

Placentia Library District
Special Districts Financial Transactions Report - Non-Enterprise Activity

Revenues, Expenditures, Sources and Uses

Fiscal Year	2005	General and	Debt Service	Capital Projects
		Special Revenue	Funds	Funds
		A	B	C
Contributions to Outside Agencies				
Debt Service				
Retirement of Long-Term Debt		145,280		
Interest on Long-Term Debt		7,714		
Interest on Short-Term Notes and Warrants				
Fixed Assets		21,676		
Other Expenditures		406,975		
Total Expenditures		\$2,322,176	\$0	\$0
Revenues Over (Under) Expenditures		\$133,974	\$0	\$0
Financing Sources and Uses				
Proceeds of Long-Term Debt				
Proceeds of Refunding Debt				
Payments to Refunded Debt Escrow Agent				
Inception of Lease Purchase Agreements				
Other Financing Sources				
Other Financing Uses				
Operating Transfers In (Intra-District)				
Operating Transfers Out (Intra-District)				
Total Other Financing Sources (Uses)		\$0	\$0	\$0
Revenues/Sources Over (Under) Expenditures/Uses		\$133,974	\$0	\$0
Fund Equity, Beginning of Period		\$1,137,779	\$0	\$0
Prior Period Adjustments				
Residual Equity Transfers				
Other				
Fund Equity, End of Period		\$1,271,753	\$0	\$0

**Placentia Library District
Special Districts Financial Transactions Report
Consolidation of Fund Equities and Transfers
Consolidation of Fund Equities and Transfers**

Fiscal Year 2005

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds
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Consolidation of Fund Equities

Non-Enterprise Activities	\$1,271,753	\$0	\$0	
Enterprise Fund Equities				
Airport				\$0
Electric				\$0
Harbor and Port				\$0
Hospital				\$0
Waste Disposal				\$0
Water				\$0
Total Ending Fund Equities	\$1,271,753	\$0	\$0	\$0

	Transfers In	Transfers Out	Net
	A	B	C

Consolidation of Transfers In and Transfer Out

General and Special Revenue Funds	\$0	\$0	
Debt Service Funds	\$0	\$0	
Capital Projects Funds	\$0	\$0	
Enterprise Activities			
Airport	\$0	\$0	
Electric	\$0	\$0	
Harbor and Port	\$0	\$0	
Waste Disposal	\$0	\$0	
Water	\$0	\$0	
Total	\$0	\$0	\$0

**Placentia Library District
 Special Districts Financial Transactions Report - Long-Term Debt**

General Obligation Bonds, Revenue Bonds, Certificates of Participation and Other

Fiscal Year	2005	
District-wide or Improvement District/Zone		District-wide
Improvement/Zone (If Applicable)		
Type of Debt		Other Long-Term Indebtedness
Activity		Library Services
Purpose of Issue		Building
Nature of Revenue Pledged		General Revenues
Percent of Pledge		100.00
Year of Authorization		1972
Principal Amount Authorized		1,000,000
Principal Amount Issued		1,000,000
Beginning Maturity Date		1972
Ending Maturity Date		2004
Principal Amount Unmatured, Beginning of Fiscal Year		\$75,000
Adjustments - Increase (Decrease)		
Principal Amount Issued During Fiscal Year		
Principal Amount Matured During Fiscal Year		75,000
Principal Amount Defeased During Fiscal Year		
Principal Amount Unmatured, End of Fiscal Year		\$0
Principal Amount in Default, End of Fiscal Year		
Interest in Default, End of Fiscal Year		
Amount Held in Bond Reserve		

**Placentia Library District
Special Districts Financial Transactions Report - Lease Obligations**

Lease Obligations

Fiscal Year	2005	
Activity		Library Services
Purpose of Lease		Civic Center Renovation
Original Term of Lease - Number of Years		5
Type of Lease		Other
Name of Lessor		City of Placentia
Total Principal and Interest Unmatured, Beginning of Fiscal Year		
Principal Payment During Fiscal Year		50,858
Interest Payment During the Fiscal Year		3,553
Adjustments - Increase (Decrease)		339,531
Total Principal and Interest Unmatured, End of Fiscal Year		\$285,120
Total Unmatured Principal (Only) End of Fiscal Year		242,833
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Fiscal Year	2005	
Activity		Library Services
Purpose of Lease		Equipment
Original Term of Lease - Number of Years		14
Type of Lease		Rental
Name of Lessor		ABN AMRO Inc
Total Principal and Interest Unmatured, Beginning of Fiscal Year		\$287,904
Principal Payment During Fiscal Year		19,422
Interest Payment During the Fiscal Year		8,757
Adjustments - Increase (Decrease)		-20,202
Total Principal and Interest Unmatured, End of Fiscal Year		\$239,523
Total Unmatured Principal (Only) End of Fiscal Year		201,379

Placentia Library District

Special Districts Financial Transactions Report

Detailed Summary of Footnotes For Fiscal Year 2004-05

Forms	Column	Additional Details	Footnotes
Non-Enterprise Revenues, Expenditures, Sources and Uses			
Interest Income	A	ACTIVITY_CODE = 'Library Services'	Increase in interest income is due to higher interest rates in 2004/2005 and higher cash balance.
Charges for Current Services	A	ACTIVITY_CODE = 'Library Services'	Charges for current services was mistakenly entered in the line above it entitled Other in 2003/2004.
Interest on Long-Term Debt	A	ACTIVITY_CODE = 'Library Services'	Balance for Other Long Term Debt is zero.
Lease Obligations			
Adjustments - Increase (Decrease)	A	LEASE_PURPOSE = 'Civic Center Renovation' and ACTIVITY_CODE = 'Library Services'	Adjustment is to enter total principal and interest unmatured, beginning of fiscal year.
Adjustments - Increase (Decrease)	A	LEASE_PURPOSE = 'Equipment' and ACTIVITY_CODE = 'Library Services'	Adjustment is to agree beginning balance to audited balance per the June 30, 2004 Financial Statements.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Status Report – Administrative Offices Relocation Project
DATE: October 17, 2005

The administrative office relocation is scheduled for October 21, 2005.

- The Administration Conference Room will be relocated to the Placentia History Room
- The Development Director's office will be relocated to the old Administration Conference Room
- The Passport Services Office will be relocated to the old Development Director's office.

RMC Facilities Services will be providing the labor and necessary materials to move and secure all furniture.

Prepared by: Wendy Goodson

2004-05 California Public Library Survey

Directory Update #1-51

THE FIELDS BELOW ARE FOR CSL USE ONLY

1	LIB_ID	M692
2	FSCS_ID	CA0096
3	Short_Name	Placentia Dist
4	Name	Placentia Library District

Director

(If position is filled, enter "VACANT" in 6 and leave 7 & 8 blank)

5	Courtesy Title (Ms., Mr., Dr.)	Ms.
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6	First Name	Elizabeth
7	Middle Name or Initial (if used)	D.
8	Last Name	Minter
9	Title	Library Director
10	Street Address	411 E. Chapman Ave.
11	City	Placentia
12	ZIP	92870
13	ZIP4	6198
14	Mailing Address (repeat street address if same)	411 E. Chapman Ave.
15	Mail City	Placentia
16	Mail ZIP	92870
17	Mail ZIP4	6198
18	Public Phone Number- Administration	(714) 528-1925
19	Reference Phone Number	(714) 528-1906
20	FAX	(714) 528-8236
21	TDD for Deaf.	N/A
22	Library Director's Email address	eminter@placentialibrary.org
23	Library's Public Email address	administration@placentialibrary.org

24	Library's Web Address	http://placentialibrary.org
25	House District(s)	39
26	State Senate District(s)	29
27	Assembly District(s)	64
28	Affiliations (OCLC, CLC, etc.)	ALA, CSDA, CLC, ISDOC, OCLN, SCLLN, AFP,PGRT,OC COG
29	ILL Period: # of Weeks	3
30	ILL Photocopy free up to 10 pages?	N
31	Copy fee. ONLY if answer to #30 is No; otherwise, leave blank.	.15/page.
32	Typical Schedule of Library Service Hours (for branches if no main library)	M-W 9-9; Th 9-6; Sat 9-5; Sun 1-5.

~~33 Name of person completing this survey. Wendy Goodson~~

34 Email address of person completing this survey. administration@placentialibrary.org

THE FIELDS BELOW ARE FOR CSL USE ONLY

35	Size Sq. Miles	7.10
36	Interlibrary Relationship Code	ME
37	Legal Basis Code	LD
38	Administrative Structure Code	SO
39	FSCS Public Library Definition	Y
40	Geographic Code	CI2
41	Legal Service Area Boundary Change	N
42	LIBR_TYPE	PHDD
43	MSA_NAME	LAOR
44	COUNTY	Orange
45	CA_NETWORK	IV
46	CLSASYSTEM	Santiago
47	C_LEGBASE	SD
48	TABLE	5
49	STATE	CA
50	FISCAL_YR	2004-05

Population and Outlets #201-212

201	Population of the Legal Service Area	53706
202	Population Children Age 0-5	3,950
203	Population Children Age 6-14	7,109
204	Registered Borrowers as of June 30	17,742
205	Children Borrowers Age 0-14	4,728
206	Main Library (Enter 1 if there is a main or central library, leave blank if not)	1
207	Hours per week Main Library is open (leave blank if none).	57
208	Branches (see instructions)	0
209	Stations (Must have staff & separate quarters).	0
210	Total Branches + Stations (#208+#209)	0
211	Bookmobiles. Vehicle count.	0
212	TOT_OUTLET(#206+#208+#209+#211)	1

Library Staff #251-259

251	Total count of persons employed - full and part time.	25
252	ALA Librarians (FTE) who have accredited ALA Masters	3.25
253	FTE Total Librarians (ALA or other)	5.25
254	FTE Special Professionals	6
255	FTE Lib. Tech. Assistants	0
256	FTE Other*	8.93
257	ALL_SUPPRT (#254+#255+#256)	14.93
258	TOTAL_STAF (#253+#257)	20.18
259	FTE Volunteers (Average FTE per week - not hours)	13.13

Income - for Operational Expenses #301-314

301	Local Government (all sources - see help)	\$1,507,744
304	State Funds (CLSA, PLF, ELLI, etc.)	\$104,739
305	Federal Funds (LSTA or other)	\$6,000
308	All Other Operating Income	\$251,823
309	Total Operating Income (#301+#304+#305+#308)	\$1,870,306

THE FIELDS BELOW ARE FOR CSL USE ONLY

310	CLSA_DB	
311	CLSA_TBR	
312	Literacy	
314	PLF ALLOCATION	21402

Income - for Capital Outlay #315-319

315	Local Government (taxes and allocations - see help)	\$0
316	State Funds (CLSA, PLF)	\$0
317	Federal Funds (LSTA or other)	\$0
318	Other Income	\$0
319	Total Capital Outlay Income CAPOUT_INC (#315+#316+#317+#318)	\$0

Standard Operating Expenditures #401-414

401	Salaries & Wages Expenditures	\$788,699
402	Employee Benefits Expenditures	\$224,494
403	Total Staff Expenditures (#401+#402)	\$1,013,193
404	Print Materials Expenditures (except Serials)	\$108,602
405	Print Serial Subscription Expenditures	\$8,625
406	Total Print Materials Expenditures (#404+#405)	\$117,227
407	Electronic Materials Expenditures	\$51,965
408	Microforms	\$0
409	Audiovisual materials	\$37,149
410	Other materials	\$0
<hr/>		
411	Total Other Materials Expenditures (#408+#409+#410)	\$37,149
412	Total Collection Expenditures (#406+#407+#411)	\$206,341
413	All other Operating Expenditures	\$533,325
414	Total Operating Expenditures (#403+#412+#413)	\$1,752,859

Capital Expenditures #500

500 Capital Expenditures

\$0

Specific Expenditures #501-509

501	Postage and Delivery	\$6,346
502	Telecommunications (Telephone and Data)	\$12,019
503	Contracted Computer Services	\$55,712
505	Preservation	\$1,500
506	Expenditure for Children's Materials	\$34,849
507	Adult Literacy Program	\$174,255
508	Transfer to City/County divisions for services: maintenance, accounting, etc.	\$40,623
509	Payments for Contract Services to another jurisdiction	\$33,801

Collections #601-620

601	Children's Books Added	1,144
602	Books Children Held as of June 30	39,681
603	Books Young Adult Held as of June 30	3,205
604	Books Volumes Added	6,583
605	Books Titles Added	5,684
606	Books*Total Held as of June 30	122,288
607	Government Documents in separate collections	102
608	Serial Volumes held as of June 30	510
609	Total Print Materials Held (#606+#607+#608)	122,900
610	Electronic Books	206
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611	Total Audio Materials	4,063
612	Total Video Materials	5,047
613	Databases	18
614	Number of Current Print Serial Subscriptions	158
615	Current Electronic Serial Subscriptions	0
616	Number of records in library catalog as of June 30.	101,604
617	Microfilm (reels)	922
618	Microforms (not microfilm)	0
619	Children's Audio Materials held as of June 30	708
620	Children's Video Materials held as of June 30	1,072

Non-English Languages #701-762

Print Materials ADDED as of June 30

701	Armenian	0
702	Chinese	205
703	French	0
704	German	0
705	Hmong	0
706	Italian	0
707	Japanese	0
708	Korean	178
709	Laotian	0
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710	Russian	0
711	Spanish	1,353
712	Vietnamese	52

Print Materials HELD as of June 30

751	Armenian	0
752	Chinese	359
753	French	0
754	German	0
755	Hmong	0
756	Italian	0
757	Japanese	0
758	Korean	178
759	Laotian	0
760	Russian	0
761	Spanish	1,634
762	Vietnamese	159

Library Services, Annual #801-819

801	Total Public Service Hours	2,747
802	Attendance in Library	311,579
803	Reference Questions (omit directional)	36,660
804	Circulation of Children's Materials	85,210
805	Circulation Non-English	3,023
806	Circulation Non-Book	38,500
807	Total Circulation	198,853
808	In-Library use of Materials	33,554
809	ILL loans to others	5,124
810	ILL loans received	3,907
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811	Pre-School Programs - Number	189
812	Pre-School Programs - Attendance	7,637
813	School Age Programs - Number	63
814	School Age Programs - Attendance	4,043
815	Adult Programs - Number	21
816	Adult Programs - Attendance	279
817	Total Programs - Number (#811+#813+#815)	273
818	Total Programs - Attendance (#812+#814+#816)	11,959
819	Children's Program Attendance (#812+#814)	11,680

Salary Survey #901-918

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

Electronic Access for your Library

- 857 Took advantage of CA Teleconnect subsidies during this report year. Yes
- 858 Took advantage of federal E-RATE subsidies during this report year. No

Electronic Resources Usage

- 859 Report Annual Number of Users of Electronic Resources 29,687
- 860 Does your library have a wireless network? Y/N Yes
- 861 Is it available to the public? Y/N Yes
- 862 Is there a charge to the public for access? Y/N No
- 863 Indicate the standard used (802.11b, 802.11g, 802.11n) 802.11b
- ~~864 Does your library use the Radio Frequency Identification (RFID) system for circulation? No~~

THE FIELDS BELOW ARE FOR CSL USE ONLY

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

Library Outlet #1-50

Library Outlet

1	FSCS_ID	CA0096
	LIB_ID	M692
3	LIB_Code	M692.001
4	Short_Name	Placentia Dist.
5	Outlet Name:	Placentia Library
6	Courtesy Title (Ms., Mr., Dr.):	Ms.
7	Outlet Manager's: First Name (If position is not filled, enter "VACANT" in 7 and leave 8 & 9 blank)	Elizabeth
8	Outlet Manager's: Middle Name or Initial, if used:	D.
9	Outlet Manager's: Last Name	Minter
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10	Title:	Library Director
11	Street Address:	411 E. Chapman Ave.
12	City:	Placentia
13	ZIP:	92870
14	ZIP+4:	6198
5	Mail Address (repeat if same as street address):	411 E. Chapman Ave.
16	Mail City:	Placentia
17	Mail ZIP:	92870
18	Mail ZIP+4:	6198
19	County	Orange County
20	FAX:	(714) 528-8236
21	Phone:	(714) 528-1906
22	Type of Outlet:	CE
23	This Facility is Owned by:	SPDT
24	This Facility is in need of:	RMDL
25	State Senate District(s):	33
26	State Assembly District(s):	72
27	U.S. House District(s):	39

28	Population Served By Outlet.	53,200
29	Total Outlet Staff, in FTE.	19.48
30	Hours Open, Weekly.	57
31	Hours Open, Annually.	1,192
32	Total Number of Volumes Held by Outlet.	116,321
33	Total Annual Circulation by Outlet.	177,565
34	Total Outlet Operating Expenditures.	1,503,402
35	Year in which Outlet was Originally Built.	1974
36	Month and Year outlet opened (i.e., 06/2004)	06/1974
37	Year in which Outlet was Remodeled.	N/A
38	Size of Outlet, in sq. ft.	22,800
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39	Number of Reader Seats in Outlet	227
40	Days per week outlet is open to the public.	5
41	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes
42	Housed in separate quarters?	Yes
43	Established schedule of hours for public service?	Yes
44	MSA (Metropolitan Statistical Area) Status:	NC
45	Degree of Adequacy of this Facility.	8
46	Number of Internet Terminals--General Public.	19
47	Internet Connection. What is your library's highest connection speed to the Internet?	257Kbps - 768Kbps (ISDN, T-1, frame relay, DSL)
48	FISCAL_YR CODE	2004-05
49	OUTLET_TYPE_SORT_CODE	
50	L_NUM_BM	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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 17, 2005

BACKGROUND

The recent Legislative Alert from the California Special Districts Association (CSDA) is contained in Agenda Item 24.

The Legislature has just adjourned from the first year of a two year session. The Board may discuss whether it wishes to schedule visits with area legislators during the recess and what the agenda for such a meeting would be.

Any updated information will be presented at the Board Meeting.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Strategic Planning
DATE: October 17, 2005

BACKGROUND

Focus Groups

The Placentia residents who use the Yorba Linda Library focus group was originally scheduled for Monday, September 12 and was delayed until Monday, October 3 to give more time to recruit additional participants. Attachment A is the report for the group as submitted by Facilitator Louise Mazerov.

Plan Development

A draft of the Plan Document will be presented for discussion at the Strategic Planning Worksession. The Board may discuss individual items and give suggestions for changes and additions.

RECOMMENDATIONS

1. Receive & file the focus group report for Placentia residents who use the Yorba Linda Public Library.
2. Action to be determined by the Library Board of Trustees.

Placentia Non-User Focus Group Report October 3, 2005

1. On average, how many times a month do you use the Library, what library do you use instead of Placentia and why?
 - 4/month, Yorba Linda, quieter, larger collection parking is better, more familiar with them, hours better (not aware PL hours had changed)
 - 3/month, YL, better hours before, used to going there, more often do business in that area
 - 1/month, YL, close to work, kids doing research more often at home on computer now
 - Daily, YL, used to live there so familiar with them, more videos/CDs, sophisticated display, would come to PL if collection (magazine) more politically diverse/liberal, less conservative

2. What are the main reasons you find yourself using Library?
 - All indicated pleasure reading was biggest draw so need large selection,
 - Like presentation of collection at YL;
 - Focus on 'literacy' at PL too much, schools should do that
 - Before this meeting noticed you have many titles could use and is closer to their home
 - Good selection of fiction at PL noted but wanted more "controversial" titles, travel

3. Have you ever experienced difficulties in doing what you came to do?
 - When first used PL often found titles in catalog were not on shelf
 - Staff is very helpful but there is not enough of them and help is not as visible as at YL

4. Are you aware that the library has a website with electronic resources?
 - Only 1 of the 4 were aware of the website or electronic resources

5. What makes a Library attractive or desirable to you? What would you like to see here?
 - Lots of places to sit quietly
 - Less noise
 - Separate children's area
 - Walking into high ceiling open space
 - YL – windows, table with different types of seating, good lighting
 - Teen programming
 - Adult programming
 - More videos/DVDs

6. How important are libraries to the life of a community?
 - Very important, can't compare to schools, but even college students always need libraries, needed by all ages
7. How would you feel about the library being relocated to the redevelopment area in Old Town, if there was adequate parking?
 - Not a good idea
 - Even further away for most of them, less accessible, too congested an area
 - Stigma of undesirable neighborhood, no main thoroughfare, no parking
 - Need to move North not South

They may use Yorba Linda a lot but some of the staff there is grouchy, unlike the friendly staff at PL and they love the passport service, although not so crazy about the literacy programs (although that may have been more a misunderstanding of how it is funded).

Also mentioned that YL has a security officer who helps keep the noise level down and noise was one of their main complaints about PL.

Some were also unaware that the hours had been expanded making the case for more marketing of that information.

Survey

IN YOUR OPINION, HOW IMPORTANT IS IT FOR A LIBRARY TO:

	<u>Very</u>	<u>Somewhat</u>	<u>Not too</u>	<u>Not at all</u>
Provide learning support to students		X		
Offer general information and answers to questions on a broad array of topics.	X			
Provide services designed to help people find, evaluate and use information effectively.	X			
Offer local history information & preservaton		X		
Provide services designed to ensure basic literacy.				X
Provide resources relating to popular culture, social trends and recreational experiences.			X	
Provide consumer information.			X	
Be a source of information on community events and organizations.				X
Function as a common area for people to meet and interact.				X
Offer business and career information.			X	
Provide access to the Internet for personal use (email, chat)		X		
Provide access to the electronic resources for research (periodicals, business, jobs, careers)	X			
Provide remote (from home, school or office) access to library and/or electronic resources via web		X		

Survey

IN YOUR OPINION, HOW IMPORTANT IS IT FOR A LIBRARY TO:

	<u>Very</u>	<u>Somewhat</u>	<u>Not too</u>	<u>Not at all</u>
Provide learning support to students	✓			
Offer general information and answers to questions on a broad array of topics.	✓			
Provide services designed to help people find, evaluate and use information effectively.	✓			
Offer local history information & preservaton	✓			
Provide services designed to ensure basic literacy.	✓			
Provide resources relating to popular culture, social trends and recreational experiences.		✓		
Provide consumer information.		✓		
Be a source of information on community events and organizations.		✓		
Function as a common area for people to meet and interact.	✓			
Offer business and career information.			✓	
Provide access to the Internet for personal use (email, chat)			✓	
Provide access to the electronic resources for research (periodicals, business, jobs, careers)	✓			
Provide remote (from home, school or office) access to library and/or electronic resources via web			✓	

Survey

IN YOUR OPINION, HOW IMPORTANT IS IT FOR A LIBRARY TO:

	<u>Very</u>	<u>Somewhat</u>	<u>Not too</u>	<u>Not at all</u>
Provide learning support to students	Very			
Offer general information and answers to questions on a broad array of topics.	Very			
Provide services designed to help people find, evaluate and use information effectively.	Very			
Offer local history information & preservaton	Very			
Provide services designed to ensure basic literacy.	Somewhat			
Provide resources relating to popular culture, social trends and recreational experiences.	not too			
Provide consumer information.	not too			
Be a source of information on community events and organizations.	not too			
Function as a common area for people to meet and interact.	not too			
Offer business and career information.	not too			
Provide access to the Internet for personal use (email, chat)	very			
Provide access to the electronic resources for research (periodicals, business, jobs, careers)	very			
Provide remote (from home, school or office) access to library and/or electronic resources via web	very			

Survey

IN YOUR OPINION, HOW IMPORTANT IS IT FOR A LIBRARY TO:

	<u>Very</u>	<u>Somewhat</u>	<u>Not too</u>	<u>Not at all</u>
Provide learning support to students	X			
Offer general information and answers to questions on a broad array of topics.	X			
Provide services designed to help people find, evaluate and use information effectively.	X			
Offer local history information & preservaton		X		
Provide services designed to ensure basic literacy.		X		
Provide resources relating to popular culture, social trends and recreational experiences.	X			
Provide consumer information.	X			
Be a source of information on community events and organizations.	X			
Function as a common area for people to meet and interact.	X			
Offer business and career information.	X			
Provide access to the Internet for personal use (email, chat)	X			
Provide access to the electronic resources for research (periodicals, business, jobs, careers)	X			
Provide remote (from home, school or office) access to library and/or electronic resources via web	X			

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Orange County Local Area Formation Commission (LAFCO) Municipal Service Review (MSR) for Placentia Library District is scheduled for November 9, 2005 in Santa Ana.

DATE: October 17, 2005

BACKGROUND

The Orange County Local Area Formation Commission (LAFCO) Municipal Service Review for Placentia Library District is scheduled for November 9, 2005 in Santa Ana. The Buena Park Library District will also be presented at the same meeting.

Staff will make a report on the "Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Placentia Library District", as published by the Orange County Local Area Formation Commission (LAFCO) on September 30, 2005. The report is Attachment A.

The Board may discuss who will attend the LAFCO meeting on November 9.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.





September 30, 2005

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General Public

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Water District

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Elizabeth Minter
Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870-6198

SUBJECT: Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Placentia Library District

Dear Ms. Minter:

As you know from previous meetings with LAFCO staff, the Orange County Local Agency Formation Commission (LAFCO) is required to conduct municipal service reviews (MSRs) for all cities and special districts located within the County of Orange. MSRs are a new mandate from the state legislature (per Government Code Section 56430) requiring LAFCOs to conduct special studies on future growth and how local agencies are planning for that future growth within their municipal service and infrastructure systems.

In accordance with Government Code Section 56425 and the LAFCO Sphere of Influence Policy, LAFCO is required to review each agency's sphere of influence (SOI) every five years in conjunction with its municipal service review. An SOI is a long-range planning tool used by LAFCO to guide future LAFCO decisions on jurisdictional boundary changes. The Commission is required to establish an SOI to identify the probable future boundaries and service areas of all cities and special districts. While LAFCO has the legal authority to establish SOIs and approve boundary changes, annexations can only be initiated by residents or the agencies themselves.

Placentia Library District's sphere was originally adopted by LAFCO on November 26, 1975 and hasn't been comprehensively reviewed since. LAFCO staff is in the process of completing a municipal service review for your agency in addition to developing recommendations for your agency's sphere of influence. Staff will take the MSR report and its sphere recommendations for the Placentia Library District before the Commission for consideration on November 9, 2005.

In establishing an SOI for each agency, the Commission is required to consider several factors. These factors, as well as the background on municipal service reviews and the LAFCO Sphere of Influence Policy, have been included as Attachments A, B, and C for your reference.

As LAFCO staff conducts the MSR and sphere review for your agency, we will reference the attached map (Attachment D) as a baseline of your current sphere of influence. Please review this map and provide any comments to our office by October 14, 2005. You may also respond by email at dball@orange.lafco.ca.gov.

Should you have any questions or wish to meet to discuss this matter, please contact Communications Analyst Danielle Ball at (714) 834-6212.

We appreciate your assistance.

Regards,

Danielle M. Ball for

Bob Aldrich
Assistant Executive Officer

Attachment A:	Background on Municipal Service Reviews
Attachment B:	Government Code Section 56425 and 56430
Attachment C:	LAFCO Sphere of Influence Policy
Attachment D:	Agency Sphere of Influence Map

Orange County Local Agency Formation Commission

Municipal Service Reviews

FACT SHEET

- **What are "municipal service reviews"?**

Municipal service reviews, or "MSRs," are a new mandate from the state legislature requiring LAFCO to conduct special studies on future growth and how our local agencies will plan for that future growth within our municipal services and infrastructure systems.

- **What is LAFCO legally required to do?**

Government Code Section 56430 requires LAFCO to conduct MSRs regionally or subregionally, make determinations on local agencies' spheres of influence, and make nine determinations about present and future opportunities, constraints, and needs. The nine required determinations are:

- (1) Infrastructure needs or deficiencies
- (2) Growth and population projections for the affected area
- (3) Financing constraints and opportunities
- (4) Cost avoidance opportunities
- (5) Opportunities for rate restructuring
- (6) Opportunities for shared facilities
- (7) Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers
- (8) Evaluation of management efficiencies
- (9) Local accountability and governance

- **What is a "sphere of influence"?**

A sphere of influence, or "SOI," is a long-range planning tool that:

- Guides future LAFCO decisions on jurisdictional boundary changes for local agencies, such as annexations.
- Assists local agencies in planning for their future and probable service areas.
- Promotes cooperative planning efforts among the County, cities, and special districts, and facilitates the logical and efficient extension of services and facilities by those agencies.

- **What is LAFCO's approach to MSRs in Orange County?**

Orange County LAFCO proposes a unique and innovative, strategic and programmatic approach to the MSRs based on a set of guiding principles:

- MSRs should be future-oriented studies that address future growth and municipal service and infrastructure needs and opportunities over the next 15 to 20 years.
- MSRs should be valuable to the stakeholders and the public as the ultimate end-users of the studies.
- MSRs should be conducted through an open and inclusive process.

- **What areas of Orange County will the MSRs focus on?**

The MSRs will address both of Orange County's urban core and urban fringe areas.

- Urban Core: Orange County's older, more established areas developed prior to 1970. Municipal service issues for these areas generally focus on declining revenue streams, increasing housing and public service needs, urban runoff, and aging infrastructure.
- Urban Fringe: Orange County's newer, more recently developed or developing areas built after 1970. Municipal service issues for these areas lean more toward the extension of new infrastructure, public services and facilities, and structures of governance.

Municipal Service Review Law

Government Code Section 56430

56430. (a) In order to prepare and to update spheres of influence in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for service review the county, the region, the subregion, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

- (1) Infrastructure needs or deficiencies.
- (2) Growth and population projections for the affected area.
- (3) Financing constraints and opportunities.
- (4) Cost avoidance opportunities.
- (5) Opportunities for rate restructuring.
- (6) Opportunities for shared facilities.
- (7) Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers.
- (8) Evaluation of management efficiencies.
- (9) Local accountability and governance.

(b) In conducting a service review, the commission shall comprehensively review all of the agencies that provide the identified service or services within the designated geographic area.

(c) The commission shall conduct a service review before, or in conjunction with, but no later than the time it is considering an action to establish a sphere of influence in accordance with Section 56425 or Section 56426.5 or to update a sphere of influence pursuant to Section 56425.

(d) Not later than July 1, 2001, the Office of Planning and Research, in consultation with commissions, the California Association of Local Agency Formation Commissions, and other local governments, shall prepare guidelines for the service reviews to be conducted by commissions pursuant to this section.

Sphere of Influence Law

Government Code Section 56425

56425. (a) In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each local governmental agency within the county and enact policies designed to promote the logical and orderly development of areas within the sphere.

(b) At least 30 days prior to submitting an application to the commission for a determination of a new sphere of influence, or to update an existing sphere of influence for a city, representatives from the city shall meet with county representatives to discuss the proposed sphere, and its boundaries, and explore methods to reach agreement on the boundaries, development standards, and zoning requirements within the sphere to ensure that development within the sphere occurs in a manner that reflects the concerns of the affected city and is accomplished in a manner that promotes the logical and orderly development of areas within the sphere. If no agreement is reached between the city and county within 30 days, then the parties may, by mutual agreement, extend discussions for an additional period of 30 days. If an agreement is reached between the city and county regarding the boundaries, development standards, and zoning requirements within the proposed sphere, the agreement shall be forwarded to the commission, and the commission shall consider and adopt a sphere of influence for the city consistent with the policies adopted by the commission pursuant to this section, and the commission shall give great weight to the agreement in the commission's final determination of the city sphere.

(c) If the commission's final determination is consistent with the agreement reached between the city and county pursuant to subdivision (b), the agreement shall be adopted by both the city and county after a noticed public hearing. Once the agreement has been adopted by the affected local agencies and their respective general plans reflect that agreement, then any development approved by the county within the sphere shall be consistent with the terms of that agreement.

(d) If no agreement is reached pursuant to subdivision (b), the application may be submitted to the commission and the commission shall consider a sphere of influence for the city consistent with the policies adopted by the commission pursuant to this section.

(e) In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to each of the following:

(1) The present and planned land uses in the area, including agricultural and open-space lands.

(2) The present and probable need for public facilities and services in the area.

(3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

(4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

(f) Upon determination of a sphere of influence, the commission shall adopt that sphere, and shall review and update, as necessary, the adopted sphere not less than once every five years.

(g) The commission may recommend governmental reorganizations to particular agencies in the county, using the spheres of influence as the basis for those recommendations. Those recommendations shall be made available, upon request, to other agencies or to the public. The commission shall make all reasonable efforts to ensure wide public dissemination of the recommendations.

(h) When adopting, amending, or updating a sphere of influence for a special district, the commission shall do all of the following:

(1) Require existing districts to file written statements with the commission specifying the functions or classes of services provided by those districts.

(2) Establish the nature, location, and extent of any functions or classes of services provided by existing districts.

(i) Subdivisions (b), (c), and (d) shall become inoperative as of January 1, 2007, unless a later enacted statute, that becomes operative on or before January 1, 2007, deletes or extends that date.



SUBJECT:	Sphere of Influence Policy		
Date Approved by the Commission:	Original: 10/02/1996 Revised: 07/13/2005, 02/09/2005	Date of last Revision:	07/13/2005

I. LEGAL AUTHORITY

The California Government Code §56425 states in part:

In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each local governmental agency within the county and enact policies designed to promote the logical and orderly development of areas within the sphere.

Spheres of Influence are established by the LAFCO to identify the physical boundaries and service areas of cities and special districts. Current LAFCO policy calls for territory to be included within a Sphere of Influence if that area will need urban services within the next ten to fifteen years. Spheres of Influence are required to be updated no less than every five (5) years and are amended as conditions warrant. A sphere of influence must be established for each city and district, regardless whether the sphere boundary is the same as the city or district boundary. The SOI boundary established for each agency may or may not be conterminous with the city or district boundary. The intent of this policy is to promote the efficient, effective, and equitable delivery of local and regional services for existing and future residents through spheres of influence and to define a collaborative process with agencies.

Nothing in these policy guidelines shall be interpreted to affect or change pre-existing approved entitlements or development agreements. These policies reflect recognition that each Sphere of Influence is unique and requires site specific planning and flexibility.

A section of this policy is applicable to areas within Orange County which may still be experiencing growth. That section, titled Developing Spheres of Influence, is the product of a facilitated dialogue between the league of California Cities-Orange County Division, the County of Orange, the Local Agency Formation Commission (LAFCO), and the Building Industry Association of Orange County to address projected growth and the provision of municipal and regional services in developing areas.

II. DEFINITIONS

A. **"Sphere of Influence"** is a plan for the probable physical boundaries and service area of a local agency, as determined by the Commission (California Government Code §56076).

- B. **"Design Standards"** shall mean regulations pertaining to the location, height, bulk density, intensity, setback and size of buildings and structures, and local street widths.
- C. **"Developing Spheres of Influence"** shall mean the Spheres of Influence to be established by LAFCO based on the considerations set forth in the Sphere of Influence Policy Guidelines for the following cities and, in the future, to existing cities where LAFCO establishes a new SOI boundary, and any newly incorporating cities:
- Anaheim (Santa Ana Canyon)
 - Brea
 - Newport Beach (Newport Coast and Banning Ranch)
 - Huntington Beach
 - Irvine
 - Lake Forest
 - Orange (East Orange)
 - San Clemente
 - Yorba Linda (Chino Hills)
- D. **"Developing Standards"** shall mean standards for Infrastructure, Public Safety Regulations, and Design Standards. Design Standards are not applicable to: 1) Interim uses such as agriculture; or 2) public utilities.
- E. **"Infrastructure"** shall mean standards for street alignments and grades and arterial and primary widths, drainage and sanitary facilities, public utilities, parks, public easements, and other public facilities, or fees in lieu thereof, which will be operated and maintained by a city upon annexation.
- F. **"New Communities"** shall mean areas designated as potential new cities through a joint LAFCO/County process.
- G. **"Public Safety Regulations"** shall mean building codes and regulations adopted pursuant to the provisions of Health and Safety Code.
- H. **"Sphere of Influence"** shall have the meaning as set for in Government Code Section 56076.
- I. **"Urban Level Municipal Services"** may include, but are not necessarily limited to, water, sewer, streets, street lighting, park and recreation services, building and zoning enforcement, animal control, law enforcement, fire protection, libraries, and crossing guards.
- J. **"Zero Sphere of Influence"** may be applied to any agency which the Commission has determined should reorganize, merge, dissolve or consolidate with another agency at some point in the future. Annexations to an agency with a zero sphere should be discouraged by the Commission.

III. PURPOSE OF SPHERES

A. Planning Tool for LAFCO and Local Agencies

A sphere of influence is a long-range planning tool that guides future LAFCO decisions on individual jurisdictional boundary changes, incorporation proposals, district formation, and proposals for consolidation, merger, or formation of subsidiary districts. Spheres of influence should be used to assist each public agency in planning the logical extension of its facilities and services through the designation of potential areas of annexation.

B. Coordinate Logical Extension of Public Services and Agency Boundaries

Adoption and update of spheres of influence should promote cooperative planning efforts among the county, cities, and districts and facilitate the logical and economical extensions of all their facilities and services. As such, spheres of influence should be conducted in conjunction with or after a municipal service review.

C. Assist Property Owners in Planning Comprehensively

Spheres of influence provide information to the property owner as to the ultimate service provider and timing of development for their property. Knowing the future service area of cities and special districts will facilitate good planning decisions for vacant, agricultural and open space land.

IV. POLICY GUIDELINES

A. Municipal Service Reviews

In accordance with state law (Government Code §56425), spheres of influence should be updated every five years. Spheres must be prepared in conjunction with or after completion of a related municipal service review (Government Code §56430).

B. Annexation of Territory

Before territory can be annexed to a city or district, it must be within the agency's sphere (Government Code §56375.5). Spheres should be used to encourage development of territory adjacent to urban areas prior to annexation of other areas, especially agricultural and open space lands. However, because territory is within an agency's sphere does not mean that the area will necessarily be annexed. A sphere is only one of several factors that are considered by LAFCO when evaluating changes of government organization.

C. Consistency with General Plans in Designation of City Spheres

LAFCO must review the existing and future land uses of territory prior to including it within a city's sphere (Government Code §56425, factors to be considered) in order to determine the logical extension of urban services and

the probable future boundary of a city or district. Territory will be considered for inclusion within a city's sphere if urban services are proven to be needed within the next 10 - 15 years. If an area is located within a city's sphere of influence, but not included in the city's general plan, prior to the territory being approved for annexation by the Commission, the territory must be included within the land use element of the city's general plan.

D. Encourage Efficient and Logical Formation of Government Agencies

LAFCO recognizes that urban populations require a broad range of community services and control; and that service needs often change as areas become more densely populated. The designation of spheres of influence should be used to promote efficient and accountable extensions of public services and to assist communities in determining service priorities, service levels, and service need. Spheres of influence should identify areas of potential service expansion as well as communities that could best be served by the consolidation, merger, or establishment of subsidiary districts.

E. Encourage Annexation of Unincorporated Islands

City spheres that include unincorporated islands of territory should be encouraged to annex the islands to the city. The Commission acknowledges that unincorporated islands are generally costly for county government to serve and often have service impacts on the surrounding city. LAFCO discourages the formation of special districts within unincorporated islands for services that are readily available from the surrounding city.

F. Encourage Logical Annexations and Discourage Overlapping Service Areas

Phased urban development contributes to the orderly growth of urban areas. Territory placed within a city's sphere indicates that the city is the most logical provider of urban services for development. LAFCO encourages annexation of developing territory that is currently within a city's sphere to that city rather than to one or more single purpose special districts. LAFCO discourages the formation of special districts within a city's sphere. To promote efficient and coordinated planning among the county's various agencies, city spheres shall not overlap and districts that provide the same type of service shall not have overlapping spheres. An update of a city's sphere may also include a review and update of the special district spheres that serve the city or its sphere area.

V. PROCEDURE FOR DETERMINING NEW SPHERES OF INFLUENCE

Currently, all cities and districts within Orange County have a LAFCO designated sphere of influence. Therefore, this section affects the adoption of a sphere for incorporation of a city or the formation of a special district.

A. City Incorporation

The incorporation proponents are required to submit a proposed sphere of influence as part of their incorporation application. The proposed sphere

boundary should be submitted on a map detailed enough to indicate parcels to be included or excluded from the sphere boundary. If the proposed sphere is larger than the proposed city boundary, the applicant must justify the inclusion of additional territory by considering the factors identified in this policy. LAFCO shall analyze the proposed sphere boundaries and possible alternative boundaries in conjunction with the incorporation proposal. The Commission shall use the factors identified in this policy as guidance for determining the proposed city's sphere. Land use designations of the county general plan shall be used to assist in determining the future need for urban level services of the sphere territory.

B. District Formation/Consolidations/Reorganizations

The district formation/consolidation/reorganization applicant is required to submit a proposed sphere of influence boundary for the proposed district or consolidation. If the proposed sphere is larger than proposed district boundary, the applicant must justify the inclusion of additional territory by considering the factors identified in this policy. The proposed sphere boundary should be submitted on a map (detailed enough to indicate parcels to be included or excluded from the sphere boundary) that shows the proposed district boundaries and any other agencies' boundaries or sphere boundaries that are within close proximity to the proposed district.

VI. PROCEDURE FOR UPDATING SPHERES OF INFLUENCE

The Local Agency Formation Commission is required to review and update spheres of influence every five years and are required to be consistent with existing state laws (§56425).

A. Initiation of a Sphere Update

A comprehensive update to an agency's sphere of influence may be initiated by direction of the Commission or by application of the agency. If submitted by the agency, the application should contain or reference a municipal service review. The information contained in the application may include but is not limited to:

1. Capital improvement plan
2. Location of existing services/ infrastructure
3. Level and range of services/ existing capacity
4. Population and growth trends for the subject area
5. Land use designations
6. Planned development
7. Natural topographical features

8. Special circumstances

In addition, the application should contain a map of the affected city or district and identification of the following:

1. Topography
2. Urban areas/major roadways
3. Open space and agricultural areas
4. Boundaries of adjacent cities and districts and each sphere designation

Upon submittal of the application, LAFCO staff will issue a letter indicating whether the application submitted is sufficient or if more information is required. If additional information is required, LAFCO staff will identify the items necessary to make the application complete. Once staff review is complete, a public hearing will be set and the Commission shall consider the proposed sphere update.

B. Factors to be Considered

Government Code Section 56425 specifies the following four factors which must be considered when establishing or reviewing spheres of influence:

1. The present and planned land uses in the area, including agricultural and open space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services which the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines they are relevant to the agency.

In addition, the Commission shall consider the following criteria in determining a city's or special district's sphere of influence:

- Water transmission mains and available capacity
- Sewerage facilities and capacity
- Level of police and fire protection
- Waste disposal services
- Parks and recreation opportunities
- Compatible street circulation
- Natural topographic features such as rivers, ridge lines, ravines, etc.

- Human-made barriers such as freeways, major streets, railroads, etc.
- General plans adopted by affected cities or county
- Existence of unincorporated "islands" in the area
- School districts, postal zones, and other special districts which give municipal type services
- Property owner concerns
- Fiscal impacts

These criteria are used to determine which city, if any, or district is the most capable of providing the necessary public facilities and services essential to urban development. In applying the above criteria the Commission's sphere determinations will not be based on any single factor, but rather will include a composite consideration of all the factors that are applicable.

C. Factors to be Considered In Applying a "Zero Sphere of Influence"

For those agencies that the Commission has determined should be reorganized, merged, dissolved, or consolidated with another agency, the Commission may apply a "zero sphere of influence." Generally, zero spheres are applied to agencies comprising territory that is largely built-out, or substantially similar to adjacent areas in land use patterns, and in which no significant new services to the area are anticipated.

A zero sphere does not require the agency or LAFCO to initiate a reorganization proposal. However, it serves as an indicator that at some point in the future the agency should reorganize. In addition, annexations to agencies with a zero sphere should be strongly discouraged.

Prior to designating a zero sphere for an agency, the Commission shall determine that at least one of the following have been met:

- The agency's present and future capacity to provide services is compromised by infrastructure, financing, regulatory and/or staffing constraints.
- All or a portion of the agency's services is contracted out to other service providers.
- An alternative service provider is capable of providing the same service to the area more efficiently.

VII. POLICY GUIDELINES FOR "DEVELOPING SPHERES OF INFLUENCE"

The following policy guidelines concern development proposals within Developing Spheres of Influence. They do not apply to land covered by a pre-annexation agreement between a city and landowner.

- A. Cities should have the option to provide Urban Level Municipal Services to areas within Spheres of Influence where the city has a demonstrated willingness and ability to provide Urban Level Municipal Services. This section is not intended to address the provisions of services by independent special districts.
- B. Urban development should occur within existing cities, Spheres of Influence, or planned cities. Initiation of annexation into the city should occur at the earliest time in the planning process consistent with these policies. Initiation of annexation to a city should occur prior to the issuance of building permits.
- C. Spheres of Influence reflect a city's demonstrated willingness and on-going ability to provide land use planning and to plan for and extend public services. This policy guideline acknowledges that LAFCO has sole authority to determine Spheres of Influence, and LAFCO concurrence is necessary for implementation of this guideline.
1. In conjunction with LAFCO review of a city's Sphere of Influence, the city must develop a plan of service consistent with the level of detail commonly found in General Plans for the proposed sphere area. The plan will include:
 - Land Use Designations
 - Location of existing services and infrastructure
 - Capital improvement and funding plans
 - Level and range of service proposed for the area
 2. It is anticipated that LAFCO would reevaluate a city's Sphere of Influence on a priority basis and determine if the sphere shall be maintained, revised, or eliminated consistent with these policy guidelines if a city's actions significantly alter the need for urban services or the provision of urban services within the sphere area.
- D. Through coordination with the cities and the County, LAFCO will periodically complete Sphere of Influence updates so that responsible agencies can develop general plans, ordinances, and procedures consistent with these policy guidelines.
- E. The public interest is served when the cities, the County and LAFCO acts to provide compatibility in land use planning and development standards. This collaboration assists LAFCO in establishing spheres in developing sphere areas. Development Standards applicable within Developing Spheres of Influence should allow consideration of the following:
1. City standards for Infrastructure improvements, including public parks, and Public Safety Regulations should be utilized.
 2. City Design Standards will be the starting point of discussion between the city and the landowner for a development proposal. Cities and landowners will work cooperatively to achieve consensus by using flexibility, incentives, and other options to achieve agreement on the

applicable Design Standards. In the event the city and landowner cannot agree on appropriate Design Standards, the County will make the final determination on the Design Standards which will apply based upon an evaluation of the legitimate objectives of the city and the landowner. Factors to be considered by the County shall include, but not be limited to, balancing the landowner's need for responsiveness to the marketplace with the city's need for consistency with the city's Design Standards.

Section 5(a) and (b) are intended to recognize that while the County will have ultimate responsibility for the application of Development Standards within a Developing Sphere of Influence, compatibility with City Infrastructure and Public Safety Regulations facilitates the ultimate annexation of the development to the city. It is anticipated that each city will identify development standards to be addressed at the time formal policies are considered for Individual Sphere of Influence areas.

VIII. GUIDELINES FOR ANNEXATION INCENTIVES FOR DEVELOPING SPHERE AREAS

The following incentives are permissive options to address permit process time and cost and shall not be construed to apply to Development Standards and Design Standards or negate a landowner's option to process all aspects of a development through the city or County.

A. Flexible Processing Options

The County and the city may each submit a development processing time and cost proposal for landowner consideration. Should the landowner wish a development proposal to be processed through the city, the County and city will pursue a cooperative agreement allowing the city processing prior to the effective date of annexation.

B. Pre-annexation agreements, which eliminate the need for the extension of Urban Level Municipal Services by the County will be considered a public benefit for the purposes of County development agreements.

C. To promote early annexation, the city will consider offering incentives including, but not limited to, the following:

- a. Pre-annexation planning and zoning
- b. Pre-annexation subdivisions
- c. Creative public financing opportunities
- d. Pre-annexation agreements
- e. Pre-annexation development agreements
- f. Financial incentives
- g. Phased annexations

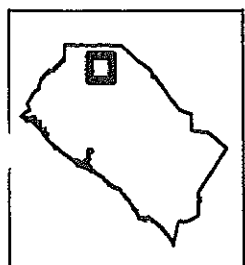
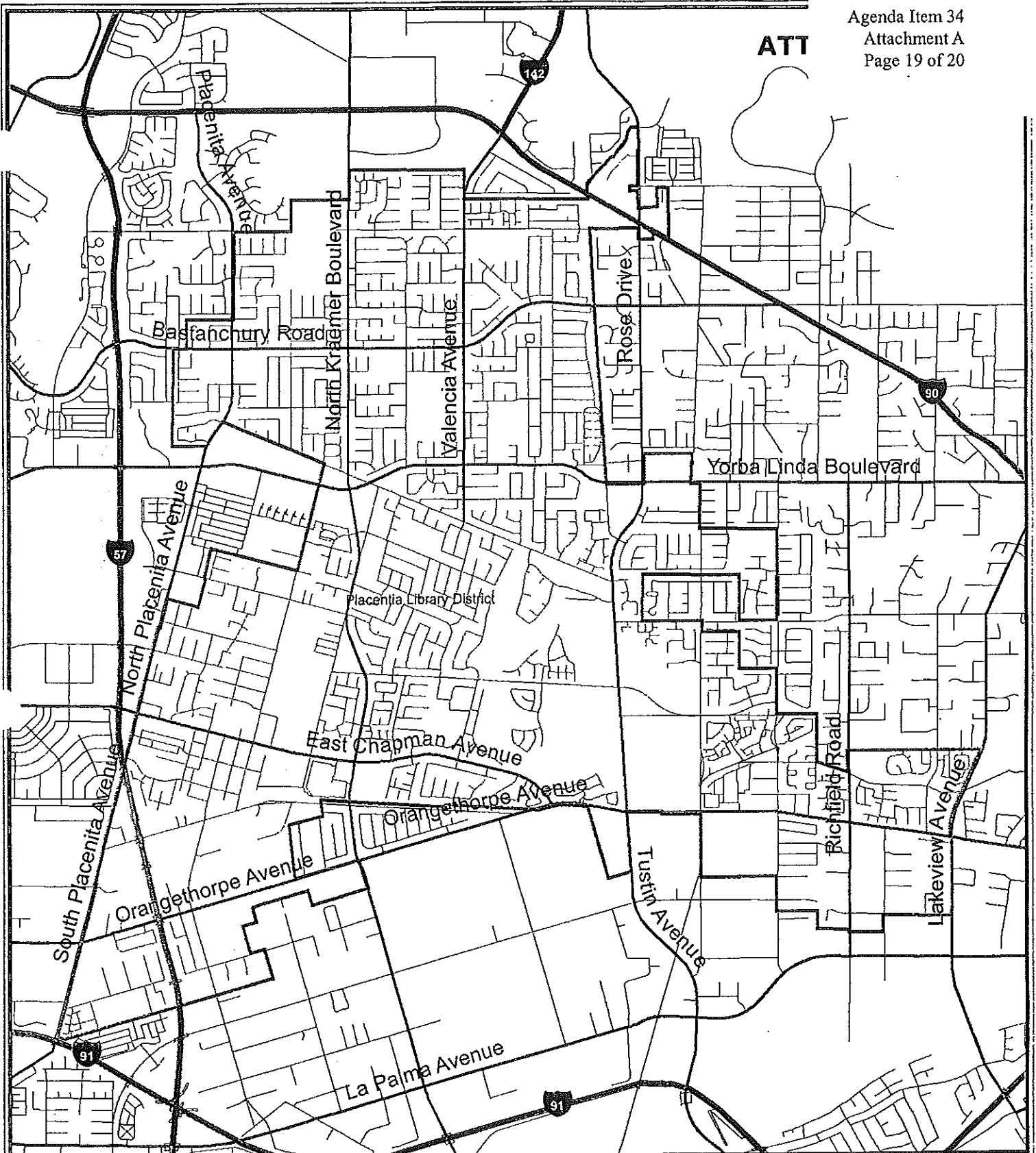
IX. SCHEDULE FOR REVIEW OF ALL SPHERES OF INFLUENCE

A. The comprehensive update of an agency's sphere of influence should be conducted every five years prior to or in conjunction with the preparation of municipal service reviews.

B. Types of Spheres

The Commission may establish a sphere of influence which is larger than an agency's current boundaries when it is deemed possible that the agency should or will expand. The expansion of a city's sphere may include territory not included in the city's current general plan. The Commission may also set a sphere of influence which is coterminous with existing city/district boundaries when it is not deemed appropriate by LAFCO for the public agency to expand beyond its present boundaries. Finally, the Commission may also establish a zero sphere for any agency which the Commission has decided should reorganize, merge, consolidate with another agency. A zero sphere does not require the agency or LAFCO to initiate a reorganization proposal. However, it serves an indicator that at some point in the future the agency should reorganize. In addition annexations to an agency with a zero sphere should be discouraged by the Commission.

ATT



Legend

- Sphere Boundary
- District Boundary

Placentia Library District Sphere of Influence Map

SOI Originally Adopted: 11/26/75
Last Reviewed: 11/26/75

9/30/05

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director's Report
DATE: October 17, 2005

Activities Report:

- Sep 15 The Strategic Planning Focus Group of Collaborative Partners met with Louise Mazerov and Vernon Napier.
- Sep 19 Met with Deniene Husted to review the "Introducing Placentia Library" brochure.
Library Board strategic planning work session and regular meeting.
- Sep 21 Participated in training for online book ordering with the Baker & Taylor representative.
- Sep 22 Participated in the Press Conference at the Bradford House for the Placentia Legacy brochure.
- Sep 24 Saturday manager at the Library.
- Sep 27 - 29 CSDA Conference, Long Beach

Attended the opening general session and luncheon on Tuesday during which Placentia Library District received the Innovative Services Award. Jim Roberts made a presentation to the audience about the results of the expansion of the literacy program through community collaborative partners.

The opening luncheon program discussed media management during a crisis and becoming the media's "trusted expert".

Breakout session I attended included "Communication Protocols for the Board and Staff", "The Art of Recruiting, Hiring and Keeping Good People", "Around the Corner and Over the Horizon: What's Ahead for Special Districts", "Special District Financing Mechanisms", "Employment Law Update" and "Getting Caught in the Web: Developing and Maintaining a Website as a Communication Tool".

I also attended the Legislative Breakfast and heard the presentation by CSDA Lobbyist Ralph Heim.

- Oct 1 Saturday manager at the Library.

- Oct 3 Friends Board Meeting.
- The Strategic Planning Focus Group of Placentia Residents Using the Yorba Linda Library met with Louise Mazerov and Wendy Goodson.
- Oct. 4 Attended the Executive Committee Meeting for the Independent Special Districts of Orange County.
- Met with Kathryn Beseau, Partner and John Hanson, Manager, Moreland & Associates, Certified Public Accountants to discuss the District's audit process and schedule.
- Oct.8 Prepared the balloons for the Trustee parade vehicle, delivered the balloons and the sign and confirmed that the vehicle was in the correct location and checked in with the District booth at the Business Showcase and gave a break to the staff. Closed out Passports at the Library in the afternoon.
- Oct 10 Submitted the job audits for Public Services Manager, Technology Manager and Administrative Assistant to Mary Jane Perlick, CPS Personnel Services.
- Oct 11 Met with the Owner of Off Broadway Bistro, Anaheim to negotiate using the restaurant for the Staff Appreciation Dinner.

Staff Meetings:

- Sep 21 I reviewed the overall categories for the Administrative areas that were discussed at the Strategic Planning Worksession on September 19. Technical Services staff presented their suggestions for the Strategic Plan.
- Oct 5 The entire session was devoted to telephone training by a representative from Eartel. It is obvious that this topic needs to be reviewed again later in December because most of us are still mastering the basics and not taking advantage of the advanced features of the system.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager
 DATE: October 17, 2005
 SUBJECT: Program Committee Report for the month of September.

ADULT SERVICES

	Sep 04-05	Sep 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	0	1	2	3
NUMBER OF ATTENDEES	0	33	30	68

CHILDREN'S SERVICES

	Sep 04-05	Sep 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	20	22	28	22
NUMBER OF ATTENDEES	788	872	1,000	1,533

PROGRAM COMMITTEE

	Sep 04-05	Sep 05-06	YTD 04-05	YTD 05-06
NUMBER OF MEETINGS	0	1	0	1
NUMBER OF ATTENDEES	0	6	0	6
NEWS RELEASES	NA	2	NA	2


LITERACY SERVICES

	Sep 04-05	Sep 05-06	YTD 04-05	YTD 05-06
Total Tutors	149	89	164	87
Total Students	171	132	179	161
Total Hours	1,450	894	4,125	2,125

For more detailed literacy statistics, see Agenda Item 39, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director


From: Caroline Gurkweitz, Children's Librarian 

Date: for Board Meeting, October 17, 2005

Subject: September 2005 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 2 years and under	5	174
Story Time I - 6 years & under	5	226
Story Time II -6 years & under	3	115
Music Time 1 - 3 year olds	4	205
Music Time 4 - 6 year olds	4	124
Read to the Dogs event	1	28
Total September 2005	22	872
September 2004	20	778
Current FY to date	76	3671
Previous FY to date	69	3006

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: October 17, 2005

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

Tutor Training. There were two tutor training workshops in September and one in October, and thirty-seven tutors were trained, sixteen adults and twenty-one teens. All new volunteer tutors are matched or pending match.

Families for Literacy (FFL) Program Status. We had no FFL programming in September.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP will start again during school year 2005-06 in early October. We'll be recruiting PRREP tutors from El Dorado High School and Valencia High School to participate in the program this school year.

PLLS starts two new homework clubs. On September 19, we started a homework club at Topaz Elementary School for seventh grade students who are attending Tuffree Middle School and graduated from Topaz. Held Monday-Wednesday from 4-6 PM, the Topaz homework club has averaged eighteen students a day. On September 19, we started a new homework club at the Homeless Intervention Shelter (H.I.S. House) where there are twelve (12) school-age children.

English Language and Literacy Intensive (ELLI) Program Update. We have already started ELLI again this school year. We plan to have ELLI active at three elementary schools: Ruby Drive, and Topaz, and Tynes.

Grant Update. Our grant writer, Machoskie & Associates, submitted several letters of inquiry to possible grantors in September.

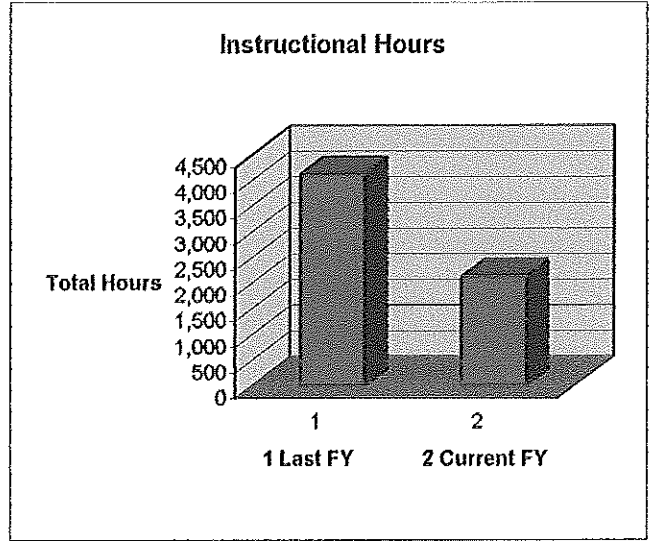
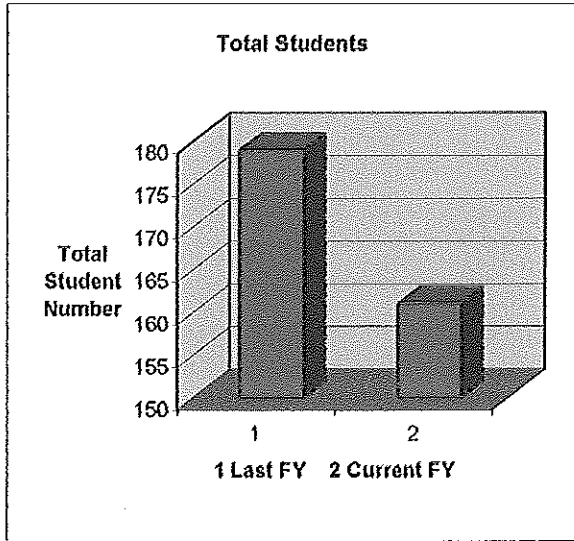
Federal Work Study (FWS). Our FWS partnership with Financial Aid at Cal State Fullerton grew stronger during FY 2004-05. In that respect, our FWS allocation for FY 2005-06 is \$75,000, and we already have sixteen (16) students approved for this coming year. Our FWS partnership is also very strong with Western State College University of Law as we have thirteen (13) already signed-up.

Literacy statistics. See Agenda Item 38, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Sep 04-05	Sep 05-06	YTD 04-05	YTD 05-06
Tutors				
Adult	80	47	98	54
Teen	59	42	66	44
Hours Instruction	1,450	894	4,125	2,125
Other Volunteer Hours	120	120	120	280
Total Hours	1,570	689	4,245	2,405
Training Workshops				
Workshops Held	3	3	8	5
Tutors Trained	14	37	39	46
Students				
With Adult Tutors	97	92	108	102
With Teen Tutors	74	40	71	59
In Groups	0	0	0	0
Total Active Students	171	171	179	161
Families for Literacy				
Family Students	10	5	10	5
Family Tutors	10	5	10	5
Hours of Instruction	80	60	240	120
ELLI Program				
K-6th Grade Students	0	45	0	98
Tutors for K-6th Grade	0	9	0	9
Hours of Instruction	0	200	0	200
Total Tutors	149	89	164	87
Total Students	171	132	179	161
Total Instruction Hours	1,450	894	4,125	2,125



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TO: Elizabeth Minter, Library Director
FROM: Mary Strazdas, Librarian *MS*
DATE: October 17, 2005
SUBJECT: **Reference and Adult Services report for September, 2005**

- There were two Program Committee meetings during the month.
- Dr. Charles Frazee did a program about the Byzantium Empire on Monday evening, September 26.
- There was a Byzantium book display in the library with available bibliographies for patrons.
- "Join the Major Leagues @ Your Library" is a yearly promotion originated by ALA that ended on September 9.
- Our "Smartest Card" library card sign-up promotion offered a free book to people under sixteen and five Bookstore Bucks to older people during the month.
- Books appropriate to the commemoration of 9-1-2001 were available in the trough.
- The glass display case by the New Book Shelf featured a Reading Roundup collection of artwork. Items such as books, cassettes, and DVDs on the floor of the case illustrated the things a patron may borrow by using his library card.

Statistical Comparisons at the Reference Desk
September FY 2005/2006

	2004	2005	YTD 04-05	YTD 05-06
Phone Reference Questions	206	204	466	571
Desk Reference Questions	1328	1505	3409	4828
E-Mail Reference Questions	5	8	16	13
Ready Reference	39	37	132	88
Instruction	70	64	114	163
Computer Use	2039	2479	5203	8233
Reference Books: In-Library Use	18	2815	116	2850
Patron Database Signups	259	211	681	916

TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian *GB*
DATE: October 17, 2005
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: 6

Attended Heritage Coordinating Council meeting on September 6th. Prepared minutes that were distributed to members. We will host the next meeting on Nov. 1st.

There were patron requests for El Camino, Valencia, and Esperanza high school yearbooks.

Materials were donated to the History Room from the Tuffree estate, including books, photographs, and letters.

Eddie Castro submitted historical reports.

Query was answered regarding Virginia Carpenter's birthplace.

Requests were made for the Atwood and La Jolla files.

Three volumes of Placentia City Council meeting minutes were added to the collection.(1992-2002)

News articles were prepared for the *Placentia Quarterly*.


Historical events were promoted for the National History Day contest/museum presentations.

Two VHS annuals were requested for viewing.

Marie Schmidt met with the Placentia Yorba Linda Unified School District to choose a name for the new high school and middle school. The name Aguirre was proposed.

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

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

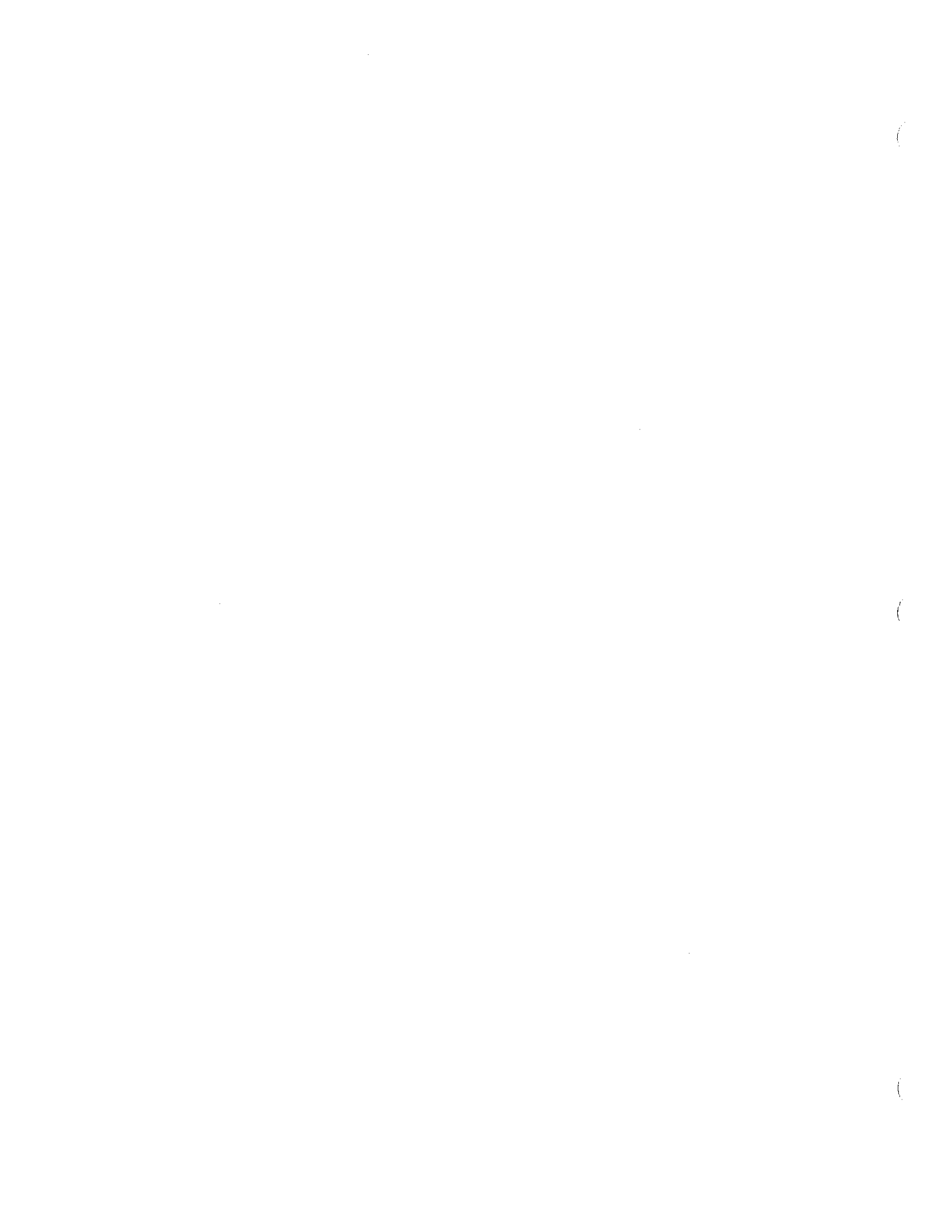
Date: October 17, 2005

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

In August, the Placentia Library District had 44,839 "hits," an average of 1,494 a day. Our year to date statistics are as follows:

Pages Visited	July-05/06	July-04/05	Aug-05/06	Aug-04/05	Sep-05/06	Sep-04/05
Borrowers	246	215	238	248	259	259
Friends	102	147	148	129	126	133
District	190	156	255	214	286	162
Kids	451	230	512	220	397	657
Foundation	113	118	141	170	116	123
History Room	227	192	254	232	338	215
Literacy/CLC Logo	122	180	204	182	200	192
Passports	614	484	529	350	533	559
Poet Laureate	651	498	628	456	585	528
Total Views Most Hits	2,716	2,220	2,909	2,201	2,840	2,827

Total Most Hits YTD 2,716 2,220 5,625 4,421 8,465 7,248



TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: 11 October 2005
SUBJECT: **Technology Report for September 2005**




- Completed roll-out of public access PCs. All 22 PCs now have same appearance and functionality.
- Set up 4 *Express* PCs for quick and easy access (limited to 15 minutes). They can be used to search the catalog, check email, print a document, etc.
- Attended workshop dealing with present capabilities and anticipated developments of Integrated Library Systems.
- Met with book vendor representative to complete the set up for our on-line ordering.
- Completed the clean-up and re-arrangement of the staff workroom.

Projects under consideration

- Replacing the security gates at the checkout desk.
- Installing people counters at several locations in the Library.
- Converting newspapers on microfilm to a digital medium.



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: October 17, 2005

SUBJECT: Publicity materials produced for September 2005

Information on the Placentia Library cable channel #24, updated end of August 2005:

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. Labor Day Closures
6. Library Departments
7. Israel: Small Country, Big Ideas
8. Friends of Placentia Library Used Bookstore
9. Bookstore Volunteers Needed
10. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
11. Amazon.com
12. Library Hours
13. Labor Day Closures
14. Shop for the Library
15. Literacy Services Logo
16. Literacy Program Tutors Needed
17. Create a Legacy
18. North Orange County Genealogical Society
19. Placentia Historical Afghan Sale
20. 19th Annual Camp Library
21. Library Hours
22. Labor Day Closures
23. Dr. Charles Frazee Program
24. Telephone Renewal Instructions
25. Wi Fi Here Now
26. Adopt-A-Chair
27. Apply for your passport at Placentia Library
28. Passport Hours
29. Now Doing Passport Photos
30. Library Hours
31. Labor Day Closures
32. Placentia's Newest Local History For Children & Adults
33. Lapsit Storyhours
34. Story Times, ages 3-6
35. Music Times, ages 3-4
36. Music Times, ages 5-6
37. Story Time at Home, *Tumblebook Library*
38. Library Hours
39. Labor Day Closures
40. www.placentialibrary.org, 24/7 Reference, the Library Catalog
41. www.placentialibrary.org, Online Resources
42. Placentia History Room Hours
43. Placentia History Room Displays
44. Placentia History Room Collections

45. Placentia History Room Archival Resources
46. Create a Legacy
47. Labor Day Closures

General Newspaper articles published:

1. Starting a business fair


Library Newspaper articles published:

1. Libraries to explore family roots (2)
2. History program
3. Discount prices at library book sale
4. Placentia Library is seeking volunteers
5. Celebrate Placentia
6. September is library card sign-up month
7. Library award
8. Library 'tour' of Byzantine empire
9. The Byzantine
10. Homework help

Flyers and Notices:

1. Foundation thank you cards and ID cards are sent out
2. Adopt-a-Chair Campaign postcards
3. Email request forms
4. Friends membership thank you letters are sent out with membership cards
5. Second Sunday book sale flyers
6. Foundation Bookplates
7. Placentia Quarterly Newsletter
8. Volunteer Applications
9. Legacy brochure invitations and press releases to KOCE, OC Register, LA Times and Placentia News Times
10. Genealogy program flyers

Welcome to Placentia Library District



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

Placentia Library
Board of Trustees

Al Shkoler, President
Betty Escobosa
Richard DeVecchio, Ed.D
Jean Turner
Gaeten Wood

Placentia Library
Board of Trustees

Upcoming Meeting Schedule:

Monday, Sep 19 at 6:30 P.M.
Monday, Oct 17 at 6:30 P.M.
Monday, Nov. 21 at 6:30 P.M.
Monday, Dec. 19 at 6:30 P.M.

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	C L O S E D
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be **CLOSED**

Sunday, September 4th
and
Monday, September 5th

for
LABOR DAY

Placentia Library
528-1906


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

**SMALL COUNTRY
ISRAEL
BIG IDEAS**

MONDAY, OCTOBER 24 AT 7 P.M.


THERE WILL BE LIGHT REFRESHMENTS

USED BOOKSTORE



Staffed entirely by Volunteers
Located in the Library lobby

GREAT BARGAINS!!



Bookstore Volunteers Always Needed!


Sundays 3:00 - 5:00 P.M.
Mondays 6:00 - 8:00 P.M.
Tuesdays 4:00 - 6:00 P.M.
Saturdays 11:00 A.M. - 1:00 P.M.
Substitutes needed for additional hours

Please call Laranne at 528-1925, Ext. 201 for information

SPECIAL BACKROOM SALE
BARGAINS! BARGAINS! BARGAINS!

When: Second Sunday of each month
1:00 - 4:00 P.M.
Upcoming Sales: Aug 14, Sep 11, Oct 9, Nov 13

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

What: Everything in stock 

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

amazon.com

Shop at **amazon.com** through Placentia Library's website, **www.placentialibrary.org**, and a percentage of the sale is donated to the Library!

Placentia Library Hours

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

The Library Will Be CLOSED

Sunday, September 4th
and
Monday, September 5th


for
LABOR DAY

Shop for the Library
shopfortheLibrary.net

NEW! Shop for the Library

Now you can shop from more than 700 online merchants and help raise funds for the Placentia Library at the same time.

Whenever you make a purchase through the Shop for the Library website, up to 25% of the sale goes to benefit the Library!

 **Placentia Library Literacy Services**

Call Literacy Coordinators Jim Roberts or Toby Silberfarb if you or someone you know needs help in reading or speaking English.

☎ 524- 8408, x215 or x213

Placentia Library Literacy Services


- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are:
Aug 7th - Sep 11th - Oct 2nd - Nov 6th

*Second Sunday of month due to holiday

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

Support Placentia

create A Legacy



North Orange County Genealogical Society

LEARN HOW TO FIND YOUR ROOTS!

Monday, October 17 at 7 p.m.

This program is free.
Light refreshments will be served

Placentia Historical Afghans



Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$63.00

Proceeds support the Placentia History Room



**19th Annual
Camp Library**

Friday, Nov 18 - 7:30 p.m.
to
Saturday, Nov 19 - 9:00 a.m.

\$5 \$5
Registration begins Sunday, Oct 16

Placentia Library Hours


Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	C L O S E D
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED

Sunday, September 4th
and
Monday, September 5th

for
LABOR DAY

Dr. Charles Frazee



The Byzantine Empire


Dr. Charles Frazee will be back at the Library for another fascinating evening of pictures and information. Refreshments will be available.

Monday, September 26 at 7 p.m.

Renew your books
by phone
Using Telecirc

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

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



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

It's Here Now!

Bring Your Laptop!

ADOPT-A-CHAIR


Help replace 44 splintering chairs in the Children's Department!



Call 626-1925, x201 for more information




PLACENTIA LIBRARY



**Passport Application
Acceptance Agency**

Passport Services Available at the Library



Passport hours at the Library are:
 Sunday 1:00 - 4:30 P.M.
 Monday 9:00 A.M. - 8:30 P.M.
 Tuesday 9:00 A.M. - 8:30 P.M.
 Wednesday 9:00 A.M. - 8:30 P.M.
 Thursday 9:00 A.M. - 5:30 P.M.
 Friday CLOSED
 Saturday 9:00 A.M. - 4:30 P.M.

Placentia Library is an official U.S. Department of State
 Passport Acceptance Agency
 For Passport information:
 call 524-1956 Ext. 265 or visit the Library Web site www.placentialibrary.org

HOW LONG PASSPORT PHOTOS!


2 PHOTOS FOR \$10

Placentia Library Hours

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

The Library Will Be CLOSED
Sunday, September 4th
and
Monday, September 5th
for
LABOR DAY

Placentia's Newest Local History
 For Children & Adults





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


*Great Gift Idea
 For Young & Old*

Lapsit Story Times
Presented by Lin Baesler
 Ages newborn to 2 years
**Thursday Mornings
 10:00 - 10:20 A.M.**

In the
 Childrens Area





Sponsored by the
 Gordon & Dixie Shaw Endowment
No pre-registration required - no charge




Story Times
 For Children
 Ages 3 - 6

**Thursday Mornings
 10:30 - 11:00 A.M.**




*Presented by Lin Baesler
 No pre-registration required - no charge*

Music Times
 For Children
 Ages 3 - 4




**Tuesday Evenings
 6:00 - 6:30 P.M.**




*Featuring Lin Baesler
 No pre-registration required - no charge*

Music Times
 For Children
 Ages 5 - 6



**Tuesday Evenings
 6:30 - 7:00 P.M.**



*Featuring Lin Baesler
 No pre-registration required - no charge*

Story Time at Home

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

Click on: Just for Kids

Click on the Tumblebooks icon

An on-line collection of animated, talking picture books

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
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The Library Will Be CLOSED

Sunday, September 4th
and
Monday, September 5th

for
LABOR DAY

www.placentialibrary.org

24/7 Reference

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

The Library Catalog

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

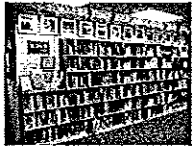
Additionally, you can reserve books, check on your library account, and renew your books. *(library card number needed)*

www.placentialibrary.org

Online Resources
(To access, you must have your library card number available)

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

Placentia History Room




Staffed & Managed by Librarians & Volunteers

Hours
Monday & Tuesday & Wednesday
1:00 - 3:00 P.M.
Other hours by special arrangement

Placentia History Room

Displays currently featuring

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



Placentia History Room


Historical Collections Include

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

Placentia History Room

Archival Resources Include

- 📖 West Atwood Yacht Club membership
- 📖 Assorted Stancel/Louis Kramer maps and papers
- 📖 Articles on international student visit to Placentia, Italy
- 📖 West Placentia Little League
- 📖 International Kiwanis papers and scrapbook (1945-1970)
- 📖 Virginia Carpenter photograph collection
- 📖 Placentia Coaster negative collection
- 📖 Historic photograph collection
- 📖 Newspaper clippings, brochures, newsletters, maps of local historic interest



**Support
Placentia**

*Create
A
Legacy*

The Library Will Be CLOSED
Sunday, September 4th
and
Monday, September 5th
for
**LABOR
DAY**

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

Placentia News
Weekly

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

Yorba Linda Star
Weekly SEP 22 2005

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

Placentia News
Weekly

SEP - 8 2005

Libraries to explore family roots

October is designated as Family History Month and you can do some genealogical digging with the help of four free classes at local libraries. The one-and-a-half hour sessions will be conducted by members of the Association of Professional Genealogists Southern California chapter.

The classes start Oct. 3 at the Fullerton Main Library, 353 W. Commonwealth Ave. with a presentation including useful ideas on how to get the researching started.

The class on Oct. 11 is at the Brea Library, 1 Civic Center Circle.

From 7 to about 9 p.m. Oct. 17 at the Placentia Library, 411 E. Chapman Ave., professional genealogist Caroline Rober will give a presentation on how to find information about family members to develop a family tree.

The last class, on Oct. 24, is at the Yorba Linda library, 18181 Imperial Highway.

Information: Placentia Library, (714) 528-1906, Ext. 209

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

Los Angeles Times
OCEdition
Daily

SEP 24 2005

Monday

Program: Join Charles Frazer, Ph.D., for a slideshow journey through monuments of the Byzantine past. 7 p.m. Free. Placentia Library, 411 E. Chapman Ave. (714) 528-1906, Ext. 209.

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Information: Yorba Linda Library, (714) 996-9511.

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santa ana, calif. 92711

Placentia News
Weekly SEP - 8 2005

Placentia Library

The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and as-

sisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Information: (714) 528-1925, Ext. 201.

Discount prices at library book sale

The Placentia Library will hold a used-book sale from 1 to 4 p.m. Sunday in the library lobby, 411 E. Chapman Ave.

The book sales contain books donated by the community, with prices for hardcover books dropped to 10 percent of their retail prices and paperbacks available for 10 cents to 25 cents.

The library is also looking for more volunteers for its Book Store, to keep it open for the entire library service hours.

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

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

The Register
Daily

SEP 23 2005

PLACENTIA Celebrate Placentia: Four nonprofit groups kicked off a program Thursday that will allow residents to include the city of Placentia in their living trust or will. The Boys & Girls of Placentia-Yorba Linda, Placentia Founders Society, Placentia Library Foundation and the Homeless Intervention Shelter House have partnered together. Pick up a brochure at City Hall or at any one of the nonprofit sites. (714) 993-8117.

- Cindy Arora
(714) 704-3706
carora@cregister.com

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santa ana, calif. 92711

Placentia News
Weekly SEP - 8 2005

September is library card sign-up month

The Placentia Library, at 411 E. Chapman Ave., will give out free books to patrons ages 16 or younger who sign up for a library card in September to celebrate National Library Card Sign-up Month.

Patrons ages 17 and older will receive \$5 in Book Bucks, good toward purchases at the

Placentia Friends of the Library Bookstore and at the Second Sunday Book Sale. Information: (714) 528-1906.

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santa ana, calif. 92711

Placentia News
Weekly SEP - 1 2005

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The Register
Daily SEP 14 2005

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

Placentia News
Weekly SEP - 8 2005

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

Irvine World News 332
Weekly SEP 08 2005

PLACENTIA 332

Library award: The Placentia Library is scheduled to receive the Innovative Program Award on Sept. 27 for its literacy services from the California Special Districts Association. The award is given to one special district in the state each year. The library's literacy program serves more than 600 people. Information on volunteering: (714) 524-8408

- Sushma Subramanian
(714) 704-3796
ssubramanian@ocregister.com

Library 'tour' of Byzantine Empire

Charles Frazee will present pictures and information on the Byzantine Empire at 7 p.m. Sept. 26 in the Placentia Library's Meeting Room, 411 E. Chapman Ave.

Frazee, a longtime Placentia resident, has offered a series of free travel or historic slide-show programs at the library. Refreshments will be available.

Information: (714) 528-1906

Starting a Business Fair

Sponsored by Orange County United Way's women's Empowering Portfolio, the Starting a Business Resource Fair will take place Saturday from 10 a.m. to noon at Delhi Community Center, 505 E. Central Ave., Santa Ana.

The event is open to all Orange County residents who want to learn how to start their own small business. Topics include how to apply for loans to start a business, how to access free resources and financial information, how to network with financial institutions and how to build a credit history.

pacific clippings
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The Register
Daily SEP - 9 2005

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

Placentia News
Weekly SEP 15 2005

332 MONDAY

Homework help for students in the first through 12th grades from 4 to 6 p.m. at the

Placentia Library, 411 E. Chapman Ave. Free. Call (714) 524-8408, Ext. 215 or 213.

PLACENTIA

The Byzantine: Placentia Library will host Charles Frazee, a retired professor from Cal State Fullerton, on Sept. 26 to discuss the history, culture and religion of the Byzantine Empire. The event will begin at 7 p.m. in the meeting room of the library, 411 E. Chapman Ave. Interested participants are encouraged to arrive early - seats fill up fast. For more information, call (714) 528-1906.

- Cindy Arora
(714) 704-3706
carora@ocregister.com

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Librarian *KMM*
DATE: October 17, 2005
SUBJECT: **Safety Committee report for September**

There was no safety committee meeting in September. The next meeting is scheduled for Wednesday, October 19, 2005.







Strategic Plan 2005 Technology

Make the automated library system more self-sufficient for library clients to use both in the Library and by computer access outside the Library:

- 📖 Add self-service check-out capacity in the Library
- 📖 Expand the use of self service reserves and renewals
- 📖 Enable payment of fines and fees via the internet with debit/credit card.
- 📖 Create up to 4 computer-managed short-use terminals for maximum individual use up to 15 minutes with no staff assistance.
- 📖 Enable client registration via the internet so that a visit to the Library is not required in order to use internet based services.

Improve the Library's public access equipment program:

- 📖 Expand the number of public access computers to 50 workstations.
- 📖 Establish a three-year replacement schedule for computers and printers.
- 📖 Transition the public access computers to wireless.
- 📖 Expand the wireless area to include the Civic Center patio.
- 📖 Eliminate the current debit card system for photocopies and printers and replace it with a self-service debit/credit card point of sale system.
- 📖 Create a business center with a self-service fax machine and a copier that both use a self-service debit/credit card point of sale system.

Improve the Library's inventory control, collection maintenance and collection development:

- 📖 Replace the security gates with gates that work reliably and meet ADA compliance.
- 📖 Convert the collection to RFID to use for inventory control, checkout and shelf reading.
- 📖 Create and implement a more effective procedure for resolving security system alarms at the check out desk.
- 📖 Create a system of scheduled collection usage reviews for the purpose of weeding.
- 📖 Create a group of advisory committees of Library users to make purchase recommendations for various genre or subject areas.
- 📖 Transition the collection to keep up with technology changes in media including but not limited to e-books, downloadable audio books and replacing videos with DVDs. Eliminate tape based media.
- 📖 Convert existing microfilm collections to digital format.
- 📖 Transition the acquisitions process to electronic ordering and payment.



Strategic Plan 2005 Technology

- 📖 Create a program to reduce the amount of in building physical processing to gifts and local materials only by requiring acquisitions staff to purchase only from pre-approved vendors who provide "shelf-ready" processing.

Create and maintain a comprehensive reporting mechanism for the use of Library materials and databases:

- 📖 Expand the collection of usage data of electronic based services provided by the Library by collecting and reporting the usage statistics of each database service used by someone with a Placentia Library authentication number by title of the database and indication of whether it was accessed in the Library or remotely.
- 📖 Work with the State Library of California and other public libraries to ensure that collection usage and circulation data is being collected and reported in a uniform manner.
- 📖 Improve the accuracy of the collection of data about in-building reference and readers' advisory inquiries and program attendance.
- 📖 Improve the accuracy of the attendance information in the Library.

Provide a smooth transition for Library services to an internet-based platform:

- 📖 Work with the Technology Committee and Library Directors of the Tri City Library Network to improve the usage of the online catalog by providing a more intuitive catalog interface.
- 📖 Create a staff intranet to improve the speed and quality of inter-staff communications.
- 📖 Establish a system to monitor and make recommendations for modifying the design and content of the Library's web site.
- 📖 Establish a system to work with the Library's web site manager to ensure that information is current and comprehensive.

Improve staff productivity by assisting staff with the use of technology:

- 📖 Create a training program and procedures manual to teach staff members how to use the intranet in an effective and professional manner.
- 📖 Create a training program and procedures manual to teach staff members how to use the telephone system.
- 📖 Install an electronic attendance board on the intranet so that staff may see who is or isn't in the building at any given point in time.
- 📖 Replace the photocopier in administration.



Strategic Plan 2005 Facility

Determine whether to explore the feasibility of constructing a new facility in the Placentia Old Town Redevelopment Project:

- 📖 Discuss the project with the City and Developer and determine whether there is an interest in pursuing the project by March 2006.
- 📖 Determine whether the District is interested in pursuing another JPA facility with the City that will include a Community Center and Senior Center.
- 📖 Select a capital project finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options.
- 📖 Select a marketing firm to assist the Library Board and staff design and implement a plan to introduce the concept of a new facility to the community and to design and conduct a community survey to establish the level of community support for financing such a project.
- 📖 Select a public library facilities consultant to assist the Library Board and staff to develop a building plan that meets all Federal and California handicapped accessibility requirements, establish a timetable and select an architectural firm.

If by March 2006 it is apparent that a new facility in the Placentia Old Town Re-Development Area is not feasible the Library Board will begin a study of remodeling, renovation and expansion options for the current facility.

- 📖 Determine whether to actively support the California Library Bond Act of 2006 with the understanding that it is the potential source of funding for a remodeling and/or renovation project.
- 📖 Select a capital project finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options for remodeling, renovation and/or expansion.
- 📖 Select a marketing firm to assist the Library Board and staff design and implement a plan to introduce the concept of a remodeled and/or expanded facility to the community and to design and conduct a community survey to establish the level of community support for financing such a project.
- 📖 Select a public library facilities consultant to assist the Library Board and staff to develop a building plan that meets all Federal and California handicapped accessibility requirements, establish a timetable and select an architectural firm.



Strategic Plan 2005 Facility

Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:

- 📖 Create an office for the Development Director in the Conference Room, move the Conference Room Table to the Placentia History Room and move Passport Services to the Administrative Office Reception area. Add 12 conference chairs purchased by the Placentia Library Foundation and 8 executive office chairs purchased by the District.
- 📖 Update and add additional signage to the public service and Friends Book Store areas.
- 📖 Modify existing building directional signage to include Spanish.
- 📖 Add nine units of single face shelving to the south wall of the Children's Department.
- 📖 Replace the new book display shelving on the north side of the public services entryway with standard-width DVD display shelving.
- 📖 Add three group study tables with 24 wooden chairs purchased by the Placentia Library Foundation to the south ^{west} corner, old audio-visual area.
- 📖 Replace 44 wooden chairs in the Children's Department with ones purchased by the Placentia Library Foundation.
- 📖 Replace the desk and credenza in the Administrative Assistant's office.
- 📖 Reorganize the space and desk allocations in the Staff Workroom and Cubicles.
- 📖 Maintain a five year replacement schedule for office computers and printers.
- 📖 Establish a procedure for conducting an environmental audit of the facility every five years to ensure safe public service and staff working conditions.



Strategic Plan 2005 Marketing

Increase the Library Board Library Staff, Friends of Placentia Library, Board of Directors and Placentia Library District Board of Directors' awareness of the principles of public service and non-profit marketing and branding.

- 📖 Establish a relationship with the staff of the Gianneschi Center for Nonprofit Research at California State University, Fullerton.
- 📖 Arrange for the Gianneschi Professor of Nonprofit Marketing to conduct a workshop for the Library Board, Staff, Friends Directors and Foundation Directors.
- 📖 Have the staff and governing boards of each group develop comprehensive marketing plans to address the issues of website, print and electronic publications, cable television and image development for the Library District, Friends of Placentia Library and the Placentia Library Foundation.
- 📖 Provide continuing education training in the areas of marketing and branding by participating in lectures or seminars presented by the Orange County Volunteer Center, the Gianneschi Center for Nonprofit Research, the California Association of Library Trustees and Commissioners, the Association of Professional Fundraisers, the Planned Giving Round Table or the California Special Districts Association.

Establish outreach information programs with various segments of the community, including but not limited to business, educators, parents, working adults, students, health care professionals and seniors.

- 📖 Create brochures and web pages addressing the elements of Library services aimed at each of the groups.
- 📖 Conduct orientation programs at least once a year for each group in the Library.
- 📖 Place advertisements or submit articles in publications prepared by the various groups.

Establish a 3-year cycle of community surveys based on the American Library Association's "Planning for Results", using multi-lingual instruments, using professional sampling procedures and administered in person in the Library, by mail and electronically.

- 📖 Provide copies of "Planning for Results" to all elected officials and Library managers.
- 📖 Send Library managers for Public Library Association's training workshops on "Planning for Results"
- 📖 Contract with California State University, Fullerton for instrument design and result analysis.



Strategic Plan 2005 Marketing

Create an information program to educate non-users about Library services and programs.

- 📖 Provide a “welcome” packet of materials to new residents through the realtors and apartment managers.
- 📖 Use the “Every Child a Library Card” campaign each September to get basic service information in English and Spanish into the home of all elementary school students attending public and private schools in the District.
- 📖 Provide 4 newsletters per year for preschool/elementary and secondary school educators and administrators of public and private schools in the District.
- 📖 Provide a semi-annual newsletter for health care professionals associated with Placentia Linda Hospital and those with offices in the District.
- 📖 Provide 4 articles per year for the Placentia Chamber of Commerce newsletter.

**Parking lot signage*



Strategic Plan 2005 Finance

Develop a multi-year Capital Improvements Budget:

- ☞ Select and hire a public agency finance consultant to work with staff to develop a capital improvements budget for the next five years.
- ☞ Set priorities for implementing the Capital Improvements Budget.

Develop an operational and capital budget that includes the items identified in the Strategic Plan and identify additional sources of revenue to fund those activities.

- ☞ Select a public agency finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options.
- ☞ Select a marketing firm to assist the Library Board and staff design and implement a plan to introduce the concept of expanded Library services and conduct a community survey to establish the level of community support for financing those services.
- ☞ Finance an election to increase the Library's tax revenue to finance operational and capital projects.

Pursue agency-appropriate entrepreneurial activities to increase the level of local financing and reduce the dependence on State appropriations and grants.

- ☞ Continue to use District staff to create revenue flows to be used to fund District programs and services.
- ☞ Monitor the implementation of all entrepreneurial activities to ensure that each is providing more income than its cost.

Identify and apply for State, Federal and private grants for Library operations and programs.

- ☞ Continue using a professional grant writer to apply for Literacy program grants from corporations and private foundations.
- ☞ Continue to use staff time to apply for State Library grants for whatever programs would benefit the District's clients.



Strategic Plan 2005 Operations

The District will expand its Library hours of service to 7 days per week before adding any additional services or programs.

The District will seek to have a library materials budget that is not less than 10% of its operational budget in any given year.

The District will seek to have competitive salaries and benefits for its employees:

- 📖 The District will select an experienced public agency personnel services consulting firm to conduct position classification and compensation studies and make recommendations based on its findings.
- 📖 The District will conduct a position classification and compensation study for its exempt employees and take action on the recommendations of the study.
- 📖 The District will conduct a position classification and compensation study for its non-exempt employees and take action on the recommendations of the study.
- 📖 The District will review its medical benefit package and determine whether to transfer into the Special District Risk Management Pool coverage.

The District will expand its volunteer program:

- 📖 The Volunteer Coordinator will work with the schools to promote the Library as a site for community service volunteers.
- 📖 The Volunteer Coordinator will prepare a recruitment brochure to distribute to adults.
- 📖 The Public Services Manager will prepare a recruitment brochure for high school students outlining opportunities in all of the Public Services areas of the Library.

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
(ISDOC)

John S. Dudley
President

Save the Date

ISDOC Quarterly Meeting & Luncheon

Friday, October 28, 2005

11:30 a.m. – 1:00 p.m.

at

Orange County Sanitation District
in the Board Room
(10844 Ellis Avenue, Fountain Valley)

For more information, call (714) 593-5012

