

Elizabeth Minter

From: Nicole Dunn [nicoled@csda.net]
Sent: Friday, June 09, 2006 4:55 PM
To: eminter@placentialibrary.org
Subject: CSDA Legislative Update - June 9, 2006

Due to Tuesday's primary election, there was little legislative activity this week. This will all change next week, however, as both houses begin the march to the June 29 deadline for policy committees to pass bills. The annual rumor that the Legislature may commence its summer recess June 30 instead of July 7, if the state budget is passed, continues to spread throughout the Capitol community.

Speaking of the state budget, the Budget Conference Committee continues to meet and may complete its work over the weekend, or early next week, setting the stage for floor votes prior to the June 15 constitutional deadline for the Legislature to pass the 2006-07 state budget. A number of significant issues remain to be resolved by the conference committee, but far fewer than in past years. Clearer indications will crop up by early next week as to whether an on-time budget is possible.

The following bills of interest to CSDA were considered this week:

Assembly Bill 2652 (Laird) : This measure authorizes a local government to file an incorrect reduction claim (IRC) on behalf of multiple claimants challenging reductions to claims for the same mandate, provided specified conditions are met. Among those conditions are: (1) The method, act, or practice that the claimant alleges led to the reduction has led to similar reductions of other parties' claims, and all of the claims involve common questions of law or fact; (2) The common questions of law or fact among the claims predominate over any matter affecting only an individual claim; (3) The consolidation of similar claims by individual claimants would result in consistent decision making by the State Mandates Commission; and (4) The claimant filing the consolidated claim would fairly and adequately protect the interests of other claimants. AB 2652 passed the Senate Local Government Committee Wednesday on consent.

Assembly Bill 2011 (Vargas) ; This bill would permit any local agency, at its discretion, to invest a portion of its surplus funds in certificates of deposit that are issued through a private sector deposit placement service, provided that the purchases of certificates of deposit pursuant to the bill do not, in total, exceed 30 per cent of the local agency's funds that may be invested for this purpose. AB 2011 passed the Senate Local Government Committee on Wednesday and was referred to the Senate Banking Committee.

Assembly Bill 2991 (Karnette) : This bill, as amended on June 1, would allow any port/harbor agency to receive any counter-terrorism or anti-terrorism funds to pay for port or harbor infrastructure, including funds from one of the infrastructure bond measures that will appear on the November ballot as Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. AB 2991 was also passed by the Senate Local Government Committee on Wednesday.

Email Updates Available for All Member Agencies' Officials and Employees

Legislative Updates are emailed every Friday that the California Legislature is in session. If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free (877) 924-CSDA or by emailing nicoled@csda.net .

CSDA...keeping special districts informed!
A proud member of the CSDA Alliance.
California Special Districts Association
Special District Risk Management Authority
CSDA Finance Corporation

1112 I Street, Suite 200, Sacramento, CA 95814

6/16/2006

Elizabeth Minter

From: Nicole Dunn [nicoled@csda.net]
Sent: Friday, June 02, 2006 2:54 PM
To: eminter@placentia library.org
Subject: CSDA Legislative Update - June 2, 2006

It's been a very busy week under the dome with the Legislature racing to complete work on hundreds of bills prior to today's deadline for bills to pass their house of introduction. The Assembly completed its work late Wednesday night and the Senate finished all the bills on its agenda early Thursday. Additionally, the Conference Committee on the Budget commenced work on Wednesday, facing a seldom-met June 15 constitutional deadline to pass the budget. Could be different this year...

Presented below is a status report on actions taken this week on bills of interest to CSDA.

Senate Bill 1317 (Torlakson) : This bill relates to shifting the unitary property tax from enterprise special districts to a city or county that sites a new qualified power facility. The bill passed the Senate on Tuesday by a vote of 30 to 5 and moves to the Assembly.

Assembly Bill 3050 (Assembly Judiciary Committee) : This bill would hold local agencies jointly liable with the state for damage caused by flooding. The bill was defeated on the Assembly Floor on Tuesday and granted reconsideration. The bill remains on the Assembly File.

Assembly Bill 1899 (Wolk) : This bill relates to flood protection and restricts cities and counties from siting new development in flood prone areas. The bill passed the Assembly on Wednesday.

Assembly Bill 1953 (Chan) : This bill establishes a new standard for pipes and plumbing fixtures relative to lead content. The bill passed the Assembly on Wednesday.

Assembly Bill 2208 (Jones) : This bill relates to the Delta levee conveyance system and is the vehicle for the "user pays" water fee proposal. The bill passed the Assembly on Wednesday.

Assembly Bill 2699 (Emmerson) : A comprehensive proposal on natural resources mitigation. Assembly Member Emmerson moved the bill to the Assembly Inactive File on Wednesday.

Assembly Bill 2951 (Goldberg) : This bill would clarify that utility special districts have the authority to charge capital facilities fees to other public agencies, including the University of California and community colleges, both of which strongly oppose AB 2951. The Assembly passed the bill Wednesday evening.

Senate Bill 1206 (Kehoe) & Senate Bill 1210 (Torlakson) : The two remaining eminent domain/redevelopment reform bills passed the Senate on Tuesday. Senator McClintock, while voting for both bills, referred to them as a "band-aid" approach to a problem that will be decided by the voters in an initiative likely to qualify for the November ballot that is much more restrictive than either of the two bills.

Email Updates Available for All Member Agencies' Officials and Employees

Legislative Updates are emailed every Friday that the California Legislature is in session. If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free (877) 924-CSDA or by emailing nicoled@csda.net.

CSDA...keeping special districts informed!
A proud member of the CSDA Alliance.
California Special Districts Association
Special District Risk Management Authority

Elizabeth Minter

From: Geoffrey Neill [gneill@csgda.net]
Sent: Friday, May 26, 2006 5:32 PM
To: eminter@placentalibrary.org
Subject: CSGDA Legislative Update - May 26, 2006

Committees Pass Bills on Eminent Domain, Property Tax Reallocation, Others

With the California Legislature racing toward the June 2 deadline for bills to pass their house of introduction, this was a busy week. Additionally, the Senate and Assembly Appropriations Committees considered their suspense files yesterday. Presented below are summaries of bills of interest that received action this week. You can search for the text of these bills, committee analyses of them and other important information in the 'Legislation & Action' section of the CSGDA members website

Assembly Bill 3050 (Committee on Judiciary) : This is the bill that would hold local governments jointly liable for flood-related damages in many circumstances. The bill failed on the Assembly Floor Thursday on a 35 to 34 vote. 41 votes were needed and the bill received reconsideration and will be considered again next week. CSGDA opposes AB 3050.

Senate Bill 1650 (Kehoe) : One of the major eminent domain reform bills, SB 1650 passed the Senate Floor on vote of 38 to 0. Sen. Tom McClintock, a supporter of stronger reforms including the initiative that is almost certain to qualify for the November ballot, voted for the bill, but cautioned senators that the voters of California will have the final say on "real" reforms this November.

Senate Bill 1317 (Torlakson) : This bill would provide incentives to cities and counties to site certain energy facilities by shifting the unitary property tax revenues from enterprise special districts to the city or county who sites the facility. The bill passed the Senate Appropriations Committee Thursday and will be considered by the full Senate next week. CSGDA strongly opposes SB 1317.

Senate Bill 1431 (Cox) : This bill would have granted authority to all cities, counties and special districts to use the design-build method of engineering and construction contracting, which supports claim saves both time and money. The bill was held (defeated) in the Senate Appropriations Committee on Thursday. CSGDA supports SB 1431.

Assembly Bill 1899 (Wolk) : This bill requires cities and counties to include environmental assessments for new development relating to flood protection. The bill passed, as amended, the Assembly Appropriations Committee on Thursday. CSGDA is watching AB 1899.

Assembly Bill 2402 (Ruskin) : This bill would require the Department of Health Services to identify treatment methods, technologies and other management options that reduce or eliminate the need to add disinfectants or additives to drinking water. The bill was held in the Assembly Appropriations Committee. CSGDA is watching AB 2402.

Assembly Bill 2699 (Emmerson) : AB 2699 is a comprehensive bill relating to habitat mitigation. The bill was substantially amended and passed by the Assembly Appropriations Committee. The amendments may address CSGDA concerns.

Assembly Bill 2951 (Goldberg) : The bill would clarify that municipal utilities have the authority to charge schools and other public agencies capital facilities fees was passed by the Assembly Appropriations Committee. CSDA is a co-sponsor of AB 2951.

Assembly Bill 3003 (LaMalfa) : This measure relates to capping bond administrative expenses by the Department of Water Resources and was amended to place that cap at 5%. Prior version of the bill capped the expenses at 3%. The bill passed the Assembly Appropriations Committee. CSDA is watching AB 3003.

CSDA Selects New Executive Director

The CSDA board of directors has selected Neil McCormick as CSDA's new executive director. McCormick has served as CSDA's deputy director since 2002 and has been responsible for all member services, member recruitment and retention, education and conferences, marketing and the CSDA Finance Corporation. He holds bachelor of science and master of business administration degrees from California State University, Sacramento and has an extensive background in association management.

"Neil has been instrumental in the phenomenal growth of CSDA over the past four years," said Sherry M. Sterrett, CSDA president and board member of the Pleasant Hill Recreation and Park District. "The board unanimously supported Neil's selection and remains confident in CSDA's leadership role in California's local government community under Neil's direction."

Neil's first day as executive director was Monday, May 22, 2006.

Email Updates Available for All Member Agencies' Officials and Employees

Legislative Updates are emailed every Friday that the California Legislature is in session. Past and current updates are available in the Legislation & Action section of the CSDA member's website. If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free (877) 924-CSDA or by emailing

CSDA □ special districts informed!
A proud member of the CSDA Alliance.
California Special Districts Association
Special District Risk Management Authority
CSDA Finance Corporation

1112 I Street, Suite 200, Sacramento, CA 95814
924-CSDA toll-free; (916) 442-7889 fax
www.csda.net

Elizabeth Minter

From: Geoffrey Neill [gneill@csla.net]
Sent: Friday, May 19, 2006 5:55 PM
To: eminter@placentalibrary.org
Subject: CSDA Legislative Update - May 19, 2006

On Time Budget?

With higher than expected tax revenues and the governor's agreement to "repay" Prop. 98 revenue for schools that the California Legislature suspended a couple of years ago easing this year's budget debate, rumors are swirling around the Capitol that the Senate and Assembly could hold floor votes on the state's budget as early as next Thursday. Others dismiss the rumors as wishful thinking, reminded of similar rumors in previous years. However, with a landmark agreement on infrastructure bonds under the leaders' collective belt, it could be that the taste of accomplishment and bipartisanship will egg on a hunger for more of the same. The California Constitution requires the Legislature to pass the budget by June 15 each year, and the governor to sign it by July 1, the beginning of the fiscal year.

Also next week, the Senate and Assembly appropriations committees will consider their suspense files. Those committees hear all bills that would include any cost to the state. Nearly all bills referred to the committee are placed on the suspense file; later the whole file is considered at one time. Usually the committee chair and legislative leaders decide how much money they have to spend and then rank all of the pending bills in order of importance. Then they go down the list until no money remains and those are the bills that proceed to a floor vote.

Signatures Submitted for "Anderson" Initiative on Eminent Domain and Government Regulation

Earlier this week, proponents of the "Anderson" initiative (so called after the last name of the lead proponent), also called the "Protect Our Homes" initiative, submitted a million signatures to the California Secretary of State to qualify their measure for the November General Election ballot. The measure would make several wide-ranging impacts on governments in California, including special districts. The main provision would prohibit a government from using the power of eminent domain with the intention of transferring ownership or operation of it to a private party. This would of course immediately halt the work of all redevelopment agencies throughout the state, and negatively effect the takings by other government agencies as well. However, this is just the tip of the iceberg, as there are many other provision of the initiative whose effects would completely change the way local governments regulate property, including zoning, environmental regulations and consumer protection.

To learn more about the measure, be on the lookout for the June issue of the CSDA News, which will arrive in mailboxes the first week of that month. It will feature a full-length analysis of the initiative by Meyers Nave attorney Claudia J. Gorman. If you are a CSDA member and do not currently receive the CSDA News, please contact our offices toll-free at 877/924-CSDA (2732).

Email Updates Available for All Member Agencies' Officials and Employees

Legislative Updates are emailed every Friday that the California Legislature is in session. Past and current updates are available in the Legislation & Action section of the CSDA member's website. If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free (877) 924-CSDA or by emailing gneill@csla.net.

CSDA...keeping special districts informed!
A proud member of the CSDA Alliance.
California Special Districts Association
Special District Risk Management Authority
CSDA Finance Corporation

1112 I Street, Suite 200, Sacramento, CA 95814
(877) 924-CSDA toll-free; (916) 442-7889 fax
www.csla.net

June 08, 2006

CLA Statement on Proposition 81

The California Library Association is deeply disappointed in the defeat of Proposition 81, the Library Bond Act. A library is the heart of every community, and a necessary cornerstone of learning. This loss is a setback for dozens of cities and towns throughout the state who have no library, or a library that is too antiquated to serve its community's growing need for information. According to the California State Library, more than 500 public library building projects are needed within the next five years to meet the skyrocketing demands for library services. Though we are disheartened by the results of the ballot, the California Library Association will continue its commitment to advocate for California's libraries, and we will work with our elected officials and communities to create 21st century libraries and services throughout our state.

Margaret Miles
President, California Library Association

UPDATE**Prop 81 in the news:**

Tougher times blamed for rejection of library measure

Bond failure forces cities to drop plans or seek other funds

Library plans have tragic ending

Bond measure defeat hurts library plans

Posted by cladmin at 11:42 AM

May 24, 2006

Budget Subcommittees Wrap-Up Work

To: CLA Members/ Systems/ Network Contacts

From: Mike Dillon, CLA Lobbyist; Christina Dillon, CLA Lobbyist

RE: News From The Capitol

Both Houses Approve \$7 million for PLF and \$7 million for TBR in Governor's May Revision of Budget

As of early last evening, the Assembly and Senate Budget Subcommittees on Education Finance have now both completed their work, and are sending their final recommendations of the Governor's January Budget and subsequent May Revision on to the full Budget Conference Committee for consideration.

You may recall that in January, Governor Schwarzenegger proposed no change to the baseline amount of the Public Library Foundation, which currently stands at \$14.3 million. However, due to our lobbying efforts and the grass roots lobbying efforts of CLA members, the Governor elected to augment the PLF by \$7 million in the May Revision of his Budget. Increasing funding for the PLF was considered a "top priority" by CLA, and the Governor's action would bring the total funding level for the program to slightly more than \$21 million. In addition, CLA had requested that we pursue additional funding for the Transaction Based Reimbursement program. Similarly, we

were successful in convincing the Administration that TBR was a program worthy of funding in the May Revise. The Governor added \$7 million to the TBR baseline in the May Revise, bringing the total proposed funding level for the TBR to approximately \$19.5 million.

Last Thursday, the Senate Budget Subcommittee on Education Finance reviewed the Governor's May Revise and January Budget and voted to approve the \$7 million increase for the PLF and the \$7 million for the TBR, with Senator Jack Scott (Chair) and Senator Joe Simitian voting in support of the motion. Senator Bob Margett, the Republican member of the subcommittee abstained, stating in committee, "It is not that I am not supportive of libraries, but we have a deficit coming up and I am looking for every nickel and penny."

In the Assembly Budget Subcommittee, one subcommittee member asked us if we would come forward to again explain some of the services that could be provided with the dollars under the Public Library Foundation. She had some specific questions regarding programs offered, and we were able to assist her during our testimony. The subcommittee then subsequently augmented the PLF by \$7 million. Similarly, the subcommittee also approved the Governor's May Revise as it pertains to the TBR for a \$7 million increase.

The powerful Budget Conference Committee will likely convene next Wednesday to start reconciling the differences between the Assembly version of the Budget and the Senate version of the Budget. While conferees have not yet been named, more than likely they will be: Senator Wes Chesbro (the Chair of the Senate Budget Committee), Senator Dennis Hollingsworth (the Vice Chair of the Senate Budget Committee), and potentially Senator Kevin Murray (the Chair of the Senate Appropriations Committee). On the Assembly side the conferees will likely be Assemblyman John Laird (the Chair of the Assembly Budget Committee), Assemblyman Rick Keene (the Vice Chair of the Assembly Budget Committee), and Assemblywoman Judy Chu (the Chair of the Assembly Appropriations Committee). There is a strong possibility that the PLF issue and the TBR issue may not even be part of the Budget Conference Committee negotiations this year, as the dollar amounts match in both the Senate and Assembly versions, and there is agreement in the Governor's office. This would be good news in terms of being able to potentially avoid our usual "Budget fight" during the hot, summer months. However, we still have a long way to go and will continue to monitor the Budget closely to make sure that the PLF and TBR dollar amounts stay in tact throughout the often tumultuous process. We will keep you posted!

Posted by claadmin at 03:45 PM

May 12, 2006

Governor's May Revision of State Budget is Great News for Libraries

To: CLA Members/ Systems/ Network Contacts

From: Mike Dillon, CLA Lobbyist; Christina Dillon, CLA Lobbyist

RE: News From the Capitol

GOVERNOR'S MAY REVISION OF STATE BUDGET IS GREAT NEWS FOR LIBRARIES
Governor Proposes \$7 million Increase for PLF and \$7 million more for TBR

Shortly after 1 p.m. this afternoon, Governor Arnold Schwarzenegger unveiled his

much anticipated May Revision of the State Budget at the Secretary of State's auditorium before a large audience of the press corps. Due to a tremendous surge in April tax receipts, mostly from capital gains, revenues are up significantly from the Governor's January Budget - \$4.8 billion in the current year, and \$2.7 billion in the Budget year, for a projected total of \$7.5 billion. The Governor opened his presentation by stating he was, "Very excited about this Budget," but quickly cautioned that with the increase in revenues, he would be supporting a "prudent approach." He noted that with a sizeable Budget windfall, "It can be very tough to exercise discipline and caution," and highlighted that his Budget would focus on 1) investing in education, 2) setting aside a reserve for a "rainy day fund" (\$2.2 billion), and 3) paying down the state deficit.

The Governor said that it was a "Budget that was much more than just dollars and cents, more than just ledger sheets. It is an expression of values and who we really care about." CLA is pleased that the Governor then feels that two programs within the State Library are valuable enough to have received much needed proposed augmentations in the May Revision - the Public Library Foundation and the Transaction Based Reimbursement. CLA has been lobbying the Governor's Office on these two items and we were hopeful that they might receive favorable consideration. However, we knew that competition for available dollars - even with the Budget surplus - was tight, and that an augmentation for both the PLF and TBR was a long-shot. Today's action by the Governor and his staff is great news indeed!

Here is the specific text from the Governor's May Revision:

"California State Library:

The May Revision provides a \$7 million General Fund increase to the Public Library Foundation (PLF) program and an additional \$7 million General Fund increase for the transaction-based Interlibrary Loan and Direct Loan Program. The augmentation to the PLF will enhance base support for local libraries, allowing for longer hours of operation, the purchase of more books or expenditures on other local priorities. The increase to the Interlibrary and Direct Loan programs will allow local libraries to recoup costs incurred when libraries share resources with other library districts. This program encourages efficient resource allocation and is worthy of increased support."

The Budget also contains additional funding for school libraries contained in the "Classroom and School Library Reading Block Grant." \$75 million of Proposition 98 General Fund money is provided for the purchase of school library materials to "help to replenish and refresh both school and classroom library materials." Of the \$75 million, "\$25 million is reserved for kindergarten through grade 4, and \$50 million for grades 5 through 12."


Next week the Assembly Budget Subcommittee on Education Finance and the Senate Budget Subcommittee on Education Finance will review the Governor's May Revision and will determine whether or not they agree with this recommendation by the Governor regarding these two programs. We will be lobbying the two subcommittees to retain the \$7 million augmentation for the PLF and the \$7 million for the TBR, and if successful, will then need to make our case to the powerful six member Budget Conference Committee. (When the Budget Conference Committee appointees have been officially named we will alert you so you may write the members.)

In the meantime - thank you Governor Schwarzenegger!!

Posted by cladmin at 02:16 PM

Agenda Item 28

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: June 19, 2006

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

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

- ◆ Placentia Rotary Reading Enrichment Program (PRREP) meetings began in October at El Dorado and Valencia High Schools. Thus far, we had over 100 high school volunteers sign-up for PRREP and attend PRREP meetings.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.

EVEN START collaboration with Ruby Drive Elementary School began in FY 2004-05 and has continued this FY.

- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs. We have three IB interns so far this school year.
- ◆ In June, the California State Library awarded the PLLS an LSTA Grant to partner with H.I.S. House to start an after school homework program for children there. That project began on Tuesday, September 20, and we now tutor eight to twelve students Tuesday, Wednesday, and Thursday from 6:30-8:00 PM.
- ◆ On Monday, September 19, PLLS began a homework club at Topaz Elementary School for 7th grade students who attend Tuffree Middle School and are graduates of Topaz. Held Mon-Thurs from 4-6 PM, we are averaging 18 students each day.
- ◆ The School District started a citizenship class on February 4 in the Meeting Room.

(

12-146

(

(

TO: Elizabeth D. Minter, Library Director
 FROM: Jim Roberts, Public Services Manager
 DATE: June 19, 2006

SUBJECT: Grant Status

Source	Date Submitted		ELLI	Submitted By		Adult Literacy		Spanish Literacy		Children's Literacy		History Room		Other	
	Submitted	By		ELLI	Submitted	By	FFL	ELLI	FFL	ELLI	FFL	Room	Other	Room	Other
Grants Pending															
LSTA Grant FY 2006-07	4/13/2006	PLLS												X	


*Estimated

TOTAL PENDING

Source	Amount	Date Submitted		Submitted By	ELLI	FFL	Adult Literacy		Spanish Literacy		Children's Literacy		History Room		Other	
		Submitted	By				FFL	ELLI	FFL	ELLI	FFL	Room	Other			
Grants Received																
Wells Fargo	\$1,000	06/05/05	PLLS												X	
PacificCareFoundation	\$10,000	06/05/05	M & A Ass.**		X											
LSTA 6-0M	\$48,634	03/25/05	PLLS													X
CLLS	\$30,000	6/26/2005	PLLS		X			X								
CLLS Matching	\$21,732	6/26/2005	PLLS					X								
TOTAL	\$101,366															

Source	Amount	Date Submitted		Submitted By	ELLI	FFL	Adult Literacy		Spanish Literacy		Children's Literacy		History Room		Other	
		Submitted	By				FFL	ELLI	FFL	ELLI	FFL	Room	Other			
Grants Denied/Withdrawn																
TOTAL																

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE : June 19, 2006

SUBJECT: Poet Laureate.

Meredith Laskow, Poet Laureate of the Placentia Library District, met with the Program Committee two times in May.

The poetry program given by Glenna Luschei on June 10 was attended by only two patrons.

Workshop Presenters. Darcel Harris, Education Director, CSDA, in an e-mail, invited Meredith Laskow, our Poet Laureate, and me to present a workshop on Districts Making a Difference, and feature our poet laureate. I talked to Meredith and she said that Tuesday, September 26 from 3:30-4:30 was good for her. CSDA will cover for Meredith's and my expenses. We'll finalize our plans early this summer.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Status Report – Audit Recommendations
DATE: June 16, 2006

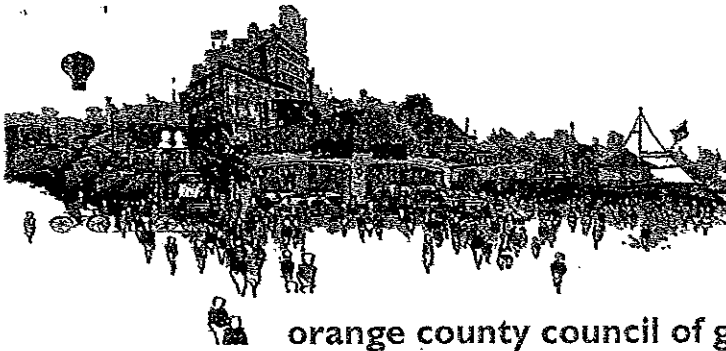
Administrative Services Manager continues to compile content, structure format, and collaborate with appropriate agencies and the assistance of Moreland & Associates for the following reports:

Capital Assets Report
Long-Term Debt Report
Cash & Investments
General Ledger

Prepared by: Wendy Goodson

Prepared by: Wendy Goodson





**Regular Meeting of the
BOARD OF DIRECTORS**

**PLEASE NOTE:
NEW MEETING START TIME IS 10:00 A.M.**

Meeting Date / Location

Thursday, May 25, 2006
10:00 a.m. – 12:00 p.m.
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, California

AGENDA ITEM

STAFF

PAGE

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

PLEDGE OF ALLEGIANCE

I. CALL TO ORDER / ROLL CALL

(Chair Richard Dixon)

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

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

II. OATH OF OFFICE

(Clerk of the Board)

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

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

County of Orange

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

III. PUBLIC COMMENTS

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

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

IV. CONSENT CALENDAR

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

- A. **Minutes from March 23, 2006 OCCOG Board Meetings** (Clerk of the Board) 05

Recommended Action: Approve minutes.

- B. **Report on the OCCOG TAC** (Tracy Sato, OCCOG TAC Chair) 13

Recommended Action: Receive report.

V. PRESENTATION

- A. **Presentation on SCAG's Regional Housing Needs Assessment (RHNA) Pilot Program** (Hasan Ikhata, SCAG) 23

Recommended Action: Receive and file.

VI. ACTION ITEMS

- A. **Adoption of Resolution No. 06-01** (Annabel Cook) 45

A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, Setting the Time, Date and Place for the 2006 Meeting of the OCCOG General Assembly

Recommended Action: Adopt Resolution 06-01-
A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, setting the time, date and place for the 2006 Meeting of the OCCOG General Assembly.

- B. **Acceptance of the City Managers' Task Force Offer to Study OCCOG Audit Issues** (Annabel Cook)

Recommended Action: Accept the offer of the City Managers' Task Force to study OCCOG audit issues.

VII. **REPORTS**

- A. **Update on Healthy Water Initiatives** (Annabel Cook) 51

Recommended Action: Receive and file.

- B. **Report from OCCOG Chair** (Chair Dixon) 55

Recommended Action: Receive and file.

VIII. **MATTERS FROM BOARD MEMBERS** (Chair Dixon)

IX. **MATTERS FROM MEMBER AGENCIES** (Chair Dixon)

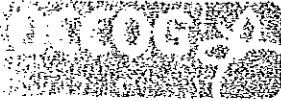
XI. **MATTERS FROM STAFF** (Chair Dixon)

XII. **CLOSED SESSION**

**Closed Session, pursuant to Government Code Section 54956.9(b)
Conference with Legal Counsel – Anticipated Litigation**

XIII. **ADJOURNMENT**

Next Meeting: Thursday, June 22, 2006



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

**MINUTES OF A REGULAR MEETING OF THE
ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

BOARD OF DIRECTORS

HELD

March 23, 2006

A regular meeting of the Orange County Council of Governments was called to order at 10:03 a.m. by Chair Richard Dixon at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Lou Bone.

I. CALL TO ORDER / ROLL CALL

Roll was taken by the Clerk of the Board.

PRESENT:

Richard Dixon, Chair, District 13
Art Brown, Vice-Chair, District 21
Cathryn DeYoung, District 12
(arrived at 10:20 a.m.)
Tod Ridgeway, District 14
(arrived at 10:10 a.m.)
Cheryl Brothers, District 15
Lou Bone, District 17
Christine Barnes, District 18
Marilyn Poe, District 20
(arrived at 10:10 a.m.)
Debbie Cook, District 64
Bob Ring, Cities At-Large
Milton Robbins, Cities At-Large (Alt.)
Phil Anthony, ISDOC
Peter Herzog, OCD, LOCC
Jim Ferryman, OCSD
(arrived at 10:05 a.m.)
Cathy Green, OCTA
Dave Swerdlin, TCAs
Kristine Thalman, Private Sector
(arrived at 10:20 a.m.)

ABSENT:

Robert Hernandez, District 19
John Beauman, District 22
Bill Campbell, County At-Large
Chris Norby, SCAG-County Rep.
Miguel Pulido, SCAQMD – Cities Rep.
Jim Silva, SCAQMD – County Rep.
Owen Holmes, University Rep.

VACANT:

District 16

II. OATH OF OFFICE

None.

III. PUBLIC COMMENTS

There were no public comments.

IV. CONSENT CALENDAR

It was moved by Vice-Chair Brown and seconded by Board Member Anthony, to approve Consent Calendar Items A-B. The motion carried unanimously, with Board Members Hernandez, Beauman, Campbell, Norby, Pulido, Silva, and Holmes absent from the meeting.

A. Minutes from February 23, 2006 OCCOG Board Meeting.

Action: Approved minutes as submitted, with Board Members Ridgeway, Barnes, Cook, Herzog, Swerdlin, and Thalman abstaining on the minutes due to their absence from the meeting.

B. Report on the OCCOG TAC.

Action: Received report.

V. PRESENTATION

A. Report on Measure M Renewal

A presentation was heard, entitled, "Report on Measure M Renewal" by Ellen Burton, Executive Director of External Affairs, OCTA.

VI. ACTION ITEMS

A. Approval of the 2006 OCCOG Budget.

Annabel Cook provided background information on this item.

Board Member DeYoung asked for clarification regarding revenues.

Board Member Anthony discussed sponsorship revenues.

Board Member Barnes asked about OCCOG travel for lobbying efforts and grant funding.

Board Member Thalman discussed Federal and State grant funding efforts.

Board Member Poe discussed in-kind services that are provided by the League.

Board Member Bone requested further discussion on OCCOG membership dues, and indicated that he requested \$2 million in funding from Senator Campbell's office.

Board Member Green requested that staff prepare a schedule of available grants.

Action: Board member DeYoung moved, Board Member Swerdlin seconded, and the motion carried unanimously, that the Board approve the 2006 OCCOG budget.

B. Approval of an OCCOG Finance Committee.

Annabel Cook provided background information on this item, indicating that this Committee would provide guidance to the OCCOG Board on budget, audit and other financial issues, including assuring compliance with federal and state finance guidelines. She further indicated that this Committee would be subject to the Brown Act.

Action: Board member Bone moved, Board Member Swerdlin seconded, and the motion carried unanimously, that the Board approve the formation of an OCCOG Finance Committee.

Board Counsel Fred Galante requested that an urgency Closed Session item be added to today's Agenda based upon the need to discuss this item arose subsequent to the posting of the Agenda and cannot be delayed to the next regular Board meeting.

Board Member Anthony moved, Vice-Chair Brown seconded, and the motion carried unanimously, that the Board add the following item to today's Agenda: Closed Session, pursuant to Government Code Section 54956.9(b), Conference with Legal Counsel – Anticipated Litigation, Number of cases: One.

VII. REPORTS

A. Report on City Managers' Study of OCCOG-Division Relationship

Action: Receive and file.

Bob Dominguez, City Administrator, City of Placentia, and President, Orange County City Managers Association, made a presentation regarding OCCMA's offer to form a task force of city managers to study and make recommendations regarding OCCOG and its relationship with the Orange County Division of the League of California Cities.

B. Update on Healthy Waterways Initiative

Action: Receive and file.

Jennifer Solomon reported that OCCOG, in partnership with the County of Orange, is coordinating a workshop in May 2006 to discuss the County's water quality education campaign and to report on the cities' efforts and needs in this area. She also indicated that staff will debut a brochure addressing the issue of proper drug disposal at this workshop as well.

C. Report from OCCOG Chair

Action: Receive and file.

1. Chair Dixon discussed a letter from Board Counsel to the League of California Cities regarding the Executive Director.

VIII. MATTERS FROM BOARD MEMBERS

1. Board Member Anthony introduced Ed Royce, who invited the Board to participate in a Water Tour on April 7-8, 2006, sponsored by the Municipal Water District.

IX. MATTERS FROM MEMBER AGENCIES

1. Debra Reed, AQMD, discussed the 2006 Carl Moyer Memorial Air Quality Standards Attainment Program, which provides incentives for purchasing lower-emission heavy-duty engines. She also reported that SCAQMD is hosting an International Conference on "Ultrafine Particles: The Science, Technology, and Policy Issues," April 30 – May 2, 2006, at the Wilshire Grand Hotel in Los Angeles.

X. MATTERS FROM STAFF

1. Annabel Cook reminded Board Members that Form 700s for 2005 are due by the legal filing deadline of Monday, April 10th, and may be sent either to the OCCOG office or directly to the Clerk of the Board, Jill Ingram, at the City of Cypress.

XI. CLOSED SESSION

Board Counsel Fred Galante reported that the Board would be meeting in Closed Session, pursuant to Government Code Section 54956.9(b), Conference with Legal Counsel – Anticipated Litigation, Number of cases: One.

The meeting was recessed at 11:20 a.m. to Closed Session.

Board Counsel Fred Galante reported that the Board met in Closed Session, pursuant to Government Code Section 54956.9(b), Conference with Legal Counsel – Anticipated Litigation, Number of cases: One, and no action was taken.

XII. ADJOURNMENT

Chair Dixon adjourned the meeting at 11:55 a.m. to the next regular meeting, to be held on Thursday, April 27, 2006, beginning at 10:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

CHAIR OF THE ORANGE COUNTY COUNCIL OF
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

CLERK OF THE BOARD



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

May 16, 2006

TO: Public Library Directors with Literacy Programs

FROM: Susan Hildreth
State Librarian of California

SUBJECT: Report on the CLLS

I am writing to thank you for your ongoing support of literacy services in your library.

Enclosed please find a copy of the report on the statewide impact of our library-based literacy services that we have sent to the Governor and key members of the State legislature.

In 2004/05 California Library Literacy Services (CLLS) touched and, in many cases, transformed the lives of over 100,000 Californians through 780 public library outlets. I feel strongly that literacy services demonstrate one of the ways that California's public libraries are addressing the changing needs of our diverse population. Through extensive community outreach and free, volunteer-based services to those Californians with the most limited literacy skills, we help adults and families achieve their full potential.

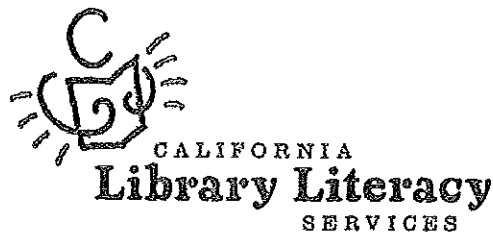
The report details how our participants' lives have been changed as a result of the work of the CLLS. Here are some highlights of our outcomes-based assessment process:

- ♦ 72% of those adult learners who set the goal were able to share a book with their child for the first time.
- ♦ 60% of those adult learners who set the goal were able to vote for the first time.
- ♦ Of those adult learners who set the goal, 44% were able to complete a job application or write a resume; 48% interviewed for a job; and 30% actually secured a new job or were promoted at work.

If you have any questions, please do not hesitate to contact me or my staff:

Jacquie Brinkley	916-651-0376	jbrinkley@library.ca.gov
Carla Lehn	916-653-7743	clehn@library.ca.gov
Valerie Reinke	951-786-0455	vreinke@library.ca.gov

Enclosure



Report to the California State Legislature
on the
**California Library Literacy &
English Acquisition Services
Program**

Report to the California State Legislature
of the
California State Library

English Acquisition Services



Submitted by
Susan Hildreth, State Librarian
March 2006

California Library Literacy & English Acquisition Services Program

Since 1984, California's public libraries have provided services to low-literacy adults and their families, helping Californians of all ages reach their literacy goals. Today those services are encompassed under one chapter in the Education Code* entitled the California Library Literacy and English Acquisition Services Program – or California Library Literacy Services (CLLS) as it's more casually known statewide. These services include:

- Adult Literacy Services
- Families for Literacy
- The English Language & Literacy Intensive program, and
- Mobile Library Literacy Services.

The mission of California Library Literacy Services is to enable Californians of all ages to reach their literacy goals and use library services effectively.

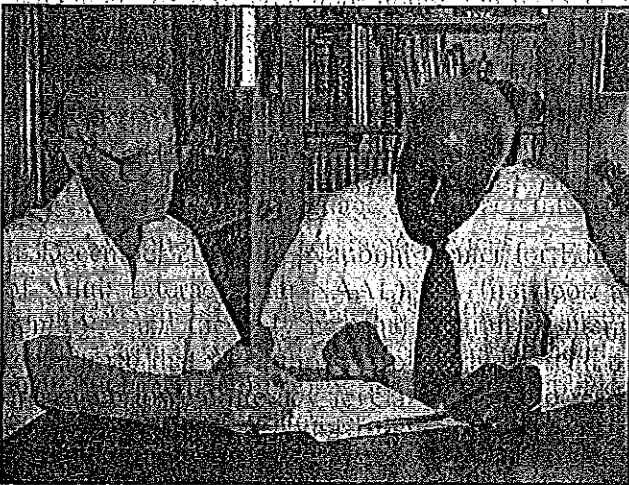
In 2004/05 the State allocated \$5 million to support California Library Literacy Services and the CLLS reached over 100,000 low-literacy adults and children with one-to-one or small group instruction and family programming; distributed 166,197 free books to these participants; and generated 768,456 volunteer hours. On page 11 of this report, there is a breakdown of the 101 library jurisdictions that received CLLS funding for FY 2005/06, indicating which literacy services each of those libraries provide as well as the state, local and other resources committed to literacy services in the respective jurisdictions.

The mission of California Library Literacy Services is to enable Californians of all ages to reach their literacy goals and use library services effectively.

The Need for Literacy Services in California

In December 2005, the National Center for Education Statistics issued the National Assessment of Adult Literacy (the NAAL), "A first look at the literacy of America's adults in the 21st century," and the only national portrait of literacy skills in the U.S. since 1992. The report determined that 93 million people struggle with their basic literacy skills. Thirty million of these are at the lowest literacy levels – unable to read the TV Guide or an explanation of how they

were selected for a jury pool – according to the report. While one-third of this segment are not native English speakers, the remaining two-thirds are adults who speak English but never acquired basic reading and writing skills. Utilizing the national statistics, the need in California can be projected at 10.5 million adults who lack basic literacy skills and are in need of the kind of adult basic literacy services that the CLLS provides (U.S. Census for California, 2000, age 18+).



Tutor & Student Pair – Orange County Public Library

* Title 1, Division 1, Part 11, Chapter 4.6, §§ 18880-18884.

■ Adult Literacy Services

Adult Literacy Services are readily available in 101 public library jurisdictions with literacy outlets in 780 California communities. These critical services help English-speaking adults improve their reading and writing skills so they can reach their potential as workers, parents, community members and life-long learners. These are not English as a Second Language programs; they are designed instead for adults who speak English but somehow fell through the cracks of the educational system and did not acquire the basic reading and writing skills required to function to their full potential.



Tutor & Student Pair – San Francisco Public Library

The law that established literacy services in California's public libraries was designed to target English-speaking adults because it was determined that adults who needed ESL services were being served elsewhere in California through adult schools and community colleges. We therefore endeavor to complement, and not duplicate, the services provided by these other agencies by working with English speaking adults who need a more customized – not a classroom – approach.

they're provided in a one-to-one or small group setting by trained volunteers. This individualization means that adults learn what they need to learn, at their own pace, at times and days that are convenient to them and are able to directly apply their new skills to their lives. Library literacy staff provide outreach and support services such as recruitment, initial and ongoing training, and coordination of volunteer tutors and learners.

Adult Literacy Services represent a partnership between state and local government, a partnership working to improve the literacy skills of more than 20,000 Californians annually. Just last year, 11,664 trained tutors contributed 536,327 hours of instructional time and all of this was offered free of charge to the adults who requested it. This represents an \$11 million dollar in-kind donation (based on the average hourly wage, \$20.64/hr., in California in 2005 as determined by the California Employment Development Department).

As "the people's university," public libraries are ideal settings for Adult Literacy Services. They're easily accessed in most communities and provide a congenial, information-rich environment in which adult learners can thrive.

Adult Literacy Services are also a good value for the State of California. Since the inception of CELLS, the funding formula has rewarded those programs that develop local support. The idea was that if these programs were generating local dollars, it was an indication of how valuable

"If it wasn't for you guys I would still be lost with no future in this world. I never thought I would ever get the chance you gave me. I'll never be able to thank you enough, but thank you again!"
— Adult Learner
Oakland Public Library

these services were to the community. As it turns out, Adult Literacy Services are extremely well supported by their local communities. In FY 2004-05, the State Library distributed \$3.8 million dollars to public libraries statewide to support their Adult Literacy Services, a fraction of what it takes to run and support these



Tutor & Student Pair – Stanislaus County Free Library

“Every time I help my learner reach a specific goal, I reach one, also. This has been a learning experience for us both. In many ways, she has taught me many things that I will never forget.”

Volunteer Tutor
Tulare Public Library

Every time I help my learner reach a specific goal, I reach one, also. This has been a learning

programs. However, the local libraries generated three times that amount, \$11.7 million in support from cities, counties, businesses, foundations and other sources. The state's contribution has served as leverage for local fundraising, yet based upon the waiting lists that libraries keep (5,203 adults currently waiting to be matched with a tutor) and the huge literacy needs in California, the fact remains that the State is under-funding a program that provides incomparable value to its citizens.

Impact of the CLLS: Goals Reached By Adult Students - 2004/05*

What kind of difference are CLLS programs making in the lives of the adults they serve? Our data show the following:

- ◆ 72% of those who set the goal were able to share a book with their child for the first time.
- ◆ 65% of those who set the goal were able to pay their own bills for the first time.
- ◆ 60% of those who set the goal were able to vote for the first time.
- ◆ Of those who set the goal, 44% were able to complete a job application or write a resume; 48% interviewed for a job; and 30% actually secured a new job or were promoted at work.
- ◆ 74% of those who did not use the library at all prior to getting literacy help, began using the library regularly; 87% of those who had never had a library card, received one; 75% of those who had never attended a library event did so; and 70% took their children to storytime at the library for the first time.
- ◆ 59% of those who set the goal, were able to read a newspaper for the first time.
- ◆ 47% of those who set the goal became volunteers themselves.

* Data collected between January 1 and June 30, 2005; 10,637 adult learners reporting.
48% interviewed for a job and 30% actually secured a new job or were promoted at work.
74% of those who did not use the library at all prior to getting literacy help, began using the library regularly; 87% of those who had never had a library card, received one; 75% of those who had never attended a library event did so; and 70% took their children to storytime at the library for the first time.

Adult Literacy Fast Facts:

- One-to-one and small group tutoring for adults in a library setting
- Volunteer-based instruction
- Free services personalized to the learner's reading and writing needs
- 20,014 adults received instruction in 2004/05 in 101 library jurisdictions
- 536,327 instructional hours were donated by 11,664 volunteers in 2004/05

■ Families for Literacy Services

In 1988 the California State Legislature added Families for Literacy (FFL) to expand the reach and the impact of adult literacy services. In order to break the inter-generational cycle of low literacy and because "reading development depends more than [any other factor] on the home environment" (National Assessment of Educational Progress, 2003), FFL became a critical addition to the libraries' literacy programming.

The Essential Components of Families for Literacy include the following:

- Literacy services for the adult caregiver
- Parenting education
- Parent and child time together
- Orientation to the library & other community resources
- Enrichment of the home environment through free book distribution
- Early Literacy approaches that assist with school readiness

In 2004/05, the CLLS served 4,156 families made up of at least one adult who is receiving adult literacy services and has at least one child under the age of 5. In all, FFL reached 5,319 at-risk children under 5 and 3,906 of their older siblings in library family literacy programs. In an effort to build home libraries, more than 32,000 books were given away to these children in the 74 library jurisdictions that provide FFL services.

An evaluation tool to measure the impact of FFL services on the parents/guardians who participate is currently being developed and field-tested. It will measure change in three areas of the adult learners' lives:

1. Time parents/guardians spend reading to children under 5
2. Time parents/guardians spend in word play with their children under 5
3. Family visits to the library

An evaluation tool to measure the impact of FFL services on the parents/guardians who participate is currently being developed and field-tested. It will measure change in three areas of the adult learners' lives:



Families for Literacy – Napa City-County Library



Families for Literacy Fast Facts:

- Special library programs and story-times model reading aloud for adult learners actively enrolled in literacy services and their families
- 4,156 participating families in 74 public library systems in 2004/05
- In all, 32,359 quality children's books were distributed to participating families to help build home libraries

English Language & Literacy Intensive

The English Language & Literacy Intensive (ELLI) program was created to provide innovative, library-based, English-language instruction for targeted school-age children so that they can better perform on school-administered standardized tests. This instruction – both curriculum-based and extra-curricular – is provided by staff and volunteers and is designed to meet the individual needs and goals of the children receiving the services.

In all, 32,359 quality children's books were distributed to participating families to help ELLI programs can be distinguished from other programs which target English language learning



English Language & Literacy Intensive program – National City Public Library

children, by their focus on the whole family. By creating customized programs and strategies for children *and* their parents, ELLI lays the foundation for a home environment where English can be learned, practiced and supported.

Though a major goal of ELLI is to increase the standardized test scores for participating school children, programs are not “teaching to the test” nor are they duplicating the curriculum focus of the schools. Instead they provide enriching supplemental instruction and activities where English can be applied in a real life setting.

ELLI programs work directly with the parents of these children to bolster their English language literacy skills, to familiarize them with the library and the schools, and to foster the influential role that parents can play in preparing their children for a lifetime of enjoyment and success in reading and writing.

ELLI programs are encouraged to use materials and instructional methods determined locally to meet the unique language-learning needs of these children and adults. Services provided by ELLI programs emphasize the concerns and philosophies that have made the adult and family literacy services described above so successful.

ELLI is currently being reviewed by an outside evaluator, MGT of America. To date, MGT has submitted four reports as part of their evaluation. Their latest report provides a comparison of 2003/04 ELLI participants' CELDT (California English Language Development Test) scores

compared to those of their peers, using benchmarks of English proficiency levels provided by the California Department of Education.

Key findings presented in this report include the following:

■ **ELLI students on average either maintained or improved their English proficiency level for each standardized subtest.** Grades 3 through 6 improved in at least one subtest area, while grades 1 and 2 remained in their same proficiency level for each subtest. The ELLI students in grade 3 made the most improvement, advancing a proficiency level in each subtest.

“ELLI students on average gained eleven scale points against their English language learning peers for the Listening/ Speaking subtest [of the CELDT], and gained seven scale points on the Reading subtest.”

■ **Compared to their ELL (English Language Learner) peers, ELLI students improved their average score or stayed the same in every grade in both the Listening/Speaking and Reading standardized subtests.** For the Listening/Speaking and Reading subtests, all grades of ELLI students either improved their standing against their ELL peers or stayed the same. ELLI students on average gained eleven scale points against their ELL peers for the Listening/Speaking subtest, and gained seven scale points on the Reading subtest.

■ **At least 15 percent of each grade of ELLI students attained Fluent English Proficiency (FEP) by 2004.** Using criteria from the California State Board of Education (SBE), MGT determined that each grade of ELLI students had a minimum of 15 percent attaining FEP status, with one grade having 53 percent of it students classified as FEP.

English Language & Literacy Intensive Fast Facts:

- Services to school-age children who are learning to speak English
- Family component involves parents and siblings in fun, library-based programs
- Served 8,938 English language learning schoolchildren and 4,417 English language learning parents in 2004-05

• Standardized test scores of participating children were either better or the same as ELL children in the same schools and grades, even though ELLI children by definition are the most at-risk for low-performance.

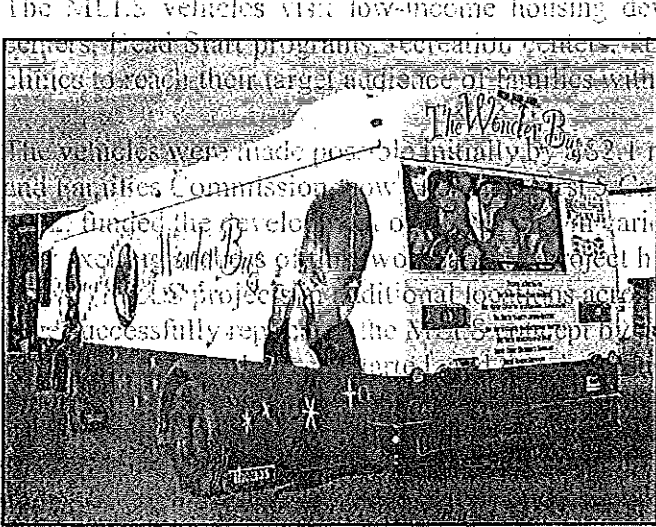
■ **Mobile Library Literacy Services**

Mobile Library Literacy Services (MLLS) were developed by the California State Library in partnership with the California Children and Families Commission. MLLS vehicles deliver literacy and other services to hard-to-reach, underserved and geographically and/or socially isolated families in many parts of the state.

Nearly the size of a school bus, the 32-foot vehicles offer extensive programming in conjunction with the literacy services described above. There are story times, language development activities such as puppet shows, and books for circulating and giving away. The programming models reading behaviors for parents, so children can continue their learning at home.

The MLLS vehicles visit low-income housing developments, migrant camps, local day care centers, Head Start programs, recreation centers, family resource centers and community health clinics to reach their target audience of families with children ages 0-5.

The vehicles were made possible initially by a \$2.1 million grant from the California Children and Families Commission, now known as First 5 California. The grant, for the years 2000 – 2002, funded the development of 11 vehicles in various locations throughout the state. Another very exciting success of this two-year pilot project has been the development of several "home-grown" MLLS projects in additional locations across California. Libraries in 6 additional areas have successfully replicated the MLLS concept by approaching their local First 5 Commission for a grant to help them get started, and then have successfully worked on creative local fundraising to achieve full funding for their vehicle and program needs.



Mobile Library Literacy Services vehicle –
Del Norte County Library District

Internet. MLLS staff encourage families to make a trip to the public library to continue learning and exploring once they see how much fun it can be.

Mobile Library Literacy Services Fast Facts:

- Not just bookmobiles; these units bring library literacy services to families in need
- MLLS help overcome the barriers of language, isolation and lack of transportation for families
- Provide children ages 0-5 and their parents with a variety of preschool experiences and activities to support school readiness
- Visit California's low-income housing developments, migrant camps, daycare centers, and health clinics in 17 library jurisdictions, reaching 34,818 at-risk children (ages 0 – 5) and 18,567 of their parents
- Gave out 65,578 books in 2004/05

MLLS' primary goal is to ensure that all children will be ready for school by age 5. One key benefit to the vehicle is that it allows young children to interact in a group setting, helping them to gain social skills as well as reading readiness skills crucial for thriving once they enter school. This is especially helpful in rural areas, where children may stay at home with their mothers and arrive at kindergarten less socially prepared than their peers.

On-board computers enable families without computers at home to become familiar with a mouse and keyboard and to access educational software and the Internet. MLLS staff encourage families to make a trip to the public library to continue learning and exploring once they see how much fun it can be. This is especially helpful in rural areas, where children may stay at home with their mothers and arrive at kindergarten less socially prepared than their peers.

■ AmeriCorps

The State Library applied for AmeriCorps funding in 2003 because the federal AmeriCorps program, which supplies workforce assistance to a variety of public and non-profit endeavors, seemed ideally suited to help public libraries in California with their literacy programs. That initial application has resulted in 57 AmeriCorps workers being placed in 28 public libraries in California today.



The State Library/AmeriCorps program is now entering its third year of funding. Having allocated \$450,000 in its first year of operation, the AmeriCorps funding went up to more than \$600,000 in 2005, owing to its demonstrable success in reaching its first-year goals.

The AmeriCorps grants leverage a great deal of additional money for library literacy programs as well. The California State Library has granted \$110,000 in federal Library Services and Technology Act funds to bolster the AmeriCorps grants, and participating public libraries have contributed about \$350,000 per year to the program. Participating libraries pay \$2,000 per year for each full-time AmeriCorps member and \$1,000 year for each part-time member. In total, about \$1 million per year from all sources is devoted to the AmeriCorps program in California public libraries, more than doubling the original appropriation from AmeriCorps.

AmeriCorps workers are a cross section of the general population: people of different ages and ethnic backgrounds, the common factor being a desire to serve their nation. At the 28 libraries to which they are assigned, they perform a variety of tasks. They all serve as tutors in their library's adult literacy program, and in many cases they work in the Families for Literacy service or the ELLI program. Some even staff the mobile library literacy vehicles. Full-time workers are given a living allowance of \$10,000 per year and, at the end of one year, a \$5,000 education award. Several of the AmeriCorps workers have signed on for a second year.



CLLS/AmeriCorps Members - 2006 Training, San Diego

The current three-year grant will expire at the end of the 2006 calendar year. The California State Library just submitted an application for a second three-year grant.

■ Role of the California State Library

The Role of the California State Library has been to administer the funds allocated to California Library Literacy Services and to support the local jurisdictions in their day-to-day provision of literacy services in their respective communities. To this end, the State Library has developed a strategic plan for service. Strategic goals in priority order are as follows:

CLLS Grant Recipients - 2006 Training, San Diego

■ **Public Awareness & Action:**

We must move beyond a goal of “public awareness” about literacy issues to a goal of “public action.” We want our message to be tailored to specific target groups and evocative enough that potential participants will avail themselves of our services. Addressing key target populations based on their interests will translate into increased funding, as well as volunteer and other resource development that will strengthen local services.

■ **Professional Development:**

To ensure the highest quality service for learners and support for volunteers, and to enhance the professional standing of local literacy staff within their libraries and within the field, the State Library devises ways for local library literacy staff to improve their knowledge and skills. Using limited statewide and local resources wisely, the State Library provides access to as many high quality training and networking opportunities as possible.

■ **Accountability:**

A hallmark of library literacy services is a learner-centered service commitment – helping learners meet their own personal goals for literacy improvement, rather than solely helping them achieve increased test scores or grade levels. Recent implementation of our outcome measures approaches in CLLS (the Roles & Goals process and the Family Survey) is now providing us with data that demonstrate the impact of our work on people’s lives. No longer must we only report outputs such as numbers of people served and number of volunteer hours. The ability to aggregate local as well as statewide achievements can help to provide incentives for learners and tutors to continue in the program, for programs to shape program improvements, and for us to showcase our accountability to policy makers and funders. It is critical to our efforts to be able to point to data that support the indispensable role that public libraries play in a more literate California.

“Thank you for sharing with me the [adult] student writings of the San Rafael/Marin County Free Library. Reading their stories gives me greater understanding of the worlds, personal histories and people among whom I live. Reading their stories impacts my life.”

Cyr N. Miller

Vice Mayor

City of San Rafael

■ **Resource Development:**

Local library literacy services’ ability to address an on-going demand for services is limited by their jurisdiction’s ability to deal with the State’s current economic situation. Strategies must be developed to not only identify additional potential sources of funding, but avenues to increase other resources (e.g. volunteers and in-kind gifts) which can assist to stabilize and/or increase the amount of local services that can be provided.

■ **Positioning CLLS:**

We must ensure that literacy services are viewed locally as core library services, in the same way as reference and children’s services are considered core services. While in recent years we have seen substantial gains in “integrating” literacy services into local libraries, there is still much to be done. CLLS has developed innovative approaches that may be of interest to the literacy field as a whole, both within and outside of California. In addition, we recognize that CLLS cannot meet all of its needs alone, and must seek collaborative relationships with other regional, statewide and national literacy-focused organizations to achieve its strategic directions.

Library Literacy Program	FY 2005/06 Literacy Awards				Award Amount	Additional ALS Funds	
	Services Provided					Library Jurisdiction	Other Revenue
	ALS	Families	ELLI	MLLS			
Palm Springs Public Library	X	X			16,923	31,656	16,250
Pasadena Public Library	X				30,000	59,072	1,000
Placentia Library District	X	X	X		29,159	131,063	9,000
Placer County Library	X				26,979	29,439	6,130
Plumas County Library	X	X	X		112,781	3,047	3,103
Pomona Public Library	X	X			77,868	55,488	
Porterville Public Library	X		X		65,552		22,000
Rancho Cucamonga P.L.	X	X			30,683	33,985	15,000
Redwood City Public Library	X	X	X		72,187	275,234	105,000
Richmond Public Library	X	X	X		47,930	244,632	54,000
Riverside County Library	X	X	X		178,796	65,655	31,000
Riverside Public Library	X	X			68,991	740,110	76,688
Sacramento Public Library	X	X	X		68,408	209,279	1,175
Salinas Public Library	X	X			108,117		207,007
San Bernardino County Library	X	X	X	X	69,331	917,681	168,052
San Bernardino Public Library	X	X	X		66,092	40,110	76,688
San Diego County Library	X	X			42,088	362,000	
San Diego Public Library	X	X	X		63,960	430,823	38,656
San Francisco Public Library	X	X			73,300	339,208	46,000
San Jose Public Library	X	X			40,697	255,327	150,689
San Leandro Comm. Library	X	X			101,966		69,647
San Luis Obispo City-County	X				44,006	28,350	67,422
San Mateo County Library	X		X	X	90,533	299,792	2,000
San Mateo Public Library	X	X			47,363	133,008	32,250
San Rafael Public Library	X	X			35,527	20,000	207,967
Santa Barbara Public Library	X	X	X		29,011	21,000	18,550
Santa Clara County Library	X	X			20,000	200,000	452,485
Santa Clara Public Library	X	X			77,195	229,767	9,000
Santa Fe Springs City Library	X	X	X		71,568	106,213	
Santa Paula (Blanchard)	X	X			35,513	42,115	10,787
Sierra Co. Library (Plumas)	X	X			150,977		3,500
Só. San Francisco Library	X	X	X	X	43,210	231,470	106,500
Solano County Library	X	X			30,000	350,152	
Sonoma County Library	X	X			48,532	42,390	15,140
Stanislaus County Library	X	X	X		26,056	80,000	498,830
Stockton/San Joaquin Co. Lib.	X	X		X	26,127	188,567	13,775
Susanville Library District	X	X	X		65,828	1,500	3,200
Sutter County Library	X	X	X		33,768	1,000	33,065
Tulare County Library	X		X		50,747	15,000	21,000
Tulare Public Library	X		X		49,186	26,070	33,900
Tuolumne County Library	X			X	34,426	29,647	2,750
Upland Public Library	X	X			28,708		33,000
Ventura County L.S.A.	X	X	X		59,402	161,743	37,456
Watsonville Public Library	X	X			42,034	96,000	2,000
Willows Public Library	X	X(2)	X		42,437		30,880
Woodland Public Library	X	X		X	53,669	14,538	56,242
Yuba County Library	X	X		X	44,824	20,000	2,000
Adult programs in years 2-5							
Palmdale City Library	X				80,303	80,303	
Redlands (A.K. Smiley) Public	X				75,283		325
Total	101	74	36	17	\$5,064,000	\$11,731,022	\$3,872,672

Library Literacy Program	FY 2005/06 Literacy Awards						
	Services Provided				Award Amount	Additional ALS Funds	
	ALS	Families	ELLI	MLLS		Library Jurisdiction	Other Revenue
Alameda County Library	X				90,333	503,678	
Alameda Free Library	X				20,188	49,987	3,100
Alhambra Public Library	X	X			31,865	89,249	5,834
Altadena Library District	X	X	X		40,390	96,007	
Amador County Library	X				16,716	46,408	
Anaheim Public Library**	X				10,000	0	
Azusa City Library	X				16,703	66,960	276
Benicia Public Library	X	X			33,058	78,605	2,000
Berkeley Public Library	X	X			47,018	234,417	10,500
Beverly Hills Public Library	X	X			46,208	131,194	19,800
Burbank Public Library	X	X			40,006	127,288	22,323
Butte County Library	X	X	X	X	53,591	109,443	2,800
Calaveras County Library	X				17,720	39,594	28,000
Carlsbad City Library	X				32,462	192,243	
Chula Vista Public Library	X	X	X		55,766	195,239	22,300
Colton Public Library	X	X	X		40,236	44,188	7,000
Colusa County Library	X	X	X	X	30,000	95,007	6,700
Commerce Public Library	X		X		31,411	75,143	
Contra Costa County Library	X	X			59,043	309,431	
Corona Public Library	X	X			32,232	57,708	2,500
Covina Public Library	X	X			25,578	75,605	63,322
Del Norte County Library	X	X	X	X	46,116	234,417	46,422
Downey City Library	X	X			29,754	171,962	20,046
El Dorado County Library	X	X			20,282	115,349	10,000
Escondido Public Library	X	X		X	49,087	111,677	13,000
Fresno County Library	X	X		X	68,271	130,294	30,000
Glen Dale Public Library	X	X	X		59,531	117,096	15,125
Glendora Public Library	X	X	X		16,140	16,461	62,666
Hayward Public Library	X	X	X		49,460	200,356	9,850
Hemet Public Library	X	X			36,436	27,000	6,500
Humboldt County Library	X		X		19,919	75,143	78,100
Huntington Beach Library	X	X	X		53,494	376,000	27,271
Imperial County Library	X	X(3)		X	73,887	51,065	34,457
Lake County Library	X	X	X		41,999	13,043	37,500
Livermore Public Library	X	X		X	29,410	57,301	4,200
Lodi Public Library	X				27,803	41,792	14,000
Lompoc Public Library	X	X			73,112	17,275	15,686
Los Angeles County Library	X	X	X		155,158	488,721	3,720
Los Angeles Public Library	X	X			37,066	483,641	281,450
Marin County Library	X			X	37,772	179,260	13,128
Menlo Park Public Library	X	X			30,000	55,000	36,810
Monrovia Public Library	X	X	X	X	49,403	10,000	2,100
Monterey County Library	X	X		X	44,358	29,242	15,300
Monterey Park (Bruggemeyer)	X	X	X		57,109	42,000	7,799
Napa City-County Library	X	X	X		30,000	134,235	
National City Public Library	X	X	X	X	31,771	68,210	49,050
Nevada County Library	X	X	X		78,462	26,211	
Newport Beach Public Library	X	X			20,838	12,181	33,316
Oakland Public Library	X	X			94,652	420,193	33,000
Oceanside Public Library	X	X			29,051	59,593	22,600
Orange County Public Library	X	X			23,362	430,368	10,000
Oxnard Public Library	X				51,732	176,277	12,012
Plano City Library	X				37,377	73,285	1,125
Plano Public Library	X				30,000	38,800	38,000
Porterville Public Library	X		X		42,493	10,000	2,000
Monterey County Library	X				43,338	78,381	2,388



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

June 5, 2006

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

Subject: LSTA L-4, FY 2006/07, WP05, Grant Award #40-6603
Title: Local History Digital Resources Project

Dear Ms. Minter:

I am pleased to approve your grant application for the above named project for a total of \$5,000 in federal Library Services and Technology Act (LSTA) funds for the period ending June 30, 2007. This grant will become effective immediately following the signing of the 2006/2007 State Budget Act, which has not yet occurred. The State Library primary consultant assigned to this project will be Ira Bray, tel. (916) 653-0171, email ibray@library.ca.gov. Please work with this consultant in implementing your project. My staff is ready to assist you in making your project a success.

I welcome your participation in the Local History Digital Resources Project. You indicated in your application that some photographs have no preservation copy. Please use part of your funding to address this need.

Funds allowed are as follows:

<u>Categories</u>	<u>2006/07 LSTA Approved Budget</u>
Salaries and benefits	-0-
Library materials	-0-
Operating expenses	\$5,000
Equipment (items over \$5,000)	<u>-0-</u>
Program Award	\$5,000
Indirect cost (up to 10%)	<u>-0-</u>
Total	\$5,000

Please submit your claim at your earliest convenience, but understand that it cannot be processed until the governor signs the State budget. State processing of claims can require 6-8 weeks before you receive your check.

On June 30, 2007, this project will be officially closed and no new expenditures may be generated, nor may any additional funded project activities occur. All unexpended and unencumbered funds must be returned by August 30, 2007. This project is allowed 60 days to liquidate encumbrances that were

Elizabeth Minter

-2-

June 5, 2006

incurred prior to June 30. After the 60-day period, all encumbered funds which have not been liquidated must be returned to the State Library.

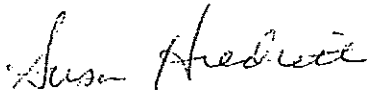
Reporting on financial and program activities is required quarterly within 30 days of each quarter. A final narrative report is required and is due within 30 days after the close of the project, by July 30, 2007. The final liquidation report, if required, is due and must be submitted by September 15. Thus, all reporting regarding this project must have been received at the State Library by September 15, 2007.

It is expected that the grant recipient shall fulfill all project reporting requirements and expend all funds, or return all unspent grant funds, by the time specified in the grant program. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

All required reporting materials are located on the California State Library's website at [<http://www.library.ca.gov/html/grants.cfm/>]. The Quarterly Narrative Report (LSTA Form 7), the Quarterly Fiscal Report (LSTA Form 8), and the Final Narrative Report (LSTA Form 9), along with instructions for completing each report, are on the State Library's web page under the heading "LSTA Reporting and Control Documents." This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies.

Best wishes for a successful project year.

Yours truly,



Susan Hildreth
State Librarian of California

Enclosures

cc: Christopher Berger
Colette Moody
Ira Bray
~~Vernon Napier~~
Doc. no. 9797

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director's Report
DATE: June 19, 2006

Activities Report:

- May 11 Attended Chamber of Commerce Mixer at Marios
- May 17 Jury Duty
- May 17-19 Attended the Public Library Director's Forum hosted by the State Library of California in Dan Diego

New initiative in California is the 1st Five Commission – Placentia Library District may be the appropriate lead agency for Placentia. This was given to Jim Roberts to pursue.

Spanish Language Outreach Program involving encouraging Spanish-language speakers to use the Gates Foundation computers. This was given to Jim Roberts and Vernon Napier to pursue.

Webjunction (a web site provided by the Gates Foundation) has a large set of multi-lingual forms that can be used by local libraries needing to create their own multi-lingual forms and promotional pieces.

Live Homework Help grants through LSTA will be available this year and will fund 100% of remote access charges but nothing for in building charges. The percentage covered will be reduced by 25% each year for 4 years until the program is 100% locally funded. This was given to Jim Roberts to pursue.

The WorldCat and California Cat projects are still being funded by the State Library through OCLC. The push this year will be to get more collections uploaded into this system. So far only 37 libraries are included. This was given to Vernon Napier to pursue.

Consolidation of regional public library systems seems to be on the horizon. There may need to be some legislative changes to accommodate this process.

The public libraries in north Orange County will probably pursue their interlibrary loan and direct loan software with a project underway in Inland Library System

(Riverside County). This project was given to Vernon Napier to pursue. Yorba Linda Public Library is taking the lead for the north Orange County public libraries.

May 22 Jury Duty

May 23 Attended the Chamber of Commerce State of the City Breakfast

Participated in the American Business Women's Association (ABWA) Stars Award Dinner and introduced Placentia Library District's staff nominee, Mary Strazdas

May 23 Attended the Chamber of Commerce Ribbon Cutting for Mini Gourmet Restaurant

May 27 Saturday Manager at the Library

May 30 Met with a group who were organizing to make a fund raising program proposal to the Friends of Placentia Library

May 31 Participated in a vendor presentation on point of sale and debit card systems for libraries

Met with Library managers to discuss Budget for Fiscal Year 2006-2007

Met with the Joint Publications Committee of the Friends and Foundation

Jun 1-2 Attended the Western Regional Planned Giving Conference in Costa Mesa

There were three "tracks" at this conference, one for beginners, one for advanced-level professionals and one focusing on marketing. Most of the sessions I attended were in the marketing track.

We were taught to always keep printing the bequest language in publications along with an invitation to "contact us to that we understand how you want the gift used" – to make an assertive effort to understand the donor's intent.

We were taught to not waste time and effort on extensive planned giving newsletters, programs or newsletters. The primary goal is to have a good website and to use frequent and attractive reminders to "drive" supporters to that website. People are more willing to explore the source that they have "found" themselves. The website should include calculators and lots of anecdotal stories.

Myths that stand in the way of planned giving success:

- 📖 Planned giving donors are wealthy (69% of planned gift donors give LESS than \$500 per year – the only highly predictive value is institutional loyalty – frequency of giving regardless of amount)
- 📖 Planned giving donors are old (the mean age is 58)
- 📖 Planned gifts compete with major gifts (most planned giving donors are not major donor prospects)

- 📖 Planned gifts take too long to collect (planned gifts should be used to build endowment, not for immediate expenses – endowment will ultimately build cash flow)
- 📖 Planned gifts are a distraction in campaigns (all campaigns should have an endowment element)
- 📖 Real dollars are in current gifts (The typical capital gift is 20x the donor's largest annual gift – the typical planned gift is 200x to 300x the donor's largest annual fund gift.)
- 📖 People read planned giving brochures (websites are a far better way to deliver planned giving information because they are available 24/7; they are always up to date, particularly if you use a commercial vendor; they are inexpensive to install and maintain; they are interactive and can contain calculators for illustrations; they are easy to use; and they allow targeted inquiries)
- 📖 Seniors are not on the net (Adults 55+ are the fastest growing sector of the pc purchasing public; 70% of seniors who own a computer use the internet on a regular basis; and in 10 years this won't even be a question; 85%-95% of the traffic on planned giving web pages are *direct links*, less than 5% come from Google or search engines) The number of unique visitors to planned giving web sites spikes an average of 25% in the two weeks following a mailing.
- 📖 People read planned giving newsletters (Studies show less than 1% readership – programs do better sending 6" x 9" postcards with pictures, sent frequently, preferably bi-monthly, referring readers to a website.)
- 📖 Planned giving marketing is too expensive (Successful planned giving programs include planned giving societies; loyalty screening; donor-friendly websites; face-to-face visits; and good/thorough database records about your donors).
- 📖 All I need is more and better marketing (The real key to success is a minimum of 50 to 85 face to face visits per year)

Several of the sessions focused on techniques for identifying "loyal" donors. The Library's new donor software should make this a straightforward project for us since we had the raw data in the old program.

Only 30% of U.S. taxpayers itemize their returns but about 75% of U.S. taxpayers make charitable contributions.

About 18% of estates processed through the IRS have charitable gifts – this should be closer to 75%.

One of the good web sites to visit is The Denver Foundation.

Most people who make a large bequest are not as likely to make a major cash gift in their lifetime.

Loyal donors give at the same time every year. Take these individuals out of the direct mail or annual giving campaigns.

Jun 5 Attended the Friends of Placentia Library Board of Directors meeting

Jun 7-13 Bereavement leave

Staff Meetings:

May 17 (Conducted by Managers, I was on Jury Duty)

Jun 7 (Conducted by Managers, I was on Bereavement Leave)

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: June 19, 2006
 SUBJECT: Program Committee Report for the month of May.

ADULT SERVICES

	May 04-05	May 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	4	2	12	11
NUMBER OF ATTENDEES	73	60	188	232

CHILDREN'S SERVICES

	May 04-05	May 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	25	36	233	264
NUMBER OF ATTENDEES	771	1,855	9,819	11,724

PROGRAM COMMITTEE

	May 04-05	May 05-06	YTD 04-05	YTD 05-06
NUMBER OF MEETINGS	0	2	0	11
NUMBER OF ATTENDEES	0	18	0	69
NEWS RELEASES	NA	1	NA	6

LITERACY SERVICES

	May 04-05	May 05-06	YTD 04-05	YTD 05-06
Total Tutors	188	190	319	310
Total Students	264	226	364	344
Total Hours	1,506	2,610	14,457	13,992

For more detailed literacy statistics, see Agenda Item 38, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian




Date: for Board Meeting, June 19, 2006

Subject: May, 2006 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 2 years and under	4	106
Story Time I: 6 years & under	4	145
Story Time II: 6 years & under	4	128
Music Time I: 6 years & younger	5	150
Music Time II: 6 years & younger	5	119
Music Time III: 6 years & younger	5	162
Read to the Dogs event	1	39
School Visits (assemblies sponsored by the library)	3	800
Imagination Celebration	1	180
Afternoon Adventures	4	26
Total May 2006	36	1855
Total May 2005	25	771
Current FY to date	264	11724
Previous FY to date	233	9819



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: June 19, 2006

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

Tutor Training. There was one tutor training workshop in May, and six adults completed the training. They are all tutoring or pending.

Families for Literacy (FFL) Program Status. We had FFL event with Topaz Elementary School on Saturday morning, May 20, from 9:00 to 11:00 AM. Approximately 100 families participated in the event.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP tutoring has finished for this school. We recruited more than 80 PRREP tutors from El Dorado High School and Valencia High School tutored at the Library or off-site at Topaz Elementary School or at H.I.S. House, accounting for more than 2,000 hours of instruction.

Update on the two new PLLS homework clubs. Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful this school year. We plan on continuing both of them next school year in Mid-September.

English Language and Literacy Intensive (ELLI) Program Update. ELLI has ended for this school year. We were active at three elementary schools--Ruby Drive, and Topaz, and Tynes-- and we had a total of fifteen tutors working with more than 200 grade school students.

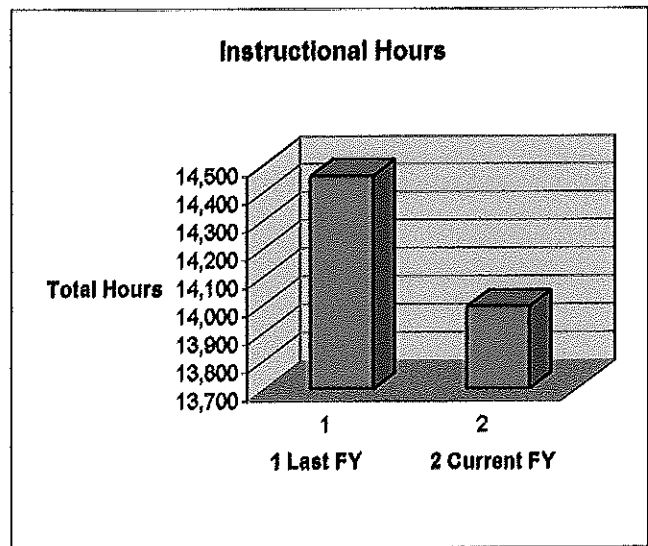
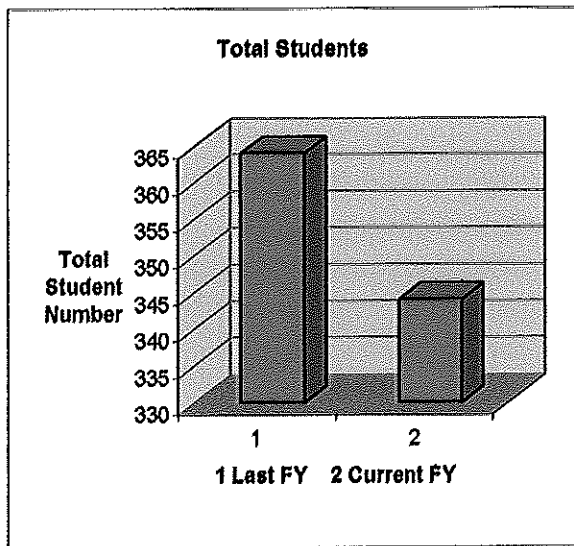
Federal Work Study (FWS). Our FWS partnership with Financial Aid at Cal State Fullerton grew stronger during FY 2005-06, and will continue through June. Our Cal State Award for FY 2006-07 is \$85,000. Our FWS partnership is also very strong with Western State University College of Law as we had fifteen (15) who tutored in PLLS this school year.

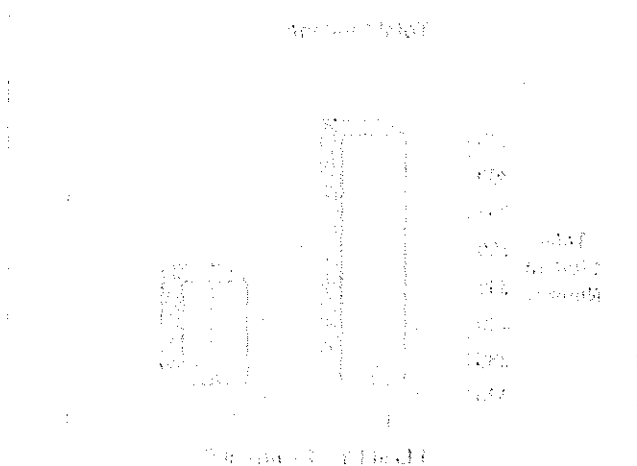
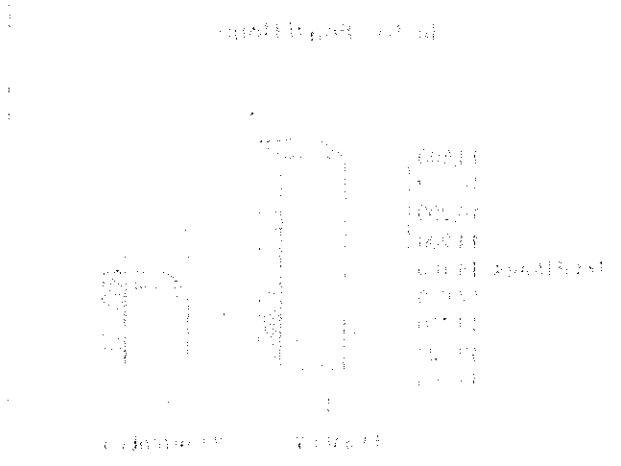
Literacy statistics. See Agenda Item 36, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	May 04-05	May 05-06	YTD 04-05	YTD 05-06
Tutors				
Adult	104	99	198	169
Teen	84	91	107	141
Hours Instruction	1,506	1,610	14,457	13,097
Other Volunteer Hours	72	120	984	1,140
Total Hours	1,578	1,730	15,441	14,237
Training Workshops				
Workshops Held	2	1	21	23
Tutors Trained	16	6	178	181
Students				
With Adult Tutors	132	94	183	201
With Teen Tutors	92	132	151	143
In Groups	30	0	30	0
Total Active Students	264	226	364	344
Families for Literacy				
Family Students	8	5	12	12
Family Tutors	6	5	10	8
Hours of Instruction	100	60	680	700
ELLI Program				
K-6th Grade Students	100	201	100	201
Tutors for K-6th Grade	15	6	22	15
Hours of Instruction	250	520	3,004	6,487
Homework Clubs				
On-Site: Students	0	70	0	569
On-Site Tutors	0	16	0	49
Hours of Instruction	0	500	0	2,200
H.I.S. House Students	0	8	0	43
H.I.S. House Tutors	0	6	0	26
Hours of Instruction	0	200	0	1,240
Topaz Students	0	18	0	99
Topaz Tutors	0	6	0	45
Hours of Instruction	0	300	0	3,460
Total Tutors	188	190	319	310
Total Students	264	226	364	344
Total Instruction Hours	1,506	1,610	14,457	13,992





TO: Elizabeth Minter, Library Director
FROM: Mary Strazdas, Librarian *MS*
DATE: June 19, 2006
SUBJECT: Reference and Adult Services report for May, 2006

- There were two Program Committee meetings during the month.
- Special library displays included one for the Placentia Round Table Women's Club (Bicentennial quilt), Women's Health Resources, and Asian Pacific American Heritage Month. There was also a display of materials pertinent to the extremely popular *Da Vinci Code*, because the movie's release occurred at the end of May.
- There were two programs during the month. The first program, "Dinosaurs on the Move in Placentia," Sunday, May 7, was part of the Orange County Imagination Celebration and featured puppets for the children. Parents and other patrons could also have a complimentary cup of coffee from a coffee cart while they waited for the program to end. Everyone was invited to do crafts following the puppet show.
- The second program, "A Parents' Guide to Creativity and Summer Fun" drew nine people. Lauralyn Eschner, Coordinator of Visual and Performing Arts in the Fullerton School District, showed parents simple techniques that stimulate creativity and cultivate the artist in the child. She spoke briefly and then used several stations to allow parents a chance to experiment with crafts that they could later create with their children and use in a variety of ways.



Statistical Comparisons at the Reference Desk
May FY 2005/2006

	2005	2006	YTD 04-05	YTD 05-06
Phone Reference Questions	201	201	2,062	2,254
Desk Reference Questions	1,730	1,426	17,236	18,182
E-Mail Reference Questions	8	1	60	58
Ready Reference	29	30	434	357
Instruction	70	127	561	1,041
Computer Use	2,903	2,820	25,559	28,547
Reference Books: In-Library Use	15	3,875	13,106	35,745
Patron Database Signups	158	206	2,367	2,327



TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian *EB by MCS*
DATE: June 19, 2006
SUBJECT: **History Room report for May**

History Room visitors in May: fiscal year 2004-2005: 3
History Room visitors in May: fiscal year 2005-2006: 6

There were requests for Valencia and Esperanza High School yearbooks from the years 1962, 1963, and the 1980s.

There were genealogical questions about local families in the citrus industry.

The numbering was completed on photo album # 38 on the underpass construction.


Pat Irot contacted the Placentia Yorba Linda Unified School District regarding the location of school district archives for possible research in writing a PYLUSD history.

Pat Jertberg completed the Library Collection files with a final printout, ending a two year project.

Jan Henderson has taken over the organization of the Historical Committee files. She will work evenings.

Historical materials were delivered to St. Joseph School, letters were sent to high schools requesting annuals and a photograph of Mr. McFadden was delivered to the enlarger to be reproduced for the new Melrose School.

On May 22nd I was privileged to attend a reception sponsored by the City of Los Angeles Department of Cultural Affairs, welcoming the President's Committee on the Arts and Humanities. Remarks by various dignitaries stressed the importance to our communities of historic preservation. It was encouraging to know that there is an emphasis on this awareness from our local and national leaders.

TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager 
DATE: June 8, 2006
SUBJECT: Website report for the (short) month of May

I am pleased to report that we have received several unsolicited emails complimenting us on the new website. My favorite = (As someone who has dabbled in web design herself, I have to say that this is such a great new design. Excellent work! :-))

Now that the website is up and running I see areas in need of improvement. In particular, I want to make it easier to find (a) our online databases, and (b) the full range of services geared towards helping students. I will be working on these over the next several weeks.

I have attached to this report some relevant statistics from our "webstats" program. These tables give us an overview of total usage, usage by day of the week, and most viewed pages.

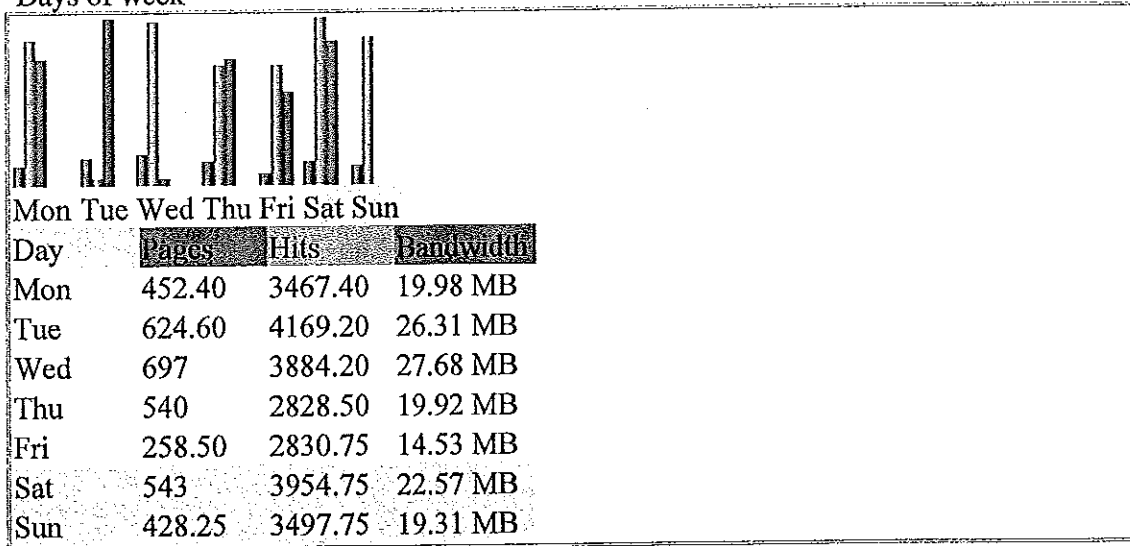
Finally, please note on page 4 a statistical report showing the use of our principal online databases. This is a new report. Over time I will establish sufficient data to provide month to month and year to year comparisons

Vernon J. Napier
Technical Services Manager



Reported period	Month May 2006				
First visit	05 May 2006 - 16:40				
Last visit	31 May 2006 - 23:59				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed	1589	2555 (1.6 visits/visitor)	15949 (6.24 pages/visit)	110051 (43.07 hits/visit)	675.19 MB (270.6 KB/visit)

Days of week



Pages viewed (top 17)	Viewed
Home page	10582
Catalog	1626
My account	492
Searching for information	337
Frequently Asked Questions	298
Calendar	290
Passport applications	256
Contact us	150
Borrowing library materials	127
Kids page	109
Application for library card	96
Support you library	88
Literacy services	66
Community links	63
Notations	55
Friends of Placentia Library	51
Board of Trustees	51

Here is my first report on the usage of the Library's online databases. Different sites supply different statistics. I have chosen to report only the two most basic facts: the number of sessions (a "session" is when someone logs on onto the database) and the number of searches.

On line reference resources	Usage statistics for May 2006	
	Sessions	Searches
Grolier Online	x	9
Encyclopedia Americana	x	1
La Nueva Enciclopedia Cumbre	x	0
America the Beautiful	x	0
Lands and People	x	3
Business & Company Resource Center	5	18
General Reference Center	33	78
Health & Wellness Resource Center	2	0
Opposing Viewpoints	54	334
Newsbank -Newspaper search	13	x
Newsbank -Magazine search	0	x
L.A Times	35	x
N.Y. Times	20	x
Wall Street Journal	13	x
Heritage Quest	x	866
Learning Express (Learn a test)	5	x
Novelist	18	127
Tumblebooks	12	x



TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: June 10, 2006



SUBJECT: Technology Report for May 2006

- Installed stand to support 2 monitors at the reference desk. The second monitor allows staff to share and/or demonstrate online information with patrons.
- Re-shelved the adult non-fiction so that no books are on the highest shelf and all oversized books are in one contiguous sequence.
- Made various tweaks and adjustments to the new website
- Updated the entry codes on the back door lock
- Reviewed the library's various magazine subscriptions.
- Installed Value Line onto the website

Projects under consideration

- Convert newspapers on microfilm to a digital medium
- Scan, digitize, and index historical photographs in order to make them available on line

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director ^{6/17}
SUBJECT: Publicity Materials Produced in April and May 2006
DATE: June 19, 2006

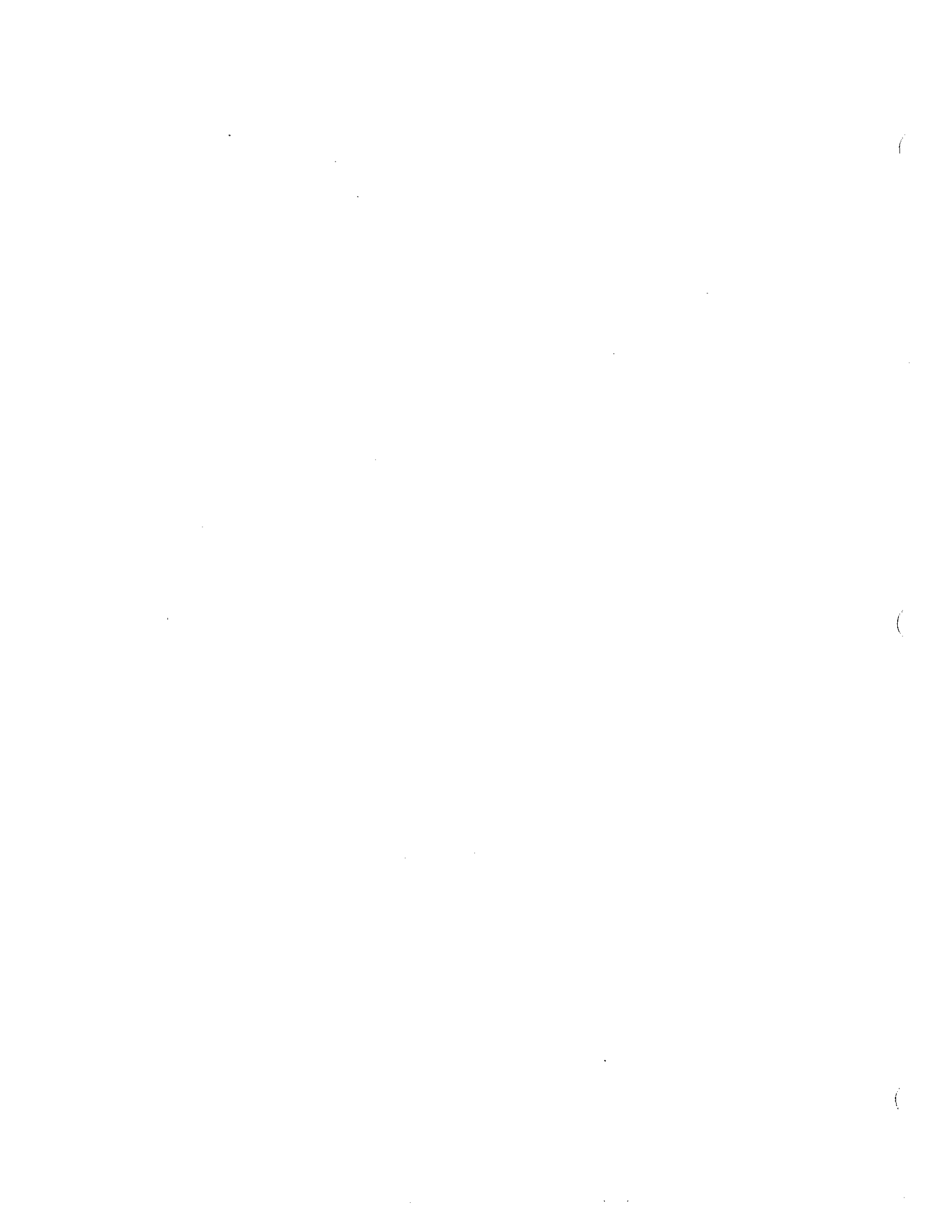
The Volunteer Coordinator did not compile the April Publicity Materials Report before her departure from the Library on June 14.

The April and May 2006 Publicity Materials Report will be included with the June report at the Library Board Meeting on July 17, 2006.



TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Librarian *km*
DATE: June 19, 2006
SUBJECT: **Safety Committee report for May**

There was no safety committee meeting in May. The next meeting is scheduled for Wednesday, June 28, 2006.



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: June 19, 2006

BACKGROUND

At the present time staff is waiting to hear about the status of the State Budget. The Governor's May Budget Revision provided for additional funding for both the Public Library Foundation Fund and Transaction Based Reimbursements.

Information arriving after the Agenda is posted will be presented at the Library 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: Establish Salary Schedules for Library Personnel for Fiscal Year 2006-2007, effective July 1, 2006, and Adopt by Resolution 06-02.
DATE: June 19, 2006

BACKGROUND:

This is the sixth year that Placentia Library District will be operating without a Memorandum of Understanding (MOU) with its staff. The Orange County Employees Association is no longer willing to represent the staff and it has not yet acquired a new representative.

The expired Contract provided for a percentage salary increase for each fiscal year equal to the percent rise, to the nearest tenth (0.1) of one percent, in the cost-of-living for the period March to March as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area. The percentage increase for March 2005 to March 2006 is 4.7%.

At its meeting on May 9, 2006 the Library Board of Trustees voted to award Non-Exempt and Exempt staff, excluding the Library Director and Pages, a 4.7% salary adjustment effective July 1, 2006. Attachment A is the proposed Salary Scale for Fiscal Year 2006-2007 for Non-Exempt and Exempt staff effective July 1, 2006.

Attachment B is Resolution 06-02 establishing the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2006-2007, effective July 1, 2006.

RECOMMENDATIONS:

1. Read Resolution 06-02 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2006-2007.
2. Adopt Resolution 06-02 by Roll Call Vote.



PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2006-2007
Effective July 1, 2006
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10	
CLERK I	HR	12.53	12.85	13.17	13.50	13.83	14.18	14.53	14.90	15.27	16.03
	PP	1,002.61	1,027.67	1,053.36	1,079.70	1,106.69	1,134.36	1,162.72	1,191.78	1,221.58	1,282.66
	AN	26,067.79	26,719.48	27,387.47	28,072.16	28,773.96	29,493.31	30,230.64	30,986.41	31,761.07	33,349.12
	MO	2,172.32	1,875.47	1,922.27	1,970.80	2,019.33	2,457.78	2,519.22	2,582.20	2,646.76	2,779.09
CLERK II	HR	14.17	14.52	14.88	15.26	15.64	16.03	16.43	16.84	17.26	18.12
	PP	1,133.27	1,161.60	1,190.64	1,220.41	1,250.92	1,282.19	1,314.25	1,347.11	1,380.78	1,449.82
	AN	29,465.09	30,201.72	30,956.76	31,730.68	32,523.95	33,337.05	34,170.47	35,024.74	35,900.35	37,695.37
	MO	2,455.42	2,516.81	2,579.73	2,644.22	2,710.33	2,778.09	2,847.54	2,918.73	2,991.70	3,141.28
LIBR ASST	HR	16.83	17.25	17.68	18.12	18.57	19.04	19.51	20.00	20.50	21.52
	PP	1,346.02	1,379.67	1,414.17	1,449.52	1,485.76	1,522.90	1,560.97	1,600.00	1,640.00	1,722.00
	AN	34,996.60	35,871.52	36,768.31	37,687.51	38,629.70	39,595.44	40,585.33	41,599.96	42,639.96	44,771.96
	MO	2,916.38	2,989.29	3,064.03	3,140.63	3,219.14	3,299.62	3,382.11	3,466.66	3,553.33	3,731.00
LIB I	HR	19.89	20.39	20.90	21.42	21.96	22.51	23.07	23.65	24.24	25.45
	PP	1,591.44	1,631.23	1,672.01	1,713.81	1,756.65	1,800.57	1,845.58	1,891.72	1,939.02	2,035.97
	AN	41,377.44	42,411.88	43,472.17	44,558.98	45,672.95	46,814.78	47,985.14	49,184.77	50,414.39	52,935.11
	MO	3,448.12	3,534.32	3,622.68	3,713.25	3,806.08	3,901.23	3,998.76	4,098.73	4,201.20	4,411.26
LIB II	HR	23.18	23.76	24.35	24.96	25.59	26.23	26.88	27.55	28.24	29.66
	PP	1,854.45	1,900.81	1,948.33	1,997.04	2,046.96	2,098.14	2,150.59	2,204.35	2,259.46	2,372.44
	AN	48,215.61	49,421.00	50,656.52	51,922.93	53,221.01	54,551.53	55,915.32	57,313.20	58,746.03	61,683.34
	MO	4,017.97	4,118.42	4,221.38	4,326.91	4,435.08	4,545.96	4,659.61	4,776.10	4,895.50	5,140.28
LIB AIDE	HR	8.55	8.77	8.99	9.21	9.44	9.68	9.92	10.17	10.42	10.94
	PP	684.32	701.43	718.96	736.94	755.36	774.24	793.60	813.44	833.78	875.47
	AN	17,792.30	18,237.11	18,693.03	19,160.36	19,639.37	20,130.35	20,633.61	21,149.45	21,678.19	22,762.10
	MO	1,482.69	1,519.76	1,557.75	1,596.70	1,636.61	1,677.53	1,719.47	1,762.45	1,806.52	1,896.84

Signature _____ : Date June 19, 2006

AI Shkoler, President

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Revised May 9, 2006
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY	HR	48.08								
DIRECTOR	PP	3,846.40								
	AN	100,006.40								
	MO	8,333.87								
ADMIN SVCS	HR	23.18	24.34	24.95	25.57	26.21	26.87	27.54	28.23	28.93
MANAGER	PP	1,854.45	1,947.17	1,995.85	2,045.74	2,096.89	2,149.31	2,203.04	2,258.12	2,314.57
	AN	48,215.61	50,626.39	51,892.05	53,189.35	54,519.08	55,882.06	57,279.11	58,711.09	60,178.86
	MO	4,017.97	4,218.87	4,324.34	4,432.45	4,543.26	4,656.84	4,773.26	4,892.59	5,014.91
MANAGERS	HR	27.45	28.14	28.84	29.56	30.30	31.06	31.84	32.63	33.45
PUB SVC	PP	2,196.19	2,251.09	2,307.37	2,365.05	2,424.18	2,484.78	2,546.90	2,610.58	2,675.84
TECH SVC	AN	57,100.87	58,528.39	59,991.60	61,491.39	63,028.67	64,604.39	66,219.50	67,874.99	69,571.86
ADMIN SVCS	MO	4,758.41	4,877.37	4,999.30	5,124.28	5,252.39	5,383.70	5,518.29	5,656.25	5,797.66
PAGES	Starting Wage			6 Months	1 Year	18 Months				
		6.75	7.09	7.44	7.81					

Signature _____ : Revised June 19, 2006
Al Shkoler, President

RESOLUTION 06-02

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

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2006-2007 dated June 19, 2006, and implements such on July 1, 2006.

AYES:

NOES: None

ABSENT:

ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of June, 2006.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of June 2006.

Jean Turner, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 2006-2007 Budget
DATE: June 19, 2006

BACKGROUND

Fund 707 (General Fund) Revenue

- 📖 The proposed Fiscal Year 2006-2007 Revenue Estimate is \$2,181,338. The Revenue Estimate is Attachment A.
- 📖 The Property tax adjustment is based on a 9% increase as provided by Neil Gruber at the Tax Allocation Office of the Orange County Auditor.
- 📖 State Library revenue is estimated to be \$150,000 and is Attachment B. It is a substantially more optimistic estimate than several months ago because of the Governor's May Budget revision. We are now anticipating an additional \$10,000 in the Public Library Fund and an increase in the Interlibrary Loan transaction reimbursements. The problem is that with the withdrawal of Yorba Linda Public Library from the Tri City Library Network we will likely see a decrease in interlibrary loan demand since their clients do not automatically see Placentia's holdings. Staff is recommending that the Library purchase the interlibrary loan and direct loan software from Sirsi/Dynix that will make our collection more accessible for the clients of neighboring libraries. Vernon Napier is actively working on this project with other public libraries in north Orange County that will share a system with the Inland Library System that includes Riverside County.
- 📖 Passport revenue has been reduced to reflect the slowdown in applications during the past year. The primary reason is the rapid expansion of the number of Passport Acceptance Agencies in the area. The Library is doing some advertising and marketing of this service to build public awareness.
- 📖 Notary Service is providing a modest but steady stream of income and has recuperated its start-up costs. Approximately 100 items were processed in the first ten months. (The Entrepreneurial Activities Report is Agenda Item 19)
- 📖 The Public Services staff is putting a renewed emphasis on non-government grant applications this year. The first one for \$5,000 has already been received from the Boeing Employees Fund and will be transferred from the Foundation after July 1. Jim Roberts and I are actively seeking a replacement grant writer to work with his staff.



- ☞ Staff is recommending that no changes be made to the Fines & Fees Schedule at this time.

Fund 707 (General Fund) Expenditures

- ☞ The proposed Fiscal Year 2006-2007 Expenditure Estimate is \$2,181,388. Revenues and Expenditures are in Balance. The Expenditure Estimate is Attachment C.
- ☞ The personnel section is calculated based on the 4.7% salary adjustment for all staff except the Library Director and pages that was approved at the May 9, 2006 Library Board meeting. The medical insurance was kept at just under the Fiscal Year 2005-2006 level because of the change of carriers to the Special District Risk Management Authority.
- ☞ The proposed expenditures includes the increase of two .50 FTE Librarian positions. One will work at the Reference Desk and the other will work in the Literacy Department. Jim Roberts will have additional information about these positions at the Board meeting.
- ☞ The budget provides staffing adequate to increase the hours of public service from 6:00 P.M. to 9:00 P.M. on Thursday evenings. I am recommending that this be implemented the first week of September.
- ☞ The Library Materials (book) budget is 10.4% of the total operating budget.

Carryover Funds

Attachment D is a Year-Eng Balance Estimate for Fiscal Year 2005-2006.

I am recommending that up to \$57,700 added to the Fiscal Year 2006-2007 operating budget from the carryover funds for the projects recommended by staff. The quote for the Aquabrowser is discounted approximately \$5,000, an offer that expires on June 30, 2006.

I am recommending that the remaining balance of the carryover amount be used to increase the Fund 707 balance.

Other Funds

I am recommending that all non-operating funds be budgeted for contingencies.

Budget Adoption

The budget forms for the Orange County Auditor will be presented for adoption after the public hearing.

The budget needs to be adopted and set for public hearing at the July 17, 2006 Library Board Meeting.

RECOMMENDATIONS

Action to be determined by the Library Board of Trustees.

Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 2006-2007
June 19, 2006

Object Code	Category	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Actual	FY2003-04 Actual	FY2004-2005 Actual	FY2005-2006 Adopted	FY2006-2007 Proposed
6210-00	Current Secured	921,767	995,217	1,072,450	1,163,387	1,280,570	1,333,163	1,561,688
6210-01	Public Utility	23,111	25,158	22,886	22,598	21,745	22,500	21,000
6210-04	Teeter Plan - Current Delinquent	12,334	13,876	14,764	14,296	12,766	12,500	15,000
	SUB-TOTAL CURRENT SECURED	957,212	1,034,251	1,110,100	1,200,281	1,315,081	1,368,163	1,597,688
6230	Prior Secured	12,028	12,031	14,166	16,612	0	13,000	15,000
	TOTAL SECURED	969,240	1,046,282	1,124,266	1,216,893	1,315,081	1,381,163	1,612,688
6220	Current Unsecured	55,274	56,067	58,450	60,783	62,315	61,000	58,000
6240	Prior Unsecured	962	668	785	719	984	750	750
	TOTAL UNSECURED	56,236	56,734	59,235	61,503	63,299	61,750	58,750
6690	HOMEOWNER	16,245	16,101	16,339	17,408	17,217	17,000	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,041,721	1,119,118	1,199,840	1,295,803	1,395,598	1,459,913	1,688,438
6250	SPECIAL DISTRICT AUGMENTATION	8,555	9,088	8,224	8,120	7,813	4,000	6,500
6260/6540	PENALTIES/DELINQUENCIES	268	0	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	36,813	39,810	48,663	54,711	83,836	58,000	65,000
6300	SUPPLEMENTAL - PRIOR	821	1,303	1,364	1,567	2,035	1,400	1,400
6610	INTEREST	21,191	11,628	8,670	7,096	18,463	10,000	30,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	67,648	61,829	66,921	71,495	112,146	73,400	102,900
	TOTAL PROPERTY TAX REVENUE	1,109,369	1,180,947	1,266,761	1,367,298	1,507,744	1,533,313	1,791,338
6970	STATE LIBRARY & STATE	169,318	125,235	242,019	92,378	110,739	163,472	150,000
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	0	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUND:	0	0	0	0	0	0	0
7670	LOCAL REVENUE	80,563	114,603	184,470	232,373	251,823	255,000	240,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	0	96	0	10	0	0	0
	TOTAL REVENUE	1,359,249	1,420,881	1,693,250	1,692,060	1,870,306	1,951,785	2,181,338



Placentia Library District
 State Library Reimbursements and Grants
 June 19, 2006

FUND	Actual FY2000-01	Actual FY2001-02	Actual FY2002-03	Actual FY2003-04	Actual FY2004-05	Adopted FY2005-06	Proposed FY2006-07
ILL & Direct Loan Reimbursements	11,399	13,314	16,432	17,578	15,626	14,000	12,000
CA Foundation Funds	88,826	77,328	46,377	23,537	21,402	21,402	30,000
CA Literacy Campaign	18,818	19,593	24,725	51,194	59,191	58,000	58,000
Family Literacy Grant	20,000	10,000	12,060	0	0	0	0
Dept Educ. 321 Grant/ELLI	0	0	130,680	0	0	0	0
One-Year Grants/Partnerships for Change	5,000	5,000	5,745	0	14,520	70,000	40,000
Miscellaneous State Revenues (Mandated Claims)	25,275	0	0	6,968	70	70	10,000
TOTAL STATE REVENUE	169,318	125,235	236,019	99,277	110,809	163,472	150,000



Placentia Library District
 State Library Transaction Based Reimbursements
 June 19, 2006

	INTERLIBRARY LOAN	DIRECT LOAN	TOTAL
FY2001-2002			
1st quarter	3,860.33	0.00	3,860.33
2nd quarter	2,253.69	0.00	2,253.69
3rd quarter	3,197.39	0.00	3,197.39
4th quarter	4,194.49	0.00	4,194.49
5th payment		0.00	0.00
TOTAL	13,505.90	0.00	13,505.90

FY2002-2003			
1st quarter	3,904.95	0.00	3,904.95
2nd quarter	3,776.54	0.00	3,776.54
3rd quarter	4,555.78	0.00	4,555.78
4th quarter	4,161.78	0.00	4,161.78
5th payment	2,498.12	0.00	2,498.12
TOTAL	18,897.17	0.00	18,897.17

FY2003-2004			
1st quarter	4,161.78	0.00	4,161.78
2nd quarter	4,006.56	0.00	4,006.56
3rd quarter	3,393.79	0.00	3,393.79
4th quarter	3,717.52	0.00	3,717.52
5th payment	1,496.30	0.00	1,496.30
TOTAL	16,775.95	0.00	16,775.95

FY2004-2005			
1st quarter	3,348.41	0.00	3,348.41
2nd quarter	3,208.66	0.00	3,208.66
3rd quarter	3,854.31	0.00	3,854.31
4th quarter	3,910.21	0.00	3,910.21
5th payment	1,818.96	0.00	1,818.96
TOTAL	16,140.55	0.00	16,140.55

FY2005-2006			
1st quarter	2,829.42	0.00	2,829.42
2nd quarter	2,613.60	0.00	2,613.60
3rd quarter	2,465.10	0.00	2,465.10
4th quarter		0.00	0.00
5th payment		0.00	0.00
TOTAL	7,908.12	0.00	7,908.12

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2006-2007
June 16, 2006

OBJECT CODE	DESCRIPTION	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ADOPTED	FY2005-2006 YTD May 31	Existing only SDRMA EPO FY2006-2007 Proposed
0100	Salaries & Wages	688,819	680,870	788,699	927,954	844,598	1,040,934
0200	Retirement (Social Security & Pension Contribution)	94,049	84,612	104,529	126,197	112,482	144,588
	Health Insurance/Care America	46,765	48,150	78,498	111,127	101,803	108,986
	Long Term Disability/CNA	3,148	3,422	3,226	4,780	3,654	5,293
	Life Insurance/Fortis & Protective Life	1,239	2,127	2,013	2,721	1,374	2,948
	Vision/Vision Service Plan	2,275	2,291	2,578	2,501	2,726	2,913
	Dental/Ameritas	6,326	8,319	7,893	8,006	11,058	8,786
0300	Total Employee Insurance	59,754	64,309	94,207	129,136	120,615	128,927
0310	Unemployment Insurance	394	140	9,045	-	3,113	0
0350	Workers Compensation - General	4,335	9,683	16,713	11,000	7,904	8,500
	TOTAL SALARIES & EMPLOYEE BENEFITS	847,351	839,613	1,013,193	1,194,287	1,088,712	1,322,949
0700-00	Communications - Telephone	1,456	1,484	2,482	3,000	3,894	4,000
0700-01	Communications - Modem/Fax/T1/DSL	7,550	8,833	8,259	8,400	6,322	8,400
0700-02	Communications - Internet Access	695	-	-	-	-	-
0700-05	Communications - Cataloging Access	2,371	2,586	2,371	2,700	2,371	600
0700-07	Communications - ELLI Grant	250	-	-	-	-	-
0700-08	Communications - Adult Literacy	1,295	1,106	1,279	1,400	1,244	1,400
	Total Communications	13,617	14,009	14,390	15,500	13,829	14,400
0900-00	Food - General Fund	314	488	696	600	545	600
0900-07	Food - ELLI Grant	57	-	-	-	-	-
0900-08	Food - Adult Literacy	155	297	457	500	624	500
090-009	Food - Family Literacy	162	404	-	-	483	-
	Total Food	688	1,189	1,153	1,100	1,652	1,100
1000-00	Household Expense	3,852	2,600	6,148	5,000	16,361	7,500



PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2006-2007
June 16, 2006

OBJECT CODE	DESCRIPTION	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ADOPTED	FY2005-2006 YTD May 31	Existing only SDRMA EPO FY2006-2007 Proposed
1100-00	Insurance	7,614	11,120	11,002	12,000	12,282	13,100
1300-00	Maintenance of Equipment - General Fund (Other than Computer)						
1300-01	Maintenance of Equipment - General Fund (Computer)	3,494	2,267	8,356	5,000	4,216	5,000
1300-07	Maintenance of Equipment - ELLI Grant	24,352	46,030	19,540	25,000	24,540	27,500
1300-08	Maintenance of Equipment - Adult Literacy	-	-	-	-	-	-
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	235	587	74	500	(335)	500
	Total Maintenance of Equipment	28,080	48,884	27,970	30,500	28,420	33,000
	HVAC						
	Carpet Cleaning	7,135	3,533	3,736	7,500	11,592	7,500
	Groundskeeping, City of Placentia	2,655	523	2,200	2,750	-	2,750
	Plumbing	25,693	26,025	26,140	27,500	21,027	27,500
	Electrical	3,090	3,185	1,527	3,000	3,653	3,000
	Cleaning Service	1,442	5,608	6,198	4,000	568	4,000
	Locksmith	13,200	13,200	15,200	16,000	14,500	16,000
	Other (includes fire alarms & seismic retrofit project)	1,308	507	122	1,000	623	1,000
	Total Maintenance of Building & Grounds	5,786	12,944	1,869	5,000	2,399	8,000
1400-00		60,308	65,524	56,991	66,750	54,363	69,750
1600-00	Memberships - General Fund	1,933	3,742	3,760	3,750	3,518	4,000
1600-07	Memberships - ELLI Grant	225	-	-	-	-	-
1600-08	Memberships - Adult Literacy	515	200	910	1,000	300	1,000
1600-09	Memberships - Family Literacy	-	-	-	-	150	-
	Total Memberships	2,673	3,942	4,670	4,750	3,968	5,000
1700-00	Miscellaneous Expense - General Fund						
1700-07	Miscellaneous Expense - ELLI Grant	3,545	4,992	300	7,740	-	-
1700-08	Miscellaneous Expense - Adult Literacy	-	-	-	-	-	-
1700-09	Miscellaneous Expense - Family Literacy	-	-	-	-	-	-
	Total Miscellaneous Expense	3,545	4,992	300	30,693	-	22,953
	Library Supplies	14,419	13,063	26,012	15,000	21,454	23,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2006-2007
June 16, 2006

OBJECT CODE	DESCRIPTION	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ADOPTED	FY2005-2006 YTD May 31	Existing only SDRMA EPO FY2006-2007 Proposed
1800-00	Printing	11,535	12,071	13,616	13,000	9,996	15,000
	EZ Copy - copy cards for sale to patrons	-	-	-	-	217	-
	Publications	1,057	589	692	1,100	948	1,100
	Paper	678	389	838	700	748	700
	Drinking Water Service	330	340	358	350	249	350
	Other Office Supplies	10,210	13,955	25,077	15,000	19,172	20,000
	Total Office Supply Expense - General Fund	38,228	40,405	66,592	45,150	52,783	60,150
1800-07	Literacy - ELLI Grant	2,061	256	-	-	-	-
	Printing	-	2,283	1,932	2,000	5,268	2,000
	Publications	5,526	2,346	195	2,500	-	2,500
	Paper	-	-	-	-	-	-
	Other Office Supplies	598	-	2,491	1,000	3,207	1,000
	Total Adult Literacy Office Supply Expense	6,124	4,629	4,618	5,500	8,475	5,500
1800-08	Family Literacy Supply Expense/LSCA Grant Expense	1,592	1,577	-	2,000	-	2,000
	Total Office Expense	48,005	46,867	71,210	52,650	61,258	67,650
1803-00	Postage Expense - General Fund	4,711	4,284	6,337	6,000	6,373	6,800
1803-01	Postage Expense - LSCA II Grant	-	-	-	-	-	-
1803-08	Postage Expense - Adult Literacy	124	37	9	100	-	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	272	43	-	-	-	-
	Total Postage Expense	5,107	4,363	6,346	6,100	6,373	6,900
	Care Resources (Employee Assistance)	420	385	385	420	350	420
	Pension Fund Operating & Investment Mgmt. Expenses	6,271	6,672	7,615	7,000	6,449	7,000
	Anaheim Library Automated Library System	30,170	32,223	33,801	35,000	30,431	35,000
	Library Board Consultants & Legal	-	23,014	3,884	5,000	9,261	10,000
	Clipping Service	500	556	378	600	405	600
	Tax Collection Services & Fees by Orange County & LAFCO	7,654	7,722	9,172	9,800	1,039	9,800
	Advertising (including WEB site)	3,813	1,980	3,448	2,500	3,924	6,000



PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2006-2007
June 16, 2006

OBJECT CODE	DESCRIPTION	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ADOPTED	FY2005-2006 YTD May 31	Existing only SDRMA EPO FY2006-2007 Proposed
	Medical Exams	1,070	827	1,120	1,500	1,936	2,000
	Collection Services - Accounts Receivable	1,862	2,457	1,760	2,800	1,360	2,000
	Audit & Accounting Services	4,885	5,691	9,200	10,000	9,140	10,000
	Payroll Preparation	3,895	3,564	4,310	4,000	4,710	5,500
	Election Expenses	-	-	17,754	-	-	19,000
	Staff Training in Library	3,500	-	375	3,500	-	3,500
	Other (Includes contract storyteller)	14,255	13,534	14,900	14,500	28,781	16,000
1900-00	Total Specialized Services - General Fund	78,293	98,625	108,102	96,620	97,787	126,820
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	-	3,206	3,096	3,000	2,581	3,000
1900-07	Specialized Services - ELLI Grant	5,217	-	-	-	-	-
1900-08	Specialized Services - Adult Literacy	8,230	4,425	10,948	9,000	12,106	9,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	640	1,150	-	-	-	-
1900-18	Tax Collection Services & Fees by Orange County	12,074	13,768	13,697	15,000	11,720	15,000
	Total Specialized Services	104,454	121,174	135,842	123,620	124,193	153,820
1912-00	Investment Administrative fees for Orange County	-	-	674	700	776	1,000
2000-00	Legal Notices - General Fund	175	192	2,576	1,000	-	1,000
2000-01	Legal Notices - LSCA II Grant	-	-	-	-	-	-
	Total Legal Notices	175	192	2,576	1,000	-	1,000
2100-00	Rents/Leases-Equipment	622	703	628	700	639	700
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	105,680	101,660	97,955	105,080	28,179	105,000
2300-00	Small Tools/Instruments	-	-	-	-	-	-

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2006-2007
June 16, 2006

OBJECT CODE	DESCRIPTION	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ADOPTED	FY2005-2006 YTD May 31	Existing only SDRMA EPO FY2006-2007 Proposed
2400-00	Special Department Expense - Miscellaneous	-	-	1,010	-	26	-
2400-01	Special Department Expense- Books	71,422	67,404	94,583	184,435	66,146	223,816
2400-02	Special Department Expense - Video	338	4,598	18,710	-	2,365	-
2400-03	Special Department Expense - Electronic	57,995	47,245	51,965	-	9,062	-
2400-04	Special Department Expense - Periodicals	8,058	8,197	8,625	-	8,733	-
2400-05	Special Department Expense - Audio	13,452	12,282	11,406	-	14,618	-
2400-07	Special Department Expense - ELLI Grant	5,204	816	-	-	-	-
2400-08	Special Department Expense - Adult Literacy	4,980	2,531	4,720	2,000	9,361	2,000
2400-09	Special Department Expense - Family Literacy	1,759	2,941	352	-	-	-
	Total Special Department Expense	163,208	146,014	191,372	186,435	110,311	225,816
2600-00	Transportation/Travel - General	-	-	-	-	-	-
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,368	4,287	2,394	7,500	3,513	8,500
2700-01	Transportation/Travel - Meetings, Staff Local	3,873	3,873	6,130	4,500	11,014	10,000
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,357	269	1,119	1,500	-	3,000
2700-03	Transportation/Travel - Meetings, Board Local	611	1,747	492	750	964	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant	-	-	-	-	-	-
2700-07	Transportation/Travel - Meetings, ELLI Grant	951	22	17	-	-	-
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,025	35	408	1,000	668	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	259	58	25	-	-	-
	Total Transportation/Travel - Meetings	10,445	10,291	10,586	15,250	16,160	23,250
	Electricity	54,097	44,154	45,014	60,000	37,549	50,000
	Gas	3,119	3,638	8,918	8,500	10,001	11,000
	Water	3,132	3,706	3,170	4,250	4,528	5,500
2800-00	Total Utilities	60,349	51,498	57,101	72,750	52,078	66,500
	TOTAL SUPPLIES & SERVICES	616,421	635,022	696,915	730,498	530,844	818,439
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	5,384	5,726	6,107	7,000	8,894	10,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2006-2007
June 16, 2006

OBJECT CODE	DESCRIPTION	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ADOPTED	FY2005-2006 YTD May 31	Existing only SDRMA EPO FY2006-2007 Proposed
4000-00	Equipment	28,213	23,041	21,676	20,000	17,306	30,000
4000-07	Equipment - ELLI Grant	1,501	-	-	-	-	-
4000-08	Equipment - CLC Grant	2,726	-	-	-	4,548	-
4000-09	Equipment - Gates Foundation Grant	-	-	-	-	-	-
4000-11	Equipment	-	-	-	-	-	-
	Total Equipment	32,440	23,041	21,676	20,000	21,853	30,000
4200-00	Structures/Improvements	462	-	-	-	-	-
	TOTAL EQUIPMENT EXPENSE	32,902	23,041	21,676	20,000	21,853	30,000
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	-	-	-	-	-	-
5600	INVESTMENT POOL LOSS	-	-	-	-	-	-
	TOTAL EXPENSES	1,502,058	1,503,402	1,737,891	1,951,785	1,650,303	2,181,388
	ELLI Grant Summary Object Code 07			17	0	2,581	0
	CLC Summary Object Code 08	15,466	1,094	23,422	43,953	0	43,953
	FFL Grant Summary Object Code 09	25,409	13,846	377	2,000	36,990	2,000
	Partnerships for Change Grant/Spanish Literacy	4,683	6,171	3,096	3,000	633	3,000
	TOTAL LITERACY (Excluding Personnel)	45,559	14,940	23,817	45,953	37,623	45,953
	Revenues	1,693,250	1,692,060	1,951,785			2,181,388
	Balance	191,192	188,658	213,894			(0)

Placentia Library District
Year-End Balance Estimate
June 19, 2006

Budgeted for Fiscal Year 2005-2006	1,951,785.00
Expended through May 31, 2006	<u>1,650,302.65</u>
Balance as of May 31, 2006	301,482.35
Ancitipated June 2006 Revenues	45,000.00
May Claims not paid in May	0.00
June Claims	<u>193,698.54</u>
Estimated Year-End Budget Balance	<u><u>152,783.81</u></u>

Recommended Projects for carry-over funds:

Purchase <u>Aquabrowser catalog enhancement*</u>	11,000.00
Purchase <u>Sirsi/Dynix Direct Walk In & Interlibrary Loan software</u>	10,000.00
Purchase <u>Sirsi/Dynix POS & ecommerce software & equipment</u>	20,000.00
Upgrade <u>video security system</u>	10,000.00
Replace <u>12 public access computer monitors with flat screens</u>	2,700.00
Replacement <u>office equipment and office reassignments</u>	<u>4,000.00</u>
Subtotal for purchases	57,700.00

Estimated carryover to increase Fund 707 balance	95,083.81
--	-----------

**Check out the Acquabrowser in the Newport Beach Public Library Catalog through its web site -- Vernon Napier will give a demonstration at the Library Board Meeting.*



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Special District Risk Management Authority Medical Benefits Program Resolution and Memo of Understanding

DATE: June 16, 2006

BACKGROUND

At its May 9, 2006 Library Board Meeting, the Board of Trustees approved the transfer of the Placentia Library District medical insurance program from Blue Cross HMO with Life/AD&D coverage of \$35,000 to the Special District Risk Management Authority EPO with Life/AD&D coverage of \$50,000 being provided by Assurant Employee Benefits effective August 1, 2006.

Attachment A is Resolution 06-03, Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in the SDRMA Medical Benefits Program

Attachment B is the Memorandum of Understanding.

RECOMMENDATION

1. Read Resolution 06-03 by Title only, The Placentia Library District of Orange County Approving the Form of and Authorizing the Execution of a Memorandum of Understanding and Authorizing
2. Adopt Resolution 06-03 by Roll Call Vote
3. Authorize Library Director to sign Memorandum of Understanding between the Special District Risk Management Authority (SDRMA) and the Placentia Library District of Orange County

RESOLUTION NO. 06-03

A RESOLUTION OF
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF
UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S MEDICAL BENEFITS PROGRAM

WHEREAS, (Entity Name Here), a public agency duly organized and existing under and by virtue of the laws of the State of California (the "Entity"), has determined that it is in the best interest and to the advantage of the Entity to participate in the medical benefits program offered by the Special District Risk Management Authority (the "Authority"); and the Entity understands a condition of participation in the medical benefits program is a minimum of 3 full years; and

WHEREAS, Special District Risk Management Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 et seq., for the purpose of providing risk financing and risk management programs; and other coverage protection programs; and

WHEREAS, participation in Special District Risk Management Authority programs requires the Entity to execute and enter into a Memorandum of Understanding (the "MOU"); which states the purpose and participation requirements for the medical benefits program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Entity is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The Entity's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the Entity.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the Entity and the Special District Risk Management Authority, in the form presented at this meeting and on file with the Entity's Secretary, is hereby approved. The Entity's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the Entity, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The Entity's Governing Body approves participating for a minimum of three full years in Special District Risk Management Authority Medical Benefits Program.

Section 4. Other Actions. The Authorized Officers of the Entity are each hereby authorized and directed to execute and deliver any and all documents which is necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this nineteenth day of June, 2006 by the following vote:

AYES: Shkoler, Turner, DeVecchio, Escobosa, Wood
NOES:
ABSENT:

Jean Turner, Secretary
Board of Trustees of the Placentia Library District



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereafter "MEMORANDUM") is entered into by and between the Special District Risk Management Authority (hereafter "SDRMA") and the participating public entity (hereafter "ENTITY") who is signatory to this MEMORANDUM.

Recitals

WHEREAS, commencing August 1, 2006, SDRMA will be an appointed administrator for the purpose of enrolling small public entities typically having 200 or less employees into the California State Association of Counties ("CSAC") Excess Insurance Authority ("EIA") EIAHealth's Small Group Program (hereinafter "PROGRAM").

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by EIAHealth Committee for the PROGRAM (the "COMMITTEE") and not SDRMA.

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. PURPOSE. ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. INITIAL COMMITMENT PERIOD. ENTITY understands and acknowledges that it is required to remain in the PROGRAM for a period of at least three (3) full years as a condition to participation in the PROGRAM (the "INITIAL COMMITMENT PERIOD").
3. ENTRY INTO PROGRAM. ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
4. MAINTENANCE OF EFFORT. PROGRAM is designed to provide an alternative medical benefit solution to all participants of the ENTITY including active and retired employees, dependents and public officials. ENTITY's contributing toward retiree benefit coverage prior to joining the PROGRAM, must contribute a minimum of 50% toward the cost of retiree benefit coverage during the INITIAL COMMITMENT PERIOD. After the INITIAL COMMITMENT PERIOD, ENTITY may discontinue coverage or change the contribution amount for retirees. However, ENTITY must contribute at least the minimum percentage required by the eligibility requirements.
5. PREMIUMS. ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, dependents and retirees. Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from their consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA will add an administrative fee to premiums and rates set by the COMMITTEE for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of the ENTITY, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.
 - a. SDRMA will administrate a billing to ENTITY on the 1st of each month, with payments due by the 15th of same month. Payments received after the 15th will accrue penalties. Medical benefit premiums are based on a full month. There are no partial months or prorated premiums.

b. ENTITY must send notification of termination of benefits for a covered employee to the PROGRAM and SDRMA by the 15th of the current month to terminate at the end of the month. Otherwise (i.e. notification after the 15th), termination will be as of the end of the following month.

6. BENEFITS. Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable.

7. COVERAGE DOCUMENTS. Except as otherwise provided herein, CSAC-BIAHealth documents outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM.

8. PROGRAM FUNDING. It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.

9. ASSESSMENTS. Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments, which are deemed necessary to ensure approved funding levels, shall be made upon the determination and approval of the COMMITTEE in accordance the following:

a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.

b. If a dividend/assessment is declared, allocation will be based upon each ENTITY'S proportional share of total premium paid for the preceding 3 years. ENTITY'S must be current participants to receive a dividend except upon termination of the PROGRAM and distribution of assets.

c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.

d. Fund equity will be evaluated on a total program-wide basis as opposed to each year standing on its own.

10. WITHDRAWAL. ENTITY may withdraw after their INITIAL COMMITMENT PERIOD (three (3) full year commitment period) and subject to the following condition; ENTITY shall notify SDRMA and the PROGRAM in writing of their intent to withdraw at least 180 days prior to their actual coverage renewal date. ENTITY may rescind its notice of intent to withdraw.

11. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with the SDRMA and between the ENTITY and the SDRMA'S designated PROGRAM representative.

12. DISPUTES. Disputes between the parties related to this MEMORANDUM shall be resolved as follows: a. Mediation Before Litigation. The parties agree that in the event of any dispute by and between them, they shall first attempt to resolve the dispute by way of an informal mediation and if such efforts do not result in a resolution, they may proceed to litigate the claims.

b. Selection of Mediator. The mediation shall be held before a neutral mediator having at least 15 years civil business litigation experience or a retired judge. Within ten (10) days of a demand for mediation, the parties shall attempt to mutually select a neutral and qualified mediator. If the parties agree on the selection of the mediator, the mutually selected mediator shall be appointed for the mediation. If the parties are unable to mutually select a qualified mediator, they shall each select a neutral mediator and the two shall then select the third who shall be designated as the parties' neutral mediator for the dispute. Any selected mediator who is unable or unwilling to fulfill his duties may be replaced.

c. Time of Mediation. Subject to the mediator's availability, the parties will make best efforts to have the mediation scheduled and held within 45 days of a demand.

- d. **Costs of Mediation.** The parties shall split and pay for the fees charged by the mediator equally.
- e. **Confidentiality of Mediation Process.** The parties agree that the mediation of the dispute will be an effort to compromise disputed claims and that mediation shall be deemed confidential and no statements made at the mediation can be used against them in the event of future litigation.
- f. **Position Statements.** Any party making a demand for mediation shall set forth in their written demand for mediation the factual and legal basis known to them for their claims or dispute and provide copies of any statements, summaries, reports, or documentary information known to them at the time to support their claims, save and except, privileged or confidential information, which may be withheld. Within thirty (30) days after receipt of a demand for mediation, the recipient shall provide a written response to the claims setting forth the factual and legal basis known to them to support the response or affirmative defenses and also provide copies of any statements, summaries, reports, or documentary information known to them at the time to support the response or affirmative defenses, save and except, privileged or confidential information, which may be withheld. Copies of the position statements and information exchanged between the parties under this provision shall be provided to the mediator in advance of the mediation.
- g. **Failure to Participate in Mediation.** Any party who fails to participate in the mediation shall waive their right to collect attorney fees herein.
- h. **Exclusions From Mediation.** The parties agree that any claim for immediate injunctive relief is specifically excluded from the requirements of mediation. The parties further agree that disputes related to coverage under the PROGRAM are excluded from this provision and shall be governed in accordance with CSAC-EIAHealth documents and/or PROGRAM documents.

13. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.

14. **VENUE.** Venue for any dispute or enforcement shall be in Sacramento, California.

15. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.

16. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.

17. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.

18. **AMENDMENT OF MEMORANDUM.** This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY'S signatory to this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.

19. **EFFECTIVE DATE.** This MEMORANDUM shall become effective upon the signing of this MEMORANDUM by the ENTITY and Chief Executive Officer or Board President of SDRMA.

20. **EXECUTION IN COUNTERPARTS.** This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____
Special District Risk
Management Authority

Dated: _____

By: _____
Placentia Library District
Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Establish the District's Appropriations Limitation (Gann Limit) at \$3,147,673 for Fiscal Year 2006-2007 by Resolution 05-01.
DATE: June 19, 2006

BACKGROUND:

Each year California local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by the California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2006-2007.

Attachment C is Resolution 06-04 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2006-2007 in the amount of \$3,147,673.

RECOMMENDATIONS:

1. Read Resolution 06-04 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2006-2007.
2. Adopt Resolution 06-04 by Roll Call Vote.



Placemba Library District
 Gann Limitation Worksheet
 June 19, 2006

	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
"Price Factor" expressed as a ratio (provided by CA, Dept. Finance)		1.0467	1.0415	1.0453	1.0491	1.0782	0.9873	1.0231	1.0328	1.0526	1.0396
"Population Change Factor" for City of Placemba (provided by CA Dept. Finance)		1.0096	1.0279	1.0374	1.0173	1.0154	1.0302	1.0188	1.0158	1.0077	1.0218
Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"		1.05574832	1.0705785	1.08439422	1.06724943	1.09480428	1.01711646	1.04233428	1.04911824	1.06070502	1.06226328
Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation	\$ 1,752,223	\$ 1,831,659	\$ 1,982,308	\$ 2,149,603	\$ 2,294,163	\$ 2,511,659	\$ 2,554,650	\$ 2,662,799	\$ 2,793,591	\$ 2,963,176	\$ 3,147,673

"Price Factor" expressed as a ratio (provided by CA, Dept. Finance)
 "Population Change Factor" for City of Placemba (provided by CA Dept. Finance)
 Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"
 Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation



May 2006

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2006, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2006-07. Enclosure I provide the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2006-07 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations, as noted.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228, for the various population options available to special districts to assess population change in their district. Article XIII B, Section 9, of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. No State agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 2, 2006.**

Please Note: City population estimates are controlled to independently calculated county population estimates. Due to county estimates revisions; prior year's city population estimates may have also been revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

Sincerely,

MICHAEL C. GENEST
Director
By:

A handwritten signature in black ink that reads "Vincent P. Brown". The signature is written in a cursive, flowing style.

VINCENT P. BROWN
Chief Deputy Director

Enclosure

May 2006

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2006-2007 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2006-2007	3.96

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2006-2007 appropriation limit.

2006-2007:

Per Capita Cost of Living Change = 3.96 percent
Population Change = 1.21 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.96+100}{100} = 1.0396$

Population converted to a ratio: $\frac{1.21+100}{100} = 1.0121$

Calculation of factor for FY 2006-2007: $1.0396 \times 1.0121 = 1.0522$

Enclosure II
Annual Percent Change in Population Minus Exclusions (*)
January 1, 2005 to January 1, 2006 and Total Population, January 1, 2006

County City	Percent Change 2005-2006	--- Population Minus Exclusions ---		Total Population
		1-1-05	1-1-06	1-1-2006
ORANGE				
ALISO VIEJO	0.16	44,854	44,924	44,924
ANAHEIM	0.18	341,808	342,410	342,410
BREA	0.30	39,441	39,560	39,560
BUENA PARK	0.71	80,778	81,349	81,349
COSTA MESA	0.14	112,339	112,493	113,134
CYPRESS	0.34	48,687	48,854	48,854
DANA POINT	0.10	36,633	36,669	36,669
FOUNTAIN VALLEY	0.45	57,149	57,405	57,405
FULLERTON	0.91	135,194	136,428	136,428
GARDEN GROVE	0.20	171,430	171,765	171,765
HUNTINGTON BEACH	0.49	200,023	201,000	201,000
IRVINE	5.63	183,457	193,785	193,785
LAGUNA BEACH	0.34	24,879	24,963	24,963
LAGUNA HILLS	0.27	33,135	33,225	33,225
LAGUNA NIGUEL	0.44	65,888	66,178	66,178
LAGUNA WOODS	0.16	18,305	18,334	18,334
LA HABRA	0.39	61,551	61,789	61,789
LAKE FOREST	0.15	77,741	77,859	77,859
LA PALMA	0.16	16,056	16,081	16,081
LOS ALAMITOS	0.37	11,960	12,004	12,004
MISSION VIEJO	0.15	97,848	97,997	97,997
NEWPORT BEACH	0.65	82,825	83,361	83,361
ORANGE	0.34	137,329	137,801	137,801
PLACENTIA	2.18	50,142	51,236	51,236
RANCHO SANTA MARGARITA	0.12	49,071	49,130	49,130
SAN CLEMENTE	1.81	65,103	66,280	66,280
SAN JUAN CAPISTRANO	0.34	35,950	36,073	36,073
SANTA ANA	0.25	350,455	351,322	351,322
SEAL BEACH	0.26	24,575	24,638	25,298
STANTON	0.23	38,673	38,761	38,761
TUSTIN	1.63	70,617	71,767	71,767
VILLA PARK	0.16	6,208	6,218	6,218
WESTMINSTER	0.51	91,939	92,408	92,408
YORBA LINDA	2.16	65,382	66,794	66,794
UNINCORPORATED	1.62	118,257	120,174	120,174
COUNTY TOTAL	0.83	3,045,682	3,071,035	3,072,336

(*) Exclusions include residents on federal military installations and group quarters' residents in state mental institutions, and state and federal correctional institutions.



RESOLUTION 06-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2006-2007

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with All the provisions of said law in determining the appropriations limit for the fiscal year 2006-2007.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be \$3,147,673 for Fiscal Year 2006-2007.

AYES:

NOES: None

ABSENT:

ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of June 2006.

IN WITNESS THEREOF, I have hereunto set my hand and seal this
nineteenth day of June 2006.

Jean Turner, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish Holiday and Library Public Service Schedule for Calendar Years 2006 and 2007 and Adopt by Resolution 05-02.
DATE: June 19, 2006

BACKGROUND:

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Employee Manual.

Past practice is that the Library is closed on Easter and the Sunday preceding Monday holidays. These are not paid holidays for the staff and require adjusting the work schedule or use of vacation time.

Attachment A is the Proposed Holiday and Public Service Calendar for Calendar Years 2006 and 2007.

Attachment B is Resolution 06-05, establishing the Placentia Library District Holiday Schedule for Calendar Years 2006 and 2007.

RECOMMENDATIONS:

1. Finalize the Holiday and Public Service Calendar for Calendar Years 2006 and 2007.
2. Read Resolution 06-05 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2006 and 2007.
3. Adopt Resolution 06-05.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**Placentia Library District
Holiday and Library Public Service Schedule
2006**

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Sunday	January 1
New Year's (Legal Holiday)	Monday	January 2
Day before Monday Holiday	Sunday	February 19
President's Day	Monday	February 20
Easter	Sunday	April 16
Day before Monday Holiday	Sunday	May 28
Memorial Day	Monday	May 29
Independence Day	Tuesday	July 4
Day before Monday Holiday	Sunday	September 3
Labor Day	Monday	September 4
Veteran's Day	Saturday	November 11
Thanksgiving Day	Thursday	November 23
Christmas weekend	Saturday	December 23
Christmas Eve Day	Sunday	December 24
Christmas Day	Monday	December 25
New Year's Weekend	Saturday	December 30
New Year's Eve Day	Sunday	December 31

Placentia Library District Holiday and Library Public Service Schedule 2007

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Monday	January 1
Day before Monday Holiday	Sunday	February 18
President's Day	Monday	February 19
Easter	Sunday	April 8
Day before Monday Holiday	Sunday	May 27
Memorial Day	Monday	May 28
Independence Day	Wednesday	July 4
Day before Monday Holiday	Sunday	September 2
Labor Day	Monday	September 3
Day before Monday Holiday	Sunday	November 11
Veteran's Day (Legal Holiday)	Monday	November 12
Thanksgiving Day	Thursday	November 22
Day before Monday Holiday	Sunday	December 23
Christmas Eve Day	Monday	December 24
Christmas Day	Tuesday	December 25
Day before Monday Holiday	Sunday	December 30
New Year's Eve Day	Monday	December 31

RESOLUTION 06-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR CALENDAR YEARS 2006 AND 2007

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees established its Holiday Schedule for Calendar Years 2006 and 2007 dated June 19, 2006.

AYES:

NOES: None

ABSENT:

ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of June 2006.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of June 2006.

Jean Turner, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Review and amend Placentia Library District Policy 2319, Job Description -- Library Assistant; and determine whether to keep the Library Assistant position allocation in Administrative Services for the functions of volunteer coordination, publicity and publications preparation and coordination and providing staff services and development assistance to the Friends of Placentia Library and the Placentia Library Foundation.**

DATE: June 19, 2006

BACKGROUND:

In light of the current vacancy in the Library Assistant position in Administrative Services, President Shkoler and Trustee De Vecchio have requested a review of the job description for the classification of Library Assistant, and a discussion of whether to continue to allocate the Library Assistant position in Administrative services for the functions of volunteer coordination, publicity and publications preparation and coordination and providing staff services and development assistance to the Friends of Placentia Library and the Placentia Library Foundation.

Attachment A is a revision of Placentia Library District Policy 2319, Job Description -- Library Assistant prepared by the Library Director and reviewed by the Manager of Public Services and the Manager of Administrative Services. The Manager of Technical Services was not available to review the document prior to the preparation of the Agenda Book but will do so before the Library Board meeting. Attachment B is the existing Placentia Library District Policy 2319, Job Description -- Library Assistant.

The position of Library Assistant is the college graduate-level position that has a fairly wide range of job assignments in Public Services, Technical Services and Administrative Services – they include Reference and Children’s Desks, Literacy Office, Acquisitions, Circulation Supervisor and Volunteer Coordinator/Development Director. I have attempted to make these assignments more clearly defined in the revised job classification description. When a job announcement is posted it covers both the generic job description and the requirements for the position of the first job assignment.

By keeping the assignments under the same classification it gives staff with the basic BA degree qualification the opportunity to change positions without having to go through a

hiring process – an individual in a Library Assistant position has the opportunity to request a transfer to any other vacant Library Assistant position before that position is advertised to the public. It also provides Library management the opportunity to transfer individuals within a classification based upon the need of the Library. For example, when Ms. Remling requested a reduction in hours she was immediately offered a transfer to an existing, currently open 25-30 hour-per-week position in Public Services which she declined prior to submitting her resignation. This type of classification system is also a valuable tool in case of staff layoffs because it allows effective use of seniority without the issue of subjective favoritism.

The Board's Policy Revision Policy provides that if the Board amends Placentia Library District Policy 2319 it will be done as a first reading. Staff will then have the opportunity to review and comment. The final adoption will take place on a Library Board Agenda after the staff review. If this policy is amended the managers will begin the process of updating the remaining non-exempt position descriptions for Board review.

The Library Assistant position in Administrative Services includes the functions of volunteer coordination, publicity and publications coordination and providing staff services to the Friends of Placentia Library and the Placentia Library Foundation. This position allocation was maintained at even the deepest of the cuts in staffing. I strongly recommend that it be continued at this time. With the effective use of the software available it is possible for one person to do a good job with these assignments. All of the staff positions at Placentia Library carry a serious workload and this one is no exception.

RECOMMENDATIONS:

1. Review and amend Placentia Library District Policy 2319, Job Description -- Library Assistant.
2. If amended, adopt Placentia Library District Policy 2319, Job Description -- Library Assistant as a first reading and request review by staff.
3. Determine whether to keep the Library Assistant position allocation in Administrative Services for the functions of volunteer coordination, publicity and publications preparation and coordination and providing staff services and development assistance to the Friends of Placentia Library and the Placentia Library Foundation.

Placentia Library District

POLICY HANDBOOK

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

2319.1 A non-exempt paraprofessional classification under the general direction of the ~~Manager of Public Services, Manager of Technical Services or Manager of Administrative Services,~~ Performs library work in ~~Public Services, Technical Services or Administrative Services Departments.~~ Performs a variety of responsible activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills.

~~Deleted: Library Director,~~

~~Deleted: or the~~

~~Deleted: the reference, circulation, technical services, literacy~~

~~Deleted: administration~~

~~Deleted: d~~

~~Deleted: , specialized~~

2319.1.1 Does specialized reference work using print and electronic formats.

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

~~Deleted: and de-selecting~~

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

~~Deleted: He/she m~~

2319.1.4 Carries out the expressed policies of the Board of Trustees, Communicates and assists in the execution of the goals and objectives of the Board to the staff and the community.

~~Deleted: He/she s~~

~~Deleted: eeks to carry into effect~~

~~Deleted: He/she will translate~~

2319.1.5 Prepares public information materials in a variety of formats to promote Library programs and services.

2319.1.6 Prepares monthly and annual reports as assigned by the Manager of Public Services, Manager of Technical Services or the Manager of Administrative Services.

~~Deleted: 5~~

~~Deleted: He/she p~~

2319.1.7 Supervises clerical staff or volunteers.

~~Deleted: 6~~

~~Deleted: May s~~

2319.1.8 Provides staff support for programs and services of the Library's support organizations.

2319.1.9 He/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

~~Deleted: 7~~

~~Deleted: If he/she works a minimum of twenty hours per week, h~~

2319.2 Typical Tasks

~~Deleted: -----~~

(

(

(

2319.2.1 Works in Public Services at the Adult Reference or Children's Services desks. Answers reference questions to individuals in person, by telephone or electronically; organizes and presents programs for adults and/or children; assists the public with using equipment and library services; trains and supervises clerical staff, shelvers and volunteers as assigned; assists the public with using electronic databases and reference services; organizes the collection for effective and safe use by the public; makes recommendations to the Manager of Public Services concerning public relations activities for adult or children's services; reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services; and maintains collaborative relationships with community organizations and educational institutions supporting the Library's adult and children's services programs.

- Deleted: Answers reference questions
- Deleted: a public
- Deleted: service

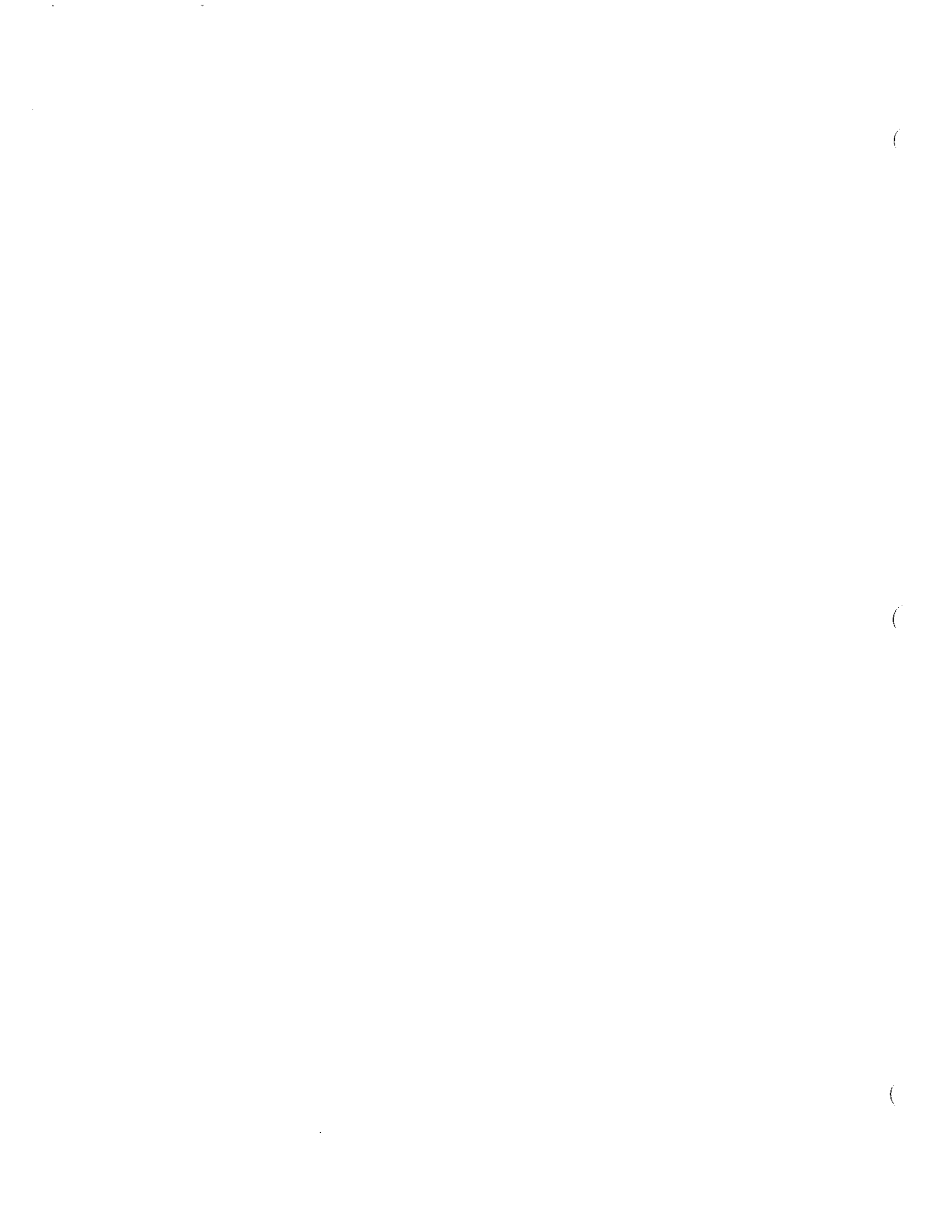
2319.2.2 Works in Public Services in the Literacy Office. Trains tutors; interviews and evaluates students and matches them with tutors; develops and promotes programs in compliance with State grants; prepares applications for State and private grants; maintains records and reports tutor and student activities; reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services; and maintains collaborative relationships with community organizations and educational institutions supporting the Library's literacy programs.

2319.2.3 Works in Technical Services in acquisitions and cataloging. Operates the library system software for acquisitions, manages ordering and receiving operations for library materials; prepares library materials invoices for payment; catalogs new and gift items following established cataloging principles; reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services; and maintains collaborative relationships with the staff of the Anaheim Public Library and other libraries, institutions and individuals supporting the Library's technical services programs..

- Deleted: 2
- Deleted: support of professional staff
- Deleted: A
- Deleted: ,
- Deleted: ,
- Deleted: and

2319.2.4 Works in Administrative Services as the volunteer coordinator, development director and public information officer. Coordinates fund raising projects; maintains donor records; manages the donor software and donor communications activities for the Friends of Placentia Library and the Placentia Library Foundation; recruits, trains, coaches and assigns tasks for volunteers; collects and maintains volunteer records and prepares reports on volunteer activities; maintains collaborative relationships with community organizations and educational institutions supporting the Library's activities and programs; prepares news releases for Library programs; prepares the District's submission to the Placentia Quarterly; prepares the District's newsletter and other brochures, bookmarks and publications in support of Library programs; prepares cable television announcements; prepares Library program and support organization information for the Library website; makes recommendations to the Manager of Public Services concerning public relations activities for adult services or children's services; coordinates other public information activities as assigned by the Manager of Administrative Services; and reviews and makes recommendations on purchases, repair or

- Deleted: 3
- Deleted: on
- Deleted: and support organization coordinator.
- Deleted: Assists with
- Deleted:
- Deleted: .



discard of books and other library materials in areas assigned by the Manager of Technical Services.

2319.2.5 Works in Technical Services as the Circulation Desk supervisor. Manages the library system software for circulation, patron registration and delinquent account collections in coordination with the Anaheim Library staff and Placentia Library District policies and procedures; manages the collection of fines; processes collection notices for delinquent accounts; manages cash receipts and credit card transactions; maintains statistical records for the Circulation Department; manages the public photocopier machines and debit card dispenser; recommends policies for public services to the Manager of Public Services; assists the public with using electronic databases and reference services; reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services; and maintains collaborative relationships with the staff of the Anaheim Public Library and other libraries, institutions and individuals supporting the Library's technical services programs.

2319.2.6 Assists the public in making the most effective use of the Library's collection and facility.

2319.2.7 Serves as a United States Passport Application Acceptance Agent.

2319.2.8 Prepares and submits reports of activities to the Manager of Public Services, Manager of Technical Services or Manager of Administrative Services as required.

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

2319.4 Knowledge and abilities:

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

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

2319.4.3 Knowledge of personal computer hardware and software operations

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

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

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

Deleted: ¶
Deleted: 4
Deleted: at
Deleted: as the
Deleted: ¶
. 2319.2.5 .
Deleted: compliance with Tri City Library Consortium
Deleted: .
Deleted: ¶
. 2319.2.6 . M
Deleted: and
Deleted: ing
Deleted: ¶
. 2319.2.7 . M
Deleted: the
Deleted: and
Deleted: accurate financial and
Deleted: ¶
. 2319.2.8 . Ma
Deleted: the Vendacard
Deleted: ¶
. 2319.2.9 .
Deleted: R
Deleted: .
Deleted: ¶
Deleted: 10
Deleted: 2319.2.11 . Assists the public with using the electronic databases and reference services.¶
Deleted: 12
Deleted:
Deleted: 2319.2.13 . Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services.¶
. 2319.2.14 . Reviews and makes recommendations on purchases, repair or discard of books and other library ... [1]
Deleted: 17
Deleted: or

2319.4.7 Ability to apply the knowledge listed above.

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

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

2319.4.10 Ability to follow Library policies and procedures.

2319.4.11 Ability to analyze difficult problems and recommend solutions.

2319.4.12 Ability to work independently with minimal supervision.

Deleted: take

Deleted: action

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

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

2319.4.15 Ability to organize, manage work flow and multi-task with frequent interruption.

Deleted: and

Deleted: for self

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

2319.5 Physical Demands

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

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

2319.5.1.2 Must possess mobility to operate a motor vehicle.

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

2319.5.1.4 Must be able to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

Deleted: The employee is required

2319.5.1.5 ~~Must be able to stand; walk; and stoop, kneel, or crouch.~~ Deleted: The employee is required

2319.5.1.6 ~~Must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.~~ Deleted: The employee m

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

2319.5.1.8 ~~Must be able and willing to attend meetings outside of regular work hours and travel overnight.~~ Deleted: A

Deleted: ance

Deleted: at off-hours meetings

Deleted: and occasional travel are required.

2319.6 Work Environment

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

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



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

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

2319.2.15 Establishes and implements work procedures for department staff.

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

This page is a continuation
of the deleted text from page 3.

This page is not part of the
document.



Placentia Library District

POLICY HANDBOOK

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

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

2319.1.1 Does specialized reference work using print and electronic formats.

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

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

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

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

2319.1.6 May supervise clerical staff or volunteers.

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

2319.2 Typical Tasks

2319.2.1 Answers reference questions at a public service desk.

- 2319.2.2** Works in Technical Services in support of professional staff. Operates the library system software for Acquisitions, manages ordering and receiving operations for library materials, and prepares library materials invoices for payment.
- 2319.2.3** Works in Administration as the volunteer and support organization coordinator. Assists with fundraising projects for the Friends of Placentia Library and the Placentia Library Foundation.
- 2319.2.4** Works at the Circulation Desk as the supervisor.
- 2319.2.5** Manages the library system software for circulation, patron registration and delinquent account collections in compliance with Tri City Library Consortium and Placentia Library District policies and procedures.
- 2319.2.6** Manages the collection of fines and processing collection notices for delinquent accounts.
- 2319.2.7** Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.
- 2319.2.8** Manages the public photocopier machines and the Vendacard dispenser.
- 2319.2.9** Recommends policies for public services to the Manager of Public Services.
- 2319.2.10** Assists the public in making the most effective use of the Library's collection and facility.
- 2319.2.11** Assists the public with using the electronic databases and reference services.
- 2319.2.12** Serves as a United States Passport Application Acceptance Agent.
- 2319.2.13** Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services.
- 2319.2.14** Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.
- 2319.2.15** Establishes and implements work procedures for department staff.
- 2319.2.16** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
- 2319.2.17** Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

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

2319.4 Knowledge and abilities:

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

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

2319.4.3 Knowledge of personal computer hardware and software operations

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

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

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

2319.4.7 Ability to apply the knowledge listed above.

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

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

2319.4.10 Ability to follow Library policies and procedures.

2319.4.11 Ability to analyze difficult problems and recommend solutions.

2319.4.12 Ability to take independent action.

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

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

2319.4.15 Ability to organize and manage work flow for self.

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

2319.5 Physical Demands

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

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

2319.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

2319.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

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

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

2319.6 Work Environment

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Personnel Allocation Schedule and Organization Chart for Fiscal Year 2006-2007 Budget, effective July 1, 2006

DATE: June 19, 2006

BACKGROUND:

The Proposed Personnel Allocation for Fiscal Year 2006-2007 is Attachment A and the Proposed Organization Chart for Fiscal Year 2006-2007 is Attachment B.

The Fiscal Year 2006-2007 Personnel Allocation and Organization Chart includes the addition of two .50 FTE Librarian/Library Assistant positions, one will be assigned to the Reference Desk and the other will be assigned to the Literacy Office. There are no position reclassifications.

RECOMMENDATION:

Adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2006-2007, effective July 1, 2005.



Placentia Library District

Proposed Personnel Allocation for Fiscal Year 2006-2007
Presented to the Library Board of Trustees July 19, 2006

Proposed Personnel Allocation for Fiscal Year FY2006-2007

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.000							1.000
Service Manager	1.000	0.250		0.750			1.000	3.000
Administrative Assistant								0.000
Librarian II			1.000					1.000
Librarian			2.000	2.000	0.500		0.750	5.250
Library Assistant	1.000				1.000	1.000		3.000
Library Clerk II						2.000		2.000
Library Clerk I	1.300					1.475	0.500	3.275
Substitute Librarian			0.250		0.250			0.500
Substitute Library Assistant								0.000
Substitute Clerk						0.500	0.100	0.600
Library Aide	0.250					1.625	1.000	2.875
Page						1.500		1.500
TOTAL	4.550	0.250	3.250	2.750	1.750	8.100	3.350	24.000

Personnel Allocation for Fiscal Year 2005-2006
Presented to the Library Board of Trustees November 28, 2005

Personnel Allocation for Fiscal Year FY2005-2006

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.000							1.000
Service Manager	1.000	0.250		0.750			1.000	3.000
Administrative Assistant								0.000
Librarian II			1.000					1.000
Librarian			1.750	1.500	0.500		0.500	4.250
Library Assistant	1.000				1.000	1.000		3.000
Library Clerk II						2.000		2.000
Library Clerk I						1.130	2.050	3.180
Substitute Librarian			0.250		0.250			0.500
Substitute Library Assistant								0.000
Substitute Clerk						0.500	0.100	0.600
Library Aide	0.250					2.125	0.500	2.875
Page						1.500		1.500
TOTAL	3.250	0.250	3.000	2,250	1,750	8.255	4.150	22,905

Placentia Library District

Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees August 9, 2004

Proposed Revised Personnel Allocation for Fiscal Year FY2004-2005, Effective August 9, 2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.000							1.000
Service Manager		0.250	0.250	0.750			0.750	2.000
Administrative Assistant	1.000							1.000
Librarian II								0.000
Librarian			2.500	1.000	1.500	1.000	0.250	6.250
Library Assistant	1.000							1.000
Library Clerk II						1.000		1.000
Library Clerk I						1.625	1.550	3.175
Substitute Librarian			0.190		0.190			0.380
Substitute Library Assistant								0.000
Substitute Clerk						0.380		0.380
Library Aide	0.250					2.000	0.500	2.750
Page						0.500		0.500
TOTAL	3.250	0.250	2.940	1.750	1.690	6.505	3.050	19.435

Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees June 30, 2004

Allocation Adopted by the Library Board of Trustees for FY2004-2005

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.000							1.000
Service Manager		0.250	0.250	0.750			0.750	2.000
Administrative Assistant	1.000							1.000
Librarian II								0.000
Librarian			1.750	1.000	1.250	1.000		5.000
Library Assistant	1.000		0.250		0.250		0.250	1.750
Library Clerk II						1.000		1.000
Library Clerk I						1.625	1.550	3.175
Substitute Librarian			0.190		0.190			0.380
Substitute Library Assistant								0.000
Substitute Clerk						0.380		0.380
Library Aide	0.250					2.000	0.500	2.750
Page						0.500		0.500
TOTAL	3.250	0.250	2.440	1.750	1.690	6.505	3.050	18.935

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 2006-2007
Presented June 19, 2006

Library Staff
(24.00 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

Technical Services (Including Passport Clerks) (11.45 FTE)

Technical Services Manager
(1.00 FTE)
Napier

Circulation Services (8.10 FTE)

Library Assistant
(1.00 FTE)
Gomez
Library Clerk II
(2.00 FTE)
Quintanar
Wnek
Library Clerk I
(1.475 FTE)
Diaz (.625 FTE)
Robison (.30 FTE)
Vacant (.55 FTE)
Library Aide/(Lead Shelver)
(1.625 FTE)
Gibbons (.50 FTE)
Peterson (.875 FTE)
Stryzik (.25 FTE)
Library Student Assistant
(Shelvers)
(1.50 FTE)
Substitute Clerk
(.50 FTE)

Acquisitions Processing Services (2.35 FTE)

Librarian
(.75 FTE)
Matas
Library Clerk
(.50 FTE)
Perez (.50 FTE)
Library Aide
(1.00 FTE)
Ervin (.50 FTE)
Guzman (.50 FTE)
Substitute Clerk
(.10 FTE)

Administrative Services (3.55 FTE)

Administrative Services
Manager
(1.00 FTE)
Goodson
Library Assistant
(Volunteer Coordinator)
(1.00 FTE)
Vacant
Library Clerk
(1.30 FTE)
Perez (.50 FTE)
Hernandez (.55 FTE)
Robison (.25 FTE)
Library Aide
(.25 FTE)
Stryzik

Adult Services (3.25 FTE)

Librarian II
Strazdas (1.00 FTE)
Librarian
(2.00 FTE)
Bell (.75 FTE)
Matas (.25 FTE)
Dallstream (1.00 FTE)
Substitute Librarian
(.25 FTE)

Public Services (8.00 FTE)

Public Services Manager
(.25 FTE)
Roberts

Children's Services (1.75 FTE)

Librarian
Humple (.25 FTE)
Bell (.25 FTE)
Library Assistant
Gurkweitz (1.00 FTE)
Substitute Librarian
(.25 FTE)

Literacy Services (2.75 FTE)

Public Services Manager/
Literacy Coordinator
(.75 FTE)
Roberts
Librarian
Silberfarb (1.00 FTE)
Vacant (.50 FTE)
Vacant (.50 FTE)

