23/2006	6846	Raymond Bustama...	X	-117.77	-5,091.12
Check	8/23/2006	6856	Nationwide Retirem...	X	-1,124.23	-6,215.35
Check	8/23/2006	6849	Arianna Hernandez	X	-265.04	-6,480.39
Check	8/23/2006	6848	Shannon Ford	X	-173.32	-6,653.71
Check	9/6/2006	6882	Hilda Rivera	X	-694.65	-7,348.36
Check	9/6/2006	6883	Kelleny Rivera	X	-72.02	-7,420.38
Check	9/6/2006	6886	Maria Rodriguez	X	-124.34	-7,544.72
Check	9/6/2006	6896	Angelica Alatorre	X	-577.74	-8,122.46
Check	9/6/2006	6897	Raymond Bustama...	X	-130.86	-8,253.32
Check	9/6/2006	6898	Marlon Daito	X	-189.75	-8,443.07
Check	9/6/2006	6899	Shannon Ford	X	-158.88	-8,601.95
Check	9/6/2006	6901	Arianna Hernandez	X	-230.47	-8,832.42
Check	9/6/2006	6902	Melissa Manzanarez	X	-83.05	-8,915.47
Check	9/6/2006	6903	Marisol Martinez	X	-209.37	-9,124.84
Check	9/6/2006	6904	Colleen Reyes	X	-392.36	-9,517.20
Check	9/6/2006	6905	Sothavy Ton	X	-137.41	-9,654.61
Check	9/6/2006	6880	Beatrice V. Quintanar	X	-736.11	-10,390.72
Check	9/6/2006	6876	Lois Monroe	X	-651.01	-11,041.73
Check	9/6/2006	6906	Orange County Aud...	X	-190.20	-11,231.93
Check	9/6/2006	6907	Placentia Library Di...	X	-19.94	-11,251.87
Check	9/6/2006	6908	Nationwide Retirem...	X	-1,124.23	-12,376.10
Check	9/6/2006	6909	Tax Deferred Servic...	X	-2,312.14	-14,688.24
Check	9/6/2006		Paychex	X	-21,081.37	-35,769.61
Check	9/6/2006		Paychex	X	-9,829.94	-45,599.55
Check	9/6/2006	6858	Gary Bell	X	-1,530.12	-47,129.67
Check	9/6/2006	6861	Dorothy J. Cummings	X	-123.77	-47,253.44
Check	9/6/2006	6864	Gail Erwin	X	-287.90	-47,541.34
Check	9/6/2006	6867	Wendy G. Goodson	X	-1,821.92	-49,363.26
Check	9/6/2006	6870	Alexander Hernandez	X	-632.46	-49,995.72
Check	9/20/2006	6955	Arianna Hernandez	X	-218.94	-50,214.66
Check	9/20/2006	6956	Marisol Martinez	X	-300.97	-50,515.63
Check	9/20/2006	6951	Marlon Daito	X	-157.03	-50,672.66
Check	9/20/2006	6950	Raymond Bustama...	X	-157.03	-50,829.69
Check	9/20/2006	6949	Angelica Alatorre	X	-288.87	-51,118.56
Check	9/20/2006	6939	Maria Rodriguez	X	-108.80	-51,227.36
Check	9/20/2006	6936	Kelleny Rivera	X	-80.21	-51,307.57
Check	9/20/2006	6935	Hilda Rivera	X	-694.65	-52,002.22
Check	9/20/2006	6934	Beatrice V. Quintanar	X	-1,005.14	-53,007.36
Check	9/20/2006	6930	Lois Monroe	X	-1,138.06	-54,145.42
Check	9/20/2006	6927	Noreth Men	X	-96.50	-54,241.92
Check	9/20/2006	6923	Alexander Hernandez	X	-581.37	-54,823.29
Check	9/20/2006	6920	Wendy G. Goodson	X	-1,802.17	-56,625.46
Check	9/20/2006	6916	Gail Erwin	X	-310.94	-56,936.40
Check	9/20/2006	6913	Dorothy J. Cummings	X	-123.77	-57,060.17
Check	9/20/2006	6957	Colleen Reyes	X	-300.97	-57,361.14
Check	9/20/2006		Paychex	X	-10,288.66	-67,649.80
Check	9/20/2006		Paychex	X	-20,607.79	-88,257.59
Check	9/20/2006	6958	Sothavy Ton	X	-103.06	-88,360.65
Check	9/20/2006	6960	Placentia Library Di...	X	-19.94	-88,380.59
Check	9/20/2006	6961	Nationwide Retirem...	X	-1,124.23	-89,504.82
Check	9/20/2006	6962	Tax Deferred Servic...	X	-2,352.14	-91,856.96
Check	9/20/2006	6954	cynthia Gutierrez	X	-103.55	-91,960.51
Total Checks and Payments					-91,960.51	-91,960.51

## Placentia Library District Reconciliation Detail

### Payroll Checking - Wells Fargo, Period Ending 09/30/2006

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 3 items</b>						
Deposit	8/30/2006			X	47,072.00	47,072.00
Deposit	9/13/2006			X	47,072.00	94,144.00
Deposit	9/27/2006			X	47,072.00	141,216.00
Total Deposits and Credits					141,216.00	141,216.00
Total Cleared Transactions					49,255.49	49,255.49
Cleared Balance					49,255.49	81,077.47
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Check	12/28/2005	5948	Lynn Baden		-151.64	-151.64
Check	2/8/2006	6132	Marlon Daito		-49.98	-201.62
Check	3/8/2006	6244	Maria N Madero		-68.10	-269.72
Check	5/3/2006	6475	Evelyn Soqui		-150.17	-419.89
Check	8/23/2006	6851	Desiree McCune		-58.90	-478.79
Check	9/6/2006	6900	Raquel Galarza		-78.52	-557.31
Check	9/20/2006	6952	Shannon Ford		-202.21	-759.52
Check	9/20/2006	6910	Gary Bell		-1,530.12	-2,289.64
Check	9/20/2006	6953	Raquel Galarza		-163.58	-2,453.22
Check	9/20/2006	6959	Orange County Aud...		-190.20	-2,643.42
Total Checks and Payments					-2,643.42	-2,643.42
Total Uncleared Transactions					-2,643.42	-2,643.42
Register Balance as of 09/30/2006					46,612.07	78,434.05
<b>New Transactions</b>						
<b>Checks and Payments - 37 items</b>						
Check	10/2/2006	2067	Beatrice V. Quintanar		-284.98	-284.98
Check	10/4/2006	6981	Lois Monroe		-1,049.04	-1,334.02
Check	10/4/2006	6985	Beatrice V. Quintanar		-1,005.14	-2,339.16
Check	10/4/2006	6987	Hilda Rivera		-694.65	-3,033.81
Check	10/4/2006	6988	Kelleny Rivera		-126.79	-3,160.60
Check	10/4/2006	7000	Angelica Alatorre		-288.87	-3,449.47
Check	10/4/2006	7001	Raymond Bustama...		-267.94	-3,717.41
Check	10/4/2006	7002	Marlon Daito		-104.69	-3,822.10
Check	10/4/2006	7003	Shannon Ford		-187.76	-4,009.86
Check	10/4/2006	7004	Raquel Galarza		-117.77	-4,127.63
Check	10/4/2006	7005	Paulette Garcia		-238.77	-4,366.40
Check	10/4/2006	7006	cynthia Gutierrez		-243.57	-4,609.97
Check	10/4/2006	7007	Arianna Hernandez		-265.04	-4,875.01
Check	10/4/2006	7008	Luz Lizaola		-297.10	-5,172.11
Check	10/4/2006	7009	Melissa Manzanarez		-337.81	-5,509.92
Check	10/4/2006	7010	Marisol Martinez		-422.02	-5,931.94
Check	10/4/2006	7011	Desiree McCune		-150.22	-6,082.16
Check	10/4/2006	7012	Uchechukwu Ollawa		-71.98	-6,154.14
Check	10/4/2006	7013	Christina Perez		-417.37	-6,571.51
Check	10/4/2006	7014	Colleen Reyes		-500.60	-7,072.11
Check	10/4/2006	7015	Evelyn Soqui		-202.29	-7,274.40
Check	10/4/2006	7016	Jayson Telles		-195.42	-7,469.82
Check	10/4/2006	7017	Sothavy Ton		-137.41	-7,607.23
Check	10/4/2006	7018	Orange County Aud...		-190.20	-7,797.43
Check	10/4/2006	7019	Placentia Library Di...		-19.94	-7,817.37
Check	10/4/2006	7020	Nationwide Retirem...		-1,124.23	-8,941.60
Check	10/4/2006	7021	Tax Deferred Servic...		-2,317.54	-11,259.14
Check	10/4/2006	6978	Noreth Men		-246.10	-11,505.24
Check	10/4/2006	6975	Kristen Hoffman		-4.69	-11,509.93
Check	10/4/2006	6974	Alexander Hernandez		-568.60	-12,078.53
Check	10/4/2006	6971	Wendy G. Goodson		-1,920.17	-13,998.70
Check	10/4/2006	6968	Patricia Fellous-Gib...		-318.52	-14,317.22
Check	10/4/2006	6965	Dorothy J. Cummings		-95.48	-14,412.70
Check	10/4/2006	6963	Gary Bell		-1,530.12	-15,942.82
Check	10/4/2006		Paychex		-10,872.94	-26,815.76

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10/11/06

**Placentia Library District**  
**Reconciliation Detail**  
**Payroll Checking - Wells Fargo, Period Ending 09/30/2006**

Agenda Item 16  
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Type	Date	Num	Name	Clr	Amount	Balance
Check	10/4/2006		Paychex		-20,325.55	-47,141.31
Check	10/4/2006	6991	Maria Rodriguez		-108.80	-47,250.11
Total Checks and Payments					-47,250.11	-47,250.11
Total New Transactions					-47,250.11	-47,250.11
<b>Ending Balance</b>					<b>-638.04</b>	<b>31,183.94</b>

*Edmund K*  
*10/11/2006*



ACQUISITIONS REPORT FOR FISCAL YEAR 2006-2007 THROUGH THE MONTH OF SEPTEMBER 2006

Prepared by Vernon Napier, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	\$5,198	306	\$4,905	311	\$10,102	617	\$232	10	\$10,334	627
Adult Circulating Non-Fiction	\$4,105	267	\$4,901	234	\$9,007	501	\$555	24	\$9,562	525
Adult Reference	\$3,973	32	\$449	15	\$4,422	47	\$66	2	\$4,488	49
Adult magazines	\$410	0	\$0	0	\$410	0	\$0	0	\$410	0
Adult on-line databases	\$17,513	2	\$0	0	\$17,513	2	\$0	0	\$17,513	2
Total Adult Non-Fiction	\$25,181	301	\$5,350	249	\$30,531	550	\$621	26	\$31,152	576
TOTAL ADULT PRINT MATERIALS	\$30,379	607	\$10,254	560	\$40,633	1167	\$853	36	\$41,486	1203
Adult Music CDs	\$2,832	166	\$695	40	\$3,527	206	\$0	0	\$3,527	206
Adult Audio Books (incl. Overdrive)	\$4,388	55	\$1,160	16	\$5,548	71	\$0	0	\$5,548	71
Adult DVDs	\$9,332	451	\$1,948	53	\$11,279	504	\$48	2	\$11,327	506
TOTAL ADULT NON-PRINT MATERIALS	\$16,551	672	\$3,803	109	\$20,354	781	\$48	2	\$20,402	783
TOTAL ADULT MATERIALS	\$46,930	1,279	\$14,057	669	\$60,987	1,948	\$901	38	\$61,888	1,986
Juvenile Fiction	\$632	140	\$817	98	\$1,449	238	\$264	21	\$1,714	259
Juvenile Circulating Non-Fiction	\$85	6	\$215	9	\$300	15	\$1,566	67	\$1,866	82
Juvenile Reference	\$637	4	\$0	0	\$637	4	\$0	0	\$637	4
Juvenile Magazines	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile on-line databases	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Junior Non-Fiction	\$721	10	\$215	9	\$937	19	\$1,566	67	\$2,503	86
TOTAL JUVENILE PRINT MATERIALS	\$1,354	150	\$1,032	107	\$2,386	257	\$1,830	88	\$4,216	345
Juvenile Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Audio Books	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile DVDs	\$37	2	\$153	6	\$190	8	\$485	24	\$675	32
TOTAL JUVENILE NON-PRINT MATERIALS	\$37	2	\$153	6	\$190	8	\$485	24	\$675	32
TOTAL JUVENILE MATERIALS	\$1,391	152	\$1,185	113	\$2,576	265	\$2,315	112	\$4,891	377
Total Fiction	\$5,830	446	\$5,722	409	\$11,551	855	\$496	31	\$12,048	886
Total Non-Fiction	\$25,903	311	\$5,565	258	\$31,468	569	\$2,187	93	\$33,655	662
Total Music CDs	\$2,832	166	\$695	40	\$3,527	206	\$0	0	\$3,527	206
Total Audio Books	\$4,388	55	\$1,160	16	\$5,548	71	\$0	0	\$5,548	71
Total Video DVDs	\$9,369	453	\$2,100	59	\$11,469	512	\$533	26	\$12,003	538
TOTAL MATERIALS	\$48,321	1,431	\$15,242	782	\$63,563	2,213	\$3,216	150	\$66,779	2,363

Outstanding Orders as of June 2006

General Fund	\$22,229
Adopt-a-book	\$0
<b>TOTAL</b>	<b>\$22,229</b>




Entrepenurial Activities Report  
Net Revenue Summary  
September-06

	Sep-06	Sep-05	YTD 2006-07	YTD 2005-06
Passport	10,456.90	9,671.55	33,404.68	33,590.55
Passport Photos	1,350.00	850.00	4,160.00	3,740.00
Notary Public	210.00	20.00	730.00	70.00
Test Proctor	189.30	90.00	524.30	965.00
<b>Total</b>	<b>12,206.20</b>	<b>10,631.55</b>	<b>38,818.98</b>	<b>38,365.55</b>

Prepared by: Wendy Goodson

**Interoffice Memo  
Placentia Library District**

**To:** Wendy Goodson, Manager of Administrative Services  
**From:** Jim Roberts, Public Services Manager   
**Date:** October 13, 2006  
**Subject:** Entrepreneurial Activities Board Report: Proctoring revenue

**Proctoring revenues have increased significantly so far in Fiscal Year 2006-07. I attribute this to three factors:**

- 1. We are the only proctoring service in Orange County with flexible proctoring hours. This increases the number of schools and institutions that refer their students to us.**
- 2. Epic Systems Corporation, a testing service out of Wisconsin, has increased its proctor referrals by about 25%.**
- 3. ETA International, a new partner for us, provides testing for Motorola for their electronic technicians who need certification. In addition to the proctor fee that the technicians pay, ETA International pays the proctor (the Placentia Library) 14% of the test fee, and the lowest test fee is \$60.**

**As a result, the purpose of this memo is to request that you add proctoring revenue to the Entrepreneurial Activities Report for the Library Board Report.**



UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 09/30/2006 6:38 PM MK

SUMMARY STATUS REPORT

MS YESENIA GOMEZ  
PLACENTIA LIBRARY DISTRICT  
411 EAST CHAPMAN AVENUE  
PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT  
ALL DATES LISTED

Accounts Submitted	:	1,397	Dollars Submitted	:	131,027.00	Dollars Received	:	49,537.48
Bankruptcies	:	13	Dollars in Bankruptcy	:	1,079.61	Material Returned	:	17,322.80
Incorrect Addresses	:	185	Dollars in Skips	:	11,560.02	Dollars Waived	:	4,060.78
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	90,048.83
Accounts in Process	:	1,198	Dollars in Process	:	113,623.58	% of Dollars Activated	:	79.25%
# of Accounts Activated	:	936						
% of Accounts Activated	:	78.13%						

Summary of Current Status Of Unique Management Accounts  
October 16, 2006

Agenda Item 19

FY 06-07	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	15	913	0	18.95	0
August	13	929	3	366.2	0
September	14	936	4	221.45	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
<b>TOTAL YTD</b>	<b>42</b>	<b>2778</b>	<b>7</b>	<b>606.6</b>	<b>0</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Gift Report for April , May, June, July, August & September 2006

**DATE:** October 16, 2006

The revised version of the Gift Report is not yet ready for publication. The Development Director is actively working on getting the transition to the new system finalized and everything is to be in place before the Friends and Foundation membership and annual giving campaigns begin in early November.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

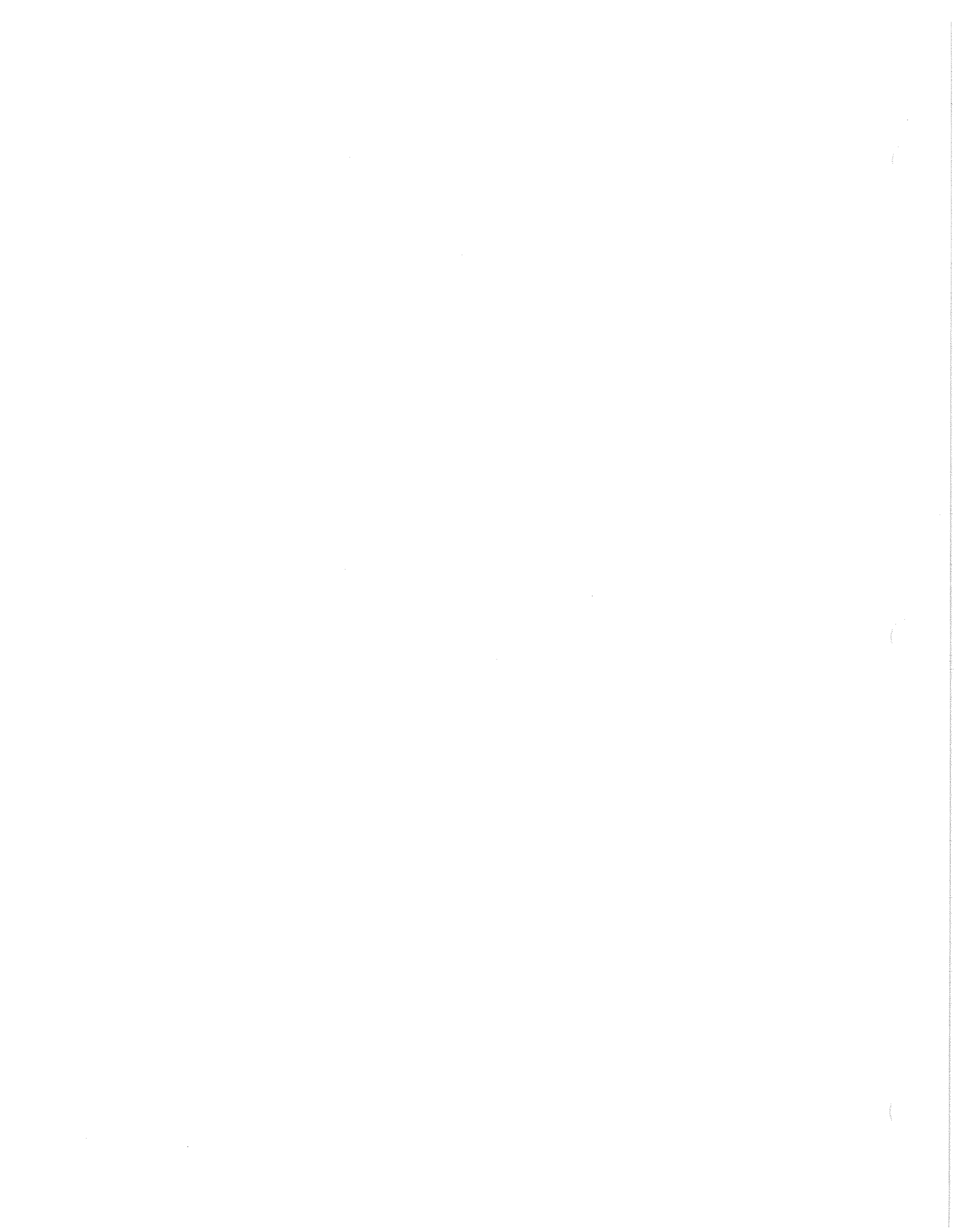
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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Building Maintenance Report for September 2006  
**DATE:** October 16, 2006

**HVAC:** 9-7-06 – Monthly servicing of system.  
**Locksmith:** 9-6-06 – Repaired admin. door knob.  
**Carpet Cleaners:** 9-28-06 - Cleaned Meeting Room carpet.

Prepared by: Wendy Goodson



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Personnel Report for September 2006**  
**DATE:** October 16, 2006

**RESIGNATIONS:**

None

**APPOINTMENTS:**

Kristen Hoffman, Library Clerk II (P/T), Effective 9-27-06.

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None

Prepared by: Wendy Goodson





TO: Elizabeth D. Minter, Library Director

FROM: Lois Monroe, Coordinator of Development and Volunteer Services

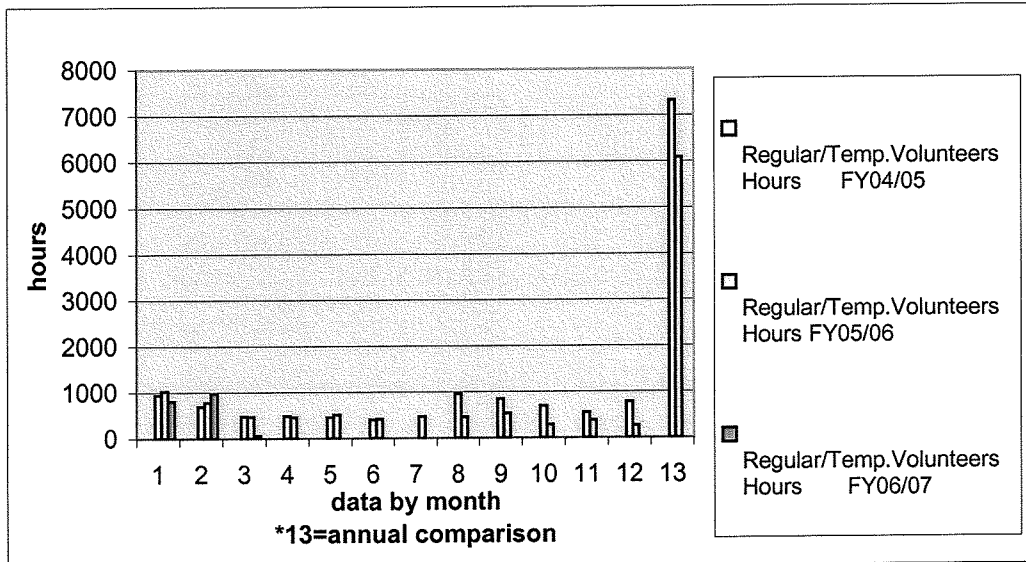
**SUBJECT: Volunteer Report for Month of August**

REGULAR VOLUNTEERS are committed to an on-going program each week.  
 LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.  
 TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

**Regular/Temp. Volunteers Hours**

	FY04/05	FY05/06	FY06/07
July	948.25	1,027.50	815.25
August	696.25	784.50	980.75
September	482.00	470.75	60
October	487.75	458.25	
November	461.00	516.00	
December	400.75	416.00	
January	*	472.00	
February	959.75	462.50	
March	846.50	537.50	
April	698.00	294.50	
May	559.75	380.25	
June	<u>780.00</u>	<u>273.25</u>	
	<b>7,320.00</b>	<b>6,093.00</b>	

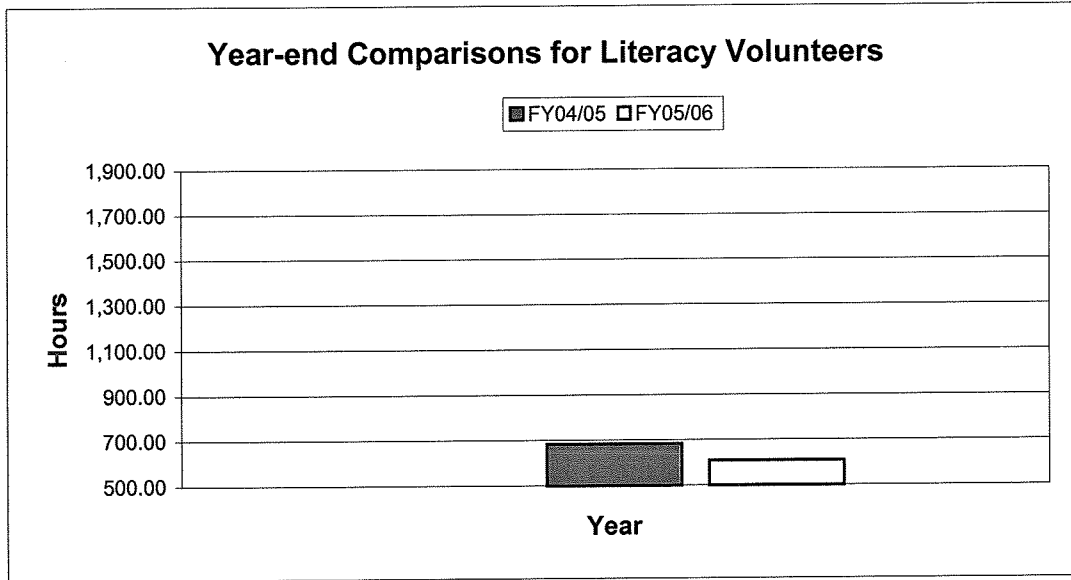
# of Active Volunteers for June 2006	Jul-06	Aug-06	Sep-06
Bookstore:	36	31	39
Regular:	8	6	11
Temporary:	6	13	8
Literacy:	167	63	79

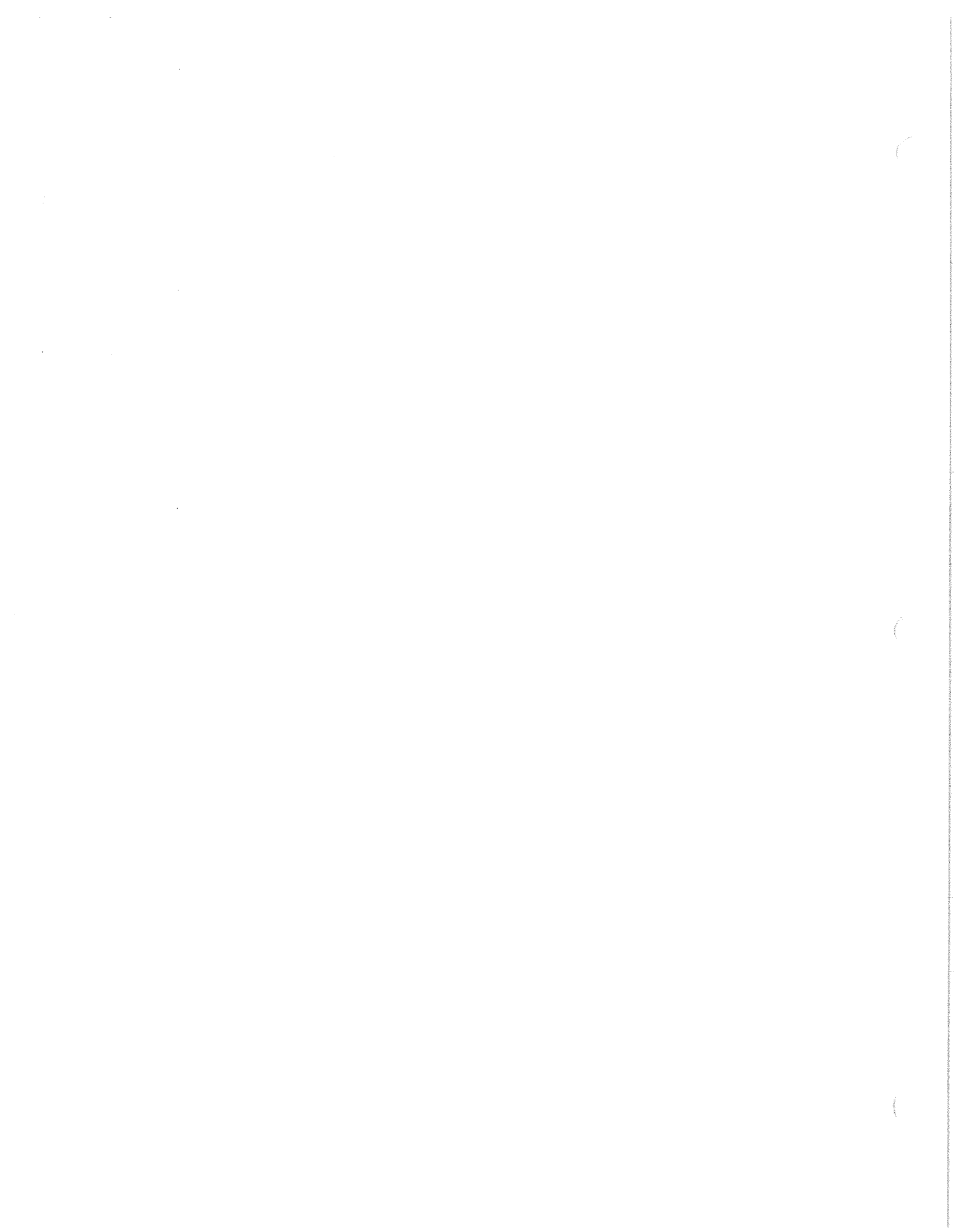




Literacy Volunteer Hours

	FY04/05	FY05/06	FY06/07
July	1,008.00	622.00	892
August	684.00	609.00	987
September	704.00	894.00	1030
October	684.00	1,750.00	
November	1,458.00	1,599.00	
December	1,075.00	1,599.00	
January	*	912.00	
February	2,084.00	1,266.00	
March	978.00	1,200.00	
April	976.00	2,210.00	
May	814.00	1,610.00	
June	<u>1,041.00</u>	<u>1,410.00</u>	
	<b>11,506.00</b>	<b>15,681.00</b>	





**Placentia Library District**

**Circulation Report – September 2006**

	September 2006	September 2005	Y-T-D 2006	Y-T-D 2005	Y-T-D % change
1st Time Checkouts	14,154	13,222	47,942	49,156	-2.5%
Phone Renewals	629	673	2,374	2,648	-11.5%
<u>In-Building Renewals</u>	<u>599</u>	<u>416</u>	<u>1,685</u>	<u>1,408</u>	16.4%
<b>TOTAL CHECKOUTS</b>	<b>15,382</b>	<b>14,311</b>	<b>52,001</b>	<b>53,212</b>	<b>-2.3%</b>
On-Time Checkins	15,316	14,471	54,376	55,044	-1.2%
<u>Late Checkins</u>	<u>853</u>	<u>877</u>	<u>3,136</u>	<u>3,095</u>	1.3%
<b>TOTAL CHECKINS</b>	<b>16,169</b>	<b>15,348</b>	<b>57,512</b>	<b>58,139</b>	<b>-1.1%</b>
Hold Placed	494	446	1,541	1,664	-8.0%
Hold Canceled	17	17	60	74	-23.3%
Hold Filled	418	353	1,284	1,370	-6.7%
<b>NEW PATRON REGISTRATIONS</b>	<b>323</b>	<b>497</b>	<b>1,039</b>	<b>1,787</b>	<b>-72.0%</b>
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	5,662	5,497	19,031	19,003	0.1%
Juvenile Print	6,278	5,816	21,781	22,187	-1.9%
Audio	960	1,053	3,313	3,212	3.0%
<u>Visual</u>	<u>3,714</u>	<u>3,330</u>	<u>11,994</u>	<u>12,140</u>	-1.2%
<b>TOTAL CIRCULATION</b>	<b>16,614</b>	<b>15,696</b>	<b>56,119</b>	<b>56,542</b>	<b>-0.8%</b>
<b>CIRCULATION BY PLACE OF RESIDENCE</b>					
To Placentia residents	9,045	9,460	32,095	34,820	-8.5%
To Anaheim residents	949	2,662	6,763	9,472	-40.1%
To residents outside Tri-City	6,620	3,574	17,261	12,250	29.0%
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	12,023	11,412			
Young Adult	295	242			
Juvenile	2,776	2,687			
New Borrower	1,124	932			
<u>Other (staff)</u>	<u>387</u>	<u>417</u>			
<b>TOTAL ACTIVE BORROWERS *</b>	<b>16,605</b>	<b>15,690</b>			
<b>TOTAL REGISTERED BORROWERS **</b>	<b>30,236</b>	<b>22,981</b>			
<b>ATTENDANCE</b>	<b>45,032</b>	<b>27,440</b>	<b>89,485</b>	<b>65,195</b>	<b>27.1%</b>

\* Active borrowers have used the Library this month

\*\* Registered borrowers have used the Library within the past 12 months



## PLACENTIA INVOICES

PERIOD COVERED FY2004-2005	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-04	07/28/04	4,661.33	1,150.57	690.71	276.54	0.00	7.27	6,786.42
Aug-04	08/23/05	5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83
Sep-04	09/14/04	5,250.20	1,150.57	679.43	0.00	0.00	0.00	7,080.20
Oct-04	10/15/04	5,155.44	1,150.57	679.43	215.00	0.00	14.45	7,214.89
Nov-04	11/04/04	3,963.90	1,150.57	686.96	0.00	0.00	7.18	5,808.61
Dec-04	12/14/05	0.00	1,150.57	788.19	252.50	0.00	7.18	2,198.44
Jan-05	01/10/05	6,334.08	1,150.57	875.17	0.00	0.00	14.40	8,374.22
Feb-05	02/07/05	3,493.88	1,150.57	802.54	107.50	0.00	7.23	5,561.72
Mar-05	03/09/05	3,337.04	2,392.41	726.17	107.50	0.00	7.24	6,570.36
Apr-05	04/13/05	3,017.99	0.00	726.17	107.50	0.00	7.30	3,858.96
May-05	05/02/05	0.00	1,150.57	573.42	0.00	0.00	7.22	1,731.21
Jun-05	06/10/05	6,593.11	1,150.57	580.92	215.00	0.00	0.00	8,539.60
<b>TOTAL</b>		<b>47,139.90</b>	<b>13,898.11</b>	<b>8,531.65</b>	<b>1,584.04</b>	<b>0.00</b>	<b>86.76</b>	<b>71,240.46</b>
<b>AVG</b>		<b>3,928.33</b>	<b>1,158.18</b>	<b>710.97</b>	<b>132.00</b>	<b>0.00</b>	<b>7.23</b>	<b>5,936.71</b>

PERIOD COVERED FY2005-2006	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-05	07/11/05	4,306.02	1,150.57	649.79	0.00	0.00	14.68	6,121.06
Aug-05	08/08/05	5,806.71	1,150.57	649.79	107.50	0.00	7.42	7,721.99
Sep-05	09/12/05	5,666.05	1,150.57	243.44	460.73	0.00	7.20	7,527.99
Oct-05	10/05/05	5,323.86	1,150.57	184.99	215.00	0.00	0.00	6,874.42
Nov-05	11/03/05	3,277.59	1,150.57	354.93	107.50	0.00	14.37	4,904.96
Dec-05	12/12/05	2,597.26	1,150.57	291.60	107.50	0.00	7.20	4,154.13
Jan-06	01/10/06	2,154.68	2,104.43	385.17	2,366.02	0.00	7.20	7,017.50
Feb-06	02/09/06	2,494.98	1,150.57	210.52	348.72	0.00	7.15	4,211.94
Mar-06	03/08/06	0.00	1,150.57	123.06	107.50	0.00	7.17	1,388.30
Apr-06	04/11/06	2,772.36	1,150.57	144.17	107.50	0.00	7.23	4,181.83
May-06	05/12/06	2,502.66	1,150.57	144.17	107.50	0.00	7.17	3,912.07
Jun-06	06/12/06	2,752.81	1,553.83	144.17	107.50	0.00	0.00	4,558.31
<b>TOTAL</b>		<b>39,654.98</b>	<b>15,163.96</b>	<b>3,525.80</b>	<b>4,142.97</b>	<b>0.00</b>	<b>86.79</b>	<b>62,574.50</b>
<b>AVG</b>		<b>3,304.58</b>	<b>1,263.66</b>	<b>293.82</b>	<b>345.25</b>	<b>0.00</b>	<b>7.23</b>	<b>5,214.54</b>

PERIOD COVERED FY2006-2007	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-06	07/13/06	3,167.47	1,582.33	0.00	0.00	0.00	7.19	4,756.99
Aug-06	08/07/06	6,246.49	0.00	1,450.54	107.50	0.00	7.19	7,811.72
Sep-06	09/13/07	7,600.32	1,150.57	136.67	107.50	0.00	7.36	9,002.42
Oct-06	10/10/06	7,857.15	1,215.92	136.67	107.50	0.00	21.79	9,339.03
Nov-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>24,871.43</b>	<b>3,948.82</b>	<b>1,723.88</b>	<b>322.50</b>	<b>0.00</b>	<b>43.53</b>	<b>30,910.16</b>
<b>AVG</b>		<b>6,217.86</b>	<b>987.21</b>	<b>430.97</b>	<b>80.63</b>	<b>0.00</b>	<b>10.88</b>	<b>7,727.54</b>





TOTAL DOLLARS SPENT

FY2004-2005	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-04	1,177.42	204.00	0.00	1,381.42	690.71
Aug-04	1,233.58	211.50	0.00	1,445.08	722.54
Sep-04	1,147.36	211.50	0.00	1,358.86	679.43
Oct-04	1,147.36	211.50	0.00	1,358.86	679.43
Nov-04	1,177.42	196.50	0.00	1,373.92	686.96
Dec-04	1,364.88	211.50	0.00	1,576.38	788.19
Jan-05	1,263.33	189.00	0.00	1,452.33	726.17
Feb-05	1,401.08	204.00	0.00	1,605.08	802.54
Mar-05	1,263.33	189.00	0.00	1,452.33	726.17
Apr-05	1,263.33	189.00	0.00	1,452.33	726.17
May-05	987.83	159.00	0.00	1,146.83	573.42
Jun-05	987.83	174.00	0.00	1,161.83	580.92
TOTAL	14,414.75	2,350.50	0.00	16,765.25	8,382.63
AVG	1,201.23	195.88	0.00	1,397.10	698.55

TOTAL DOLLARS SPENT

FY2005-2006	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-05	1,125.58	174.00	0.00	1,299.58	649.79
Aug-05	1,125.58	174.00	0.00	1,299.58	649.79
Sep-05	372.88	114.00	0.00	486.88	243.44
Oct-05	339.98	30.00	0.00	369.98	184.99
Nov-05	610.86	99.00	0.00	709.86	354.93
Dec-05	484.20	99.00	0.00	583.20	291.60
Jan-06	770.34	0.00	0.00	770.34	385.17
Feb-06	421.04	0.00	0.00	421.04	210.52
Mar-06	177.12	69.00	0.00	246.12	123.06
Apr-06	219.34	69.00	0.00	288.34	144.17
May-06	219.34	69.00	0.00	288.34	144.17
Jun-06	219.34	69.00	0.00	288.34	144.17
TOTAL	6,085.60	966.00	0.00	7,051.60	3,525.80
AVG	507.13	80.50	0.00	587.63	293.82

TOTAL DOLLARS SPENT

FY2006-2007	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-06	219.34	69.00	0.00	288.34	144.17
Aug-06	219.34	54.00	0.00	273.34	136.67
Sep-06	219.34	54.00	0.00	273.34	136.67
Oct-06	219.34	54.00	0.00	273.34	136.67
Nov-06	0.00	0.00	0.00	0.00	0.00
Dec-06	0.00	0.00	0.00	0.00	0.00
Jan-07	0.00	0.00	0.00	0.00	0.00
Feb-07	0.00	0.00	0.00	0.00	0.00
Mar-07	0.00	0.00	0.00	0.00	0.00
Apr-07	0.00	0.00	0.00	0.00	0.00
May-07	0.00	0.00	0.00	0.00	0.00
Jun-07	0.00	0.00	0.00	0.00	0.00
TOTAL	877.36	231.00	0.00	1,108.36	554.18
AVG	219.34	57.75	0.00	277.09	138.55

DOLLARS BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-04	284.72	270.54	60.56	0.00	561.60	1,177.42
Aug-04	284.72	270.54	60.56	0.00	617.76	1,233.58
Sep-04	284.72	240.48	60.56	0.00	561.60	1,147.36
Oct-04	284.72	240.48	60.56	0.00	561.60	1,147.36
Nov-04	284.72	270.54	60.56	0.00	561.60	1,177.42
Dec-04	355.90	330.66	60.56	0.00	617.76	1,364.88
Jan-05	337.76	310.95	65.80	0.00	548.82	1,263.33
Feb-05	379.98	345.50	65.80	0.00	609.80	1,401.08
Mar-05	337.76	310.95	65.80	0.00	548.82	1,263.33
Apr-05	337.76	310.95	65.80	0.00	548.82	1,263.33
May-05	253.32	241.85	65.80	0.00	426.86	987.83
Jun-05	253.32	241.85	65.80	0.00	426.86	987.83
TOTAL	3,679.40	3,385.29	758.16	0.00	6,591.90	14,414.75
AVG	306.62	282.11	63.18	0.00	549.33	1,201.23

DOLLARS BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Aug-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Sep-05	168.88	138.20	65.80	0.00	0.00	372.88
Oct-05	168.88	138.20	32.90	0.00	0.00	339.98
Nov-05	337.76	207.30	65.80	0.00	0.00	610.86
Dec-05	211.10	207.30	65.80	0.00	0.00	484.20
Jan-06	253.32	207.30	65.80	0.00	243.92	770.34
Feb-06	42.22	69.10	65.80	0.00	243.92	421.04
Mar-06	42.22	69.10	65.80	0.00	0.00	177.12
Apr-06	84.44	69.10	65.80	0.00	0.00	219.34
May-06	84.44	69.10	65.80	0.00	0.00	219.34
Jun-06	84.44	69.10	65.80	0.00	0.00	219.34
TOTAL	2,068.78	1,796.60	756.70	0.00	1,463.52	6,085.60
AVG	172.40	149.72	63.06	0.00	121.96	507.13

DOLLARS BY TYPE OF WORKER

FY2006-2007	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-06	84.44	69.10	65.80	0.00	0.00	219.34
Aug-06	84.44	69.10	65.80	0.00	0.00	219.34
Sep-06	84.44	69.10	65.80	0.00	0.00	219.34
Oct-06	84.44	69.10	65.80	0.00	0.00	219.34
Nov-06	0.00	0.00	0.00	0.00	0.00	0.00
Dec-06	0.00	0.00	0.00	0.00	0.00	0.00
Jan-07	0.00	0.00	0.00	0.00	0.00	0.00
Feb-07	0.00	0.00	0.00	0.00	0.00	0.00
Mar-07	0.00	0.00	0.00	0.00	0.00	0.00
Apr-07	0.00	0.00	0.00	0.00	0.00	0.00
May-07	0.00	0.00	0.00	0.00	0.00	0.00
Jun-07	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	337.76	276.40	263.20	0.00	0.00	877.36
AVG	84.44	69.10	65.80	0.00	0.00	219.34

TIME BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-04	8.00	9.00	2.00	0.00		20.00	39.00
Aug-04	8.00	9.00	2.00	0.00		22.00	41.00
Sep-04	8.00	8.00	2.00	0.00		20.00	38.00
Oct-04	8.00	8.00	2.00	0.00		20.00	38.00
Nov-04	8.00	9.00	2.00	0.00		20.00	39.00
Dec-04	10.00	11.00	2.00	0.00		22.00	45.00
Jan-05	8.00	9.00	2.00	0.00		18.00	37.00
Feb-05	9.00	10.00	2.00	0.00		20.00	41.00
Mar-05	8.00	9.00	2.00	0.00		18.00	37.00
Apr-05	8.00	9.00	2.00	0.00		18.00	37.00
May-05	6.00	7.00	2.00			14.00	29.00
Jun-05	6.00	7.00	2.00	0.00		14.00	29.00
TOTAL	95.00	105.00	24.00	0.00		226.00	450.00
AVG	7.92	8.75	2.00	0.00		18.83	37.50

TIME BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-05	7.00	8.00	2.00	0.00		16.00	33.00
Aug-05	7.00	8.00	2.00	0.00		16.00	33.00
Sep-05	4.00	4.00	2.00	0.00		0.00	10.00
Oct-05	0.00	0.00	0.00	0.00		0.00	0.00
Nov-05	4.00	6.00	2.00	0.00		0.00	12.00
Dec-05	5.00	6.00	2.00	0.00		0.00	13.00
Jan-06	6.00	6.00	2.00	0.00		8.00	22.00
Feb-06	1.00	2.00	2.00	0.00		8.00	13.00
Mar-06	1.00	2.00	2.00	0.00		0.00	5.00
Apr-06	2.00	2.00	2.00	0.00		0.00	6.00
May-06	2.00	2.00	2.00	0.00		0.00	6.00
Jun-06	2.00	2.00	2.00	0.00		0.00	6.00
TOTAL	41.00	48.00	22.00	0.00		48.00	159.00
AVG	3.42	4.00	1.83	0.00		4.00	13.25

TIME BY TYPE OF WORKER

FY2006-2007	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-06	2.00	2.00	2.00	0.00		0.00	6.00
Aug-06	2.00	2.00	2.00	0.00		0.00	6.00
Sep-06	2.00	2.00	2.00	0.00		0.00	6.00
Oct-06	2.00	2.00	2.00	0.00		0.00	6.00
Nov-06	0.00	0.00	0.00	0.00		0.00	0.00
Dec-06	0.00	0.00	0.00	0.00		0.00	0.00
Jan-07	0.00	0.00	0.00	0.00		0.00	0.00
Feb-07	0.00	0.00	0.00	0.00		0.00	0.00
Mar-07	0.00	0.00	0.00	0.00		0.00	0.00
Apr-07	0.00	0.00	0.00	0.00		0.00	0.00
May-07	0.00	0.00	0.00	0.00		0.00	0.00
Jun-07	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL	8.00	8.00	8.00	0.00		0.00	24.00
AVG	2.00	2.00	2.00	0.00		0.00	6.00



## Elizabeth Minter

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**From:** Nicole Dunn [nicoled@csda.net]  
**Sent:** Friday, October 13, 2006 1:59 PM  
**To:** eminter@placentiallibrary.org  
**Subject:** CSDA Legislative Update - October 13, 2006

### **CSDA Board of Directors Elections Results**

Thank you to the attendees of year's CSDA Annual Conference at The Resort at Squaw Creek. The conference was a complete success and this would not have been possible without your support. We hope to see you at next year's Annual Conference in Monterey.

The election results for CSDA's Board of Directors have come in. The winners of this year's election are as follows:

- Region 1- Mark Bryant (incumbent) Redway CSD
- Region 2 - Larry Brilliant El Dorado Hills CSD
- Region 3- Peggy Shirrel (incumbent) Moss Landing Harbor
- Region 4- Anne Mathews (incumbent) Kern County Water Agency  
Sandy Young (write-in Seat B) Stallion Springs CSD
- Region 5- Jack Curtis (incumbent) Ojai Valley Sanitary District
- Region 6- Jo MacKenzie (incumbent) Vista ID

There has been an amazing amount of participation and support in this year's election. If you are interested in running in next year's election you are welcome to do so. In addition, we encourage everyone to participate in CSDA's committees as your input as a member of CSDA is extremely valuable.

If you have any questions and/or would like further information please do not hesitate to contact Tanya Bermudez at (877) 924-CSDA or [tanyab@csda.net](mailto:tanyab@csda.net).

### **Know a Legislator? Let Us Know!**

Grassroots participation is key to any advocacy campaign. And for CSDA to properly represent our members in the State Capitol, we need you to help us! Let us know if you know a legislator and how well you know him or at. We may need you to place one or two phone calls a year at key, selective points to help push through or defeat a bill. Go to [http://www.csda.net/images/Grassroots\\_Connections\\_Survey.pdf](http://www.csda.net/images/Grassroots_Connections_Survey.pdf) to fill out the Grassroots Connections Survey, which can be faxed or e-mailed to the Legislative Department at (916) 442-7889.

### **CIC Endorses Major Infrastructure Props**

The California Infrastructure Coalition has endorsed all of the infrastructure bonds propositions (Propositions 1A through 1E), and Proposition 84. Additionally, the CIC is opposing Proposition 90, the eminent domain reform measure. To read more about these measures and CIC's reasoning for these positions, please read the October Eye on Infrastructure newsletter at: <http://members.csda.net/pages/en/members/services/October%20EOI.pdf>.

### **Prop 84**

November 7, Election Day, is coming soon and the campaigns for the propositions and offices are in full swing. CSDA has endorsed a number of propositions on the November ballot, including Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. This is a \$5.4 billion bond measure aimed at improving flood control infrastructure, and water management plans, among other items. If your organization supports Prop 84, you can sign on to the coalition at the Prop 84 website: <http://www.yeson84.com/action/volunteer/organization.php>. If there are any questions, please contact CSDA's

Legislative Department at (877) 924-CSDA or the Yes on 84 campaign's representative, Ann Newton at (818) 784.1222 or [ann@yeson84.com](mailto:ann@yeson84.com) .

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## Elizabeth Minter

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**From:** Nicole Dunn [nicoled@csda.net]  
**Sent:** Friday, October 06, 2006 1:40 PM  
**To:** eminter@placentialibrary.org  
**Subject:** CSDA Legislative Update - October 6, 2006

With the Legislative Session ending in August and the deadline for the governor to sign legislation passed, this will be the last regularly sent Legislative Update of the year. Future Legislative Updates will be sent when something of interest occurs. And remember to vote on November 7!

### **Governor Completes Signing/Vetoing Legislation**

At approximately 4pm on Saturday, September 30, the deadline for the governor to sign or veto 2006 legislation, the governor closed the final chapter on the 2005-06 Legislative Session by signing or vetoing all of the bills the Legislature passed by the August 31 adjournment. The governor acted on numerous bills of interest to CSDA which include:

**Assembly Bill 2951 (Goldberg):** The third try was the charm with the governor signing AB 2951 by Assembly Member Jackie Goldberg (D-Los Angeles), relating to capital facilities fees. CSDA was a co-sponsor of AB 2951 that makes it clear that local agencies that provide public utility services to schools, community colleges, state colleges, the University of California, and state facilities, have the authority to charge those entities capital facilities fees. AB 2951 was bitterly opposed by education groups and the University of California and we are sincerely appreciative of Assembly Member Goldberg's authorship and for the governor's signature on this critical legislation.

**Senate Bill 1317 (Torlakson):** As expected, but nevertheless disappointing, the governor **signed** SB 1317 by Senator Tom Torlakson (D-Antioch). The bill, sponsored by Southern California Edison, would, on or after January 1, 2007, shift from enterprise special districts their increment of the unitary property tax revenues to a city or county that sites a specified energy producing facility. Counties and schools are held harmless, but non-siting cities will also lose their increment from the unitary property tax to the siting city. The League of California Cities, as well as the California State Association of Counties, supported SB 1317.

**Assembly Bill 159 (Salinas):** This bill relates to the election of irrigation district directors and in the case of a formation election, would require a director to be a resident, landowner, and voter in the proposed district. Under specific circumstances, the bill would exempt a director from the landownership requirement, but a director appointed or elected before January 1, 2007, would continue to be subject to existing qualifications requirements until the expiration of his/her term. **The governor signed AB 159.**

**Assembly Bill 1969 (Yee):** This bill would require an electrical corporation to make its tariff available to public water or wastewater agencies that own and operate an electric generation facility within the service territory of the electrical corporation, upon request. **The governor signed AB 1969.**

**Assembly Bill 2069 (Maze):** This bill proposed to prohibit a public agency, if that agency's job description requires an applicant to furnish a diploma from an accredited or approved institution to the agency's hiring entity as a condition of employment from hiring an applicant unless the applicant has provided the entity with his or her diploma from an accredited or approved institution. **CSDA opposed and the governor vetoed AB 2069.**

**Assembly Bill 2237 (Karnette):** This bill would require the Director of Homeland Security in collaboration with the Department of Health Services to prepare a report, which shall include information on policies, projects, and funding necessary to protect the state's harbor facilities, port facilities, and the commercial marine transportation sector from terrorist attack. **The governor signed AB 2237.**

**Assembly Bill 2670 (Aghazarian):** Somewhat similar to SB 1317 (Torlakson), AB 2670 would require the State Board of Equalization to assess regulated railway companies in the same "unitary" manner as investor-owned utilities. Additionally, AB 2670 would, for new railroad facilities, allocate 80 percent of the unitary property tax as currently allocated, but the remaining 20 percent will be allocated to those entities wherein the new facility is located. **The governor signed AB 2670.**

**Senate Bill 1206 (Kehoe):** This bill would revise current definitions contained in the Community Redevelopment Law, specifically the definition of "predominantly urbanized" and revise the conditions that characterize a blighted area. The bill would also prohibit the inclusion of non-blighted parcels in a redevelopment project area for the purpose of obtaining property tax revenue from the area without substantial justification for their inclusion. **The governor signed SB 1206.**

**Senate Bill 1210 (Torlakson):** Existing law governing settlement offers in eminent domain proceedings authorize the recovery of litigation expenses under specified circumstances. Existing law also provides that if a court finds, on motion of the defendant, that the offer of the plaintiff was unreasonable and the offer of the defendant was reasonable in light of the evidence admitted and the compensation award in the proceeding, then the costs allowed shall include the defendant's litigation expenses. SB 1210, among other things, would define litigation expenses to mean the party's reasonable attorney's fees and costs, including reasonable expert witness and appraiser fees. **The governor signed SB 1210.**

**Senate Bill 1452 (Speier):** Existing law requires that the State Controller, the Director of the Department of Finance, and the respective staffs of all state agencies that have their own internal auditors or that conduct internal audits or internal audit activities, and all city, county and special district employees that conduct internal audits or internal audit activities of those respective agencies, utilize the general and specified standards of internal auditing specified in a publication of the Institute of Internal Audits. SB 1452 would, with respect to cities, counties and special district employees, delete the references to internal auditors, internal audits, and internal audit activities, and instead refer to auditors, audits and audit activities. It would also require the state and local agencies to instead conduct their work under the general and specified standards prescribed by the Institute of Internal Auditors of the Government Auditing Standards issued by the Comptroller General of the United States, as appropriate. **The governor signed SB 1452.**

**Senate Bill 1640 (Kuehl):** Under existing law, the Department of Water Resources operates the State Water Project. SB 1640 would require the Department, commencing in 2007, and every two years thereafter, to prepare and deliver to all State Water Project contractors, all city and county planning departments, and all regional and metropolitan planning departments within the project service area a report that accurately sets forth, under a range of hydrologic conditions, the then-existing overall delivery capability of the project facilities and the allocation of that capacity to each contractor. **The governor vetoed SB 1640.**

#### **New Report Grades State's Ailing Infrastructure**

A special *Eye on Infrastructure* report was recently released. The *2006 Report Card for California's Infrastructure* takes a critical examination of the Golden State's not-so-golden infrastructure. Our aging freeways, roads, ports, waterways, and more are all in need of investment-\$37 billion annually, the report finds. To read the report and to see what grades which infrastructure and facility received, log onto the Legislation & Action portion of the member's website, and find the Infrastructure Resource Center.

#### **E-mail Updates Available for All Member Agencies' Officials and Employees**

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**Elizabeth Minter**

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**From:** Nicole Dunn [nicoled@csda.net]  
**Sent:** Friday, September 29, 2006 2:27 PM  
**To:** eminter@placentialibrary.org  
**Subject:** CSDA Legislative Update - September 29, 2006

**Hours Left for Governor to Act of Legislation**

The Governor has until midnight Saturday (September 30) to sign or veto scores of bills passed by the Legislature on or before adjourning on August 31. This week the Governor acted upon the following bills of interest to CSDA:

**Assembly Bill 573 (Wolk):** This bill would provide, for all contracts and amendments thereto, entered into, on, or after January 1, 2007, with a public agency for design professional services, that all provisions, clauses, covenants, and agreements contained in, collateral to, or affecting any such contract and amendments thereto, that purport to indemnify, including the cost to defend, the public agency by a design professional against liability for claims against the public agency, are unenforceable, except for claims that arise out of or relate to negligence, recklessness, or willful misconduct of the design professional. The bill defines "design professional" as: (1) licensed architects; (2) landscape architects; (3) professional engineers; and (4) professional land surveyors. **The governor signed AB 573 on September 25.**

**Assembly Bill 798 (Wolk):** Existing law establishes the Delta Flood Protection Fund in the State Treasury and states the intent of the Legislature that \$12 million be annually appropriated from the Fund each year through fiscal year 1998-99, for local assistance under the delta levee maintenance subventions program and for special delta flood protection projects. Existing law abolishes the Fund on July 1, 2008. AB798 would additionally state the intent of the Legislature to appropriate from the Fund additional moneys as may become available from proceeds from the sale of bonds issued by the state. Additionally, AB 798 would abolish the Fund on July 1, 2010. **The Governor signed AB 798 on September 28.**

**Senate Bill 187 (Soto):** The California Safe Drinking Water Act requires the State Department of Health Services to adopt primary drinking water standards for contaminants in drinking water and prohibits those standards from being less stringent than the national primary drinking water standards adopted by the US Environmental Protection Agency. The Act also requires the Office of Environmental Health Hazard Assessment to prepare and publish an assessment of the risks to public health posed by each contaminant for which the Department proposes a primary drinking water standard. SB 187 would authorize the Department to consider, to the extent information is available, in determining economic feasibility, the potential affects on human health that may result from the adoption of a primary drinking water standard that is less stringent than the public health goal. **The Governor vetoed SB 187 on September 28 and CSDA was opposed to the bill.**

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## Elizabeth Minter

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**From:** Nicole Dunn [nicoled@csgda.net]  
**Sent:** Friday, September 22, 2006 1:40 PM  
**To:** eminter@placentalibrary.org  
**Subject:** CSGDA Legislative Update - September 22, 2006

### **Governor Approaching Deadline to Act on Legislation**

With the September 30 midnight deadline looming for the governor to act on legislation, there are literally hundreds of bills awaiting his signature or veto. Expect the pace to increase dramatically next week in advance of the deadline. Among the bills signed this week of interest to CSGDA were the following:

**Assembly Bill 2223 (Salinas):** Existing law requires a local agency formation commission to approve, after notice and hearing, an annexation to a city of unincorporated island territory if the annexation is initiated on or after January 2, 2000, and before January 1, 2007, provided specific conditions are met. AB 2223 by Assembly Local Government Committee Chair Salinas would delete the January 1, 2007, limitation and extend the date to January 1, 2014. **The governor signed AB 2223 on September 20.**

**Assembly Bill 2650 (Laird):** This bill makes numerous revisions to the Monterey Peninsula Airport District Act, including the repeal of the District's current \$15 million one-time outstanding bond cap. **The governor signed AB 2650 on September 20.**

**Assembly Bill 2701 (Blakeslee):** This bill would authorize the County of San Luis Obispo to undertake any efforts necessary to construct and operate a wastewater collection and treatment system to meet the needs of the Los Osos Community Services District and to impose and collect user fees and other charges to cover the reasonable costs of any wastewater collection or treatment services provided. **The governor signed AB 2701 on September 20.**

**Senate Bill 1425 (Kuehl):** Existing law, with certain exceptions, requires a person who, after 1955, extracts groundwater in excess of 25 acre-feet in any year in the counties of Riverside, San Bernardino, Los Angeles, and Ventura to file with the State Water Resources Control Board an annual notice of extraction. Existing law also defines "board-designated local area" as the area entirely within the jurisdiction of the local agency that the Board has determined is to be subject to those provisions. Finally, existing law authorizes the Board to designate an entity as a local agency for those purposes if the Board determines the local agency meets specified requirements, including a requirement that the entity has volunteered to be designated. SB 1425 would, among other things, require the Board to designate an entity as a local agency if the Board determines the local agency meets the specific requirements and would require the local agency to make the extraction information available to governmental agencies instead of the public. **The governor signed SB 1425 on September 20.**

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## Elizabeth Minter

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**From:** Nicole Dunn [nicoled@csda.net]  
**Sent:** Friday, September 15, 2006 1:55 PM  
**To:** eminter@placentalibrary.org  
**Subject:** CSDA Legislative Update - September 15, 2006

### **Governor At Half-Way Point to Sign/Veto Legislation**

The governor has 15 days remaining to sign or veto the hundreds of bills passed by the Legislature prior to adjournment August 31. Among those bills of interest to CSDA, presented below are those the governor has signed as of this morning:

**Assembly Bill 3074 (Assembly Local Government Committee):** Signed by the governor on August 28, this is the Assembly Local Government Committee's annual omnibus legislation, containing numerous technical amendments to various local government statutes. CSDA supported Assembly Bill 3074.

**Senate Bills 1122 & 1123(Senate Local Government Committee):** These two bills were signed by the governor on August 28 and are the Senate Local Government Committee's annual Validation Acts. CSDA supported both measures.

**Senate Bill 1605(Margett):** Also signed by the governor on August 28, SB 1605 by Senator Bob Margett (R - Arcadia), relates to public works contracts that involve digging trenches or other excavations that extend deeper than 4 feet below the surface. The bill requires the contractor to notify in writing the local public entity of any subsurface or latent physical conditions that differ from the conditions indicated by information about the site made available to bidders prior to the deadline for submitting bids. CSDA supported SB 1605.

**Assembly Bill 2435(Coto):** This bill, sponsored by the Santa Clara Valley Water District, makes numerous changes to the district's act and was signed by the governor on September 14th. CSDA supported AB 2435.

**Senate Bill 511(Hollingsworth):** This bill requires a county water authority to prepare and submit, at its own expense, a report to the Legislature, not before January 1, 2008, and not later than January 1, 2009, regarding the implementation of the procedures governing the meetings and actions of standing committees of its board of directors that were adopted by that board in 2004 or 2005. The governor signed the bill on September 14. CSDA maintained a Watch position on the bill.

**Senate Bill 1169(Cox):** This bill modifies the Municipal Utility District Act provisions relating to purchases of supplies. The governor signed the bill on September 14. CSDA supported SB 1169.

### **Assembly Speaker Reappoints/Appoints Committee Chairs and Leadership Team**

On September 11, Assembly Speaker Fabian Nunez reappointed numerous chairs of policy committees and appointed a number of new chairs. The remaining chairs, including the chair for the Assembly Local Government Committee, will be announced in December when the 2007-08 convenes. The Speaker's new leadership team includes: Speaker pro Tem Sally Lieber; Majority Floor Leader Karen Bass; Democratic Caucus Chair Noreen Evens; and, Director of Majority Affairs Alberto Torrico.


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**Agenda Item 27**

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: October 16, 2006

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

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

- ◆ Placentia Rotary Reading Enrichment Program (PRREP) has begun again this school year. In late September and early October we had sign-ups at El Dorado and Valencia High Schools. So far, more than 140 students have signed-up.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs. We had three IB interns last school year.
- ◆ The homework partnership with H.I.S. House began again in September. The homework club is held Mon.-Wed. from 6:30-8 PM. We have nine (9) school-age students enrolled so far this year.
- ◆ The homework club at Topaz Elementary School is for 7<sup>th</sup> and 8<sup>th</sup> grade students who attend Tuffree Middle School and are graduates of Topaz. The Topaz-Tuffree Homework Club began on September 18.
- ◆ The School District's started a citizenship class is on hold.
- \* The Kraemer-Placentia Library Homework Club is scheduled to start in October, date to be determined.










TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE : October 16, 2006

**SUBJECT: Poet Laureate.**

Meredith Laskow, Poet Laureate of the Placentia Library District, met with the Program Committee one time in September.

**Workshop Presenters.**

Meredith and I will flew to Reno on Tuesday, September 26 for a 3:30-4:30 PM Poet Laureate Presentation at the CSDA Annual Conference, and returned on Wednesday, September 27. Meredith did a great job of presenting her poetry workshop, and Darcel Harris, CSDA Education Director, invited her to go to next year's CSDA Conference in Monterey.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** 2005-06 California Public Library Survey for Placentia Library District as transmitted to the California State Library on September 27, 2006  
**DATE:** October 16, 2006

**BACKGROUND:**

Attachment A is a copy of the Library's annual report to the State Library of California for Fiscal Year 2005-2006.

Completion of this report is required to remain eligible to receive Public Library Foundation Funds and reimbursements from the State Library of California.

**RECOMMENDATION:**

Receive & File



# Placentia Dist

## 2005-06 California Public Library Survey

	CURRENT YEAR	<i>PREVIOUS YEAR</i>
<b>Directory Update #1-51</b>		
THE FIELDS BELOW ARE FOR CSL USE ONLY		
1 LIBRARY_ID	M692	<i>M692</i>
2 FSCS_ID	CA0096	<i>CA0096</i>
3 Short_Name	Placentia Dist	<i>Placentia Dist</i>
4 Name	Placentia Library District	<i>Placentia Library District</i>
Director		
(If position is filled, enter "VACANT" in 6 and leave 7 & 8 blank)		
5 Courtesy Title (Ms., Mr., Dr.)	Ms.	<i>Ms.</i>
6 First Name	Elizabeth	<i>Elizabeth</i>
7 Middle Name or Initial (only if used)	D.	<i>D.</i>
8 Last Name	Minter	<i>Minter</i>
9 Title	Library Director	<i>Library Director</i>
10 Street Address	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
11 City	Placentia	<i>Placentia</i>
12 Zip	92870	<i>92870</i>
13 Zip4	6198	<i>6198</i>
14 Mailing Address (repeat street address if same)	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
15 Mail City	Placentia	<i>Placentia</i>
16 Mail Zip	92870	<i>92870</i>
17 Mail Zip4	6198	<i>6198</i>
18 Public Phone Number-Administration	(714) 528-1925	<i>(714) 528-1925</i>
19 Reference Phone Number	(714) 528-1906	<i>(714) 528-1906</i>
20 FAX	(714) 528-8236	<i>(714) 528-8236</i>

21	TDD for Deaf.	N/A	N/A
22	Library Director's Email address	eminter@placentialibrary.org	eminter@placentialibrary.org
23	Library's Public Email address	administration@placentialibrary.org	administration@placentialibr.
24	Library's Web Address	http://placentialibrary.org	http://placentialibrary.org
25	House District(s)	39	39
26	State Senate District(s)	29	29
27	Assembly District(s)	64	64
28	Affiliations (OCLC, CLC, etc.)	ALA, CSDA, CLC, ISDOC, OCLN, SCLLN, AFP,PGRT,OCCOG, DOVIA	ALA, CSDA, CLC, ISDOC, OCLN, SCLLN, AFP,PGRT,OCCOG
29	ILL Period: # of Weeks	3	3
30	ILL Photocopy free up to 10 pages?	N	N
31	Copy fee. ONLY if answer to #30 is No; otherwise, leave blank.	.15/page.	.15/page.
32	Typical Schedule of Library Service Hours (for branches if there is no main library)	M-Th 9-9; Sat 9-5; Sun 1-5.	M-W 9-9; Th 9-6; Sat 9-5; Sun 1-5.
33	Name of person completing this survey.	Wendy Goodson	Wendy Goodson
34	Email address of person completing this survey.	administration@placentialibrary.org	administration@placentialibr.

THE FIELDS BELOW ARE FOR CSL USE ONLY

35	Size Sq. Miles	7.10	7.10
36	Interlibrary Relationship Code	ME	ME
37	Legal Basis Code	LD	LD
38	Administrative Structure Code	SO	SO
39	FSCS Public Library Definition	Y	Y
40	Geographic Code	CI2	CI2
41	Legal Service Area Boundary Change	N	N
42	LIBR_TYPE	PHDD	PHDD



43	MSA_NAME	LAOR	<i>LAOR</i>
44	COUNTY	Orange	<i>Orange</i>
45	CA_NETWORK	IV	<i>IV</i>
46	CLSASYSTEM	Santiago	<i>Santiago</i>
48	TABLE	5	<i>5</i>
49	STATE	CA	<i>CA</i>
50	FISCAL_YR	2005-06	<i>2004-05</i>
51	INST_CODE	P	<i>P</i>

**Population and Outlets #201-212**

201	Population of the Legal Service Area	54980	<i>53,706</i>
202	Population of Children Age under 5 years	4,014	<i>3,950</i>
203	Population of Children Age 5-14	7,257	<i>7,109</i>
204	Registered Borrowers as of June 30	25,570	<i>17,742</i>
205	Children Borrowers Age 0-14	5,864	<i>4,728</i>
206	Main Library (Enter 1 if there is a main or central library, leave blank if not)	1	<i>1</i>
208	Branches (see instructions)	0	<i>0</i>
209	Stations (Must have staff & separate quarters).	0	<i>0</i>
210	Total Branches + Stations (#208+#209)	0	<i>0</i>
211	Bookmobiles. Vehicle count.	0	<i>0</i>
212	TOT_OUTLET (#206+#208+#209+#211)	1	<i>1</i>

**Library Staff #251-259**

251	Total count of persons employed - full and part time.	31	<i>25</i>
252	ALA Librarians (FTE) who have accredited ALA Masters	3.25	<i>3.25</i>

253 FTE Total Librarians (ALA or other)	8.25	5.25
254 FTE Special Professionals	5.5	6
255 FTE Lib. Tech. Assistants	0	0
256 FTE Other	10.66	8.93
257 ALL_SUPPRT (#254+#255+#256)	16.16	14.93
258 TOTAL_STAF (#253+#257)	24.41	20.18
259 FTE Volunteers (Average FTE per week - not hours)	10.47	13.13
<b>Income - for Operational Expenses #301-314</b>		
301 Local Government (all sources - see help)	\$1,680,890	\$1,507,744
304 State Funds (CLSA, PLF, ELLI, etc.)	\$171,252	\$104,739
305 Federal Funds (LSTA or other)	\$0	\$6,000
308 All Other Operating Income	\$228,307	\$251,823
309 Total Operating Income (#301+#304+#305+#308)	\$2,080,449	\$1,870,306
THE FIELDS BELOW ARE FOR CSL USE ONLY		
310 CLSA_DB		0
311 CLSA_TBR		16141
312 CA Library Literacy Services		59191
314 PLF ALLOCATION		21402
<b>Income - for Capital Outlay #315-319</b>		
315 Local Government (taxes and allocations - see help)	\$0	\$0
316 State Funds (CLSA and PLF)	\$0	\$0
317 Federal Funds (LSTA or other)	\$0	\$0
318 Other Income	\$0	\$0
319 Total Capital Outlay Income CAPOUT_INC (#315+#316+#317+#318)	\$0	\$0

**Standard Operating Expenditures #401-414**

401 Salaries & Wages Expenditures	\$896,272	\$788,699
402 Employee Benefits Expenditures	\$261,907	\$224,494
403 Total Staff Expenditures (#401+#402)	\$1,158,179	\$1,013,193
404 Print Materials Expenditures (except Serials)	\$110,541	\$108,602
405 Print Serial Subscription Expenditures	\$8,961	\$8,625
406 Total Print Materials Expenditures (#404+#405)	\$119,502	\$117,227
407 Electronic Materials Expenditures	\$15,113	\$51,965
408 Microforms	\$0	\$0
409 Audiovisual materials	\$18,558	\$37,149
410 Other materials	\$0	\$0
411 Total Other Materials Expenditures (#408+#409+#410)	\$18,558	\$37,149
412 Total Collection Expenditures (#406+#407+#411)	\$153,173	\$206,341
413 All other Operating Expenditures	\$548,835	\$533,325
414 Total Operating Expenditures (#403+#412+#413)	\$1,860,187	\$1,752,859

**Capital Expenditures #500**

500 Capital Expenditures	\$0	\$0
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**Specific Expenditures #501-509**

501 Postage and Delivery	\$6,387	\$6,346
502 Telecommunications (Telephone and Data)	\$14,994	\$12,019
503 Contracted Computer Services	\$30,540	\$55,712
505 Preservation	\$1,500	\$1,500
506 Expenditure for Children's	\$40,386	\$34,849

## Materials

507 Adult Literacy Program	\$208,712	\$174,255
508 Transfer to City/County divisions for services: maintenance, accounting, etc.	\$41,593	\$40,623
509 Payments for Contract Services to another jurisdiction	\$30,431	\$33,801

**Collections #601-620**

601 Children's Books Added	1,337	1,144
602 Books Children Held as of June 30	38,565	39,681
603 Books Young Adult Held as of June 30	2,714	3,205
604 Books Volumes Added	3,925	6,583
605 Books Titles Added	3,482	5,684
606 Books Total Held as of June 30	111,201	122,288
607 Government Documents in separate collections	76	102
608 Serial Volumes held as of June 30	510	510
609 Total Print Materials Held (#606+#607+#608)	111,787	122,900
610 Electronic Books	0	206
611 Total Audio Materials	3,325	4,063
612 Total Video Materials	5,193	5,047
613 Databases	16	18
614 Number of Current Print Serial Subscriptions	136	158
615 Current Electronic Serial Subscriptions	0	0
616 Number of records in library catalog as of June 30.	88,927	101,604
617 Microfilm (reels)	922	922
618 Microforms (not microfilm)	0	0

619 Children's Audio Materials held as of June 30	587	708
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620 Children's Video Materials held as of June 30	1,307	1,072
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**Non-English Languages Held #751-778**

Print Materials HELD as of June 30

751 African languages	0	
752 Arabic	16	
753 Armenian	0	0
754 Cantonese	0	
755 French	0	0
756 German	0	0
757 Greek	0	
758 Hebrew	0	
759 Hindi	0	
760 Hmong	0	0
761 Italian	0	0
762 Japanese	0	0
763 Korean	224	178
764 Laotian	0	0
765 Mandarin	382	
766 Miao, Hmong	0	
767 Mon-Khmer, Cambodian	0	
768 Pashto	0	
769 Persian	0	
770 Portuguese	0	
771 Punjabi	0	
772 Russian	0	0
773 Scandinavian languages	0	
774 Spanish	1,667	1,634

775 Tagalog	0	
776 Thai	0	
777 Urdu	0	
778 Vietnamese	208	159
<b>Library Services, Annual #801-819</b>		
801 Total Public Service Hours	2,747	2,747
802 Attendance in Library	463,938	311,579
803 Reference Questions (omit directional)	23,036	36,660
804 Circulation of Children's Materials	91,502	85,210
805 Circulation Non-English	3,056	3,023
806 Circulation Non-Book	54,289	38,500
807 Total Circulation	219,897	198,853
808 In-Library use of Materials	20,895	33,554
809 ILL loans to others	5,109	5,124
810 ILL loans received	3,920	3,907
811 Pre-School Programs - Number	264	189
812 Pre-School Programs - Attendance	9,117	7,637
813 School Age Programs - Number	59	63
814 School Age Programs - Attendance	4,027	4,043
815 Adult Programs - Number	15	21
816 Adult Programs - Attendance	309	279
817 Total Programs - Number (#811+#813+#815)	338	273
818 Total Programs - Attendance (#812+#814+#816)	13,453	11,959
819 Children's Program Attendance (#812+#814)	13,144	11,680

**Salary Survey #901-918**

901 Director (monthly rate) - Begin	8,334	8,334
902 Director (monthly rate) - Final	8,334	8,334
903 Assistant Dir. - Begin	N/A	N/A
904 Assistant Dir. - Final	N/A	N/A
905 Chief Lib. Div. - Begin	4,545	4,545
906 Chief Lib. Div. - Final	5,814	5,814
907 Branch Libn - Begin	N/A	N/A
908 Branch Libn - Final	N/A	N/A
909 Entry Level Librarian - Begin	3,293	3,293
910 Entry Level Librarian - Final	4,213	4,213
911 Journeyman Librarian - Begin	3,838	3,838
912 Journeyman Librarian - Final	4,909	4,909
913 Lib. Tech. Asst. - Begin	2,785	2,785
914 Lib. Tech. Asst. - Final	3,564	3,564
915 Clerk Non-Pro. (see help) - Begin	2,075	2,075
916 Clerk Non-Pro. (see help) - Final	3,000	3,000
917 Mgr. Of Spec. Servic (non- MLS) - Begin	4,545	4,545
918 Mgr. Of Spec. Servic (non- MLS) - Final	5,814	5,814

**Electronic Services #857-865**

857 Took advantage of CA Teleconnect subsidies during this report year.	No	Yes
858 Took advantage of federal E- RATE subsidies during this report year.	No	No
Electronic Resources Usage		
859 Users of Public Internet Computers (per year)	31,930	29687
864 Does your library use the Radio	No	No

Frequency Identification (RFID)  
system for circulation?

THE FIELDS BELOW ARE FOR CSL USE ONLY

865 GPTERMS (#27+#46) from 19 19  
Bookmobiles and Outlets table  
respectivley

**Mobile Libraries #1-32**

If no mobile libraries then leave blank.

FIELDS IN GREEN ARE FOR CSL USE ONLY

- 1 FSCS\_ID
- 2 LIBRARY\_ID
- 3 LIB\_CODE
- 4 Short\_Name
- 5 Bookmobile Name:
- 6 Street:
- 7 City:
- 8 Zip:
- 9 Zip4:
- 10 County:
- 11 Phone:
- 12 Type:
- 13 Make:
- 14 Model:
- 15 Year:
- 16 Chassis Manufacturer:
- 17 Length:
- 18 Book Capacity in Volumes:
- 19 Miles traveled/year:
- 20 Number of individual stops on route per week:
- 21 Total hours per month in public service (omit travel time):



- 22 Librarians on vehicle - FTE
- 23 Driver/clerks on vehicle - FTE
- 24 Support Staff off vehicle - FTE
- 25 Total materials circulation per year
- 26 Yearly operating and maintenance cost. (fuel, maintenance, repair, labor and parts only)
- 27 Number of Internet Terminals - General Public
- 28 Has adult or children's programming been conducted from a bookmobile?
- 29 Cite example
- 30 GEN\_NOTES
- 31 FISCAL\_YR
- 32 L\_NUM\_BM

**Library Outlet #1-51**

Library Outlet

FIELDS IN GREEN ARE FOR CSL USE ONLY

1	FSCS_ID	CA0096.002	<i>CA0096.002</i>
2	LIBRARY_ID	M692	<i>M692</i>
3	LIB_Code	M692.001	<i>M692.001</i>
4	Short_Name	Placentia Dist.	<i>Placentia Dist.</i>
5	Outlet Name:	Placentia Library	<i>Placentia Library</i>
6	Courtesy Title (Ms., Mr., Dr.):	Ms.	<i>Ms.</i>
7	Outlet Manager's: First Name (If Elizabeth position is not filled, enter "VACANT" in 7 and leave 8 & 9 blank)		<i>Elizabeth</i>
8	Outlet Manager's: Middle Name D. or Initial, if used:		<i>D.</i>
9	Outlet Manager's: Last Name:	Minter	<i>Minter</i>

10 Title:	Library Director	<i>Library Director</i>
11 Street Address:	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
12 City:	Placentia	<i>Placentia</i>
13 ZIP:	92870	<i>92870</i>
14 ZIP+4:	6198	<i>6198</i>
15 Mail Address (repeat if same as street address):	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
16 Mail City:	Placentia	<i>Placentia</i>
17 Mail ZIP:	92870	<i>92870</i>
18 Mail ZIP+4:	6198	<i>6198</i>
19 County	Orange	<i>Orange</i>
20 FAX:	(714) 528-8236	<i>(714) 528-8236</i>
21 Phone:	(714) 528-1906	<i>(714) 528-1906</i>
22 Type of Outlet:	CE	<i>CE</i>
23 This Facility is Owned by:	SPDT - Special District	<i>SPDT</i>
24 This Facility is in need of:	RMDL	<i>RMDL</i>
25 State Senate District(s):	33	<i>33</i>
26 State Assembly District(s):	72	<i>72</i>
27 U.S. House District(s):	39	<i>39</i>
28 Population Served By Outlet.	54,980	<i>53,706</i>
29 Total Outlet Staff, in FTE.	24.41	<i>20</i>
30 Hours Open, Weekly.	57	<i>57</i>
31 Hours Open, Annually.	1,402	<i>1,192</i>
32 Total Number of Volumes Held by Outlet.	111,787	<i>122,900</i>
33 Total Annual Circulation by Outlet.	219,897	<i>198,853</i>
34 Total Outlet Operating Expenditures.	1,860,187	<i>1,752,859</i>
35 Year in which Outlet was Originally Built.	1974	<i>1974</i>

36	Month and Year outlet opened (i.e., 06/2004)	06/1974	06/1974
37	Year in which Outlet was Remodeled.	N/A	N/A
38	Size of Outlet, in sq. ft.	22,800	22,800
39	Number of Reader Seats in Outlet	227	227
40	Days per week outlet is open to the public.	5	5
41	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes	Yes
42	Housed in separate quarters?	Yes	Yes
43	Established schedule of hours for public service?	Yes	Yes
44	MSA (Metropolitan Statistical Area) Status:		NC
45	Degree of Adequacy of this Facility.	8	8
46	Number of Internet Terminals-- General Public.	19	19
47	Internet Connection. What is your library's highest connection speed to the Internet?	257Kbps - 768Kbps (ISDN, T- 1, frame relay, DSL)	257Kbps - 768Kbps (ISDN, T- 1, frame relay, DSL)
48	Wi-Fi Standard if Wireless available at this location (802.11b, 802.11g, 802.11n).	802.11b	
49	FISCAL_YR CODE	2005-06	2004-05
50	OUTLET_TYPE_SORT_CODE		
51	L_NUM_BM		



LIBRARY  
OF  
CALIFORNIA



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1933

September 22, 2006

To: Members, Library of California Board  
cc: CLSA Participants

From: Tom Andersen, Bureau Chief  
Library Development Services

Subject: Library of California Board Actions September 14, 2006

**Purpose of the Library of California Act:**

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.

**Library of California Board Mission and Vision Statements:**

*Mission Statement:* The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.  
*Vision Statement:* The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

The following actions were taken at the Library of California Board meeting in Sacramento on September 14, 2006. Board members present were: Maghsoudi, President; Bernardo; Cannon; Fong; Jewett; Kastanis; Lowenthal; Steinhauser; Zollman.

**Election of Board Vice President for 2006**

1. It was moved by the Nominating Committee (Steinhauser) and carried unanimously that the Library of California Board elects Penny Kastanis as Vice-President of the Library of California Board to complete the 2006 term.

**Adoption of Agenda**

2. It was moved, seconded (Fong/Cannon) and carried unanimously that the Library of California Board adopts the agenda of the September 14, 2006 meeting as presented.

**Approval of Minutes**

3. It was moved, seconded (Fong/Jewett) and carried unanimously that the draft minutes of the October 20, 2005 Library of California Board meeting be approved as presented.

**Resolutions**

4. It was moved, seconded (Fong/Lowenthal) and carried unanimously that the Library of California Board adopts Library of California Board Resolution 2006-01 for Sally Tuttle; Resolution 2006-2 for Sarah Pritchard; and Resolution 2006-3 for Lucy Lin. (See Attachment A)

**Election of Board Officers for 2007**

5. It was moved by the Nominating Committee (Steinhauser) and carried unanimously that the Library of California Board elects Paymaneh Maghsoudi as President of the Library of California Board for the year 2007.
6. It was moved by the Nominating Committee (Steinhauser) and carried unanimously that the Library of California Board elects Penny Kastanis as Vice-President of the Library of California Board for the year 2007.

**Budget and Planning**

7. It was moved, seconded (Lowenthal/Bernardo) and carried unanimously that the Library of California Board adopts the 2006/07 CLSA Budget as displayed in the chart entitled "Summary—2006/07 CLSA Baseline Budget Recommendation by Program" and that the aforementioned chart be included in the minutes of this meeting. (See Attachment B)
8. It was moved, seconded (Lowenthal/Jewett) and carried unanimously that the Library of California Board approves the CLSA System Plans of Service for each of the 15 CLSA Cooperative Library System submitted for fiscal year 2006/07.

**CLSA Consolidations and Affiliations**

9. It was moved, seconded (Jewett/Fong) and carried unanimously that the Library of California Board waives the contiguous boundary requirement of Section 20190(a) of the Code of California Regulations and approves the affiliation of the Moorpark City Library with Metropolitan Cooperative Library System (MCLS) effective July 1, 2007, contingent upon the receipt of all documentation required for this action.
10. It was moved, seconded (Cannon/Zollman) and carried unanimously that the Library of California Board approves the affiliation of the Monterey Public Library with the Monterey Bay Area Cooperative Library System effective July 1, 2007.

11. It was moved, seconded (Steinhauser/Kastanis) and carried unanimously that the Library of California Board approves the affiliation of the Victorville Public Library with the Inland Library System effective July 1, 2007, contingent upon the approval of the Inland Administrative Council and supporting documentation.
12. It was moved, seconded (Steinhauser/Fong) and carried unanimously that the Library of California Board waives the filing date requirement of Section 20190(c) of the Code of California Regulations and approves the affiliation of the Redding Public Library with the North State Cooperative Library System effective July 1, 2007, contingent upon the receipt of all documentation required for this action.

### **CLSA System Reference Program**

13. It was moved, seconded (Lowenthal/Steinhauser) and carried unanimously that the Library of California Board approves the System Population and Membership figures for use in the allocation of CLSA System Reference Program funds for the fiscal year 2006/07.

### **CLSA Interlibrary Loan and Direct Loan Programs**

14. It was moved, seconded (Lowenthal/Fong) and carried unanimously that the Library of California Board adopts, subject to the concurrence of the State Department of Finance, reimbursement rates for the 2006/07 fiscal year as follows: for CLSA interlibrary loans, a reimbursement rate of \$5.22 per eligible transaction; for CLSA direct loans, a reimbursement rate of \$.95 per eligible transaction; and that the Chief Executive Officer inform all participants of the 2006/07 reimbursement rates as soon as Department of Finance concurrence is obtained.
15. It was moved, seconded (Kastanis/Steinhauser) and carried unanimously that the Library of California Board directs its Chief Executive Officer to withhold 35% from all CLSA ILL and Direct Loan Program reimbursement payments throughout the 2006/07 fiscal year and that, after determining the full State cost of the ILL and Direct Loan programs for 2006/07, directs the CEO to pay the full amount remaining due to each participating library if sufficient funds remain in the 2006/07 CLSA ILL and Direct Loan Program appropriation, or to prorate the final payment equitably if insufficient funds remain in the 2006/07 CLSA ILL and Direct Loan Program appropriation.

### **CLSA System Advisory Board Program**

16. It was moved, seconded (Lowenthal/Jewett) and carried unanimously that the Library of California Board approves the use of 2006/07 allocated SAB Program funds, where available within each approved SAB budget, and where requested, to reimburse one SAB member from each System for expenses incurred in attending the November 2006 California Library Association conference to be held in Sacramento.

Attached also is a Library of California meeting schedule and a calendar of meetings, events, and deadlines for 2006/2007. (See Attachment C)

*Doc.#9711*

## ***Library of California Board Resolution 2006-01***

***WHEREAS***, the Library of California Board desires to recognize Sally Tuttle for her distinguished contributions as one of its members on the occasion of the conclusion of her term of service as a Member of the Board; and

***WHEREAS***, the Board wishes to honor Sally for her outstanding public service representing the Public-at-Large since her appointment by the Senate Rules Committee on January 26, 1999 and her subsequent reappointment in May 2002; and

***WHEREAS***, the Board wishes to acknowledge Sally for her distinguished service as Vice President of the Board in 2004, and for her willingness to serve in the interim when there was a vacancy in the office of Board President; and

***WHEREAS***, Sally has advocated for libraries at the state level on behalf of the Board and the greater library community; and

***WHEREAS***, Sally served with distinction on various Library of California Board committees, including the Literacy Committee (1999-2003), Access Services Committee (2000-2003), Ad Hoc Public Awareness Committee (2001-2002), and the Resource Sharing Committee (2003), and as the Chair of the Literacy Committee (2002-2003); and

***WHEREAS***, Sally is currently a commissioner of the Calaveras County Library and member of the Friends of the Calaveras County Library, which in 1962, she organized and became its first President, and also served as its President in 1987, 1988 and again in 1993 and 1994, as well as serving as a CLSA System Advisory Board member for the 49/99 Cooperative Library System from 1997-1999; and

***WHEREAS***, it should be noted that Sally is very active promoting the Friends of the Mokelumne Hill Branch Library, where she diligently keeps the doors of the library open through her volunteer efforts; and

***WHEREAS***, during the time when Sally was Fund Raising Chair (1989-1991), nearly \$700,000 was raised to enable Calaveras County to provide matching funds to qualify for a grant through the 1988 California Library Renovation and Bond Act, which built the **Central Library in San Andreas**; also, on September 11, 2002, **The Garden of Friends** park was dedicated in honor of Sally Tuttle and the Friends of the Calaveras County Library for all they have done for the Library System; and

***WHEREAS***, Sally chaired the Membership and Volunteer Committee for the Friends of the Library, and was volunteer coordinator for the Calaveras County Friends of the Library Literacy program in which she helped the program to receive a literacy grant from the California State Library; and

***WHEREAS***, it should be noted that in 1999 Sally was awarded **Woman of the Year** by three organizations, Soroptimist International of Calaveras County, Mokelumne Hill Lions, and the Calaveras Prospect; and

***WHEREAS***, the Board wishes to recognize Sally's outstanding contributions to enable Californians to learn and to obtain information through our libraries.

***NOW, THEREFORE, BE IT RESOLVED***, that

*the Library of California Board  
extends its sincere appreciation and deep regard to*

**SALLY TUTTLE**

*for her distinguished leadership and contributions  
to the libraries and people of the State of California  
on this day of 14 September 2006*



***Library of California Board Resolution 2006-02***

***WHEREAS, the Library of California Board desires to recognize Sarah M. Pritchard for her distinguished contributions as one of its members on the occasion of the conclusion of her term of service as a Member of the Board; and***

***WHEREAS, the Board wishes to honor Sarah for her outstanding public service representing Academic Libraries since her appointment by former California Governor Gray Davis on January 14, 2003; and***

***WHEREAS, the Board wishes to acknowledge Sarah for her distinguished service as its Vice President in 2005 and 2006, and for her leadership as Chair of the Budget and Planning Committee (2004-2006) and a member of the Resource Sharing Committee (2003-2004); and***

***WHEREAS, Sarah has advocated for libraries at the state level on behalf of the Board and the greater library community; and***

***WHEREAS, it should be noted that she brought to the Library of California Board her valuable experience as an academic librarian, most recently as Director of the Library at the University of California at Santa Barbara; and***

***WHEREAS, her service and experience extended as a member of the Gold Coast Library Network Board of Directors representing academic libraries as she tirelessly worked to promote the vision of the Library of California; and***

***WHEREAS, the Board wishes to recognize Sarah's outstanding contributions to enable Californians to learn and to obtain information through our libraries.***

***NOW, THEREFORE, BE IT RESOLVED, that***

*the Library of California Board  
extends its sincere appreciation and deep regard to*

***SARAH M. PRITCHARD***

*for her distinguished leadership and contributions  
to the libraries and people of the State of California  
on this day of 14 September 2006*

Board Actions, September 14, 2006

***Library of California Board Resolution 2006-03***

***WHEREAS***, the Library of California Board desires to recognize Lucy H. Lin for her distinguished contributions as one of its members on the occasion of the conclusion of her term of service as a Member of the Board; and

***WHEREAS***, the Board wishes to honor Lucy for her outstanding public service representing School Libraries since her appointment by former California Governor Gray Davis on January 14, 2003; and

***WHEREAS***, the Board wishes to acknowledge Lucy for her distinguished service as a member of the Budget and Planning Committee (2003-2006); and

***WHEREAS***, Lucy has advocated for libraries at the state level on behalf of the Board and the greater library community; and

***WHEREAS***, it should be noted that she brought to the Library of California Board her valuable experience as a school librarian and teacher for the Long Beach Unified School District where she served the children at Bixby Elementary and Lowell Elementary Schools for 35 years; and

***WHEREAS***, the Board wishes to recognize Lucy's outstanding contributions to enable Californians to learn and to obtain information through our libraries.

***NOW, THEREFORE, BE IT RESOLVED***, that

*the Library of California Board  
extends its sincere appreciation and deep regard to*

***LUCY H. LIN***

*for her distinguished leadership and contributions  
to the libraries and people of the State of California  
on this day of 14 September 2006*

## Board Actions, September 14, 2006

**SUMMARY – 2006/07 CLSA BASELINE BUDGET  
RECOMMENDATION BY PROGRAM**

<b>PROGRAM</b>	<b>2005/06 BUDGET</b>	<b>2006/07 BASELINE</b>	<b>ADDITIONAL FUNDING RECOMMENDED</b>
Transaction Based Reimbursements	\$ 11,616,000	\$ 18,616,000	-0-
Consolidations & Affiliations	-0-	-0-	-0-
Statewide Data Base	-0-	-0-	-0-
System Advisory Boards	27,260	27,260	-0-
System Reference	1,608,340	1,608,340	-0-
System Communications & Delivery	1,090,400	1,090,400	-0-
System Planning, Coordination, & Evaluation	-0-	-0-	-0-
Statewide Communications & Delivery	-0-	-0-	-0-
State Reference Centers	-0-	-0-	-0-
<b>Total</b>	<b>\$14,342,000</b>	<b>\$21,342,000</b>	<b>-0-</b>

**Board Actions, September 14, 2006****LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 2007**

February 28, 2007

Sacramento

August 8-9, 2007

Sacramento

**CALENDAR OF MEETINGS/EVENTS/DEADLINES FOR 2006/2007****2006**

September 15	San Joaquin Valley Library System, Administrative Council, Visalia
September 15	49-99 Cooperative Library System, Administrative Council
September 22	Black Gold Cooperative Library System, Administrative Council, Goleta Valley Branch
September 28	Metropolitan Cooperative Library System, Administrative Council, Malaga Cove Branch
September 29	Mountain Valley Library System, Administrative Council, King Beach
October 5	Peninsula Library System, Administrative Council, PLS Headquarters in San Mateo
October 6	Silicon Valley Library System, Administrative Council, Palo Alto
October 15	1st quarter 2006/07 ILL claims due at State Library
October 16-29	2 <sup>nd</sup> 2006/07 CLSA Direct Loan Sample Period
October 20	2006/07 System Uniform Budget Reports postmarked to State Library
October 20	South State Cooperative Library System, Administrative Council, Inglewood
October 26	Serra Cooperative Library System, Administrative Council, San Diego Co Law Library
October 27	Black Gold Cooperative Library System, Administrative Council, Lompoc
October 27	Inland Library System, Administrative Council, Rancho Cucamonga
November 2	North Bay Cooperative Library System, Board of Directors, Rohnert Park
November 2	Santiago Library System, Administrative Council, Yorba Linda
November 3	San Joaquin Valley Library System, Administrative Council, [location tbd]
November 8	2 <sup>nd</sup> 2006/07 CLSA Direct Loan Sample data due at State Library
November 10-13	California Library Association (CLA) Annual Conference in Sacramento
November 16-19	California School Library Association (CSLA) Annual Conference in Sacramento
November 17	Monterey Bay Area Cooperative Library System, Administrative Council, Cabrillo College
November 17	Bay Area Library & Information System, Administrative Council, Rockridge Branch
November 30	Metropolitan Cooperative Library System, Administrative Council, Santa Monica
December 1	Black Gold Cooperative Library System, Administrative Council, Lompoc
December 1	49-99 Cooperative Library System, Administrative Council
December 1	North State Cooperative Library System, Administrative Council, Chico
December 1	Silicon Valley Library System, Administrative Council, San Jose
December 7	Peninsula Library System, Administrative Council, PLS Headquarters in San Mateo
December 14	Mountain Valley Library System, Administrative Council, [location tbd]
<b>2007</b>	
January 12	Monterey Bay Area Cooperative Library System, Administrative Council, Castroville Branch
January 15	2nd quarter 2006/07 ILL claims due at State Library
January 15-28	3 <sup>rd</sup> 2006/07 CLSA Direct Loan Sample Period
January 25	Metropolitan Cooperative Library System, Administrative Council, Glendale
January 26	Black Gold Cooperative Library System, Administrative Council, Santa Maria
January 26	Bay Area Library & Information System, Administrative Council, Hercules Branch
January 26	Inland Library System, Administrative Council meeting, [location tbd]
January 26	CLA Day in the District
February 1	North Bay Cooperative Library Systems, Board of Directors, Napa area branch, tbd

February 1	Santiago Library System, Administrative Council, Newport Beach
February 1	Peninsula Library System, Administrative Council, PLS Headquarters in San Mateo
February 2	Silicon Valley Library System, Administrative Council, Santa Clara City
February 2	CLA Day in the District
February 7	3 <sup>rd</sup> 2006/07 CLSA Direct Loan Sample data due at State Library
February 22	Serra Cooperative Library System, Administrative Council, Brawley
February 23	Black Gold Cooperative Library System, Administrative Council, Lompoc
March 7	Tierra del Sol Regional Library Network, 7 <sup>th</sup> Annual Council Meeting [location tbd]
March 9	Monterey Bay Area Cooperative Library System, Administrative Council, Monterey Public
March 16	Bay Area Library & Information System, Administrative Council, Alameda City
March 22	Metropolitan Cooperative Library Systems, Administrative Council, Arcadia
March 22	Serra Cooperative Library Systems, Administrative Council, [location tbd]
March 23	Black Gold Cooperative Library Systems, Administrative Council, Goleta Valley Branch
March 23	Inland Library System, Administrative Council meeting, [location tbd]
April 5	Santiago Library System, Administrative Council, Buena Park
April 5	Peninsula Library System, Administrative Council, PLS Headquarters in San Mateo
April 6	Silicon Valley Library System, Administrative Council, Santa Clara County
April 15	3 <sup>rd</sup> quarter 2006/07 ILL claims due at State Library
April 16-29	4 <sup>th</sup> 2006/07 CLSA Direct Loan Sample Period
April 18	California Library Association (CLA) Legislative Day, Sacramento
April 27	Black Gold Cooperative Library System, Administrative Council, Santa Maria
May 3	North Bay Cooperative Library Systems, Board of Directors, Napa Valley College
May 3	Santiago Library System, Administrative Council, [if needed; location tbd]
May 3	Peninsula Library Systems, Administrative Council, PLS Headquarters in San Mateo
May 4	Silicon Valley Library Systems, Administrative Council, Sunnyvale
May 9	4 <sup>th</sup> 2006/07 CLSA Direct Loan Sample data due at State Library
May 11	Monterey Bay Area Cooperative Library System, Administrative Council [location tbd]
May 18	Bay Area Library & Information System, Administrative Council, Hayward
May 18	Inland Library System, Administrative Council meeting, [location tbd]
May 24	Serra Cooperative Library Systems, Administrative Council, Serra Mesa Branch
May 24	Metropolitan Cooperative Library Systems, Administrative Council, Monterey Park
June 1	Black Gold Cooperative Library System, Administrative Council, Lompoc
June 7	Peninsula Library System, Administrative Council, PLS Headquarters in San Mateo
July 15	4 <sup>th</sup> quarter 2006/07 ILL claims due at State Library
August 23	Serra Cooperative Library System, Administrative Council, Four S Ranch

System Administrative Council meeting dates are subject to change. Please contact the System to verify dates and locations.

## New MCLS Executive Director

Rosario Garza will be joining the MCLS staff as Executive Director starting November 1, 2006.

Ms. Garza is a graduate of the Texas Woman's University in Denton, Texas. She earned her Master of Library Science at North Texas State University and her Master of Business Administration from Regis University in Denver, Colorado.

Most recently, Ms. Garza was employed as Assistant Director for Member Services at Bibliographical Center for Research (BCR), a Colorado-based nonprofit, multistate, library cooperative that includes various types of libraries (academic, school, public, research and special) in 39 states. During her 22 year tenure at BCR, she assisted member libraries, helping them access and share information resources, developing and promoting new technologies, and delivering training and technical assistance in the use of information services. Ms. Garza's strong management and interpersonal skills, coupled with strong technical knowledge, make her an excellent match for the position of MCLS Executive Director.

We welcome Ms. Garza and hope she enjoys her busy October, which includes a long-planned trip through the Panama Canal, and a move from Colorado to Pasadena.

LIBRARY  
OF  
CALIFORNIA



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1958

To: Public Library Directors  
Non-Public Library Interlibrary Loan Participants  
CLSA System Directors

cc: Library of California Board Members

From: Susan Hildreth, Chief Executive Officer,  
Library of California Board

A handwritten signature in cursive script, appearing to read 'Susan Hildreth', located to the right of the printed name.

Date: September 20, 2006

Subject: 2006/07 California Library Services Act (CLSA) Reimbursement  
Rates

At its September 14, 2006 meeting, the Library of California (LoC) Board adopted Interlibrary Loan (ILL) and Direct Loan reimbursement rates for the 2006/07 fiscal year based on the results of the annual cost studies that were completed in April 2006. The Department of Finance has concurred with the Board-adopted rates and approved ILL reimbursement at \$5.22 per eligible transaction and \$.95 for each net imbalance Direct Loan transaction.

The State Budget Act included an augmentation of \$7 million to the Transaction Based Reimbursement (TBR) Program bringing the TBR appropriation to \$18,616,000. Even with the additional funding, it is more than likely that the appropriation will fall short of reimbursing all participants at the adopted rates. Therefore, the LoC Board authorized the State Library to withhold 35% from each quarterly reimbursement payment and, after determining the full cost of the ILL and Direct Loan programs for 2006/07, pay the full amount remaining due to each participating library if sufficient funds remain in the 2006/07 TBR appropriation, or prorate the final payment equitably if insufficient funds remain in the appropriation.

If you have any questions, please contact Sandy Habbestad at (916) 653-7532 or by email at [shabbestad@library.ca.gov](mailto:shabbestad@library.ca.gov).





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Coordinator of Development & Volunteer Services

**POLICY NUMBER:** 2320

**2320.1** A non-exempt paraprofessional classification under the general direction of the Manager of Administrative Services. Works directly with the library director, library managers, library support organizations and volunteers. Performs a variety of complex, responsible activities requiring strong organizational, writing, verbal and interpersonal communication skills.

**2320.1.1** Functions as the coordinator of volunteers for all library activities..

**2320.1.2** Prepares all library publications, print and electronic.

**2320.1.3** Serves as the staff liaison and development director for the library's support organizations.

**2320.1.4** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2320.1.5** Carries out the expressed policies of the Board of Trustees. Communicates and assists in the execution of the goals and objectives of the Board to the staff, volunteers, library support organizations and the community.

**2320.1.6** Prepares monthly and annual reports as assigned by the Manager of Administrative Services.

**2320.1.7** Supervises clerical staff and volunteers.

**2320.1.8** Is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

## **2320.2 Typical Tasks**

### **2320.2.1 Coordinates volunteers for all library activities:**

**2320.2.1.1** Recruits, trains, coaches, assigns tasks for and evaluates volunteers.

**2320.2.1.2** Collects and maintains volunteer records and prepares reports on volunteer activities.

**2320.2.1.3** Devises and implements volunteer recognition programs and events.

**2320.2.1.4** Maintains collaborative relationships with the Volunteer Center of Orange County and Placentia-area community organizations and educational institutions supporting the library's activities and programs.

**2320.2.1.5** Meets regularly with library managers, staff, Friends Book Store Manager and others to coordinate the activities of library volunteers, determine the need for volunteers and evaluate their effectiveness.

### **2320.2.2 Prepares all library publications, print and electronic:**

**2320.2.2.1** Prepares news releases for library programs.

**2320.2.2.2** Develops and maintains a working relationship with the local news and feature staff at the Orange County Register, Placentia News Times, Los Angeles times and other regional publications.

**2320.2.2.3** Prepares the District's submission to the Placentia Quarterly.

**2320.2.2.4** Prepares the District's newsletter and other brochures, bookmarks and publications in support of library programs

**2320.2.2.5** Prepares cable television announcements and coordinates programs.

**2320.2.2.6** Prepares library program and support organization information for the library website.

**2320.2.2.7** Advises the Manager of Public Services about public relations activities and publications for adult services, children's services, literacy services and the Placentia History Room.

**2320.2.2.8** Coordinates other public information activities as assigned by the Manager of Administrative Services.

**2320.2.2.9** Coordinates job orders with printers, designers, proof readers, mailing houses and other library publication vendors and reviews and approves their invoices for payment.

**2320.2.2.10** Maintains a calendar of library publication schedules and coordinates submission deadlines with library managers, staff and support organizations.

**2320.2.2.11** Coordinates and prepares library signage.

**2320.2.3** Serves as the staff liaison and development director for the Library's support organizations:

**2320.2.3.1** Attends all Friends of Placentia Library Board of Directors, Committee and Membership meetings and Placentia Library Foundation Board of Directors and Committee Meetings.

**2320.2.3.2** Assists the Placentia Library Foundation President with preparing meeting agendas. Prepares the Placentia Library Foundation Board of Directors meeting packets.

**2320.2.3.3** Requests deposit of donations, payment of invoices, and issuance of checks for the support organizations with the Manager of Administrative Services and/or Treasurer of the Friends of Placentia Library and/or the Treasurer of the Placentia Library Foundation.

**2320.2.3.4** Maintains the files and official records for the Friends of Placentia Library and the Placentia Library Foundation.

**2320.2.3.5** Takes and prepares minutes for the Placentia Library Foundation Board of Directors and Committee meetings.

**2320.2.3.6** Provides staff support for fund raising projects and membership campaigns for the Friends of Placentia Library and the Placentia Library Foundation.

**2320.2.3.7** Maintains donor records.

**2320.2.3.8** Prepares donation receipts and acknowledgment letters for the Friends of Placentia Library and the Placentia Library Foundation.

**2320.2.3.9** Manages the donor software and donor communications activities for the Friends of Placentia Library and the Placentia Library Foundation

**2320.2.3.10** Presents recommendations for fund raising projects and membership promotions to the Friends of Placentia Library and the Placentia Library Foundation.

**2320.2.3.11** Coordinates and monitors the application process for grants prepared in the name of the Friends of Placentia Library or the Placentia Library Foundation. Helps evaluate the appropriateness of specific grant opportunities to District activities and projects.

**2320.2.4** Serves as a member of the Library Program Committee and prepares its news releases, publications and bulletin board displays.

**2320.2.5** Coordinates the library's holiday displays, decorating and participation in the Heritage Day Parade and other community events.

**2320.2.6** Assists the public in making the most effective use of the Library's collection and facility.

**2320.2.7** Serves as a United States Passport Application Acceptance Agent.

**2320.2.8** Prepares and submits reports of activities to the Manager of Administrative Services as required.

**2320.2.9** Performs other duties as assigned by the Manager of Administrative Services.

**2320.3** Required Qualifications. B.A. or B.S. degree, a valid California driver's license, and United States citizenship. Preference will be given to applicants possessing a certificate in fund raising.

**2320.4** Knowledge and abilities:

**2320.4.1** Knowledge of the principles of fund raising and non-profit management.

**2320.4.2** Knowledge of grant writing techniques and application procedures.

**2320.4.2** Knowledge of personal computer hardware and software operations including word processing, spreadsheet, database management, publishing, graphics and photo management.

**2320.4.3** Knowledge of the principles of volunteer management.

**2320.4.4** Knowledge of the principles of effective print and electronic communication and design for newsletters, brochures and other publications.

**2320.4.5** Knowledge of current events and literature.

**2320.4.6** Ability to apply the knowledge listed above.

**2320.4.7** Ability to make effective public presentations.

**2320.4.8** Ability to read, analyze and interpret professional publications and staff reports.

**2320.4.9** Ability to respond to common inquiries or complaints from Library customers.

**2320.4.10** Ability to follow District policies and procedures.

**2320.4.11** Ability to analyze difficult problems and recommend solutions.

**2320.4.12** Ability to work independently with minimal supervision.

**2320.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2320.4.14** Ability to organize, manage work flow and multi-task with frequent interruption.

**2320.4.15** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2320.5** Physical Demands

**2320.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable

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

**2320.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2320.5.1.2** Must possess mobility to operate a motor vehicle.

**2320.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2320.5.1.4** Must be able to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2320.5.1.5** Must be able to stand; walk; and stoop, kneel, or crouch.

**2320.5.1.6** Must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2320.5.1.7** Must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2320.5.1.8** Must be able and willing to attend meetings outside of regular work hours and travel overnight.

## **2320.6** Work Environment

**2320.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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



# Regular Meeting of the **BOARD OF DIRECTORS**

## Meeting Date / Location

Thursday, September 28, 2006  
10:00 a.m. – 12:00 p.m.  
Orange County Sanitation District  
10844 Ellis Avenue  
Fountain Valley, California

## AGENDA ITEM

## STAFF

## PAGE

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

## PLEDGE OF ALLEGIANCE

### I. CALL TO ORDER / ROLL CALL

(Chair Richard Dixon)

Richard Dixon, Chair, District 13  
Art Brown, Vice-Chair, District 21  
Paul Glaab, District 12  
Leslie Daigle, District 14  
Cheryl Brothers, District 15  
*Vacant*, District 16  
Lou Bone, District 17  
Christine Barnes, District 18  
Robert Hernandez, District 19  
Marilyn Poe, District 20  
John Beauman, District 22  
Debbie Cook, District 64

Bob Ring, Cities At-Large  
Bill Campbell, County At-Large  
Phil Anthony, ISDOC  
Peter Herzog, OCD, LOCC  
Jim Ferryman, OCSD  
Cathy Green, OCTA  
Chris Norby, SCAG-County Rep.  
Miguel Pulido, SCAQMD – Cities Rep.  
Jim Silva, SCAQMD – County Rep.  
Dave Swerdlin, TCAs  
Owen Holmes, University Rep.  
Kristine Thalman, Private Sector

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

County of Orange

### **agencies**

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

**II. OATH OF OFFICE**

(Clerk of the Board)

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

**III. PUBLIC COMMENTS**

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

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

**IV. CONSENT CALENDAR**

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

- A. Minutes from August 24, 2006** (Clerk of the Board) 05  
**OCCOG Board Meeting**

*Recommended Action:* Approve minutes.

- B. Report on the OCCOG TAC** (Tracy Sato, 07  
OCCOG TAC Chair)

*Recommended Action:* Receive report.

**V. ACTION ITEMS**

- A. Approve the Memorandum of Understanding** (Fred Galante) 11  
**Between OCCOG and the Orange County**  
**Division, League of California Cities,**  
**Regarding the Collection of Center**  
**Demographic Research Funds**

*Recommended Action:* Approve the MOU between OCCOG and the Orange County Division, League of California Cities.

- B. Approve the City of Mission Viejo to Serve as** (Fred Galante) 19  
**the OCCOG Interim Executive Director and**  
**provide the accounting and financial support**  
**to the OCCOG**

*Recommended Action:* Approve the City of Mission Viejo serving as the Interim Executive Director and providing the accounting and financial support to the OCCOG.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Elizabeth D. Minter, Library Director

**FROM:** Wendy Goodson, Administrative Services Manager

**SUBJECT:** **Status Report – Repayment of Library Improvement Loan**

**DATE:** October 16, 2006

Administrative Services Manager Wendy Goodson met with Terrell Judd, City of Placentia Accountant/Buyer on October 10, 2006 to discuss the ongoing issue of the District's repeated requests of the City to provide invoices for the Library Improvement Loan. As a result, the Director of Finance has recommended the remaining loan balance to be paid in five equal installments without affecting the agreed upon duration of the loan which remains March 28, 2002 to September 28, 2008.

Attached is the Director of Finance's confirmation memo of such revisions to the Library Improvement Loan.



# MEMORANDUM

City of Placentia

**TO:** ELIZABETH MINTER, PLACENTIA LIBRARY DIRECTOR  
**FROM:** DIRECTOR OF FINANCE  
**DATE:** OCTOBER 10, 2006  
**SUBJECT:** REPAYMENT OF LIBRARY IMPROVEMENT LOAN

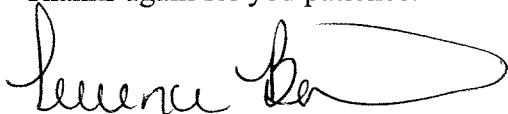
As per your conversation with Terry Judd on October 10, 2006, the City of Placentia will be billing the Placentia Library District the remainder of the Library Improvement Loan in (5) equal installments. The installments are as follows:

Date	Payment	Principal	Interest
September 28, 2006	\$45,276.34	\$41,052.18	\$4,224.16
March 28, 2007	\$45,276.34	\$41,052.18	\$4,224.16
September 28, 2007	\$45,276.34	\$41,052.18	\$4,224.16
March 28, 2008	\$45,276.34	\$41,052.18	\$4,224.16
September 28, 2008	\$45,276.35	\$41,052.19	\$4,224.16

Total remaining Payments \$226,381.71

The total Remaining balance includes principal of \$205,260.89 and interest of \$21,120.82.

Thanks again for you patience.



Terrence Beaman  
Director of Finance  
City of Placentia



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Library Director's Report  
**DATE:** October 16, 2006

Activities Report:

- Aug 17 Met with City Administrator Bob Dominguez to discuss developer fees, the redevelopment pass through allocation schedule and providing public works and bid management support for the Library's remodeling project.
- Sep 18 Participated in Library Board Work Session on Developer Fees and Library Board Meeting.
- Sep 19 Participated in Clerk II interviews.
- Met with Foundation President Jean Lasley to discuss the merger and organizational issues.
- Sep 20 Met with City Administrator Robert Dominguez to discuss status of developer fees and other issues related to the facility and District.
- Sep 21 Met with Lois Monroe and Nancy Lone-Tollefson to plan the Donor Reception.
- Sep 25-28 Attended the California Special Districts Association Annual Conference in Olympic Valley, CA.

The opening session was a presentation by Afterburner Seminars, an organization of veteran F-15 fighter pilots who present management seminars.

In the afternoon I attended the session on Finance & Fiscal Responsibility which was a presentation by the CSDA Finance Corporation on when and how to use their services for funding capital and operational projects. Last year Placentia Library District re-financed its HVAC project through CSDA and it is a good source for future projects.






The Placentia Library District Poetry session was in a beautiful location but was poorly attended because of conflicting programs. CSDA staff talked with us about bringing Meredith Laskow to the Conference in Monterey next year and giving her a better time slot.

The first evening the Placentia group had dinner together at a local restaurant.


Wednesday morning began with a presentation from CSDA Lobbyist Ralph Heim. Among other things he stressed the need of making contact with the new legislators to educate them about independent special districts.

I attended the Ethics Training session conducted by David McMurchie. I was especially pleased to do so because I have been benefiting from David's experience and counsel for over 14 years in the areas of workers' compensation and the development of the District's procedures manual. It was the first time that I had the opportunity to hear him lecture and he was very good.

On Wednesday afternoon I attended the session on Classification & Compensation Professional Development conducted by Geoffrey Rothman, JD or the Human Resources/Labor Relations Consulting Group. It was almost like being back in a graduate school personnel management class. He gave a great overview of classification and compensation programs and after the program gave me some specific suggestions for how Placentia Library District could implement a "bonus" plan without dismantling its classification system and becoming subjective about implementation.

-  He strongly recommended complete job audits by outside professionals (like the one done for the exempt employees last year) no less often than every five years and comparative salary audits by staff or outside consultants every year.
-  He stated that Districts need a "robust" classification system because it keeps appointments from being politically based (more impersonal) and because it keeps organization from becoming individualized and makes moving between classes based on standards -- creates a process for consistent approach.
-  He pointed out that casual changing of classification systems has the potential of creating/exacerbating inequities in the entire system for the District. It is critical that classification descriptions accurately describe the work being done.
-  Pay needs to be related to market conditions and thus requires regular comparisons. Improvements are often given to the person/group making the most noise rather than systematically identifying the most out of synch so it is useful to use outside consultants who have no direct ties with the staff.
-  Classification systems have a built-in assumption of no or slow change but the advent of the classification of information technology has changed this. It takes government longer to adjust to declining markets -- it

positions after the bubble burst. Thus many government agencies outsource information technology functions today. Classification description and job descriptions are not synonymous.

 “Reward” is an important concept in a pay plan.

- Sep 30 Saturday Manager at the Library.
- Oct 2 Participated in the Friends of Placentia Library Board of Directors meeting and negotiated a solution for the unstable shelving issue in the Friends sorting room.
- Oct 3 Participated in the Executive Committee Meeting of the Independent Special Districts of Orange County. It was confirmed that I will not be continuing with that Board in 2007.
- Oct 4 Met with Jim Roberts, Toby Silberfarb, Lois Monroe, Amanda Ferrari and Cathy Kitsman to discuss the District’s grant writing needs and the services of Ferrari Philanthropic Consulting.
- Oct 5 Met with Garham Kang, JD and Lois Monroe to discuss the Placentia Library Foundation and Ms. Kang’s potential for service in the area of planned giving. Jean Lasley was scheduled to participate in this meeting but was unable to attend due to illness.
- Delivered used monitors to Silicon Salvage in Anaheim. Public agencies are required to use this service for discarded monitors because they are considered hazardous waste.
- Oct 9 Accompanied Jean Lasley, Ben Boelman, Eleanore Rankin and Lois Monroe to a meeting in Irvine with Douglas Freeman, JD, Freeman, Freeman & Smiley to discuss the Friends and Foundation merger legal process.
- Oct 11 Participated in the Placentia Library Foundation Board of Directors meeting.
- Oct. 12 Participated in the Special District Risk Management Authority (SDRMA) Safety/Claims Education Day in Anaheim. This program also offered an Ethics Training session at no cost. If they continue this we should consider encouraging Trustees to take their training at this time because not only is it free and includes a free continental breakfast and lunch but the District qualifies for a discount on its insurance premiums for each person attending if they stay for the entire day’s education programs (you can’t go just for the ethics training).

The opening session introduced the operation and staff of SDRMA. It also explained the history and growth of SDRMA and its plans for the future. The new SDRMA web site member portal access to individual policy provisions and certificates of insurance were introduced and demonstrated.

The first workshop I attended was on employment practices. It focused on conducting legal interviews and how and when to conduct workplace investigations.

They reviewed the liability issues in this area and discussed management's responsibilities. The emphasis was on creating a respectful workplace and prevention of harassment claims.

The second workshop I attended was a workers' compensation update. It was conducted by the consultant that works directly with the Districts when there are any open claims. She talked about the shake-out of the changes implemented in the workers' compensation program four years ago and presented statistics about the types of injuries that special districts are reporting. She spent a lot of time discussing the District's responsibilities in claims processing and management as well as the relationship with the medical providers. She also discussed the issues of investigations, fraud, abuse and vocational rehabilitation.

The final session I attended was a review of the property and liability program with SDRMA. A great deal of emphasis was placed on explaining the personal protections afforded elected officials under the public official's liability section that are not provided in commercial plans.


Staff Meetings:

- Sep 20      The Staff discussed upcoming programs and actions taken at the Library Board meeting including the process of preparing the Facility Master Plan with Linda Demmers.
- Oct 4        The entire Staff Meeting was spent discussing issues related to the proposed Dress Policy for the District and the staff's recommendations to the Library Board.



Agenda Item 37

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: October 16, 2006

SUBJECT: Program Committee Report for the month of September.

***ADULT SERVICES***

	Sep 05-06	Sep 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	1	2	3	4
NUMBER OF ATTENDEES	33	28	68	48

***CHILDREN'S SERVICES***

	Sep 05-06	Sep 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	22	27	76	79
NUMBER OF ATTENDEES	872	1,083	3,671	3,126

***PROGRAM COMMITTEE***

	Sep 05-06	Sep 06-07	YTD 05-06	YTD 06-07
NUMBER OF MEETINGS	0	1	0	5
NUMBER OF ATTENDEES	0	10	0	31
NEWS RELEASES	NA	1	NA	3

***LITERACY SERVICES***

	Sep 05-06	Sep 06-07	YTD 05-06	YTD 06-07
Total Tutors	89	90	98	111
Total Students	132	150	161	169
Total Hours	894	1,030	2,125	2,819

Attachment 1: Request for Parent Reading Guide.

For more detailed literacy statistics, see Agenda Item 42, pages 2 of 3 and 3 of 3.

**Attachment 1****Jim**

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**From:** Mary Strazdas [marylibrarian2003@yahoo.com]  
**Sent:** Tuesday, September 19, 2006 12:32 PM  
**To:** jroberts@placentialibrary.org; childrens@placentialibrary.org  
**Cc:** reference@placentialibrary.org  
**Subject:** Parent Reading Guide (LA TIMES) for Reading by 9

Dear Jim,

Caroline will order those books in the **Parent Reading Guide** that Placentia currently does not own. When I checked them, I found that many of the titles we lack are held by the consortium; some titles have had small circulations.

I called the LA TIMES this morning and spoke to Joanna, who has ordered 300 copies of the **Parent Reading Guide** for our library. She said we should receive them in 2-4 weeks. If there are any problems, her number is 1-877-732-3299.

Mary

Mary Strazdas, Reference Librarian  
Placentia Library District  
411 E.Chapman Avenue  
Placentia, CA 92870  
(714) 528-1906, ext. 209  
reference@placentialibrary.org

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Get your own web address for just \$1.99/1st yr. We'll help. Yahoo! Small Business.

To: Elizabeth Minter, Library Director

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


Date: for Board Meeting, October 16, 2006

**Subject: September 2006 Activities in the Children's Department**

<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lap Sit 24 months & younger	4	123
Story Time I: 6 years & younger	4	168
Story Time II: 6 years & younger	4	118
Music Time I: 6 years & younger	4	185
Music Time II: under 6 years old	4	147
Music Time III: under 6 years old	3	103
Read to the Dogs event	1	52
Magic Show event	1	124
Homeschool event	1	23
Class Visit	1	40
<b>Total September 2006</b>	<b>27</b>	<b>1083</b>
<b>Total September 2005</b>	<b>22</b>	<b>872</b>
<b>Current FY to date</b>	<b>79</b>	<b>3126</b>
<b>Previous FY to date</b>	<b>76</b>	<b>3671</b>



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: October 16, 2006

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

**Tutor Training.** We had one workshop on October 1, and eleven tutors were trained, one high school student and ten adults. They are all tutoring or pending.

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

**Placentia Rotary Reading Enrichment Program (PRREP).** We began recruiting PRREP tutors at El Dorado High School and Valencia High School in late September and early October, and the response has been tremendous. We anticipate that we could have as many as 150 PRREP tutors this school year.

**Update on the two new PLLS homework clubs.** Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on September 18. Kraemer-Placentia Library Homework Club is scheduled to start in late October.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI started again this school year in late September. We are active at three elementary schools--Ruby Drive, Topaz, and Tynes--and we have a total of seventeen tutors working with more than 200 grade school students.

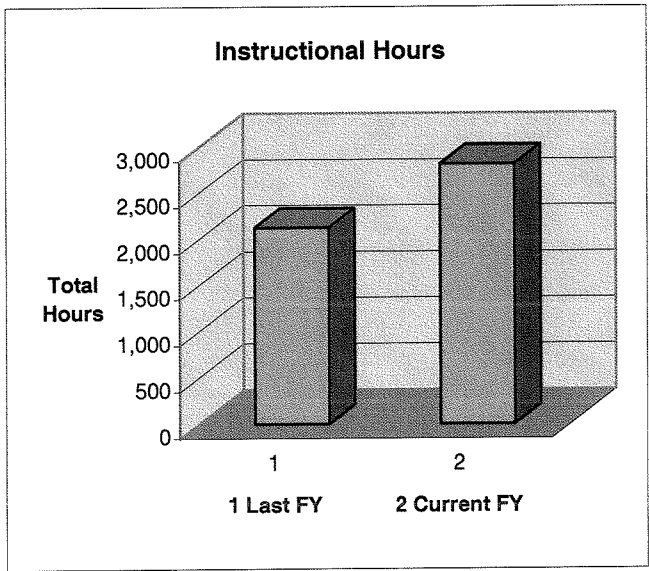
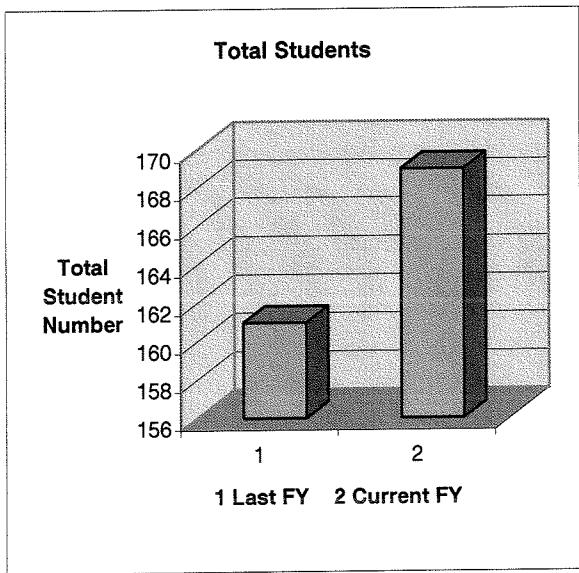
**Federal Work Study (FWS).** Our FWS partnership with Financial Aid at Cal State Fullerton is even stronger in FY 2006-07 than it was last FY. Our Cal State Award for FY 2006-07 is already over \$100,000. Our FWS partnership is also very strong with Western State University College of Law this FY as we have six already on board.

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

## Placenta Library Literacy Services

Report of Growth and Progress

	Sep 05-06	Sep 06-07	YTD 05-06	YTD 06-07
<b>Tutors</b>				
Adult	47	60	54	64
Teen	42	30	44	37
Hours Instruction	894	1,030	2,125	2,819
Other Volunteer Hours	120	120	280	360
Total Hours	1,014	1,150	2,405	3,059
<b>Training Workshops</b>				
Workshops Held	3	1	5	3
Tutors Trained	37	11	46	39
<b>Students</b>				
With Adult Tutors	92	104	102	123
With Teen Tutors	40	46	59	46
In Groups	0	0	0	0
Total Active Students	132	150	161	169
<b>Families for Literacy</b>				
Family Students	5	5	5	5
Family Tutors	5	5	5	5
Hours of Instruction	60	60	120	120
<b>ELLI Program</b>				
K-6th Grade Students	0	0	0	0
Tutors for K-6th Grade	0	0	0	0
Hours of Instruction	0	0	0	0
<b>Homework Clubs</b>				
On-Site: Students	0	0	0	0
On-Site Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
H.I.S. House Students	0	0	0	0
H.I.S. House Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
Topaz Students	0	0	0	0
Topaz Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
<b>Total Tutors</b>	89	90	98	111
<b>Total Students</b>	132	150	161	169
<b>Total Instruction Hours</b>	894	1,030	2,125	2,819







TO: Elizabeth Minter, Library Director

FROM: Mary Strazdas, Librarian *MCS*

DATE: October 16, 2006

**SUBJECT: Reference and Adult Services report for September, 2006**

- There were two Program Committee meetings during the month.
- *Freshman Finance 101*, presented on September 11, drew only 4 patrons, in spite of the pre-program interest. The presenters from Wells Fargo answered a variety of questions without proselytizing their particular bank.
- *Remember When* was our Tuesday, September 19 program. It attracted 24 patrons and involved much interaction between them and the Bowers Museum docents. One lady became a model for some of the clothing they brought. The docents cleverly went through an average day in 1925, utilizing household items in an average home at that time.
- Special library displays included one for the Placentia Round Table Women's Club (Bicentennial quilt), and another called *Starting School for Kindergarteners*. *Hispanic Heritage Month* featured books and a bibliography/webliography about people and places in the Hispanic world. Paintings and sketches done by the award-winning CSUF student Danielle Gibbons filled the main display case.
- We also featured a book grouping from the program *Remember When*.

Statistical Comparisons at the Reference Desk  
September FY 2006/2007

	2005	2006	YTD 05-06	YTD 06-07
Phone Reference Questions	204	181	571	516
Desk Reference Questions	1,505	1,608	4,828	4,427
E-Mail Reference Questions	8	0	13	0
Ready Reference	37	23	88	69
Instruction	64	363	163	710
Computer Use	2,479	3,296	8,233	10,098
Reference Books: In-Library Use	2,815	3,491	5,542	11,277
Patron Database Signups	211	160	679	504

TO: Elizabeth Minter, Library Director  
FROM: Gary Bell, Librarian *AB*  
DATE: October 16, 2006  
Subject: History Room Report for September

History Room visitors in September: fiscal year 2004-2005: 2  
History Room visitors in September: fiscal year 2005-2006: 2

The Heritage Coordinating Council meeting was held on September 12<sup>th</sup> in Laguna Hills. Since Placentia is hosting the next meeting on November 7<sup>th</sup>, I prepared the minutes for the September meeting which are posted on the Council's new website:<http://www.ocheritage.org>.

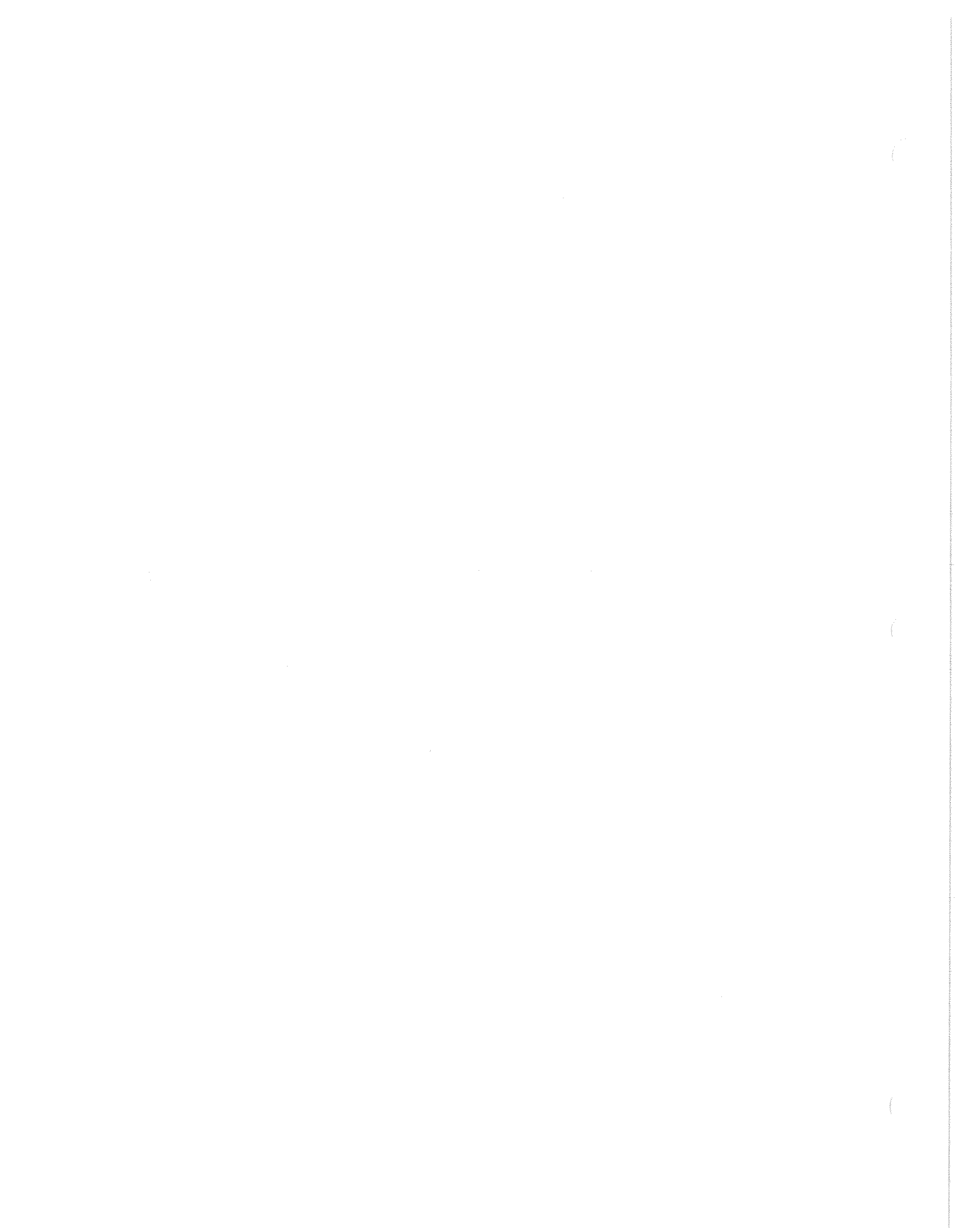
The digitization project for the California State Library grant is proceeding. We have now provided the metadata for 100 photographs.

We were able to loan the Placentia Fire Department several photographs for the department's use. They made copies for use on their premises to display and promote the history of the Fire Department.

Charlene Duval of the Sourisseau Academy for state and local history at San Jose State University, paid a visit to our History Room researching the Tuffree Family of Placentia. We were able to provide her with a copy of the Polhemus family lineage, a Dutch branch of the family going back to the Netherlands in the sixteenth century, which had been donated to us by the Tuffree estate.

Several volumes were purchased and added to the History Room collection.

Patrons requested Valencia and Esperanza High School annuals; information was sought on the Huntley house; aerial photos of Placentia in the 1940s were sought; and minutes were requested for meetings of the Placentia Planning Commission.



# Placentia Library District

TO: Elizabeth Minter, Library Director

FROM: Vernon Napier, Technical Services Manager

DATE: October 11, 2006

SUBJECT: Website report for September 2006

<b>Library Website Traffic</b>							
	May '06	June '06	July '06	Aug '06	Sep '06	Y-T-D	Monthly Average
Unique visitors	1,589	1,822	1,865	1,910	1,832	9018	1804
Number of visits	2,555	2,966	2,987	3,135	3,062	14705	2941
(visits per visitor)	1.60	1.62	1.60	1.64	1.67		1.63
Pages visited	15,949	15,091	16,047	15,571	18,913	81571	16314
(pages per visit)	6.24	5.08	5.37	4.96	6.17		5.56
<b>Pages most viewed</b>							
Application for library card	96	69	40	46	0	251	50
Borrowing library materials	127	136	116	538	122	1039	208
Calendar	290	298	228	408	252	1476	295
Catalog	2,118	502	662	673	628	4583	917
Community links	63	70	75	85	53	346	69
Contact Us	150	122	108	140	108	628	126
Frequently Asked Questions	298	223	255	313	266	1355	271
Home page	10,582	10,915	12,657	11,394	14,827	60375	12075
Kids page	109	233	111	191	277	921	184
Literacy services	66	57	71	106	70	370	74
Passport applications	256	214	197	205	182	1054	211
Photos (pick of the pics)	n/a	n/a	n/a	126	141	267	134
Searching for information	337	332	385	37	474	1565	313

# Placentia Library District

## On line reference resources

	Usage statistics for	May '06	Jun '06	Jul '06	Aug '06	Sept '06
Grolier Online		9	4	8	5	6
Encyclopedia Americana		1	0	2	1	0
La Nueva Enciclopedia Cumbre		0	1	0	0	0
America the Beautiful		0	0	0	0	0
Lands and People		3	0	0	0	0
General Reference Center		78	82	94	39	111
Opposing Viewpoints		334	43	50	32	92
Newsbank -Newspaper search		13	30	25	6	23
Newsbank -Magazine search		0	0	0	0	0
L.A Times		35	7	2	0	0
N.Y. Times		20	1	2	0	1
Wall Street Journal		13	0	0	47	218
Heritage Quest		866	1320	1673	1308	1966
Learning Express (Learn a test)		5	3	3	5	1
Novelist		127	4	44	0	0
Tumblebooks		12	177	69	81	252
MorningStar		-	-	-	-	135

# Placentia Library District

TO: Elizabeth Minter, Library Director  
FROM: Vernon Napier, Technical Services Manager  
DATE: October 11, 2006  
SUBJECT: **Technology Report for September 2006**

- Overdrive, our new downloadable books service, is up and running and available from our website. For more information see page 2 of this report.
- We have received the digitized version of the Placentia Courier for the years 1925 to 1928. A small sample has been added to an online database for demonstration purposes. This will be shown to the Board of Trustees and to the Foundation at their next meetings.
- I met Professor Henry Snyder (University of California) to confirm our inventory of Placentia newspapers holdings. We are looking into the possibility of State assistance with our digitization program.
- Continued selection of historical photographs. The History Committee has completed the description of the first 50 photographs. These will be packaged and shipped off by October 20.
- The new cable internet connection has greatly improved web access for both patrons and staff.
- The installation of Aquabrowser has taken longer than anticipated. While I had hoped it would be up and running by the end of last month, late October now seems more likely.
- An additional 8 security cameras (including one covering the back door entrance) have been installed.

# Placentia Library District

## Digital Books

a new service for Placentia Library District patrons!

\*\*\*\*\*

Digital books are electronic versions of print books. They include downloadable audio books for listening and eBooks for on-screen reading. Both digital audio books and eBooks can be used on a variety of devices such as PCs, laptops, and supported PDAs. You can even copy the audio books from your computer onto CDs and listen to them in your car.

The Library has partnered with other members of Califa (a library consortium) to make OverDrive digital books available to you. The following types of materials are available:

- classic books
- popular fiction, best sellers, romance, science fiction
- business
- travel
- history/biography
- mysteries
- health & fitness

To access digital books from OverDrive you will need:

a valid Placentia Library District card.

access to the Internet.

free software for the device on which you wish to use your digital book (Adobe® Reader® or Mobipocket Reader for eBooks, OverDrive Media Console™ for audio books).

For more information go to the Library's website <http://www.placentialibrary.org> and click on the catalog link in the navigation bar.



## Good Morning, Placentia! From Jewelry to Tomfoolery

STORY AND PHOTOS BY CYNTHIA RUPE

In the 1920s, the city of Placentia was tilled with rolling hills and citrus groves — and only 500 residents.

Though the city now has a population exceeding 46,000, it still offers a sense of small-town America, complete with historical sites, fruit stands and quintessential suburban neighborhoods.

For being a small city — it's only six square miles — Placentia offers several locales for those with varying interests, from crafts to sports. If you're not familiar with the area, take note: It's easy to cross the city lines into neighboring Anaheim, Brea, Fullerton and Yorba Linda unaware.

### 9:45 A.M. JUICE, JAVA, OR BOTH

If you crave a shot of juice or joe to jump-start your day, or can't make up. Your mind, make a stop at Juice It Up and Jumpin' Java (670 N. Rose Drive, 714-961-0603), which share a space in the Village Center at Rose shopping center.

Open 630 a.m.-8 p.m. Monday-Friday, 7a.m.-8 p.m. Saturday, 8 a.m.-7 p.m. Sunday.

If you want something hearty, try Paul's Country Kitchen (1267 E. Imperial Highway, 714-993-5434). The most expensive item is steak and eggs at \$7.25. The breakfast special — bacons and eggs for \$3.25 — is offered till 11a.m. daily. Hours are 5:30 a.m. — 2 p.m. daily.

### 10 A.M. BEADS AND BANGLES

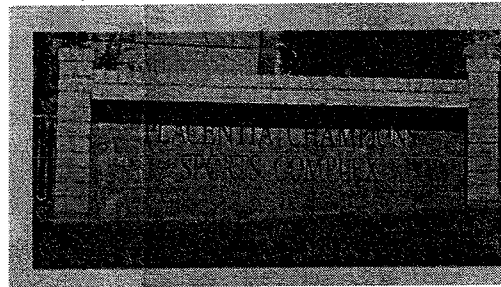
Morning is the perfect time to start new projects.

Those with an artistic eye might enjoy browsing the rainbow of beads at Full Circle Bead and Crystal (850 N. Rose Drive, 714-854-9366, fullcirclecrystal.com), also in the Village Center at Rose.

The selection varies from sterling silver to gold-filled, plastic and

clay to Swarovski crystal. I loved the colorful Venetian glass beads, which start at 65 cents each.

There are also how-to books and jewelry-making supplies, and ready-to-wear necklaces, earrings and bracelets. Aspiring jewelry makers can attend night and weekend workshops. Or you can create your own design and they'll make it for you, says shop owner Julie Chan. Open 10 a.m.-8 p.m. Monday-Friday, 10 a.m.-6 p.m. Saturday, 11 a.m.-5 p.m. Sunday.



### 10:30 A.M. PLAY AROUND OR JUST PARK YOURSELF.

If you prefer to welcome the morning with a jog or shooting hoops, there's the Placentia Champions Sports Complex (505 N. Jefferson 714-993-8232).

The 13-acre park features three baseball fields, two soccer fields, and two basketball courts.

On a recent morning, I spotted a resident washing off a spit covered tennis ball in a water fountain while her two large dogs played nearby.

At the playground, I spoke with Yorba Linda resident Mike Ditta, who was there with his daughter, Madison, 2 1/2, and their black cocker spaniel, Hunter.



It was his first visit to the park, and the professional youth soccer coach was pleasantly surprised to discover the complex's nice fields.

If you'd prefer a more relaxing stroll or a shady place to read the paper in a quaint setting, try Bradford Park (136 Palm Circle).

This quiet oasis, near the busy intersection of Yorba Linda and Kraemer boulevards, is home to the historic Bradford House ([bradfordhouse.com](http://bradfordhouse.com)), the 1902 ranch house built by city founder Albert S. Bradford (The house is open for tours the second Sunday of the month from 2-4 p.m. For info: 714-993-2470).

The park offers a sprawling lawn and several shady trees perfect for picnics or playing catch. But take note: playing ball in front of the house isn't allowed; the city doesn't want any dings or holes in the house's big windows.

## Pacific Clippings

P M B 11789

Santa Ana, Calif. 92711

**Orchid Auction:** 1p.m. Oct. 8 Free. **Placentia Library**, 411 E. Chapman Ave., Placentia. Unusual species and hybrids are offered to add to your collection or adorn your home. Hosted by the Southern California Orchid Species Society. 714-996-1155

## Pacific Clippings

P M B 11789

Santa Ana, Calif. 92711

### PLACENTIA

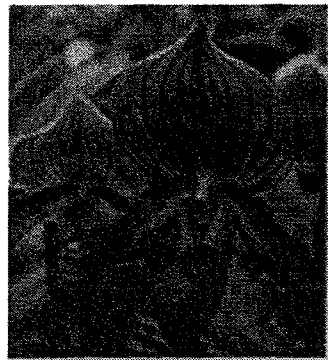
**Council action:** The Placentia City Council voted 3-2 to spend \$17,000 on a feasibility study on issuing, tax-increment financing bonds. The bonds, if issued, would help pay for a Metrolink station that city officials say would be a crucial step in redevelopment. The council also voted unanimously to extend a moratorium on medical-marijuana dispensaries in the city for 10 months.  
Adam Townsend

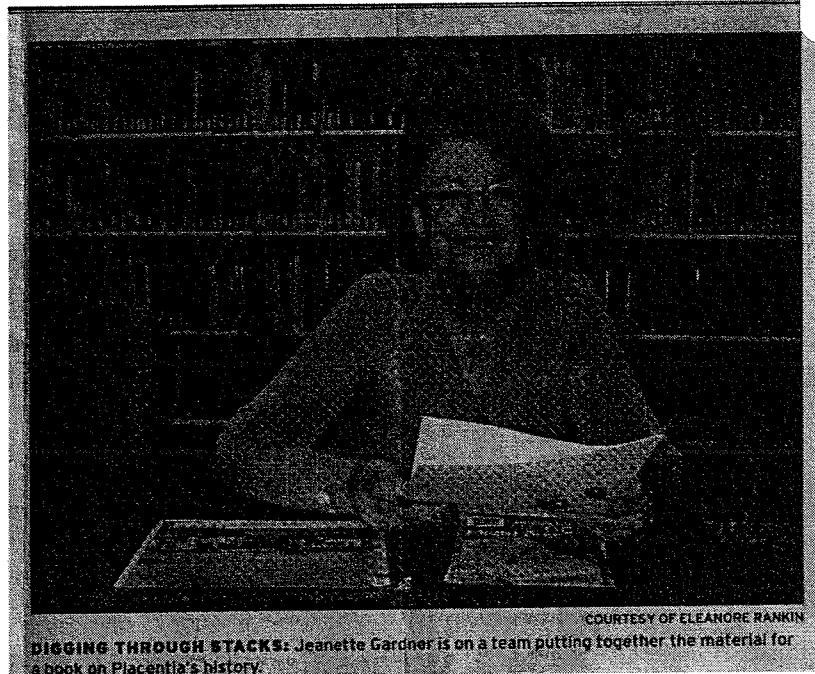
## Pacific Clippings

P M B 11789

Santa Ana, Calif. 92711

**Southern California Orchid Species Society:** 2p.m. Sunday. Free. **Placentia Public Library**, 411 E. Chapman Ave., Placentia. 714-991-8661





## Bringing history to bear

Thanks to those who gave me names of people who serve our community and should be profiled in our community paper.

This column covers an interview with Jeanette Gardner, a member of the Placentia Historical committee. Gardner is engaged in a special project of interest to those of us who believe in the importance of documenting past events and our city's old buildings that made Placentia what it was—and what it is—today: a pleasant place to live.

The Historical Committee was started by longtime residents Mary and George Ziegler who, as antiques collectors, have traveled extensively and observed that our city, compared to others they had visited, made no effort to protect its most valuable assets, our history and our historic buildings. Leigh De Santis, currently Placentia's economic development manager, serves as the city's liaison and adviser to the committee.

Nine members serve without remuneration, meeting on the second

Thursday of each month in the city's community room. Jeanette Gardner has headed the committee as its president since 2004.

Other committee members are Donna Bass, Eddie Castro, Wendy Elliot-Scheinberg, Kathy Frazee, Larry de Graaf, secretary Jan Henderson, John Walcek, vice president Bill Zavala, and Marie Schmidt, emeritus member.

The major project occupying the committee, with Gardner directing the process, is the result of an invitation a year ago from Arcadia Publishing headquartered in San Francisco.

The publisher reported that many nearby cities had engaged its services in publishing a book about their city; namely, Anaheim, Brea, Fullerton and Yorba Linda, and suggested that Placentia assemble the needed photos and identifying captions in a volume of its own.

The title of the volume is, appropriately, "Placentia: Ranchos, Oil and Oranges" Gardner has spent many hours collecting and scanning photographs found in the archives of the Placentia Library history room, as well as those photos archived in libraries and

museums in the immediate area.

So much scanning has been done that she has already worn out and replaced one scanner. Oftentimes she takes her scanner with her where she finds the photographs archived, and other times she is allowed to check out the photographs to scan at her home or at the Placentia library, where Gary Bell, history room archivist, allows her the use of office space as well.

Photographs require captions, and that job is being handled by Dr. Larry DeGraff, retired history professor at Cal State Fullerton.

DeGraaf, who also serves on the committee, is assigned to write the captions for each photo, but only after a member of the committee has thoroughly researched the photo and properly identified it.

More than 1,500 photographs have been scanned, and will be archived in the History room of the library

Of that number, 220 photographs will actually be selected for the book. Gardner is working against a deadline of November - a deadline imposed by the publisher.

The book will measure 9-1/4 inches by 5-1/2 inches with the cover in sepia and inside pages in black and white. Expect the book to be available in the spring of 2007 with a first printing of 1800.

The book, consisting primarily of photographs with descriptive captions, covers early Placentia to 1950.

Another book, taking up where this one lets off, will need to be compiled to bring our city's history up to date.

The committee members are seriously considering taking on this project two years from now.

Gardner was born in Oakland, where she worked as a fashion model until her marriage to Jim Thomas.

Failing health followed by a failed marriage brought her and her

three sons to Pasadena to start a new life.

She found employment at Nobby's, a specialty store in Los Angeles.

Advancement came quickly and when for health reasons she found it necessary to take time off, she was holding the position of district manager over eight company stores.

In 1969, she met and married Mike Gardner, an avid fishing authority and retired radio commentator and writer with two children of his own.

The expanded family then moved to Placentia where both took on volunteer service while advancing their careers.

Gardner spends more than 20 hours a week on the Placentia book, but still manages to find time for family (including her 10 grandchildren) and hobbies.

She is a charter member of the Placentia Community Band in the flute section, having played the flute since she was eight years of age, when she was encouraged by her mother, an accomplished flutist.

Having been a member and docent of the Pasadena Historical Committee whose reputation for its preservation of historical homes is well respected and widely known, she has taken a keen interest in putting that experience to work for Placentia.

Although continually inconvenienced by a series of health problems - recently fibromyalgia and now lupus - she soldiers on with as much energy as she can possibly muster.

That kind of dedication certainly deserves to be noticed and publicly applauded by the community.

And so today we recognize Jeanette Gardner's volunteer efforts and thank her for zealously preserving Placentia's past history for our citizens of tomorrow.

- California Orchid Species Society: 2p.m. Sept.10. Free. Placentia Library, 411 E. Chapman Ave., Placentia. 714-991-8661.
- Chrysanthemums on the Eastern Hedge: Gardens and Plants in Chinese Art": Through Jan 7. \$15; \$12 seniors, \$10 students, \$6 ages 5-11; children under 5 are free. The Huntington Library, Art Collections and Botanical Gardens 1151 Oxford Road, San Marino. The exhibition examines how lotus, orchid, plum, bamboo, pine and chrysanthemums became purveyors of important themes in Chinese art. 626-405-2100. www.huntington.org
- Orange County Master Gardeners: The Orange County Master Gardeners organization is accepting applications for a new member-training program in the fall. Classes are 8 a.m.-12:30 p.m. every Saturday Sept 16 through February. Upon completion of the program; the class joins the Master Gardeners, who are devoted to sharing horticultural knowledge to educate O.C. communities. Interested individuals should call 562-691-8095 or e-mail dream-crafter@msn.com

#### NEXT WEEK

- Fullerton Garden Club: 9 a.m. Sept. 12. Free. Fullerton Arboretum, 1900 Associated Road, Fullerton. 714-525-3093.
- Cymbidium Society Of America: 8 p.m. Sept. 13. Free. Garden Grove Community Center, 11300 Stanford Ave. Garden Grove. 714-883-8403.
- Garden Talk and Plant Sale: Sept. 14. Free. The Huntington Library, Art Collections and Botanical Gardens, Friends' Hall,

1151 Oxford Road, San Marino. Bart O'Brien, co-author of "California Native Plants for the Garden," will discuss good choices for the home landscape. A plant sale will follow. 626-405-3504. www.huntington.org

- Canyon Crest Garden Club: 9 a.m.- noon. Sept. 15. Free. Canyon Crest Clubhouse, 22300 Canyon Crest Dr., Mission Viejo, www.canyoncrestgardenclub.org

#### NEXT WEEKEND

- Container Class for Perennials and Succulents: 8 a.m.-11 a.m. Sept. 16. \$20, includes lecture fee and continental breakfast; plants and materials not included). Organic Art Plants & Design, 260 N. Glassell St., Orange. Owner-designer Greg Davila will instruct a hands-on works shop on the techniques and design elements of container gardening. Reservations are recommended. 714-289-0222.
- Plant Stand Class Event: 9 a.m.- noon. Sept. 16. Free. The Plant Stand, 2972-A Century Place, Costa Mesa. Enjoy several free classes: Beginners' Ponds, 9 a.m.; Orchids and Bromeliads, 10 a.m.; Matching

#### Pacific Clippings

P M B 11789

Santa Ana, Calif. 92711

#### Placentia

Bridge: The Placentia City Council has awarded a \$2.36 million contract to G.B. Cooke Inc. to build a pedestrian bridge over the railroad tracks at Bradford Street. City officials say construction will start soon.

Adam Townsend



**TO:** Elizabeth Minter, Library Director  
**FROM:** Katie Matas, Librarian *Kum*  
**DATE:** October 16, 2006  
**SUBJECT:** **Safety Committee report for September**

There was no safety committee meeting in September. The next meeting is scheduled for Wednesday, October 25, 2006.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** October 16, 2006

**BACKGROUND**

There has been no activity during the past report period with the Legislature that affects the Library's budget.

The California Legislature is in recess and will not return until the beginning of the new term.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Report on the Library Board of Trustees Work Session on October 16, 2006 with Library Consultant Linda Demmers regarding the preparation of a Facility Master Plan for Placentia Library District.

**DATE:** October 16, 2006

**BACKGROUND**

At its Regular Meeting on September 18, 2006 the Library Board of Trustees authorized Library Director Minter to sign a contract for the preparation of a Facility Master Plan with Linda Demmers in an amount not to exceed \$10,000. Attachment A is the contract signed by the Library Director on October 2, 2006.

The Library Director will present a report on the recommendations from the Work Session held with Linda Demmers prior to the Library Board Regular Meeting on October 16, 2006.

**RECOMMENDATION**

1. Receive & File Agreement for Professional Services between Placentia Library District and Linda Demmers dated October 2, 2006. —
2. Action to be determined by the Library Board of Trustees.



*AGREEMENT FOR PROFESSIONAL SERVICES*

THIS AGREEMENT is offered to the Placentia Library District, hereinafter referred to as LIBRARY DISTRICT by

<u>Linda Demmers</u>	<u>131-40-6163</u>
CONSULTANT	TAX ID/SOCIAL SECURITY NUMBER

<u>2414 Chislehurst Drive</u>	<u>Los Angeles</u>	<u>CA</u>	<u>90027</u>
MAILING ADDRESS	CITY	STATE	ZIP

CONSULTANT agrees to provide to LIBRARY DISTRICT the services described in Section F of this Agreement under the following terms and conditions:

- A. Services shall begin on November 1, 2006.
- B. CONSULTANT understands and agrees that she and all of her employees are not employees of the LIBRARY DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the LIBRARY DISTRICT and/or to which LIBRARY DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions including Unemployment Insurance, Social Security, and Income Taxes with respect to CONSULTANT'S employees.
- C. CONSULTANT shall furnish, at her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement unless specifically stated in Section I.
- D. In the performance of the work herein contemplated, CONSULTANT is an independent contractor, with the authority to control and direct the performance of the details of the work, LIBRARY DISTRICT being interest only in the results obtained.
- E. CONSULTANT agrees to defend, indemnify and hold harmless the LIBRARY DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONSULTANT'S negligence in the performance of this Agreement, including, but not limited to any claim due to injury and/or damage sustained by CONSULTANT, and/or the CONSULTANT'S employees or agents.

LIBRARY DISTRICT agrees to defend, indemnify and hold harmless the CONSULTANT, its employees and agents from any and all liability or loss arising in any way out of the negligence of the LIBRARY DISTRICT, its employees or agents, including, but not limited to any claim due to injury and/or damage sustained by LIBRARY DISTRICT, and/or LIBRARY DISTRICT employees or agents.

- F. Service to be rendered to the LIBRARY DISTRICT by the CONSULTANT is as follows:

The Library Consultant will analyze use of the current facility; provide research and background on similar jurisdictions including benchmark studies; review available guidelines and standards; and analyze current trends. The Consultant will facilitate three meetings with the management team to review data, develop guiding principles, and create and endorse quantitative planning standards and two meetings with the Library District Governing Agency. The final product, Facility Master Plan, will include long term goals for collections, reader and meeting seats, technology, and staff and support space as well as a space needs analysis to support these long term goals. The District Librarian will assist with additional sections of the Facility Master Plan such as History of the Placentia District Library, community overview, and summary of strategic plan.

Work will commence on November 1, 2006 and the final work product, Facility Master Plan will be delivered by March 31, 2007.

- G. Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.
- H. The work completed herein must meet the approval of the LIBRARY DISTRICT and shall be subject to the LIBRARY DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to CONSULTANT, CONSULTANT'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- I. Payments will be made by the LIBRARY DISTRICT to the CONSULTANT as follows:  

Time and materials billed at \$100.00 per hour not to exceed \$10,000.
- J. This agreement may be terminated by either party notifying the other, in writing, at least 15 days prior to the date of termination.

**THIS AGREEMENT IS ENTERED INTO THIS 2nd DAY OF October 2006.**

**LIBRARY DISTRICT SIGNATURE**

**CONSULTANT SIGNATURE**

Elizabeth D. Munter  
**NAME**

\_\_\_\_\_  
**NAME** Linda Demmers

Library Director  
**TITLE**

\_\_\_\_\_  
**TITLE**

October 3, 2006  
**DATE**

\_\_\_\_\_  
**DATE**

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Elizabeth D. Minter, Library Director

**FROM:** Wendy Goodson, Administrative Services Manager *WJG*

**SUBJECT:** **Third Reading of Proposed Placentia Library District Policy 2012- Dress Code for Employees and Volunteers**

**DATE:** October 16, 2006

**BACKGROUND**

The Placentia Library District is responsible for maintaining a professional and safe working environment for its patrons and employees at all times. The Library District considers all Library employees' and volunteers' appearance and personal hygiene to be a direct reflection of the Library's image. To sustain the Library's image and public confidence, all Library employees and volunteers should adhere to a dress code.

Attachment A is a third draft of the proposed Dress Code Policy as amended to reflect the changes proposed by the Library Board at its September 18, 2006 Regular Meeting and changes proposed by the District staff at its October 4, 2006 Staff Meeting.

**RECOMMENDATION**

Review and revise Proposed Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers.

Adopt as a third reading Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers and request final staff review and comment.

Prepared by: Wendy Goodson





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Dress code for Library District Employees and Volunteers  
**POLICY NUMBER:** 2012

**2012.1** Placentia Library District is responsible for maintaining a professional and safe working environment for its employees and patrons at all times. The Library District considers all Library employees' and volunteers' appearance and personal hygiene to be a direct reflection of the Library's image. To sustain the Library's image and public confidence, all Library employees and volunteers are subject to a dress code, according to job classification.

### **2012.1.1** Library ~~Employees~~ ~~Pages~~ and ~~Library Aides~~

#### ~~Library Pages & Library Aides~~

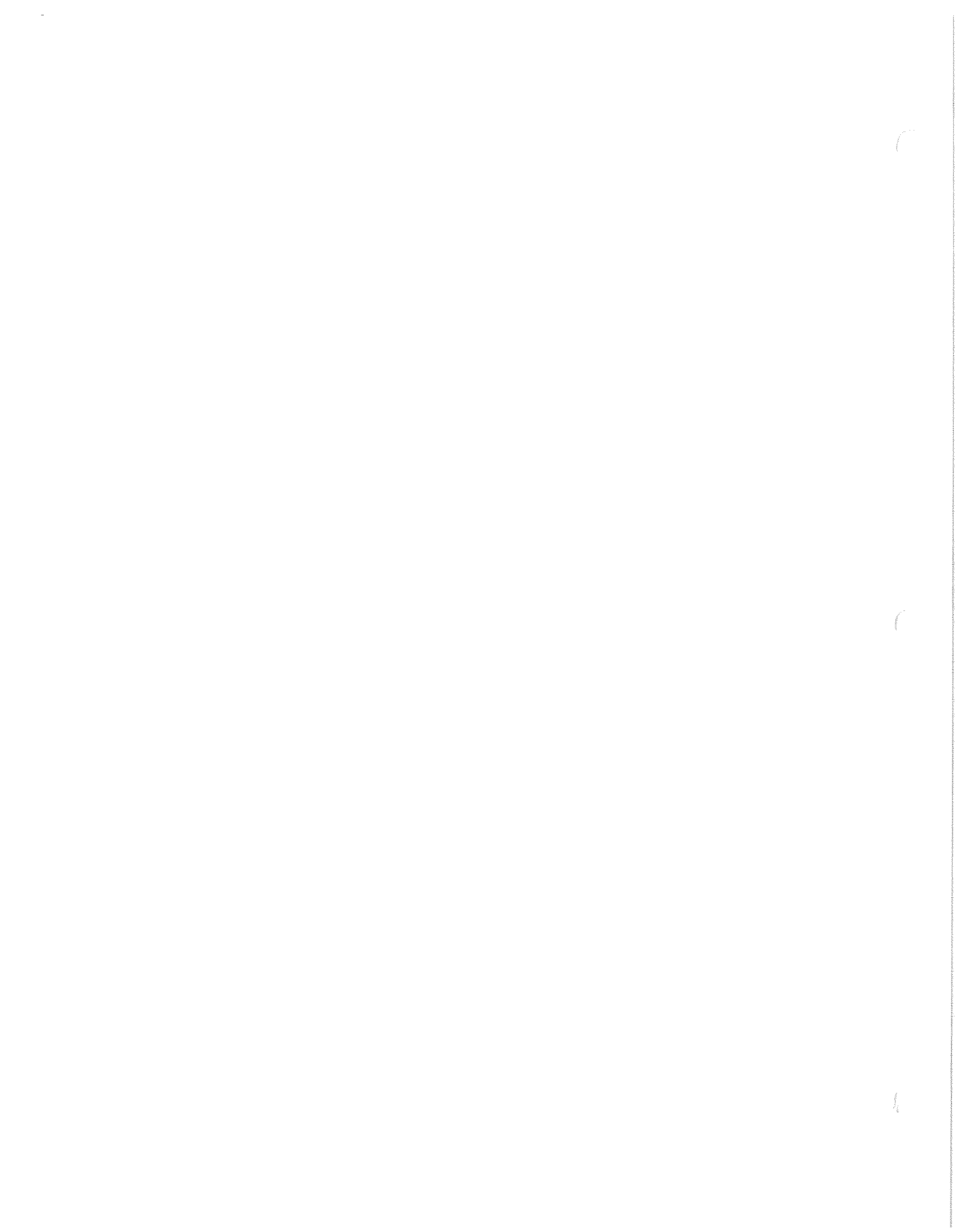
~~All library employees are required to wear attire that is professional, clean, properly fitting, well maintained, functional and safe for the type of work performed. Long slacks or pants are appropriate for shelving. Closed toe shoes are required for those employees who are required as a part of their job description to handle book carts, equipment, and heavy furniture.~~

#### ~~2012.1.2~~ ~~Library Clerks, Library Assistants, Librarians, Coordinator of Development & Volunteer Services, and Library Managers~~

~~Library Clerks, Library Assistants, Librarians, Coordinator of Development & Volunteer Services, and Library Managers are required to wear attire that is professional, neat, clean, pressed, functional and safe for the type of work performed. Employees who work public services desks, counters, and/or offices are expected to dress professionally at all times. Long slacks or pants are appropriate for shelving. Closed toe shoes are required for those classifications that are required to handle books, equipment, and heavy furniture.~~

### **2012.1.3** Volunteers

Volunteers are required to wear attire that is professional: ~~clothes that are neat, clean, properly fitting, well maintained, functional, and safe for the type of work performed, and are required to wear shirts supplied by the Library District.~~ Long slacks or pants are appropriate for shelving. Closed toe shoes are required when handling book carts, equipment and heavy furniture. Volunteers who are issued Library District apparel are expected to wear the issued apparel throughout their work schedule and other library events as designated by their supervisor.



~~Volunteers under the age of eighteen years old are required to wear attire that is professional, clean, functional, and safe for the type of work performed and are required to wear shirts supplied by the Library District. Long slacks or pants are appropriate shelving library material.~~

**2012.2 Casual Dress Day**

2012.2.1 Casual Dress Day is designated to give the employees the opportunity to maintain a professional image while taking advantage of a more relaxed standard one day of the week. ~~Thursday is the designated Casual Dress Day.~~ The Casual Dress Day will be designated on a periodic basis as ~~decided by library employee consensus.~~

2012.2.2 Casual dress attire includes jeans, golf shirts and dressy or decorated tee shirts.

**2012.3 Inappropriate Attire that may not be worn on any occasion includes:**

2012.3.1 Suggestive attire such as low cut blouses and other revealing apparel

2012.3.2 Jeans, (except on Casual Dress Day) and job classifications that require shelving for more than 50% of their work time.

2012.3.3 Torn, patched or soiled clothing

2012.3.4 Any jewelry or piercing that may impede vision or cause injury

2012.3.5 ~~Open toe shoes (except for those who classifications who are required to handle book carts, equipment, and heavy furniture.)~~

*leave in*

2012.3.6 Flip-flops or thong shoes

2012.3.7 Athletic wear such as sweats, leggings and spandex

2012.3.8 Beach attire

2012.3.9 Shorts of any type

2012.3.10 Mini Skirts (shorter than two inches above the knee)

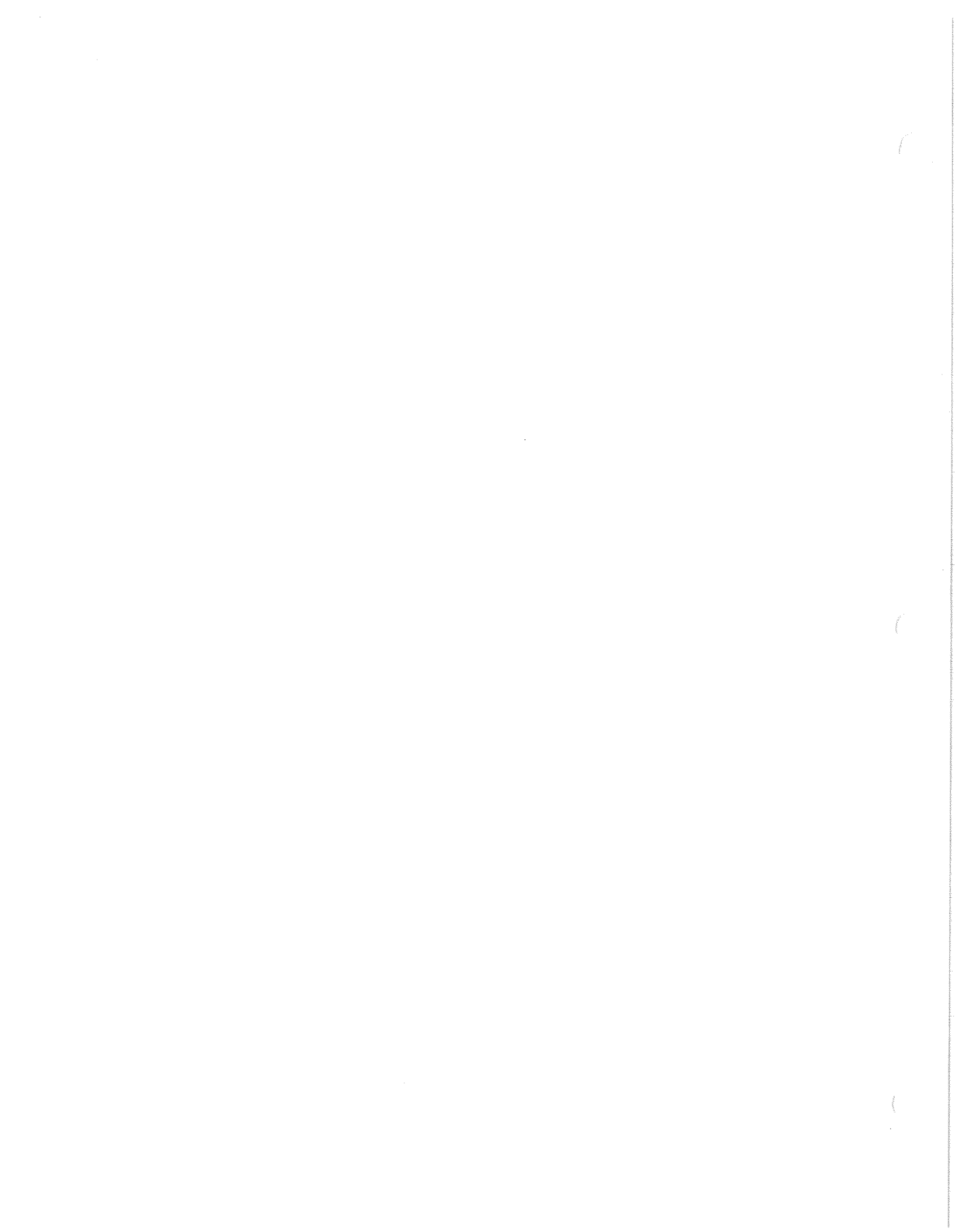
*Keep*

2012.3.11 Halter tops, tube or tank tops, muscle shirts

2012.3.12 Underwear as outerwear

2012.3.13 Hats and caps

2012.3.14 Non-library affiliated slogans, logos, obscenities, etc.



#### **2012.4 Disciplinary Action**

Supervisors and managers are responsible for evaluating and enforcing appropriate standards of dress and appearance for employees working in their departments. If these standards are not followed, the employee may be sent home to change on the employee's own time. Continual incidents of abuse of the dress code policy may subject the employee to disciplinary action, which may lead to termination.

#### **2012.5 Discretion**

Any exceptions to this dress code are subject to approval by the Library Director. The dress code will be reviewed on a periodic basis or as requested by the Board of Trustees or Library Director.



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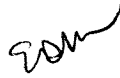
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Award contract for purchase of exterior electronic sign for the north wall of the Library

**DATE:** October 16, 2006

**BACKGROUND**

At its meeting on August 21, 2006 the Library Board of Trustees request a discussion of a special project to do with the funds from Object Code 1900-00 for Election Expense, budgeted for \$19,000. At its meeting on September 18, 2006 the Library Board determined that it would like to purchase an exterior electronic sign for the north wall of the Library.

While evaluating a number of sign proposals from contractors identified on the internet the Library Director became aware that the California Multiple Award Schedule (CMAS) Program includes electronic signs and that Stewart Signs (the same company that provided the sign at Valencia High School) is an approved vendor in that program.

Attachment A contains background information about CMAS. It is operated through the California Department of General Services and is with the same program as the District's credit card sponsor, Cal Card. The Library Director is in the process of finding out whether there is a membership process for CMAS or if local agencies can just make use of the contracts.

Stewart Signs has provided a revised quote based on the CMAS price. The new quote is for \$11,938.50 plus \$407 for freight. California sales tax is additional. The Library Director is recommending the Stewart Sign as a direct purchase through the CMAS contract. The District's Contractor will do the installation and the electrical wiring is already in place. The Stewart Sign information is Attachment B.

**RECOMMENDATION**

Award contract for purchase of Daystar Elite Led 3296, single sided, wall mounted electronic sign from Stewart Sign Company, Sarasota, FL at a cost of \$12,345.50 plus tax.





2201 Cantu Court # 215  
Sarasota, FL 34232

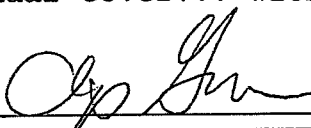


Agenda Item 49  
Attachment B  
Page 1 of 7

# SIGN ORDER FORM

FOR ASSISTANCE, CALL Chip Goudreau

TOLL FREE 1-800-237-3928

SIGN SPECIFICATIONS	PRICES
<p>Name as it is to appear on sign: PLACENTIA LIBRARY DISTRICT</p> <p>Sign Specifications:</p> <p>Model.....Daystar Elite No Id Size..... Led 3296 Sgl/Db1 Sided..... Single Sided</p> <p>Mounting Method.... Wall Mount Cabinet Color..... Caramel</p> <p>Internally Illuminated</p> <p style="text-align: center;">Vandal Cover... with Protective Lens</p> <p>SIGN CONSULTANT <u></u> DATE <u>09-21-06</u></p>	<p>Order Number.....# 555676 Customer Number....# 2132497 Sign.....\$ 12,600.00</p> <p>Vandal Cover.....\$Included</p> <p>Pixels: 32 X 96 , 0.7" on ctr Pixel: 1 LED LED Color: Red Temperature Probe Included Online Software Trng\$Included Direct Network Cable Included Weatherproof Cabinet Included Graffiti Resistent Included Made In Usa Included Freight Included 3d Graphic Package \$Included \$</p> <p>Total Sale.....\$ 12,600.00 Deposit Rec'd...\$ _____</p>
<p>These Prices Guaranteed for 60 Days only.</p>	

<p>SPECIAL INSTRUCTIONS</p> <p>ADD \$407 FOR FREIGHT TO FINAL PO.</p> <p>THIS MODEL COMES WITH A 6 YR WARRANTY</p> <p>AUTHORIZED SIGNATURE: _____</p>	<p>*****</p> <p>* CMAS Price: 11938.50 *</p> <p>*****</p> <p>*Cont#4-00-99-0010A, Supp 1*</p> <p>* Expires 11/30/09 *</p> <p>TITLE: _____</p>
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P H Y S I C A L	PLACENTIA LIBRARY DISTRICT 411 East Chapman Avenue Placentia, Ca 92870	A D D I T I O N A L	
S I T O	PLACENTIA LIBRARY DISTRICT Attn: ELIZABETH MINTER 411 East Chapman Avenue Placentia, Ca 92870 Ph: 714-528-1925	I N V O I C E T O	PLACENTIA LIBRARY DISTRICT 411 East Chapman Avenue Placentia, Ca 92870



**Daystar Elite 32 x 96  
LED Electronic Message Center**

**1.01 ACCEPTABLE MANUFACTURER**

- A. Products of the following manufacturer or comparable, provided they comply with requirements of the contract documents, are considered acceptable:
1. Daystar Elite
    - a. With Internally Illuminate Identification cabinet and Support Structure
    - b. By: J.M. Stewart Corporation  
2201 Cantu Court, Sarasota, FL., 34232

**1.02 QUALITY ASSURANCE**

- A. Quality Standards: Provide complying with the following standards
1. Signage and work under this section shall be manufactured by vendors dealing extensively in this type of work and capable in producing first quality work
  2. Entire sign, support structure, identification cabinet and LED display shall be obtained from a single manufacturer to ensure uniformity in quality of appearance and construction
  3. Vendor shall have at least seven (7) years of experience providing LED products and services for other organizations
  4. All work and installation shall be in accordance with the requirements of these Specifications and manufacturer's recommendations. In the event of disagreement between these specifications and the manufacturer's recommendations, these Specifications shall govern.

**1.03 MATERIALS AND CONSTRUCTION**

- A. Internally Illuminated Identification Cabinet
1. Face
    - a. Identification Face shall be fabricated in translucent solar grade .118" G.E. SGC-100 Lexan, with UV inhibitors.
    - b. Faces shall be decorated internally with 3M high performance vinyl
    - c. Lexan shall be pan-formed
  2. Cabinet
    - a. **Shall be 3' 0" height and 6'5" width**
    - b. Welded unitized 10 1/2" extruded aluminum with welded reinforced corners
    - d. Face retainers removable from left and right of cabinet
    - e. Top and bottom retainers shall be integrated into the 10 1/2" cabinet extrusion
    - f. Cabinet shall be ETL or UL listed
    - g. Fluorescent Lighting System shall consist of:
      - i. Lamps: T12 High Output, Instant Start
      - ii. Ballast(s): Shall be electronic type
      - iii. Sockets: Utilize double contact snap-in lamp holders
- B. L.E.D. Display Cabinet

1. Heavy Gauge formed aluminum cabinets
  - a. LED cabinets shall be serviceable from the front
  - b. Each LED cabinet shall have a Tuffak XL Polycarbonate lens protecting the LED display area
  - c. LED covers shall have gas cylinder assist lifts, one on each end of each LED cover
2. Double sided
  - a. Each side is one self contained LED Display
  - b. Each side of the LED display shall contain its own processor and be capable of displaying different independent messages at the same time
  - c. Cabinets shall be of weather resistant design to meet the classification requirements of NEMA 4X construction.
  - d. Matching aluminum ventilated closure panels shall join the two cabinets aesthetically together.
  - e. Cabinet finish shall have an industrial, graffiti resistant coating and shall be DGHS Polyurethane by PPG
  - f. LED cabinets shall be climate controlled by thermostat, controlling heaters bars and fans.
  - g. Cabinets shall have side ventilation/water diverters.
  - h. Cabinets shall be forced air ventilated design with an air exchange rate of 4 complete air changes per minute
3. Matrix: 32 x 96 pixels
4. LEDs per pixel: 1
5. On Center Dimension spacing of pixels: 0.7"
6. LED cabinet dimensions: 2'9" height, 6'5" width
7. Milicandelas (MCDs) per LED: 3,500 MCD.
8. Nit Rating shall exceed 10,000
9. Matrix shall utilize modular construction and each module will conform to a 16 pixel high by 16 pixel wide configuration.
10. Serial port provided within Electronic Message Center for troubleshooting by direct connection to PC.
11. The LED display shall be capable of displaying the following number of rows and nominal sizes of alphanumeric characters:
  - a. 1 rows of 20"; 3 ~ 4 characters per row
  - b. 1 rows of 15"; 5 ~ 7 characters per row
  - c. 2 rows of 10"; 6 ~ 9 characters per row
  - d. 3 rows of 7"; 12 ~ 16 characters per row
  - e. 4 rows of 4.5"; 16 ~ 20 characters per row
12. Display shall be capable of displaying three-dimensional graphics, video clips and animations.
13. Controller (CPU) Central Processing Unit
  - a. The central processing unit provided in each display shall be a microprocessor based circuit board assembly. The unit is a 10 MHz device with a minimum of 2-MB battery backed static RAM memory and 128K bytes Flash ROM with on board programmability. The CPU shall provide 32-shade photo realistic capability.
  - b. The input/output is one (1) RS-232, RS-485/422 serial port jumper selectable;
  - c. The CPU assembly also provides automatic memory and program testing at power up, diagnostics, and full talk back.
  - d. RS485 based network assembly shall be provided to interface the displays with the main PC controller. The assembly will utilize RS-485 hardwired buried cable to the PC Controller interface the displays to the PC through a junction box that will control each display via an RS-485 connection.

### C. System Software Requirements

1. Scheduling will be made in 12 or 24-hour formats.
2. Scheduler shall reside within the LED display cabinet as an onboard processor and not require a PC to operate the messaging schedule
3. Screen helps will provide excerpts from the Owner's Manual
4. Bad Word Checker prevents unacceptable words to be displayed
  - a. Library of words is password protected
  - b. Library is fully editable for adding or deleting words
5. Menu guided control
6. Simultaneous display and edit capability
7. Automatic Rebooting of system disk after power outage: system clock and calendar shall continue to function during power failure
8. Password protection capability
9. Flexibility shall be achieved through system software and program sequence and schedules, which can be stored on floppy disk or fixed disk
10. All operating software will be provided to Owner along with required usage licenses and software updates
11. Various Text Modules with scaleable fonts and traveling text
12. Remote or on-site programming with the appropriate connection
13. User-friendly menu and icon-based software
14. Scheduling can be pre-programmed more than 1 year in advance
15. Message display holds memory for up to 60 days without power

#### D. Power Supplies

1. The electronic switching power supplies shall be short circuit protected. The electronic switching power supplies shall also be protected by an overload allowance ranging from 105% up to 150%
2. The LED display shall be powered by multiple solid-state electronic switching power supplies.
3. A separate power supply for the CPU shall be used to isolate the processor power from the LED drive power

#### E. Information Transmission Method Options

1. LED display shall be compatible with the following Transmission Methods. Each method shall have specific requirements and shall be reviewed and decided upon prior to manufacturing.
  - a. Telephone Modem
  - b. Direct Data Line using an outdoor type CAT5 cable
  - c. LAN connection utilizing either CAT5 cable or Fiber Optics
  - d. Wireless LAN or RF Modem
  - e. Direct Laptop PC connection
2. Data Line – Run a 1" conduit with pull string per Division 16 specifications from the closest data hub to the sign location. Maximum distance shall be 1000 feet. Install data cable as per manufacturer's requirements. Cable shall be rated for direct burial (wet location) usage
3. Temperature Probe shall be integrated into the LED cabinet
4. Heating System
  - a. At or below 4° C (40° F), internal heater strip(s) will automatically turn on. Air warmed by the heater strip will be blown by circulation fans throughout the enclosure. If the temperature rises to or above 16° C (60° F), then the internal heaters will turn off.

#### F. Heat Protection

1. At or above 29° C (85° F), a cooling fan will automatically turn on
2. If the temperature drops to 19° C (67° F), then the cooling fans will turn off

3. At or above 80° C (176° F), the sign will automatically shut down to protect against damage.

#### G. Support Structure

1. Entire Sign and Footing to be engineered to withstand 120 mph, Exposure B
2. Fabricate items of structural steel in accordance with AISC specifications
3. Columns: Cold-formed Steel tubing, ASTM A-500, Grade B
  - a. Powder coated prior to assembly.
4. Cowling: galvanealed steel panels applied to front and back of support columns
  - a. Powder coating shall be applied prior to assembly
5. Base Plates: Cold-rolled plate, ASTM A-36. Steel base plates welded to column and fastened to footer with anchor bolts. Plates to contain welded steel gusset plates as required
6. Anchor Bolts, Lock Nuts & Washers: Hot-dipped galvanized Steel, ASTM A-36
7. Unfinished Treated Fasteners: Grade A, Regular low carbon stainless steel bolts and nuts. ASTM A-307. Provide hexagonal bolts and nuts
8. Surface Preparation - Solvent Cleaning Removal of all detrimental foreign matter such as oil, grease, dirt, soil, salts, drawing and cutting compounds, and other contaminants from steel surfaces by the use of solvents, emulsions, cleaning compounds or other similar materials and methods which involve a solvent or cleaning action
9. Shop Finish – polyester powder coat finish to achieve 2.0 – 3.0 mils
10. Reinforcement Bars, Ties & Stirrups: Grade 60, ASTM A-615. Attach to anchor bolts to create unitized anchoring system
11. Cast-in Place Concrete: Engineered footing at adequate size and depth for sign support/wind loads. Mix Design shall be 3000 p.s.i. (Minimum at 28 days, 5 sacks of cement per cu. Yard of concrete (min.) 6.5 gallons of water per sack (94 lbs.) of cement (max.). Use CRSI "Manual of Standard Practice"
  - a. Portland Cement: Type I or IA, ASTM C-150S
  - b. Sand: Clean, sharp natural sand free of loam, clay, lumps, organics or other deleterious materials. ASTM C-33
  - c. Aggregate: Coarse Aggregate size #57 for regular aggregate, size #8 for small aggregate. ASTM C-33
  - d. Water: Potable water, ASTM C-270

#### H. Electrical/Data

1. Electrical and Data lines shall be contained in separate conduits. One terminating inside each support column
2. Electrical/Data Conduit Stub-in:
  - a. Electrical/Data source to be completely contained within sign footer.
  - b. Utilize conduit runs from sign to panel board as follows:
    - i. Minimum 1" PVC underground conduit for exterior electric
    - ii. Exterior Data Underground Conduit: Minimum 1" rigid galvanized conduit or aluminum rigid conduit for exterior underground data
  - c. Exterior Exposed Conduit; Electrical/Data:
    - i. Minimum 1" rigid galvanized conduit or aluminum rigid conduit

### 1.04 SPECIFIED PRODUCT WARRANTY

#### A. Provide written warranty for complete warranty terms

1. Sign Structure and Identification Cabinet: Under Normal use and service should the sign structure or sign malfunction during the life of the sign due to defects in workmanship or materials, the Manufacturer will repair or replace any of the defective materials, (with exception of lamps or ballasts). Faulty ballasts will be exchanged for new ballasts for a period of three years

- a. The warranty shall also include refinishing and reinstallation, which may be required due to repair or replacement of defective sign where defect was not apparent prior to installation
2. Identification Face
  - a. Manufacturer shall issue a lifetime warranty on Tuffak XL Polycarbonate sign face. Warranty will cover faces against breakage due to vandalism for the life of the sign. Warranty protection does not extend to these surfaces if damaged by gunshots, or when damaged coincident with the destruction of the sign cabinet
3. L.E.D. Electronic Display
  - a. Manufacturer to warrant the L.E.D. Electronic Display to be free from defects in workmanship or materials for a period of five years from the date of Substantial Completion.
  - b. Damage caused by abuse, misuse, misapplication or accidental damage outside the control of the Manufacturer (including Lighting), and any consequential or contingent liability is excluded from the warranty.
  - c. Manufacturer will repair or replace malfunctioning or defective parts. Removal and reinstallation is the responsibility of the customer.
4. Contractor shall be responsible for replacement or refinishing of sign where Contractor's work contributed to rejection or to voiding of manufacturer's warranty.

## 1.05 SOFTWARE TRAINING

- A. Online training provided at no charge through secure access log-in at [www.stewartsigns.com/support/support-led](http://www.stewartsigns.com/support/support-led).
- B. Optional On-site Training for a fee.
  - a. Initial Training Set-up
    - i. Vendor will provide factory-trained technician to be on site on average 1 to 3 hours to train customer in programming the sign. This technician must be completely familiar with the system construction, assembly and testing of equipment.
    - ii. Technician will perform a visual inspection on exterior or newly installed Marquee to ensure proper installation.
    - iii. Technician will open and internally inspect the LED display cabinet(s) to insure all connections are sound and components are properly fastened in place.
  - b. Before Initial Power-on, Technician to verify:
    - i. If telephone modem is used for communications, ensure a grounded surge protector is installed within the display cabinet
    - ii. All ventilations openings are unobstructed
    - iii. All display modules are properly mounted and secure
  - c. Post-power-on, Technician to perform the following:
    - i. Transmit a simple text message and verify communication
    - ii. Transmit a full screen test pattern to verify all pixels turn on. For RGB displays use a frame for red, green and blue
    - iii. Keep sign on for a full 24 hours
    - iv. Program the dimming schedule





California Home



Procurement 

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### The California Multiple Award Schedules (CMAS)

CMAS Representatives  
Telephone (916) 375-4363  
Fax (916) 375-4663  
[cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov)

- [State Agencies](#)
- [Local Governments](#)
- [Suppliers/Contractors](#)
- [CMAS Contractor Application Packet](#)
- [Model CMAS Terms and Conditions](#)
- [Product/Service Codes Listing](#)
- [Agency Information Packet](#)
- [CMAS Services Guide](#)
- [What's New](#)
- [CMAS Website Search Instructions](#)
- [Find a CMAS Contract](#)
- [Contact CMAS](#)

### Related Links

- [Federal General Services Administration \(GSA\)](#)
- [Small Business & Disabled Veteran Business Enterprise \(DVBE\) Certification Program](#)
- [GS \\$MART](#)

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**CMAS PROGRAM INFORMATION**

**State Agencies Note**

State agencies should refer to the Purchasing Authority Manual (PAM), Chapter 6, Section B, for information regarding the CMAS Program.

**Program Overview**

California Multiple Award Schedules (CMAS) offer a wide variety of commodity, non-IT Services, and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. The use of these contracts is optional and is available ONLY to California State and Local Government agencies.

**How to Get a Copy of a CMAS Contract**

Each CMAS contractor is required to provide a complete copy of their CMAS contract to a California State Agency or Local Government Agency upon request. **The CMAS unit strongly encourages government agencies to place orders ONLY with suppliers who provide a complete CMAS contract, as follows:**

- **CMAS Cover Pages**  
The CMAS cover pages include the signature page, custom ordering instructions as prepared by the CMAS unit, and the Std. 204 Payee Data Record. The Std. 204 Payee Data Record is required by government agency accounting departments in order to process payments to contractors.
- **State of California Contract Terms and Conditions**  
Several pages of contract terms and conditions, as required by the State of California.
- **Federal GSA Contract Terms and Conditions**  
The Federal GSA (or other base contract) terms and conditions define the warranties and guarantees.
- **Products and Services Price List**  
The prices of all products and services in a CMAS contract are the maximum prices. Contractors may only sell, and agencies may only buy, products and services identified on the contract. The exception to this rule is product(s) or services procured under the Not Specifically Priced (NSP) provision. This provision is included with many CMAS contracts. Any product or service procured under the NSP provision must be subordinate to a product identified on the same order. Orders MAY NOT be for NSP items alone. The maximum dollar amount of NSP items on an order is defined in the NSP provision.

Go to Find a CMAS Contract to search for products, services, or contractors available on the CMAS Program. Also, agencies can use this site to substantiate that the CMAS contract is still valid prior to issuing an order.

**Administrative Fee**

The Department of General Services (DGS) will directly bill each State and Local Agency an administrative fee for the use of CMAS contracts. The administrative fee should NOT be included in the order total, or remitted before a bill is received from DGS. See the DGS Price Book for current fees.

Small Business participation in the State's procurement processes is critical to the economic health of the State, and essential to the success of the California Multiple Award Schedule (CMAS) program. In response to our commitment to increase participation by small businesses, the Department of General Services is **waiving the administrative fee** for orders to California small businesses registered with the Office of Small Business and DVBE Certification (OSDC). OSDC may be contacted at (916) 375-4940. **The small business must be the CMAS contract owner.**

The Small Business Partners page lists all of the CMAS small business contractors, along with their contract numbers and contract product categories.

**State Policy**

The California Multiple Award Schedule program DOES NOT REDUCE OR RELIEVE California State agencies of their responsibility to meet statewide requirements, guidelines, procedures or policies regarding contracts or procurements.

**Travel**

If the contract provides for travel, state agencies may pay travel and per diem expenses according to state travel time and per diem rules (represented employee rates) with verified receipts.

Notwithstanding the contract provisions, the State will not be responsible for the cost of travel to bring contractor personnel to the agency site to commence work. However, if requested by the ordering agency, the State will be responsible for the cost of travel from one California agency site to another.

Local government agency, education and special districts will pay travel time and per diem according to their respective statutory requirements.

All travel and per diem expenses must be within contract parameters, and incorporated into the agency purchase order.

It is important that the agency and contractor discuss necessary travel requirements prior to issuing the purchase order because the detail and cost (only as allowed for in the contract) must be included in the agency purchase order to be payable.

#### **Training Vouchers**

It is acceptable to purchase training vouchers in advance of the training being performed "if" the Contractor does not invoice and the State does not pay for the training services in advance.

#### **Liquidated Damages and Acceptance Testing Criteria**

If the agency wants to include acceptance testing and liquidated damages for late delivery, the criteria must be added to the purchase order to be applicable. See Statement of Work Information for considerations, questions, and sample language to be used in developing a Statement of Work.

#### **Public Works Projects on CMAS Contracts**

##### **DEFINITION OF A PUBLIC WORKS PROJECT**

A public works contract is defined as a contract for "the erection, construction, alteration, repair or improvement of any public structure, building, road or other public improvement of any kind" in accordance with the Public Contract Code (PCC) Section 1101.

##### **INSTALLATION OF PHYSICAL LAYER CABLE AND CARPET**

Installation of physical layer cable and carpet is considered public works. The agency purchase order may allow for a public works component only when it is incidental to the overall project requirements.

##### **APPLICABLE LAWS AND CODES**

Agencies are to ensure that the applicable laws and codes pertaining to contractor and sub-contractor licensing, prevailing wage rates, bonding, labor code requirements, etc., are adhered to by prime contractors as well as sub-contractors during the performance under the agency's CMAS purchase order.

##### **AGENCY RESPONSIBILITY**

In accordance with Labor Code Section 1773.2, the ordering agency is responsible for determining the appropriate craft, classification or type of worker needed for any contract for public works.

Also, the agency is to specify the applicable prevailing wage rates as determined by the Director of the Department of Industrial Relations (DIR). In lieu of specifying the prevailing wage rates, the agency may include a statement on the purchase order that the prevailing wage rates are on file at the agency's office, and will be made available upon request. The prevailing wage rates are available from the DIR at (415) 703-4774.

##### **VERIFY STATUS OF CONTRACTOR'S LICENSE**

The CMAS Unit substantiates that the Contractor holds the appropriate license when the contract is established. However, the agency must verify that the Contractor's license is still active and in good standing prior to placing the order by calling the State Contractor's License Board at 1-800-321-2752 or on their web site at [www.cslb.ca.gov](http://www.cslb.ca.gov).

##### **PRIME AND SUBCONTRACTOR MUST BE LICENSED**

When contractor's licenses are required, the prime and subcontractor (if applicable) must both hold a valid license for the work being performed.

##### **STATE CONTRACTING MANUAL**

State agencies planning these types of projects need to review the State Contracting Manual (SCM), Volume

1, Section 10 for applicable regulations.

**Bond Requirements**

Public Works: Prior to the commencement of performance, the Contractor must obtain and provide to the State, a payment bond, on Std. Form 807, when the purchase order involves a public works expenditure (labor/installation costs) in excess of \$5,000. Such bond shall be in a sum not less than one hundred percent (100%) of the contract price. Forms shall be provided to the Contractor. See the General Terms and Conditions, CMAS Public Works Requirements.

Progress Payments: Special contracts for goods and information technology products and/or services not suitable for sale to others, which allow for progress payments, must require a performance bond per Public Contract Code 10314 and 12112 as follows:

Not less than 10 percent of the contract price is required to be withheld until final delivery and acceptance of the goods or services, and provided further, that the Contractor is required to submit a faithful performance bond, acceptable to the department, in a sum not less than one-half of the total amount payable under the contract securing the faithful performance of the contract by the Contractor. See CMAS contract terms and conditions, Information Technology, General Terms and Conditions, Paragraph 69., CMAS Progress Payments/Performance Bonds and Non-IT commodities CMAS contract, General Terms and Conditions, Paragraph 67, CMAS Progress Payments/Performance Bonds.

**Updates and/or Changes to CMAS Contracts**

When do CMAS contracts get amended?

For CMAS contracts based on Federal GSA Schedules:

Once the federal GSA schedule is amended by the federal government, the change becomes effective for associated CMAS contracts without the need for a CMAS amendment, with the following exceptions:

1. A CMAS contract amendment is required when the contract is based on products and/or services from another contractor's multiple award contract and the Contractor wants to add a new manufacturer's products and/or services.
2. A CMAS contract amendment is required for new federal contract terms and conditions that constitute a material difference from existing contract terms and conditions. A material change has a potentially significant effect on the delivery, quantity or quality of items provided, the amount paid to the Contractor or on the cost to the State.
3. A CMAS contract amendment is required for changes to contracts that require Prison Industry Authority (PIA) approval.
4. A CMAS contract amendment is required to extend the end term of the CMAS contract.

For CMAS contracts based on Non-GSA Multiple Award Contracts:

A CMAS contract amendment is required for any change to a CMAS contract based on a non-GSA multiple award contract.

**Conflict of Interest**

Agencies must develop a plan to evaluate the proposed purchase order for any potential conflict of interest issues. See CMAS Services Guide, Attachment B, Conflict of Interest for guidelines.

**Progress Payments**

A progress payment is a partial payment for a portion or segment of the work needed to complete a task. To determine whether a particular task is separate and distinct, you must decide if later tasks build on it.

a. Special Goods and Information Technology Products and/or Services

Any contract for goods (Public Contract Code 10314) or information technology products and/or services (Public Contract Code 12112), to be manufactured or performed by the Contractor especially for the State and not suitable for sale to others in the ordinary course of the Contractor's business may provide, on such terms and conditions as the department deems necessary to protect the State's interests, for progress payments for work performed and costs incurred at the Contractor's shop or plant, provided that not less than 10 percent of the contract price is required to be withheld until final delivery and acceptance of the goods or services, and provided further, that the Contractor is required to submit a faithful performance bond, acceptable to the department, in a sum not less than one-half of the total amount payable under the contract securing the faithful performance of the contract by the Contractor.

b. Non-Information Technology Services

Any contract for non-information technology services (Public Contract Code 10346) may provide for progress payments to contractors for work performed or costs incurred in the performance of the contract. Not less than 10 percent of the contract amount shall be withheld pending final completion of the contract. However, if the contract consists of the performance of separate and distinct tasks, then any funds so withheld with regard to a particular task may be paid upon completion of that task.

Recommended policy for state agencies:

- Discourage progress payments whenever possible.
- Do not allow progress payments on purchase orders for less than three months.
- If progress payments are to be made, they should be made not more frequently than monthly in arrears or at clearly identifiable stages of progress, based upon written progress reports submitted with the Contractor's invoices.
- Progress payments shall not be made in advance of services rendered.
- Purchase orders may require a withhold of ten percent (10%) of each progress payment pending satisfactory completion of the purchase order or a separate and distinct task.

#### **Contractors Acting as Fiscal Agents are Prohibited**

When a subcontractor ultimately performs all of the services that a contractor has agreed to provide and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature, and does not provide a commercially useful function. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

#### **Contractor Name/Ownership Change**

Many contractors are changing name and ownership status. The company name on the CMAS contract, purchase order and invoice must match or the State Controller's Office will not approve payment. Agencies cannot approve invoices if the company name varies between these documents. Contractors must contact the CMAS Unit to initiate a legal name change for their CMAS contract. See CMAS Contractor Packet, Exhibit G for information.

#### **Multiple Contractors On One Project**

Ideally, agencies will obtain all of their requirements for a project from the same CMAS contractor, because unlike the bid process each individual contractor is responsible "only" for their portion (whatever their individual purchase order specifies), not the total solution with everything completed and working together. Even if an agency hires a project manager, the project manager is responsible only for "project management." Consequently, the agency is solely responsible for the successful integration of all components.

Agencies must develop complete Statements of Work (SOW) that include all necessary requirements. See [Statement of Work Information](#) for considerations, questions, and sample language to be used in developing a Statement of Work.

#### **Network Design Services**

All network design services on CMAS contracts must result in a hardware or software solution. Also, all network design services performed by the Contractor that include infrastructure components must be performed by a BICSI certified Registered Communications Distribution Designer (RCDD) employed either by the Contractor or subcontractor. Evidence of RCDD certification may be required by the ordering agency.

#### **Small Business/DVBE Subcontracting Participation**

##### **SMALL BUSINESS/DVBE – TRACKING**

State agencies are able to claim subcontracting dollars towards their small business or DVBE goals whenever the Contractor subcontracts a commercially useful function to a certified small business or DVBE. The Contractor will provide the ordering agency with the name of the small business or DVBE used and the dollar amount the ordering agency can apply towards its small business or DVBE goal.

##### **SMALL BUSINESS/DVBE SUBCONTRACTING**

The amount an ordering agency can claim towards achieving its small business or DVBE goals is the dollar amount of the subcontract award made by the Contractor to each small business or DVBE.

The Contractor will provide an ordering agency with the following information at the time the order is quoted:

1. The Contractor will state that, as the prime Contractor, it shall be responsible for the overall execution of the

fulfillment of the order.

2. The Contractor will indicate to the ordering agency how the order meets the small business or DVBE goal, as follows:

- List the name of each company that is certified by the Office of Small Business and DVBE Services that it intends to subcontract a commercially useful function to; and
- Include the small business or DVBE certification number of each company listed, and attach a copy of each certification; and
- Indicate the dollar amount of each subcontract with a small business or DVBE that may be claimed by the ordering agency towards the small business or DVBE goal; and
- Indicate what commercially useful function the small business or DVBE subcontractor will be providing towards fulfillment of the order.

The ordering agency's purchase order must be addressed to the prime Contractor, and the purchase order must reference the information provided by the prime Contractor from the quotation as outlined above.

### Resellers

Authorized CMAS resellers qualify as independent solicitation offers. That is, the agency can obtain the necessary offers from one CMAS contract with multiple resellers.

### Purchase Order Termination

The only CMAS provisions for early termination of a purchase order are in the areas identified below.

- Termination for Convenience (also see Stop Work)
- 30 day notice for maintenance orders
- 90 day notice for most copier contracts

Agencies may negotiate with the Contractor to include a termination provision in the purchase order before issuance. The Contractor is not legally obligated to accept increased risk.

### Delivery of Products and Services

Purchase orders must be issued before the expiration of the CMAS contract. However, delivery of the products or completion of the services may be provided after the expiration of the CMAS contract (unless specifically stipulated otherwise in the CMAS contract), but must be as provided for in the contract and as specified in the purchase order.

### Bundling of Products, Services, and Prices

Product bundling is not allowed. All components shall be delineated as separate line items having individual product numbers or identifiers, unless specified on the base contract as a bundled item having a bundled product number.

Bundling of consulting services is not allowed. Agency orders must be detailed showing staff hours by approved classification, and hourly rate per classification for each task/deliverable. Showing only one lump sum total for the project without providing a detailed breakdown as described above is not acceptable.


### How to Contact CMAS

Go to the [CMAS Representatives](#) link for the CMAS office contact information.

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**Agenda Item 50**

**TO:** Elizabeth Minter, Library Director

**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator 

**DATE:** October 16, 2006

**SUBJECT: Proposal for the Development and Implementation of a Grants Program.**

**BACKGROUND:**

On October 4, 2006, Library staff members Elizabeth Minter, Jim Roberts, Toby Silberfarb, and Lois Monroe met with Amanda Ferrari, **Ferrari Philanthropic Consultants**, and her grant writer, Cathy Kitsman. One of the purposes of the meeting was to introduce **Ferrari Philanthropic Consultants** to the Placentia Library Literacy Services and to determine if they would be interested in submitting a grant writing proposal. **Ferrari Philanthropic Consultants** is recognized in the grant writing community as one of the elite grant writing firms. Attachment 1 is the subject proposal.

**RECOMMENDATION:**

That the Library Board of Trustees approve **Ferrari Philanthropic Consultants "Proposal for the Development and Implementation of a Grants Program"** for the Placentia Library Literacy Services, and authorize the Library Director, Elizabeth Minter, to sign and execute the contract found on page 3, of Attachment 1.

Attachment 1, **Proposal for the Development and Implementation of a Grants Program, pages 1-3.**







October 10, 2006

Elizabeth Minter  
Library Director  
Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92870

**Subject: Proposal for the Development and Implementation of a Grants Program; And a Major Gifts and Planned Gifts Program.**

Dear Elizabeth:

Cathy Kitsman and I enjoyed our meeting with you, Jim, Lois, and Toby to discuss the various ways that Ferrari Philanthropic Consultants (FPC) can provide fundraising counsel to the Placentia Library District (Library) to meet your short-term and long-term goals and objectives.

FPC is pleased to submit this proposal to the Library to provide professional services to support your strategic goals and objectives of supporting your Literacy Programs and building the Endowment. The Proposal is separated into two (2) distinct proposals. One is for the Grants Program and the other is for the Major and Planned Gifts Program.

### **The FPC Advantage**

FPC brings many advantages to the table to consider which are:

1. FPC is local. We are headquartered in Orange County, California and focus our consulting efforts with Charities, Philanthropists, Community and Business Leaders. Our firm has also have provided excellent fundraising services to clients in the Los Angeles, San Bernardino and San Diego Counties as well.
2. FPC has extensive experience in Grants, Planned Gifts, and Major Gifts. Both principals of the firm have Juris Doctorates.
3. Complex Gift Strategies - FPC has the ability while conducting Donor Prospect cultivation and solicitation meetings, to answer complex tax and estate planning questions the Donor might have and to devise on complex gift strategies. We have the expertise to present tax and gift strategies which other organizations would be unable to address. Our experience allows us to discuss non-cash gifts such as publicly traded stocks, closely held stocks, restricted stocks, bonds, residential, commercial and industrial real estate, etc. We are also experts in the field of charitable estate gifts such as wills, living trusts, charitable gift annuities, charitable remainder trusts, life estates, etc. as gift strategies for charitable organizations.

### Grants Program Proposal

1. FPC will research and identify Grant Funders to support the Library and more specifically the Literacy Program.
2. FPC will provide a list of Grant Funders to the Library and with the approval of the Library Staff will write introductory letters of intent, inquiry, etc. to determine the interest of the Funders.
3. FPC, with the assistance of the Library Staff, will write Case for Support for the Literacy Program to provide to the Grant Funders.
4. FPC will meet with Staff and Volunteers to research and gather all the necessary data required by the Grant Funders regarding the Library and its programs.
5. FPC will write the Grants - Once the research is completed, a draft will be compiled for review by the organization. During this process, crucial information can be identified for inclusion as well as ensuring the accuracy of demographic, organizational and financial disclosures necessary for the grant.
6. FPC will work closely with Library Staff coaching and guiding them on how to communicate effectively with the Grant Funders – Written communications, telephone communication, and site visits to be most effective in successfully securing the grants.
7. As soon as the necessary approvals have been obtained by the Library, the final submission of the Grant will be provided to the funding source. Follow-up with the Library and funding source will be conducted until the final outcome is determined.
8. When the Grant has been received, FPC will work closely with Library Staff on all the necessary follow-up with Grant Funders.
9. Evaluation and/or progress reports are often Grant requirement; management of this necessary step is also provided by FPC. Assistance will be provided on project management, recordkeeping and implementation.

### Consultant Team for the Grants Program

Amanda J. Ferrari, JD, CFRE, President and CEO, Cathy Kitsman, Grants Consultant, and J. Robert Sheldon, JD, Managing Partner, will have primary reporting and work responsibility to the Library.

### Consultant Fees and Conditions

Our professional services and fees for the Grants Program will be billed at the applicable billing rate of **\$75.00 per hour** for all hours worked. All billable hours will be submitted for payment at the end of each month, and payment is due upon receipt of the invoice.



**At execution of the contract, an initial installment of \$1,000 is due and payable to FPC.**

**Cancellation**

Both parties reserve the right independently, with or without reason, to cancel this agreement by giving thirty (30) days prior written notice. All fees expended through the close of the contract will be charged to the Library and reimbursed to FPC within 30 days.

**Confidentiality**

The Library agrees that all services hereunder and deliverables shall be solely for the Library's informational purposes and internal use and are not intended to be and should not be used by any person or entity other than the Library. To the extent that, in connection with this engagement, FPC comes into possession of any proprietary or confidential information of the Library, FPC will not disclose such information to any third party without the Library's consent.

**Contract Authorization**

Placentia Library District

By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By: Amanda J. Ferrari, JD, CFRE  
President and CEO  
Ferrari Philanthropic Consultants

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



*Oct*

**Proposed 10% increase**

	1	2	3	4	5	6	7	8	9	10
LIBRARY	HR	48.08								
DIRECTOR	PP	3,846.40								
	AN	100,006.40								
	MO	8,333.87								
ADMIN SVCS	HR	25.50	26.78	27.44	28.13	28.83	29.55	30.29	31.05	31.83
MANAGER	PP	2,040.00	2,142.00	2,195.55	2,250.44	2,306.70	2,364.37	2,423.48	2,484.06	2,546.16
	AN	53,040.00	55,692.00	57,084.30	58,511.41	59,974.19	61,473.55	63,010.39	64,585.65	66,200.29
	MO	4,420.00	4,641.00	4,757.03	4,875.95	4,997.85	5,122.80	5,250.87	5,382.14	5,516.69
MANAGERS	HR	30.20	30.96	31.73	32.52	33.34	34.17	35.02	35.90	36.80
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
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
	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

PAGES	Starting Wage	6 Months	1 Year	18 Months
	6.75	7.09	7.44	7.81

Signature \_\_\_\_\_: Revised June 19, 2006

Al Shkoler, President



Placentia Library District  
 Salary Survey  
 2004

	Orange County	Buena Park	Anaheim	Fullerton	Huntington Beach	Mission Viejo	Newport Beach	Orange	Santa Ana	Yorba Linda	Placentia
Library Director	124,920	96,000	82,920 - 114,012	104,400	95,052 - 118,332	76,860 - 115,284	102,072 - 124,404	89,232 - 114,420	83,676 - 118,236	94,608 - 114,996	94,356
Managers	56,976 - 94,308	56,72 - 68,448	68,220 - 93,804	55,008 - 66,852	60,048 - 74,424	46,908 - 63,324	50,484 - 70,992	57,252 - 73,416	68,472 - 83,244	61,212 - 74,400	49,500 - 63,324
Librarian II	50,460 - 67,932	40,284 - 49,080	48,396 - 58,824	50,052 - 60,840	43,224 - 53,544	40,584 - 54,792	41,724 - 58,692	42,648 - 54,696	45,180 - 57,720	47,964 - 58,296	41,760 - 53,424
Librarian I	41,832 - 56,364	40,284 - 49,080	41,892 - 53,472	37,596 - 47,988	43,224 - 53,544	40,584 - 54,792	38,832 - 54,576	38,604 - 49,500	44,112 - 56,328	41,784 - 50,784	35,856 - 45,876
Library Assistant	27,036 - 38,688	Not Used	35,196 - 42,780	28,104 - 37,668	Not Used	33,084 - 44,664	32,964 - 46,428	31,620 - 40,548	32,928 - 42,012	36,648 - 44,544	30,324 - 38,784
Clerk	25,476 - 33,036	24,852 - 30,264	23,520 - 30,012	25,848 - 32,988	33,360 - 41,328	27,096 - 36,588	25,692 - 36,168	23,916 - 30,672	21,960 - 28,008	25,512 - 31,008	22,584 - 32,664

A 10 % increase in Placentia's scale would be \$54,450 to \$69,656





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Budget/Salary Discussion with staff committee  
**DATE:** October 16, 2006

**BACKGROUND**

During the Budget development process last spring the Library Board of Trustees asked me to schedule, after the Fiscal Year 2006-2007 Budget was adopted, a discussion of the feasibility of establishing a Committee of staff to discuss budget and salary issues.

The issue was on the August 21, 2006 Agenda and at the Meeting was deferred to the October Agenda.

This issue is scheduled for discussion at the Library Board Work Session scheduled for October 16, 2006, prior to the Library Board Regular Meeting.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

*Encourage Lib. Dir. to meet staff + Board (budget / base) - 3/2 no select Tues.*

*Budget Committee*

*Budget*

*main to staff awareness*

*need to avoid any impasse but it's a negotiable committee up to class*

*Committee of 4-5 for staff to review + advise (not a ~~staff~~ negotiation) on budget.*

*ask Clerk LA behavior*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Discussion of Salary Scale for Exempt Employees  
**DATE:** October 16, 2006

**BACKGROUND**

During the budget development process last spring the Library Board Trustees asked me to schedule, after the Fiscal Year 2006-2007 Budget was adopted, a discussion of the salary scale for Exempt Employees.

The issue was on the August 21, 2006 Agenda and at the Meeting was deferred to the October Agenda.

This issue is scheduled for discussion at the Library Board Work Session scheduled for October 16, 2006, prior to the Library Board Regular Meeting.

The Fiscal Year 2006-2007 Salary Scale for Exempt Employees is Attachment A.

**RECOMMENDATION**


Action to be determined by the Library Board of Trustees.

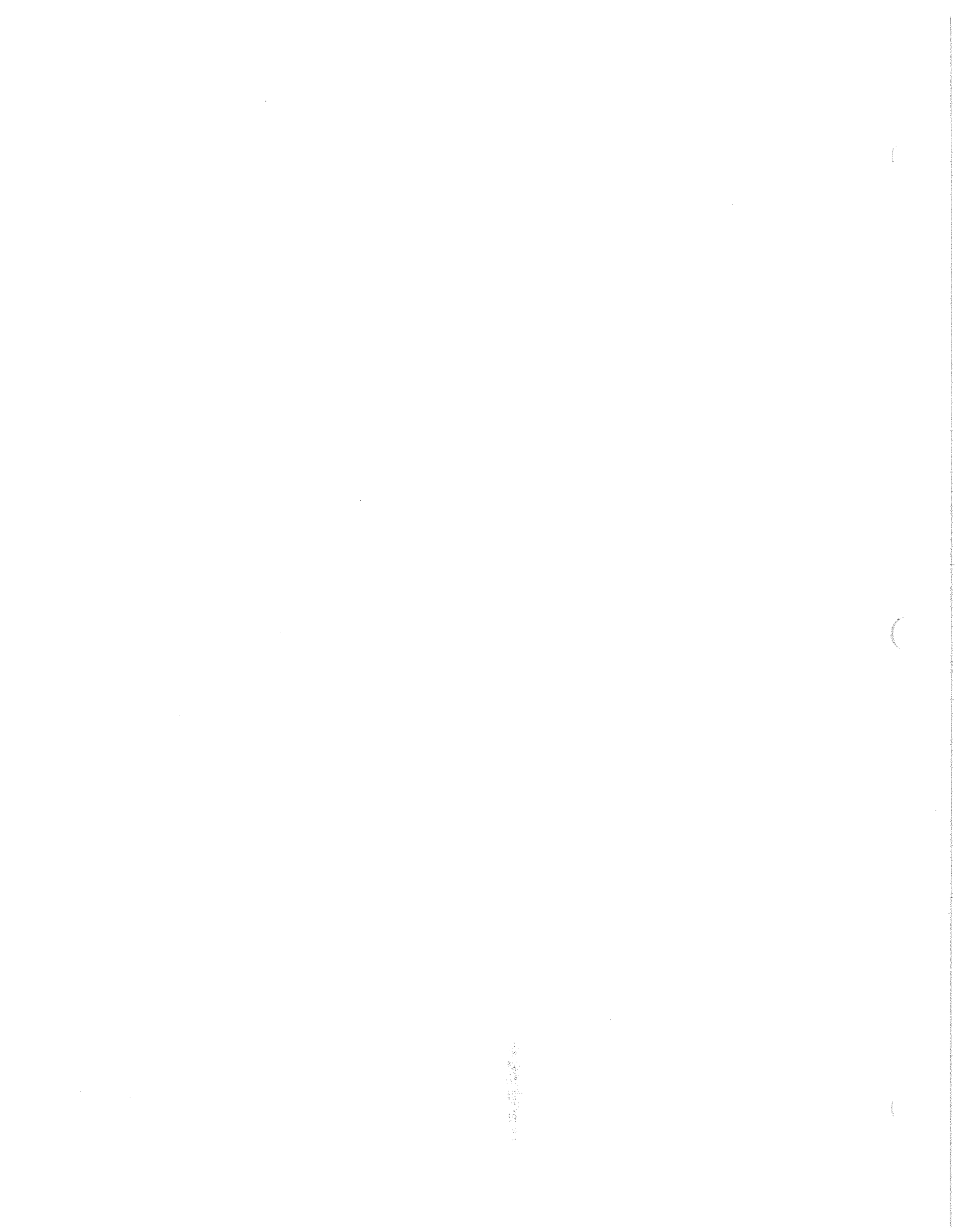


PLACENTIA LIBRARY DISTRICT  
SALARY SCALE FOR  
FISCAL YEAR 2005-2006  
Revised May 9, 2006  
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY	HR	48.08								
DIRECTOR	PP	3,846.40								
	AN	100,006.40								
	MO	8,333.87								
ADMIN SVCS	HR	23.18	24.34	24.95	25.57	26.21	26.87	27.54	28.23	28.93
MANAGER	PP	1,854.45	1,947.17	1,995.85	2,045.74	2,096.89	2,149.31	2,203.04	2,258.12	2,314.57
	AN	48,215.61	50,626.39	51,892.05	53,189.35	54,519.08	55,882.06	57,279.11	58,711.09	60,178.86
	MO	4,017.97	4,218.87	4,324.34	4,432.45	4,543.26	4,656.84	4,773.26	4,892.59	5,014.91
MANAGERS	HR	27.45	28.14	28.84	29.56	30.30	31.06	31.84	32.63	33.45
PUB SVC	PP	2,196.19	2,251.09	2,307.37	2,365.05	2,424.18	2,484.78	2,546.90	2,610.58	2,675.84
TECH SVC	AN	57,100.87	58,528.39	59,991.60	61,491.39	63,028.67	64,604.39	66,219.50	67,874.99	69,571.86
	MO	4,758.41	4,877.37	4,999.30	5,124.28	5,252.39	5,383.70	5,518.29	5,656.25	5,797.66

PAGES	Starting Wage	6 Months	1 Year	18 Months
	6.75	7.09	7.44	7.81

Signature  : Revised June 19, 2006  
Al Shkoler, President



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

**SUBJECT:** Selection of a Negotiator to represent the Library Board of Trustees in negotiation of an Employee Agreement with the Library Director.

**DATE:** October 16, 2006

### BACKGROUND

The Brown Act allows closed sessions for some aspects of labor negotiations pursuant to Section 54957.6:

- ☞ A legislative body may meet in closed session to instruct its bargaining representatives, which may be one or more of its members, on employee salaries and fringe benefits for both union and non-union employees and for represented employees.
- ☞ These sessions may take place before or during negotiations with employee representatives.
- ☞ Prior to the closed session, the legislative body must hold an open and public session in which it identifies its designated representatives.
- ☞ During its discussions with representatives on salaries and fringe benefits, the legislative body may also discuss available funds and funding priorities, but only to the extent necessary to instruct its negotiator.
- ☞ The body may also meet in closed session with a conciliator who has intervened in negotiations.
- ☞ The approval of an agreement concluding labor negotiations with represented employees must be reported after the agreement is final and has been accepted or ratified by the other party. The report must identify the item approved and the other party or parties to the negotiation.
- ☞ The labor sessions specifically cannot include final action on proposed compensation of one or more unrepresented employees. For purposes of this prohibition, an "employee" includes an officer or independent contractor who functions as an officer or employee.

**RECOMMENDATION**

Appoint Negotiator and authorize him/her to speak on behalf of the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Library Director Performance Evaluation, Contract and Salary  
**DATE:** October 16, 2006

**BACKGROUND**

At its meeting on July 31, 2006 the Library Board of Trustees received the Goals for the Library Director approved by the Library Board at its April 18, 2005 Regular Meeting, the discussion draft of the Employment Agreement between the Placentia Library and Elizabeth Minter that expired on June 30, 2006, the Salary Adjustment History for the Library Director from 1991 through 2006 and a summary of the Director's accomplishments during Fiscal Year 2005-2006. At its meeting on September 18, 2006 the Library Board of Trustees received updated salary comparisons for public library directors in Orange County and Los Angeles County Independent Special Library District for fiscal year 2006-2007.

The Library Board of Trustees held closed sessions on August 21 and September, 2006 to discuss its evaluation and requested a closed session to confer with a negotiator on October 16, 2006.

**RECOMMENDATION**

1. Set the Library Director's Salary for Fiscal Year 2006-2007 and the effective date.
2. Authorize the preparation of an Employee Agreement for Fiscal Year 2006-2007, or whatever other term is agreed upon, between Placentia Library District and Library Director Elizabeth D. Minter.



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## Public Libraries & the Internet

### Uses of Study Data

The 2004 study is the most recent completed survey of Public libraries and the Internet conducted by the Information Institute. The 2006 study data will be released in August 2006. The data provided through this survey serve to inform a broad cross section of the library community and policy makers making decisions related to library funding and technology. In particular, the study:

- Provides specific data regarding public library Internet connectivity, bandwidth, the provision of technology training services and resources, and Internet service/resource funding sources, to name selected key topics;
- Enables librarians to compare their library to other similar libraries in their states and across the country;
- Enables the American Library Association, Public Library Association, and other advocacy organizations, to make the case for continued and enhanced support for public libraries and their provision of Internet-based services and resources to the communities that libraries serve;
- Helps policy makers and others understand the needs and issues that public libraries face when providing Internet-based services and resources; and
- Identifies sustainability and advocacy issues related to public library Internet connectivity, impacts and benefits of connectivity and public access computing to communities and individuals; and
- Provides ways to identify *quality* public access computing and Internet access.

### Previous Study Usage



### In this Section

[Overview](#)
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### Also in Solutions

[EMIS](#)
[LSTA Toolkit](#)

Over the years, data from these studies have informed the policy debates regarding the role that public libraries play as a public Internet access presence within the communities that libraries serve. Researchers, policy makers, advocacy groups, legal scholars, and others have used the findings from previous studies in a number of ways, including:

- The Supreme Court decision regarding the Children's Internet Protection Act ( United States v. American Library Association, 123 S.Ct. 2297  );
- Congressional testimony on a variety of issues related to the Internet and information access; and
- The Statistical Abstracts of the U.S. published by the U.S. Census Bureau (see Section 24, Information and Communications , Figure No. 1149).

Thus, the survey continues to be a significant source of information regarding the role of public libraries in a networked environment.

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## Public Libraries & the Internet

### Findings

The data from the 2004 study reveals several significant findings for the U.S. public library community. For charts and summaries of each finding use the topic links below. These charts and summaries will be updated upon the release of the 2006 survey data in August 2006.

### Data Trends

1. [Public Library Internet Connectivity 1994 - 2004](#)  
99.6% of public library outlets in the United States are connected to the Internet, which is an increase over the 98.7% connectivity rate in the 2002 study.
2. [Public Access to Public Library Internet Connectivity 1998-2004](#)  
98.9% of public library outlets with a connection to the Internet provide public access to the Internet, which is an increase from 95.3% in 2002.
3. [Average Number of Public Access Workstations 1998-2004](#)  
Public library outlets, on average, provide 10.4 public access workstations within the library.

### 2004 Data only

4. [Public Access Workstation Availability](#)  
Only 14.1% of public library outlets report that there are always sufficient terminals to meet patron needs. Of the other outlets, 70.2% have insufficient terminals to meet patrons' needs at certain times of the day, while 15.7% have insufficient terminals to meet patrons' needs on a consistent basis.

### In this Section

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### Also in Solutions

[EMIS](#)
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5. Maximum Speed of Public Library Internet Connection  
The speed of connectivity most common in public library outlets is now 769kbps - 1.5mbps, with 27.4% of outlets having connectivity within that range.
6. Public Library Internet Connection Speed Over 769kbps  
While 48% of public libraries have connection speeds of 769kbps or greater, 73% of urban libraries have connection speeds of greater than 769kbps as compared to only 34% of rural libraries.
7. Public Access Wireless Internet Connectivity Availability  
Wireless Internet access by public library outlets is currently available in 17.9% of public library outlets, while another 21.0% of outlets plan to make it available in the next year. The majority of outlets (61.2%) have no plans to make wireless access available.
8. Public Library Outlet Public Access Internet Filtering  
Nearly 40% of public library outlets use one or multiple methods to filter public Internet access. The most common method of filtering is filters installed on each public access workstation at 16.7%. Other methods of filtering are all more systemic, ranging from filters for the entire library network (13.4%) to filters for the entire state library system (6.2%).
9. Public Library System Overall Technology Budget Status  
13.3% of libraries reported a decrease in their budgets for technology in the previous year, whereas 50.6% indicated that their technology budget stayed the same from the previous year.
10. Public Library Outlet Change in Hours Open  
In 7.6% of libraries, the total hours the library computers were available decreased in the previous year, while nearly 12% of urban libraries are now open fewer hours.

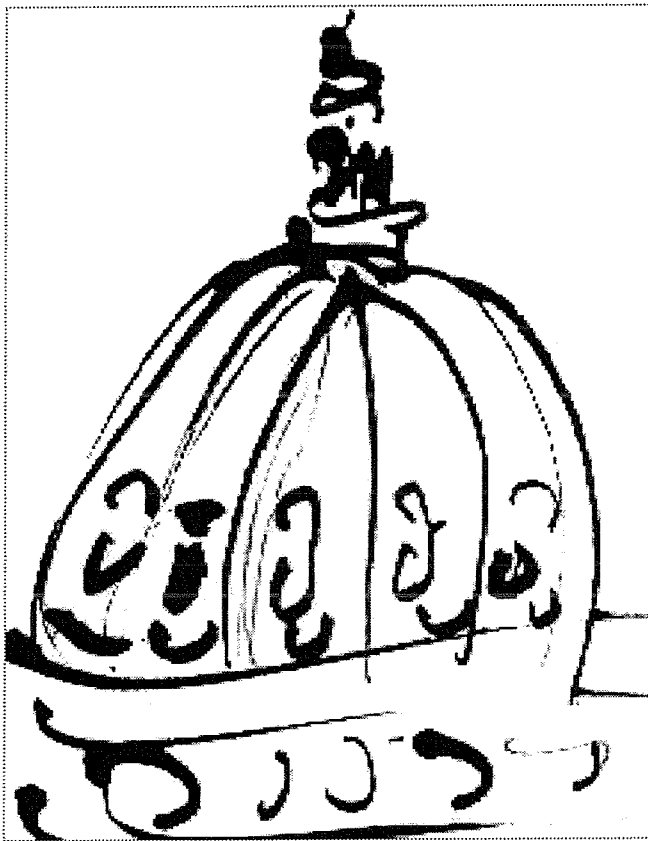
Additional findings, implications, and data from the study are available in the [final report](#).

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Information Use Management and Policy Institute  
College of Information, Florida State University

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## **Public Libraries and the Internet 2006: Study Results and Findings**

John Carlo Bertot, Ph. D.  
Associate Director and Professor

Charles R. McClure, Ph. D.  
Director and Francis Eppes Professor

Paul T. Jaeger, Ph.D. and J. D.  
Assistant Professor

Joe Ryan  
Senior Research Associate

September 2006

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**Public Libraries and the Internet 2006: Study Results and Findings**

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**ACKNOWLEDGEMENTS**

Large-scale national surveys and site visits in five states such as this involve substantial effort and support from a number of individuals and groups. While we cannot feasibly mention each individual or community that helped, we would like to highlight the efforts of those who provided substantial assistance.

The study team wishes to express their gratitude to the Bill & Melinda Gates Foundation and the American Library Association (ALA) whose support and participation have made this study and the previous 2004 study possible. Also, we thank ALA and the Gates Foundation for their assistance in securing a high survey response rate.

The study team would like to recognize the significant efforts of the state librarians, the state data coordinators, and other state library agency staff members. As with the 2004 study, the amount of time, energy, and support that the state library community invested in this study contributed directly to the survey's high response rate – we cannot thank them enough for all of their efforts.

We also extend a debt of gratitude to all the public librarians who completed the survey and participated in the site visits. Thank you for taking the time to work on this study. Without your interest and your participation, we simply would not have any data. Without data, this study would have no ability to affect policy, practice, and engagement in networked services by public libraries. The time you take to provide the data in this report offers valuable information for national, state, and local policymakers, library advocates, researchers, practitioners, government and private funding organizations, and others to understand the impact, issues, and needs of libraries providing public access computing. The data also provide public librarians with the opportunity to advocate for the communities that they serve.

We are also in debt to the study's Advisory Committee. These individuals assisted us in a number of key study areas including issue identification, question development, survey pretesting, survey website development, and providing perspectives on study findings. Our thanks to Nancy Ashmore (Prarie du Chien Public Library), Robert Bocher (Wisconsin Department of Public Instruction, Division for Libraries), Diane Carty (Massachusetts Board of Library Commissioners), Beverly Choltco-Devlin (Mid-York Library System), Denise Davis (Office of Research and Statistics, American Library Association), Judith Hiott (Houston Public Library), Neal K. Kaske (National Commission on Libraries and Information Science), Keith Curry Lance (Library Research Service), Peggy D. Rudd (Texas State Library and Archives Commission), Rivkah K. Sass (Omaha Public Library), Karen Schneider (Librarians' Internet Index), and Patricia Wallace (Enoch Pratt Free Library).

Finally, the study team thanks other members of the Information Institute staff who provided assistance on this project. Na Ding participated in website testing, analyzing data, and making tables. Lesley A. Langa supported many aspects of the survey, from pretesting questions to analyzing data to constructing the final report. John T. Snead assisted in a number of editing and production activities. Susan Thomas provided critical support structure that kept the Institute staff organized on the project. Paragon New Media also deserves mention for their tremendous efforts in developing and maintaining the survey website.

John Carlo Bertot  
Charles R. McClure  
Paul T. Jaeger  
Joe Ryan



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**Public Libraries and the Internet 2006: Study Results and Findings**

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**EXECUTIVE SUMMARY**

This report presents national and state data from the *2006 Public Libraries and the Internet* survey and site visits funded by the Bill & Melinda Gates Foundation and the American Library Association. The primary goal of the study is to provide current information that describes public library activities in the networked environment. This information has importance not only to the public library community, but also to policymakers at local, state, and federal levels; manufacturers of information and communication technologies; library funding agencies; and the communities served by public libraries. This report summarizes findings at both the library outlet level and the system level for all questions on the survey.<sup>1</sup>

The *2006 Public Libraries and the Internet* study collected data through two integrated approaches: 1) a national survey of public library Internet connectivity, use, services, involvement, and sustainability issues; and 2) a case site component which sought to identify successfully networked public libraries and how these libraries meet and resolve the challenges with maintaining, enhancing, and continually moving forward their networked services and resources. The survey received 4,818 responses for a 69.0% response rate. The cases involved site-visits, focus groups, and interviews at more than 30 libraries in five states. The study continues national surveys of public libraries and the Internet conducted by the authors since 1994.<sup>2</sup>

*Key Findings***Libraries as Community Public Access Computing and Internet Access Points**

Public libraries continue to provide important public access computing and Internet access in their communities:

- 98.9% of public library branches are connected to the Internet.
- 98.4% of connected public library branches offer public Internet access.
- 36.7% of public library branches offer wireless Internet access, up from 17.9% in 2004.
- 100% of high poverty branches—those with greater than 40% poverty in the service area—are connected to the Internet and offer public Internet access.
- Public library branches have an average of 10.7 public access computers, with rural libraries having an average of 7.1 workstations and urban libraries having an average of 17.9 workstations.

**Continued Improvements**

Public libraries continue to enhance their public access computing and Internet access services:

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<sup>1</sup> The term “outlet” refers to a public library facility (e.g., main branch or branch). The term may also refer to bookmobiles, but this study excluded bookmobiles. A library “system” comprises all facilities (i.e., main branch and all branches).

<sup>2</sup> Information and reports regarding the various studies is available at: <http://www.ii.fsu.edu/plinternet>.

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**Public Libraries and the Internet 2006: Study Results and Findings**

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- In 2006, 34.4% of connected public library branches have connection speeds of 769kbps-1.5mbps compared to 27.4% in 2004.
- In 2006, 28.9% have connection speeds of greater than 1.5mbps compared to 20.3% in 2004.
- Bandwidth continues to increase, with 63.3% of public library branches having connection speeds of greater than 769kbps in 2006 compared to 47.4% in 2004.

**Future Developments**

In the future, public libraries plan to add and/or replace workstations and make other enhancements to their public access computing and Internet access services:

- 16.6% of public library branches plan to add more workstations within two years, while 28.6% of branches are considering doing so.
- 72.8% of public library branches plan to replace some workstations within two years. Of the 72.8% of libraries, 35.3% have plans to replace a definite number of workstations, with an average replacement of 7.2 workstations.
- 23.1% plan to add wireless access within two years, which means that over 60.0% of public libraries would then offer wireless access.

**Challenges Remain**

Challenges remain as public libraries continue to improve their public access computing and Internet access services:

- Roughly 45.0% of public libraries reported a decrease (6.8%) or flat funding (36.6%) in their overall budget as compared to the previous fiscal year. Given inflation and increased personnel and benefits costs, flat funding equates to a cut in funding. Thus, nearly half of public libraries essentially experienced reductions in funding.
- Public libraries face increased demands to supply public access computing in times of natural disasters such as the 2005 hurricanes and to support federal, state, and local e-government services, e.g., applications for the federal prescription drug plan.
- 45.5% of public library branches indicate that their connection speeds are inadequate to meet user demands some or all of the time.
- One-quarter of public library branches have 3 or fewer workstations, two-quarters of public library branches have 6 or fewer workstations, and three-quarters of public library branches have 12 or fewer workstations.
- Only 20.7% of public library branches indicate that the number of workstations they currently have is adequate to meet patron demand.
- 45.4% of public library branches have no plans to add workstations in the next two years.
- Space (79.9%), cost factors (72.6%), and maintenance (38.8%) most commonly influence decisions to add or upgrade public access Internet workstations.
- Rural public libraries tend to have fewer public access workstations, lower bandwidth, and are less likely to offer wireless access.

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**Public Libraries and the Internet 2006: Study Results and Findings**

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- Public access computing and bandwidth are important parts of public access, but there is a need to continually upgrade technology and provide sufficient bandwidth to meet increasingly demanding applications, digital content, and services.
- Public libraries in some states collectively lag behind the public libraries nationally in terms of number of computers, connectivity speeds, and other important factors.

**Successfully Networked Public Libraries**

A successfully networked public library (SNPL) provides high quality traditional library services as well as networked services. Networked services include electronic information resources and/or services, such as Internet access, email, chat, online reference, subscription databases, and other web-based services. In the context of this study, network services comprise three primary areas: 1) networked services offered within the library; 2) the library's virtual branch, meaning web-based external services; and 3) the infrastructure needed to support both. SNPLs have exceptionally high quality leaders who successfully and actively engage the political process. Factors describing SNPLs in 2006 also include:

**1. Networked services within the library**

- SNPLs offer public access copiers, fax, printers, scanners, and computing workstations, and may also lend a variety of equipment including digital cameras, GPS equipment, ipods, MP3 players, and even telescopes. Often, SNPLs provide the first introduction to a new type of information technology (IT) and serve as the access point of first and last resort for their communities and visitors to various types of IT.
- SNPLs offer an integrated library system (ILS) including an online public access catalog (OPAC) of library materials.

**2. Library's virtual branch**

- SNPLs view their website as an additional branch or as a virtual branch.
- They seek to offer the same or equivalent services, such as answering reference questions, as those offered within the library in addition to those only available virtually.
- Though the services are available, the provision of virtual branch management, staff, resources, and budget equivalent to a traditional branch may not yet be established.
- Virtual branch evaluation is performed, but the evaluation data are not integrated with results of physical branch evaluations.

**3. Network infrastructure**

- SNPLs have sufficient IT staff to make certain types of networked library services possible. Having such staff can save the library money. For some libraries, however, the difference between not having and having dedicated IT staff must be experienced before being believed.
- They conduct extensive, continuous, formal and informal network service planning.

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**Public Libraries and the Internet 2006: Study Results and Findings**

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- SNPLs have sufficient bandwidth to meet the needs of patrons and staff and to offer or plan to offer wireless connectivity. However, they also anticipate an impending future need for additional bandwidth as video, music, and large file transfers become more common.
- They generally have enough public workstations but cannot meet peak demand.
- They provide necessary IT (including software) and training so that all staff members are proficient in the IT-related aspects of their jobs.
- SNPLs have built or are considering building facilities better tailored to the networked environment.
- SNPLs recognize and capitalize on the potential of the Internet as a shared information infrastructure where hardware, software, resources, services and staff expertise may be shared between branches.

#### **4. SNPL Advocacy Strategies**

- SNPLs engage in a wide range of advocacy strategies for continued public library and networked services support. The following is a summary of SNPL qualities that influence these advocacy activities:
  - *Proactive*: A distinguishing characteristic of all of the SNPLs, when compared to other public libraries, is their proactive approach. SNPLs proactively partner with local and state governments and non-profits for mutual benefit. SNPLs actively look for opportunities to show what the library was already doing to address local, state, and regional issues, and actively seek partners and funding to address these issues. SNPLs do not wait to be invited to participate in local issues.
  - *Opportunistic*: The SNPL managers are masters at perceiving an opportunity to make the library's worth visible to others and to obtain funding or support, particularly when the source does not specifically mention libraries. SNPL managers recognize that financial support was only one of many types of support that successful libraries need.
  - *Prepared*: SNPLs are often, but not always, better prepared than peer government agencies to make known their contributions to the community and to explain their funding needs. Part of this preparation includes assembling relevant evidence and arguments based on the evidence.
  - *Relationships*: SNPL managers have a year-round positive relationship with elected and appointed officials, community opinion makers, and government agency and nonprofit leaders. SNPL managers are not meeting with strangers when they go to the annual library budget hearing.

#### **5. SNPLs Need Sustainable Support**

- Stable and sustainable funding is key to SNPLs, as such funding enables realistic multi-year planning:
  - SNPLs conduct continuous, systematic environmental scans seeking to match community needs, related IT, and funding opportunities.
  - Most SNPLs are transitioning from national grant-based funds to increased local support for networked services.

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**Public Libraries and the Internet 2006: Study Results and Findings**

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- Support for networked services is not limited to money, as shared hardware, resources, staff time, and staff training, among other benefits, are equally important.

*Importance of Public Access Computing*

Programs and local advocacy efforts that demonstrate the role of public libraries in providing public access computing can contribute to the long-term viability of public libraries. Findings from both the national survey and the case site visits document the importance of public access computing and Internet access provided by public libraries. Public libraries are often the first choice for many people to access the Internet and engage in networked services such as applying for a job, applying for and engaging in government services, obtaining health information, and much more. But the need to continually enhance information technology, telecommunications, and networked services often puts considerable strain on already stressed library budgets.

**Challenges in Moving Forward**

The networked environment continues to increase in scope, service, resource possibilities and capabilities, and complexity. There are now multiple uses of bandwidths, different levels and types of access provided by public access computers, licensed resources from numerous sources, the increasing demands for wireless access, content that needs increasing bandwidth, the introduction of new technologies, and advent of popular interactive websites, among others. It is in this context that public libraries offer their public access computing services and resources.

The impacts on libraries of this new and substantially more complex environment are potentially significant, and effect library service and resource provision, staff skills, training requirements, and public access computing and Internet access requirements. As user expectations rise, combined with the provision of high quality services by other providers, libraries are in a competitive and service/resource rich information environment. Providing "bare minimum" public access computing and Internet access can have two detrimental effects: 1) relegate libraries to places of last resort, and 2) further digitally divide those who only have PAC and Internet access through their public libraries.

As the complexity of the networked environment impacts public library services, roles, and demands on librarians, any assessment of public library public access computing and Internet access must also account for the increased complexity of the actual environment. Thus, another major impact of the complexity of the networked environment is the ability of studies such as these to measure adequately library connectivity, public access computing, the range and type of networked services provided, and the depth and extent of the library's information technology infrastructure. The increased complexity is replete with measurement challenges.

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**Public Libraries and the Internet 2006: Study Results and Findings**

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#### **IV. STUDY CONCLUSIONS: IMPACTS, ISSUES, AND POSSIBLE FUTURE STEPS FOR PUBLIC ACCESS COMPUTING**

To a large degree, public access computing in the nation's public libraries is now taken for granted as an expected and reliable service. Since virtually all public libraries have some amount of public access computing available, key conclusions and findings from the 2006 study go beyond basic connectivity and the availability of public access computing. Of increasing interest are the impacts, issues, and possible future steps for public libraries that extend connectivity and public access.

Findings from both the national survey and the case site visits document the importance of public access computing and Internet access provided by public libraries. Public libraries are often the first choice for many people to access the Internet and engage in networked services such as applying for a job, applying for and engaging in government services, obtaining health information, and much more. But the need to continually enhance information technology, telecommunications, and networked services often puts considerable strain on already stressed library budgets. Moreover, there are new demands on public libraries in their role as providers of public access computing.

This section of the 2006 report identifies and discusses key impacts and issues, and describes several issues arising from the survey and the case site visits. As such, it highlights those impacts and issues that have significant importance for considering public library roles, responsibilities, and strategies for the future in relation to the networked environment. It is not possible to discuss all the significant topics here; instead, these provide a selection of those seen as most important by the study team.

##### **Comparing Selected 2006 Findings to 2004 Findings**

The final report of the 2004 *Public Libraries and the Internet* survey offered a number of findings. The study team believes it is useful to compare some of these findings to those from the 2006 study.

##### *Good Enough Connectivity*

The 2004 study asked: "What constitutes 'good enough' connectivity?"<sup>11</sup> The 2006 data show that although public libraries continue to increase their connectivity speeds we are no closer to an understanding of what is "good enough" connectivity. Specifics include:

- In 2006, 34.4% of connected public library branches have connection speeds of 769kbps-1.5mbps compared to 27.4% in 2004.
- In 2006, 28.9% have connection speeds of greater than 1.5mbps compared to 20.3% in 2004.
- Bandwidth continues to increase, with 63.3% of public library branches having connection speeds of greater than 769kbps in 2006 compared to 47.4% in 2004.

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<sup>11</sup> Bertot, J. C., McClure, C. R., & Jaeger, P. T. (2005). *Public libraries and the Internet 2004: Survey results and findings*. Tallahassee, FL: Information Institute. Available: <http://www.ii.fsu.edu/plinternet>. Pg. 8.

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**Public Libraries and the Internet 2006: Study Results and Findings**

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Indeed, the study team now believes that “good enough” connectivity should not be confused with sufficient and quality connectivity. Earlier in this report the study team noted that the quality and sufficiency of connectivity was dependent on a broad range of factors including the nature of the library’s information technology infrastructure, the number of workstations and wireless access points off the main connection, and the applications and types of services provided by the library or used by the patron (to name but some of the factors).

The study team arbitrarily uses 769kbps as “high speed” and computes the number of libraries that had 769kbps or greater connection speeds. But is 769kbps or greater really high speed, sufficient, and quality connectivity in a public access computing environment? While focusing on a specific number (whether approximate or arbitrary) is necessary for survey research, employing a specific number to indicate sufficient connectivity is not sufficient to truly gauge the quality and sufficiency of many public libraries’ public access connectivity. In short, given the demands now on public libraries for a range of networked services (uploading content, video, music downloads, e-government, etc.), many public libraries may incorrectly believe they have “good enough” connectivity—based on what was sufficient even just a few years ago—when in fact they may have neither sufficient nor quality connectivity. Nonetheless, little progress has been made between 2004 and 2006 in determining sufficient and quality connectivity for public access computing.

It is in this context that issues regarding quality public access computing and sufficient connectivity speeds to Internet access reside. Research questions to explore include:

- Is it possible to define quality public access computing and Internet access in a public library context?
- If so, what are the attributes included in the definition?
- Can these attributes be operationalized and measured?
- Assuming measurable results, what ways can the library, policy, research, and other interested communities employ to impact public library movement towards quality public access computing and Internet access?
- Should there be “standards” for sufficient connectivity and quality public access computing in public libraries?

These questions are a beginning point to a larger dialogue that needs to occur in the research, practitioner, and policy making communities. Public libraries are indeed connected to the Internet and do provide public access services and resources. It is time to move beyond connectivity type and speed questions and consider issues of adequacy, quality, and the range of networked services that should be available to the public from public libraries.

### *Wireless Connectivity*

In 2004, 17.9% of public library branches offered wireless Internet access and in 2006 that number increased to 36.7%. This increase is significant. First, it signals a possible change in why people come to the library. Since users must have laptops that can access a wireless network, their choice for coming to the public library for connectivity may indicate that their primary reason to come to the library is to have public access computing and not to use more

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traditional library services. Increased growth in wireless connectivity (and use) may signal the need for significant improvements in the library's overall information technology infrastructure.

In addition, one can speculate that this increase in wireless connectivity occurred in many instances without significant improvements in the library's basic connectivity from its provider – thus, as suggested above, degrading overall quality and sufficiency of the library's connectivity. Or, if libraries augmented their bandwidth to accommodate the wireless service, libraries incurred additional costs to provide the service – at a time when library budgets largely stayed the same from previous years (thus, in effect, a cut due to personnel costs and inflation).

Finally, in the case site visits, librarians reported an interesting phenomenon that “patrons” came to the library's parking lot or in close proximity to the library in order to access the free wireless connection being offered at that library. They did not come into the library itself, they did not come to check out a book or use a library computer. Rather, they simply came close enough to the library to access the wireless network. Implications of this new “service” being provided to library “users” are not well understood, except possibly the increased stress on the library's technology infrastructure, but such “library use” is likely to increase.

### *Training*

The 2004 study asked: “Given the limited funding that is available to many public libraries, what priority should such [information technology] training activities receive?”<sup>12</sup> In 2004, 31% of library systems reported that they were unable to provide information technology training to patrons. In 2006, that number had dropped to 21%, suggesting that the amount of training in information technology had increased significantly during this time period.

In this two-year time period, libraries appear to have allocated more resources to support patron training in the use of information technology. Thus, one might also ask now in 2006, from where did those additional resources come to support training? Or were resources reallocated from other existing library services? The impacts of this additional support for training, however, raise a range of interesting issues such as the degree to which the training resulted from increased demands on the library for such training, if such additional training results in increased use of library public access computing, and is the library filling a void in community services by providing such services?

### *Public Library Public Access Computing as Enabling the Digital Revolution*

The 2004 report demonstrated that public libraries served as critical community-based access points to a wide range of digital content. The 2006 study reinforced and expanded on this vital role of public libraries to their communities. Indeed, it is possible to assert that public libraries serve as both the source of first resort as well as the source of last resort (safety net) for information. In response to the qualitative survey question, nearly three-quarters of libraries indicated that the most important social roles of the Internet access provided by public libraries

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<sup>12</sup> Bertot, J. C., McClure, C. R., & Jaeger, P. T. (2005). *Public libraries and the Internet 2004: Survey results and findings*. Tallahassee, FL: Information Institute. Available: <http://www.ii.fsu.edu/plinternet>. Pg. 9.



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remain access for those who would not otherwise have it and help for who need assistance with the Internet.

Qualitative data that describe public library services in the gulf coast states during the 2005 hurricane season provides strong evidence that the public library was not only a first choice, but often times the best source for a range of e-government information and services. Further, additional research on this topic suggests that federal, state, and local governments place significant demands on public libraries to provide a range of e-government services and support that go well beyond providing public access computers.<sup>13</sup> Further, it is evident that governments provide minimal to no support to public libraries in meeting these demands. There is a need for additional research on the role of public libraries in e-government and national disasters.

### *Internet Access from the State Perspective*

Comparing some of the findings from the state data between the 2004 and 2006 studies produces some interesting results. Some of the more interesting points are the continuities between the 2004 and 2006 results.

Most states had fairly similar, if not identical, percentages of library outlets offering public Internet access between 2004 and 2006. For the most part, changes were increases in the percentage of library outlets offering patron access. An exception, however, were the library outlets of Washington DC, where the percentage of outlets offering patron access declined steeply.

The average number of hours open per week in 2004 (44.5) and in 2006 (44.8) were very similar, as were the percentages of library outlets reporting increases in hours per week, decreases in hours per week, and no changes in hours per week. Data across the states indicate that physical space is the primary reason for the inability of libraries to add workstations.

In terms of overall operating budgets, two of the states with highest percentages of library systems with increases in total budget—Delaware and Rhode Island—were among the top states in 2006. On the other had, Ohio was one of the top three in terms of highest percentages of library systems with decreases in budgets in both 2004 and 2006.

There is also consistency in the findings related to upgrades and replacement schedules. In both 2004 and 2006, Delaware and Rhode Island were the states that had the highest percentage of libraries that are able to follow their replacement and upgrade schedules, while North Carolina was one of the states with the highest percentage of libraries not able to follow their replacement and upgrade schedules in both 2004 and 2006.

However, there were some clear areas of difference between 2004 and 2006, as well. For example, the percentage of library outlets with wireless access was an area of significant change among the states. In many states the increases in wireless access were quite large. Most of

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<sup>13</sup> Bertot, J. C., Jaeger, P. T., Langa, L. A., & McClure, C. R. (2006). Public access computing and Internet access in public libraries: The role of public libraries in e-government and emergency situations. *First Monday*, 11(9). Available: <http://www.firstmonday.org>.

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leaders in percentage of library outlets offering wireless access changed in the period between the studies, with the exceptions of Kentucky and Virginia. West Virginia was also a consistent, being among the states with highest percentage of library outlets with no plans to add wireless access in both 2004 and 2006. The specific reasons for these differences is unclear, and may reflect budgetary, staffing, and various issues.

These similarities and differences among the states indicate that the evolution of public access to the Internet in public libraries is not necessarily an evenly distributed phenomenon, as some states appear to be consistent leaders in some areas and other states appear to consistently trail in others. While the national picture is one primarily of continued progress in the availability and quality of Internet access available to library patrons, the progress is not evenly distributed among the states.

### *Federal Information Policy*

The 2004 and 2006 studies collected information on E-rate as well as views on other information policy issues that affect public access computing and technology deployment. The 2004 study concluded:

While the public library community has adopted more and greater networked technologies, it has yet to re-think the federal policy framework that supports libraries. Instead, with policy initiatives from (among others) CIPA, the Telecommunications Act of 1996, the E-Government Act of 2002, and the USA PATRIOT Act, a range of piecemeal policies have placed public libraries in a reactive rather than proactive position. For libraries to better advocate for their needs and the needs of their patrons, they must move from a reactive to a proactive stance in addressing issues of national policy. Viewing these legislative changes holistically, the public library community will be better able to reassess its priorities and abilities in the new policy environment.<sup>14</sup>

The study team finds that libraries are largely still reactive to a policy environment that has a substantial ability to impact the role of public libraries in the networked environment. Since the last study, for example:

- Congress reauthorized, and the President signed, the USA PATRIOT Act, which still permits access to library patron and other records with little oversight;
- Congress is considering a new telecommunications act which may discontinue the E-rate, among other things;
- DOPA, the Deleting Online Predators Act (H.R. 5319), requires schools and libraries to block access to a broad selection of web content such as MySpace from schools or libraries, as well as access to a wide array of other content and technologies such as instant messaging, online email, wikis, and blogs.

There is a need for an overall policy strategy that secures the roles of public libraries in the networked environment, and removes barriers that impede their ability to serve as unfettered

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<sup>14</sup> Bertot, J. C., McClure, C. R., & Jaeger, P. T. (2005). *Public libraries and the Internet 2004: Survey results and findings*. Tallahassee, FL: Information Institute. Available: <http://www.ii.fsu.edu/plinternet>. Pg. 13.

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access to increasingly important digital content. If libraries remain passive, they will continue to face impediments to public access computing and Internet access.

### **Public Libraries and E-government**

As shown from the findings from the qualitative question on the national survey, public libraries are a key provider of e-government access and services in the United States. Government agencies rely on the fact that public libraries provide access, people with alternative means of access rely on the public library for assistance with e-government interaction, people with no other means of access rely on the public library for access to e-government, and entire communities rely on the public library for access to e-government for every day services, e.g., prescription drug sign-up and applications, a range of social services, and benefits services/information, and in times of crisis, e.g. the 2005 hurricane season in the gulf coast.<sup>15</sup> Ultimately, this provision of public access computing and Internet access makes public libraries one of the very few community-based public access points for e-government, but this effort needs recognition and support.

Public libraries serve three significant roles in meeting the e-government needs of their communities through their public access technology infrastructure: (1) individuals and communities in a crisis rely on public access computing and Internet access in public libraries as the first refuge for seeking assistance and beginning to rebuild; (2) individuals with no other means to access local, state, and federal e-government information and services rely on public access computing and Internet access in public libraries as the access point of last resort, the safety net for e-government access; and (3) individuals with access to computing technology and the Internet rely on the public library as a preferred place of access due to the capacity and support available.

These important roles remain unexplored and in wider considerations of the place of public libraries in a public policy and e-government context. Thus, a number of key research questions that require additional work include:

- What specific financial and personnel resources are the nation's public libraries currently allocating to emergency and e-government services?
- What is the extent to which federal, state, and local government agencies expect public libraries to provide access to e-government services?
- What are the specific roles and responsibilities that public libraries currently provide in support of various e-government programs and services?
- How can public libraries become better informed as to how best to provide these e-government services?
- How can public libraries better use their role in support of emergency services and e-government to advocate for increased funding?
- What is the current federal information policy related to the role of public libraries in emergencies and e-government and how should these policies evolve in the future?

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<sup>15</sup> Bertot, J. C., Jaeger, P. T., Langa, L. A., & McClure, C. R. (2006). Public access computing and Internet access in public libraries: The role of public libraries in e-government and emergency situations. *First Monday*, 11(9). Available: <http://www.firstmonday.org>.

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These are but a sample of possible areas for additional research. But overall, public libraries have responded to a number of unfunded government mandates to support public access computing for a range of e-government services.

### **A Divide by Any Other Name**

Though the discussion of the “digital divide” has become much less frequent, the state data from this study seem to indicate that there are gaps in levels of access between libraries in different states. While every state has very successful individual libraries in terms of providing quality Internet access and individual libraries that could be doing a better job, the state data indicate that library patrons in different parts of the country generally have different levels and quality of access available to them.

Higher percentages of library outlets in states that have more rural populations or more diffuse populations have lower connection speeds for their Internet access, have fewer average workstations, have lower levels of wireless access, and are more likely to connect to the Internet using an Internet Service Provider. Together, these characteristics indicate that residents of more rural, less populous states generally may not be able to receive the same kinds of Internet access as residents of more densely populated states.

Gaps in access are also evident between different regions of the country. For example, the highest percentages of library systems with increases in total operating budgets were concentrated in states in the Northeast, while the highest percentages of library systems relying on E-rate funding were concentrated in the Midwest and the Southeast.

Similarly, the leading states in adoption of wireless technology are concentrated in the Northeast and mid-Atlantic, while the libraries with the lowest levels of wireless were located in the Southeast. Southern states, particularly Arkansas, Louisiana, and Mississippi, also had the highest percentages of libraries not offering any Internet training to patrons. In contrast, libraries in the Northeast and mid-Atlantic had the highest percentages of libraries planning to add more Internet workstations. It is important to note with data from the Gulf States that the effects of Katrina may impact the results reported.

While the experience of individual patrons in particular libraries will vary widely in terms of whether the access available is sufficient to meet their information needs, the fact that the state data indicates a general divergence in the levels and quality of access between some states and regions of the country is worthy of note. An important area of subsequent research will be to investigate these differences, determine the reasons for them, and develop strategies to alleviate these apparent gaps in access.

### **Demands for Enhanced and Expanded Networked Services**

Given the widespread connectivity now provided from most public libraries, there continue to be increased demands for more and better networked services. These demands come from governments that expect public libraries to support a range of e-government services, from residents who want to use free wireless connectivity from the public library, and patrons that

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need to download music or view streaming videos (to name but a few). Simply providing more or better connectivity will not, in and of itself, address all of these diverse service needs.

For example, in the Fall and Winter of 2005-2006 many public libraries provided assistance to seniors on selecting and applying for the part D Medicaid drug prescription plan. Many seniors did not know how to use or access the Internet; many were not familiar with interactive forms and applications; and librarians reported that many did not understand the particulars of the plan and application process. In short, public librarian support for this service went well beyond provision of Internet connectivity. Rather, the support services required significant and serious personal training and knowledge. The same conclusions are true with librarian services in the gulf coast states to support FEMA forms and related services during the 2005 hurricane season.

Increasingly, public access computing support will require additional public librarian knowledge, resources, and services. Examples of these services from the Medicaid prescription drug plan and the 2005 hurricane season are clear indications that public access computing will lead to increased demands for enhanced and expanded services. The degree to which public libraries can provide such enhanced networked services and maintain the traditional services is unclear. Without better local public library resource support it is unlikely that both enhanced and expanded public access computer services and traditional services can continue.

### **Increased Complexity of the Networked Environment**

The networked environment continues to increase in scope, service and resource possibilities and capabilities, and complexity:

- The networked environment is such that there are multiple uses of bandwidth – public Internet access, staff access, wireless access, integrated library system (ILS) access, etc.
- Public access computers can provide access to the Internet, while some are only for online catalog (OPAC) use, and some are shared by staff (i.e., reference) and patrons.
- Licensed resources might be made available by the library itself – but it is equally likely that a library provides access to resources licensed by a regional consortium or state library agency.
- We are now in the Web 2.0 environment, which is an interactive Web that allows for content uploading by users (e.g., blogs, YouTube.com, MySpace.com, gaming).
- Streaming content, not text, is increasingly the norm.
- There are portable devices which allow for text, video, and voice messaging.
- Increasingly, users desire and prefer wireless services.

It is in this context that public libraries offer their public access computing services and resources.

This is now the environment in which libraries provide public access to networked services and resources. It is an enabling environment that puts users fully in the content seat – from creation to design to organization to access to consumption. And users have choices, of which the public library is only one, regarding the information they choose to access. It is an

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environment of competition, advanced applications, bandwidth intensity, and high quality computers necessary to access the graphically intense content.

The impacts on libraries of this new and substantially more complex environment are potentially significant, and effect library service and resource provision, staff skills, training requirements, and public access computing and Internet access requirements. As user expectations rise, combined with the provision of high quality services by other providers, libraries are in a competitive and service/resource rich information environment. Providing "bare minimum" public access computing and Internet access can have two detrimental effects: 1) relegate libraries to places of last resort, and 2) further digitally divide those who only have PAC and Internet access through their public libraries.

### **Changing Priorities**

The 2006 study may mark an important point in the development of public access computing in public libraries. Future key issues are likely to revolve around:

- Increasing the quality and sufficiency of connectivity rather than having some kind of connectivity that might be perceived as good enough.
- Developing new strategies to manage expanded and enhanced public access computing services.
- Managing the regular and ongoing upgrades of the public library's information technology infrastructure.
- Marketing networked programs and implementing local advocacy strategies that better demonstrate the role of public libraries in providing public access computing.
- Grappling with new expectations of public libraries, such as provider of e-government access and community lifeline in times of disasters.
- Obtaining technically savvy and service oriented librarians who excel in both the traditional and networked environment.
- Assessing, understanding, and incorporating new networked and interactive technologies into ongoing library services.

How public libraries continue to change and make the transition into a complex political, electronic, and service environment will have considerable impact on their long-term viability in tomorrow's society.

Planning to become a successfully networked public library, as shown earlier in this report, is no small task. But leadership, planning, working the political environment, having a stable and adequate funding stream, and employing high quality technical literate staff are essential. The public access computing services provided by the nation's public libraries are now a core service that will likely only expand over time. How that expansion and the degree to which libraries become successfully networked are key topics to monitor in the years ahead

## **Implications for Future Studies**

As the complexity of the networked environment impacts public library services, roles, and demands on librarians, any assessment of public library public access computing and Internet access must also account for the increased complexity of the actual environment. Thus, another major impact of the complexity of the networked environment is the ability of studies such as these to adequately measure library connectivity, public access computing, the range and type of networked services provided, and the depth and extent of the library's information technology infrastructure. The increased complexity is replete with measurement challenges such as:

- Determining actual library bandwidth. Increasingly, libraries have multiple lines/services in operation within the library (e.g., for the ILS, public Internet access, wireless access). Moreover, bandwidth within a library facility may vary (wired versus wireless) and bandwidth between buildings (system versus branches) may vary. Capturing bandwidth accurately, therefore, is a substantial challenge.
- Capturing the full bandwidth picture. Should a library subscribe to DLS, for example, download speeds are greater than upload speeds. Thus, it is important to know the full picture of connectivity.
- Determining adequacy of bandwidth. Given the bandwidth picture, bottlenecks in throughput may exist in any number of places. Thus, determining adequate and quality bandwidth benchmarks may prove elusive.
- Access to services. It may be the case that libraries would like to upgrade their connectivity speeds (or other aspects), but simply do not have access to appropriate telecommunications services. For example, a library may only be able to subscribe to DSL services. Or, perhaps there is only one provider in the area which charges substantial rates for broadband capacity.
- Nature of networked services. The type, scope, and extent of networked services that libraries now provide and are likely to provide in the future are increasingly complex. Identifying these services, understanding impacts from the services on library management and users, and determining the impacts on the library's information technology infrastructure will only become more complex.
- The local context. Time and again, the qualitative data demonstrated that there were a number of local situational factors that impact a public library's public access computing and Internet access suite of services/resources. National surveys tend to average out these local factors due to their need to capture data across a large number of libraries.

All of these factors, and more left unsaid, point to challenges in describing and measuring the public library networked environment. And yet, it is essential to capture the current state of public library network service provision as well as explore how libraries are meeting tomorrow's needs.

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**V. DATA ANALYSIS AND MAJOR FINDINGS**

Looking across all the data collection efforts, the below are the key findings of the study

**Quantitative Data**

Major findings from the quantitative data include:

1. In 2006, 98.9% of public library branches are connected to the Internet. Considering the margin of error, virtually every public library outlet in the United States has access to the Internet.
2. With 98.4% of public library outlets offering public Internet access, virtually all public library outlets in the United States not only have Internet access, but also allow public use of this access.
3. 100% of high poverty libraries are connected to the Internet and offer public Internet access.
4. Most library outlets now have either 769kbps-1.5mbps (34.4%) or greater than 1.5mbps (28.9%). In both of these levels of connection speed, there has been a significant increase from 2004, with the categories having been at 27.4% and 20.3%, respectively.
5. The average number of hours open per public library branch is 44.8. This number has increased slightly since 2004.
6. The number of public library outlets offering wireless access has roughly doubled from 17.9% to 36.7% in the two years from 2004 to 2006. Furthermore, 23.1% of outlets that do not currently have it plan to add wireless access in the next year. If libraries follow through with their plans to add wireless access, 61.0% of public library outlets in the U.S. will have it within a year.
7. The overall average number of public access Internet workstations in each public library branch is 10.7.
8. One-quarter of public library outlets have 3 or fewer workstations, two-quarters of public library outlets have 6 or fewer workstations, and three-quarters of public library outlets have 12 or fewer workstations.
9. In the next two years, 16.6% of outlets are planning to add more workstations, while a further 28.6% of outlets are considering doing so.
10. In the next two years, 72.8% of outlets are planning to replace some workstations. Of these libraries, 35.3% have plans to replace a definite number of workstations, with an average replacement of 7.2 workstations.
11. Space limitations (79.9%) and cost factors (72.6%) were by far the most common factors that influence decisions to add or upgrade public access Internet workstations.
12. In the majority of outlets (53.5%), the connection speed is adequate to meet patron needs at all times, while the connection speed is sufficient to meet patron needs some of the time in a further 29.4% of outlets. In 16.1% of outlets, the connection speed is inadequate to meet patron needs at all times.
13. The total operating budget of 45.1% of public library systems has increased since last year and stayed the same for 36.6% of systems, while decreasing for 6.8%.
14. The Internet-related technology budget of 18.6% of public library systems has increased since last year and stayed the same for 64.2% of systems, while decreasing for 5.0%.



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15. Only 4.4% of public library systems receive E-rate discounts for internal connection costs, 22.4% receive E-rate discounts for Internet connectivity, and 39.6% receive E-rate discounts for telecommunications services.
16. For the majority of libraries that do not receive E-rate discounts, the most common reasons are the application process is too complicated (35.3%) and the discount is too low to invest the time in the application process (31.7%).
17. The most frequently offered public access Internet services by public library systems are licensed databases (82.8%), homework content (60.9%), digital reference or virtual reference services (55.1%), and e-books (37.9%).
18. The largest impacts of the public access Internet services offered by public library systems are providing education resources for K-12 students (63.6%), services for job seekers (46.1%), computer and Internet training skills (38.0%), and access to and assistance with local, state, and federal government electronic services (21.4%).
19. The types of information technology training offered by public library systems for patrons include providing information literacy skills (51.6%), providing general technology skills (42.7%), helping students with school assignment and work (41.9%), and offering technology-training opportunities to those who would not otherwise have any (41.2%).

The overall findings demonstrate that public library branches generally continue to expand the public access computing and Internet services that they make available to patrons. Virtually all public library branches are connected to and offer public access to the Internet. Connection speeds in library branches also continue to increase significantly.

While some library branches are now encountering physical or financial limitations on how much access they can provide, demand for access from patrons remains enormous. The addition and/or replacement of older workstations is a high priority at many library branches. Of particular interest is the fact that many libraries are using wireless access as a means to increase access, as wireless access overcomes space limitations within the library building.

### **Qualitative Data**

The open-ended survey question was: "In the space below, **please identify the single most important impact on the community** as a result of the library branch's public access to the Internet." All responding branches had the opportunity to answer the question, and respondents were able to write as long a response as they desired to the question. A total of 3,887 libraries answered the qualitative question. Answers ranged from a length of fewer than five words to more than 100 words.

The five most frequently cited impacts in the responses were:

1. A total of 71.7% of responses discussed issues of access for patrons who would not otherwise have access.
2. Many libraries (23.4%) also focused on educational purposes. Internet access was most often tied to support for local K-12 students. In some communities, the library provides Internet access that the schools lack entirely or have insufficient amounts of.

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3. The responses of 19.4% of libraries related to the role of the Internet in supporting the place of the library in the community—bringing people into the library who would not otherwise be there and encouraging people to spend more time in the library.
4. Commerce-related activities, such as support for local businesses, plays a number of different important roles for library patrons, leading 15.5% of libraries to rate it as a primary impact of Internet access.
5. Communication was considered an important impact by 15.5% of public libraries and were viewed as particularly important for people who otherwise might not have access to them.

**Site visits**

As noted above, the 2006 study included site visits to public libraries in five states to better describe those libraries that are successfully networked and successfully use information technology in their libraries. The report identifies specific factors that tend to be present in these libraries, discusses a number of issues related to being successfully networked public libraries, and offers a discussion related to how public libraries might become successfully networked in the future.

**Quality of survey data**

Figure 1 (below) shows the response rate distribution of the survey. As the figure shows, the overall distribution of survey is representative of the population.

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**Figure 1: Public Library Outlets by Metropolitan Status and Poverty.**

	Poverty Level											
	Low (Less than 20%)			Medium (20%-40%)			High (More than 40%)			Overall		
<i>Metropolitan Status</i>	Responding Facilities As a Proportion of All Respondents	Responding Facilities As a Proportion of National Population	Responding Facilities As a Proportion of All Respondents	Responding Facilities As a Proportion of National Population	Responding Facilities As a Proportion of All Respondents	Responding Facilities As a Proportion of National Population	Responding Facilities As a Proportion of All Respondents	Responding Facilities As a Proportion of National Population	Responding Facilities As a Proportion of All Respondents	Responding Facilities As a Proportion of National Population	Responding Facilities As a Proportion of All Respondents	Responding Facilities As a Proportion of National Population
Urban	7.8% (378 of 4,818)	10.0% (1,650 of 16,457)	4.9% (234 of 4,818)	6.6% (1,092 of 16,457)	0.6% (31 of 4,818)	0.9% (148 of 16,457)	13.3% (643 of 4,818)	17.6% (2,890 of 16,457)				
Suburban	29.8% (1,434 of 4,818)	30.2% (4,967 of 16,457)	1.5% (71 of 4,818)	2.1% (342 of 16,457)	0.4% (2 of 4,818)	0.4% (7 of 16,457)	31.3% (1,507 of 4,818)	32.3% (5,316 of 16,457)				
Rural	48.2% (2,320 of 4,818)	43.6% (7,182 of 16,457)	4.9% (234 of 4,818)	6.3% (1,040 of 16,457)	0.2% (9 of 4,818)	0.2% (29 of 16,457)	55.4% (2,668 of 4,818)	50.1% (8,251 of 16,457)				
Overall	85.8% (4,132 of 4,818)	83.8% (13,799 of 16,457)	13.4% (644 of 4,818)	15.0% (2,474 of 16,457)	0.9% (42 of 4,818)	1.1% (184 of 16,457)	100.0% (4,818 of 4,818)	100.0% (16,457 of 16,457)				

*Based on geocoding of 16,457 outlets.*  
 Overall Response Rate = 69.0%

Source: Bertot, J. C., McClure, C. R., Jaeger, P. T., & Ryan, J. (2006). *Public Libraries and the Internet 2006: Study Results and Findings*. Tallahassee, FL: Information Use Management and Policy Institute, Florida State University. Available: <http://www.iifsu.edu/plinternet/>



## Elizabeth Minter

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**From:** Katherine Gould [kgould@pvld.org]  
**Sent:** Monday, October 16, 2006 2:34 PM  
**To:** Paul Miller; Patty Hector; Louise S. Mazerov; Katherine Gould; John Flaherty; Jane Jones; Gregg Atkins; Elizabeth Minter; Daniel Robles; Clara Di Felice; Carole Kramer; Brenda Lugo; Ann Cousineau  
**Subject:** Request for help - California Special Districts Association

Dear fellow special district library Directors –

For the past two years I have served on the California Special Districts Association Legislative Committee representing special district libraries. My current term ends at the end of this calendar year, and I will be unable to continue due to other commitments.

I believe special district representation in CSDA is important, particularly when issues such as property tax shifts arise. I am hoping that one of you might be able to take my place on the Committee. Participation involves attendance at 8-10 meetings per year in Sacramento. The meetings are scheduled such that people can travel to Sacramento and back in a day from many parts of the state, and my participation never required an overnight stay. Costs are born by your home organization.

Perhaps someone closer to Sacramento would be interested – Gregg????

Kathy Gould, Director  
Palos Verdes Library District  
701 Silver Spur Rd.  
Rolling Hills Estates, CA 90274

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