



## Senate Bill 819 Heads to Governor

Senate Bill 819 by Senator Hollingsworth and supported by CSDA, has been approved by both the Senate and Assembly and is on its way to the governor's desk.

Senate Bill 819 would delete the current July 1, 2008, expiration date on LAFCOs authorization to consolidate 2 or more special districts not formed pursuant to the same principal act. Additionally, Senate Bill 819 would authorize a LAFCO to initiate proposals for the formation of a new district or districts. Finally, Senate Bill 819 would provide that its provisions would not affect any application for a change of organization or reorganization that a LAFCO has accepted for filing before January 1, 2008, or any litigation pending on January 1, 2008.

California Special Districts Association | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)

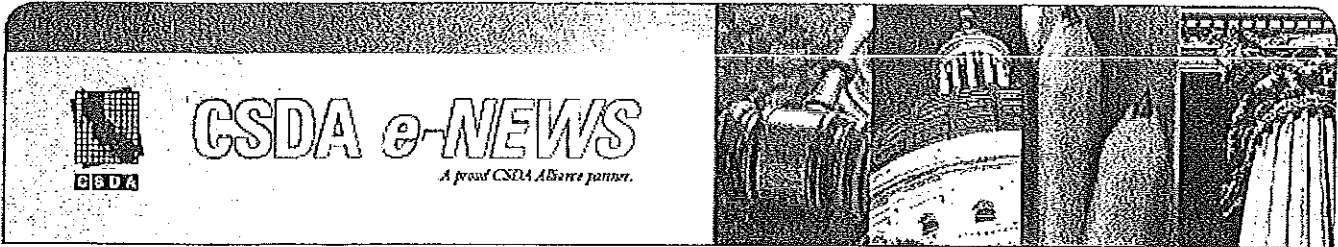
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Elizabeth Minter

From: Neil McCormick [neilm@csda.net]  
Sent: Wednesday, August 08, 2007 2:02 PM  
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August 8, 2007

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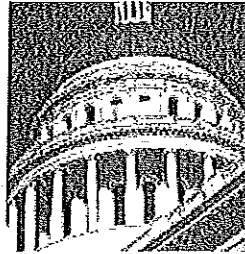
**Employment**

Here are the latest job opportunities posted on the CSDA website:

*Pretreatment Coordinator  
City of Yuba City*

*Superintendent of  
Maintenance and  
Technical Services  
Coachella Valley  
Recreation and Park*

**ARB Hands Down Stiff Rules for Fleets**



The California Air Resources Board handed stiff new regulations on diesel-powered machines and fleet automobiles that use diesel. These new regulations affect those local governments, including special districts, that have diesel-powered machines and fleets. [Read more about the ARB regulations...](#)

**CSDA Advises Broadband Task Force**

The governor's Broadband Task Force was organized by Executive Order in 2006 to remove barriers to broadband access, identify opportunities for increased broadband deployment, and to examine future deployment possibilities of new technology. The staff for the task force has invited CSDA and other local government associations to advise them on local governments' perspectives and our own recommendations. Look for updates on any new proposals in upcoming issues of the *e-News*.

**Governor Declares State of Emergency Over West Nile Virus**

Governor Arnold Schwarzenegger issued an Executive Order Thursday, August 2, for Kern, Colusa and San Joaquin counties, declaring a state of emergency for those areas hit hardest by West Nile Virus. The Executive Order addresses each of the measures the Mosquito and Vector Control Association of California (MVCAC) identified as being most important to combat the spread of the virus. [Read more about the governor's executive order...](#)

**Give Your Thoughts on the Hazard Mitigation Plan**

As noted last week, CSDA is working with the Office of Homeland Security to gather special districts' thoughts on the State Hazard Mitigation Plan (SHMP). The Office of Emergency Services (OES) is doing outreach to local governments to get your comments on the plan, as well as to build relationships with special districts, cities and counties. [Read more about the SHMP...](#)

**Education**

**CSDA Calendar**

**August 10**  
[Ethics Training](#)  
*Port Hueneme, CA*

**Oct 1**  
[General Manager Training](#)  
*Monterey*

**Oct 1**  
[Strategic Planning for Special Districts](#)  
*Monterey*

**Oct 1**  
[Board Member Training](#)  
*Monterey*

**Oct 1-4**  
[CSDA Annual Conference & Exhibitor Showcase](#)  
*Monterey*

**Oct 24-25**  
[SDRMA Safety/Claims Education Day](#)  
*Anaheim*

[View the complete education calendar here.](#)

**FAQ**



*District*

**Facilities and Fleet  
Maintenance Foreman**  
Coachella Valley  
Recreation and Park  
District

**Executive Director of the  
First Tee**  
Coachella Valley  
Recreation and Park  
District

**District Manager**  
Bethel Island Municipal  
Improvement District

**Water Distribution  
Operator II**  
Elk Grove Water Service

**Director of Water and  
Resource Conservation**  
Butte County

**General Manager**  
Port of Tillamook Bay

**Accounting Technician**  
San Ramon Valley FPD

**Inspection Supervisor**  
Otay Water District

**Recreation  
Superintendent**  
Cordova RPD

**Senior Landscape  
Architect**  
Cordova RPD

**Accountant**  
Transbay Joint Powers  
Authority

**General Manager**  
Los Osos CSD

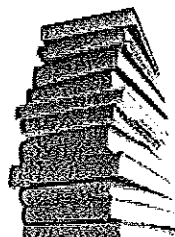
**Community Recreation  
Director**  
Coachella Valley RPD

[View the complete list of  
current employment  
opportunities here.](#)


CSDA posts job

**Locations Needed for 2008 CSDA  
Education Classes**

In our ongoing effort to be fiscally responsible and to provide our members with affordable educational opportunities, we are requesting submissions for locations to hold 2008 classes. [Read more about locations for 2008...](#)



**Annual Conference Registration Brochures  
Have Been Mailed**

 **Resources** By now you each should have received your 2007 Annual Conference Registration Brochure. If you have not, contact Pamela Williams, Education Assistant, at [pamelaw@csla.net](mailto:pamelaw@csla.net) and she will mail one to you. It is very important that you browse through and really focus on the classes being offered in 2007. [Read more about the Annual Conference brochures...](#)

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**Membership**

**TWO WEEK EXTENSION!  
2007- 08 Administrative Salary & Benefits  
Survey**

In order to achieve more statistical significance, CSDA is extending the deadline to complete the 2007-08 Administrative Salary & Benefits Survey for an additional TWO weeks! The new deadline is August 17, 2007.

For those who have completed the survey already, CSDA would like to extend a sincere thank you; we appreciate your participation. If your district has not yet returned the survey, please take a moment to complete this year's salary survey by visiting us online at [www.csla.net/salary.htm](http://www.csla.net/salary.htm).

In appreciation of districts that complete and return the salary survey, CSDA is extending a discount on the final publication. Visit us online at [www.csla.net](http://www.csla.net) to pre-order your copy of the 2007-08 Administrative Salary & Benefits Survey!

Questions? Please contact Membership Director Laura Labanieh at 877.924.CSDA (2732) or [LauraL@csla.net](mailto:LauraL@csla.net).

**Watch for Your CSDA Board Election Ballot  
in the Mail!**

CSDA's deadline for nominations to Seat B for all 6 CSDA regions was July 30, 2007. The ballots have been mailed to all CSDA voting members in their respective CSDA regions. [Read about the candidates...](#)

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**In the News**

[Click here to learn the answer!](#)

**Survey**

CSDA is offering a two week extension to complete the 2007-08 CSDA Administrative Salary & Benefits Survey! If your district has not yet completed the survey please do so today!

[Click here to complete the 2007-08 CSDA Administrative Salary & Benefits Survey!](#)



CITY OF PLACENTIA INVOICES

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

PERIOD COVERED FY2006-2007	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-06	07/13/06	3,167.47	1,582.33	0.00	0.00	0.00	7.19	4,756.99
Aug-06	08/07/06	6,246.49	1,150.57	299.97	107.50	0.00	7.19	7,811.72
Sep-06	09/13/07	7,600.32	1,150.57	136.67	107.50	0.00	7.36	9,002.42
Oct-06	10/10/06	7,857.15	1,215.92	136.67	107.50	0.00	21.79	9,339.03
Nov-06	11/07/06	7,543.64	1,150.57	136.67	260.73	0.00	7.73	9,099.34
Dec-06	12/07/06	4,457.51	1,150.57	136.67	342.11	0.00	7.45	6,094.31
Jan-07	01/10/07	3,986.03	1,150.57	136.67	332.50	0.00	7.47	5,613.24
Feb-07	02/12/06	6,592.15	1,150.57	136.67	107.50	0.00	7.48	7,994.37
Mar-07	03/07/07	3,267.41	1,150.57	136.67	107.50	0.00	7.77	4,669.92
Apr-07	04/09/07	3,388.12	1,150.57	136.67	107.50	0.00	0.29	4,783.15
May-07	05/31/07	3,166.71	1,150.57	136.67	107.50	0.00	0.00	4,561.45
Jun-07	06/08/07	3,760.59	1,150.57	136.67	207.50	0.00	0.00	5,255.33
<b>TOTAL</b>		<b>61,033.59</b>	<b>14,303.95</b>	<b>1,666.67</b>	<b>1,895.34</b>	<b>0.00</b>	<b>81.72</b>	<b>78,981.27</b>
<b>AVG</b>		<b>5,086.13</b>	<b>1,192.00</b>	<b>138.89</b>	<b>157.95</b>	<b>0.00</b>	<b>6.81</b>	<b>6,581.77</b>

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sep-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oct-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>5,584.05</b>	<b>1,150.57</b>	<b>136.67</b>	<b>645.55</b>	<b>0.00</b>	<b>0.00</b>	<b>7,516.84</b>
<b>AVG</b>		<b>5,584.05</b>	<b>1,150.57</b>	<b>136.67</b>	<b>645.55</b>	<b>0.00</b>	<b>0.00</b>	<b>7,516.84</b>





TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2006-2007	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-06	219.34	69.00	0.00	288.34	144.17
Aug-06	219.34	54.00	0.00	273.34	136.67
Sep-06	219.34	54.00	0.00	273.34	136.67
Oct-06	219.34	54.00	0.00	273.34	136.67
Nov-06	219.34	54.00	0.00	273.34	136.67
Dec-06	219.34	54.00	0.00	273.34	136.67
Jan-07	219.34	54.00	0.00	273.34	136.67
Feb-07	219.34	54.00	0.00	273.34	136.67
Mar-07	219.34	54.00	0.00	273.34	136.67
Apr-07	219.34	54.00	0.00	273.34	136.67
May-07	219.34	54.00	0.00	273.34	136.67
Jun-07	219.34	54.00	0.00	273.34	136.67
TOTAL	2,632.08	663.00	0.00	3,295.08	1,647.54
AVG	219.34	55.25	0.00	274.59	137.30

TOTAL DOLLARS SPENT

FY2007-2008	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-07	219.34	54.00	0.00	273.34	136.67
Aug-07	0.00	0.00	0.00	0.00	0.00
Sep-07	0.00	0.00	0.00	0.00	0.00
Oct-07	0.00	0.00	0.00	0.00	0.00
Nov-07	0.00	0.00	0.00	0.00	0.00
Dec-07	0.00	0.00	0.00	0.00	0.00
Jan-08	0.00	0.00	0.00	0.00	0.00
Feb-08	0.00	0.00	0.00	0.00	0.00
Mar-08	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00
TOTAL	219.34	54.00	0.00	273.34	136.67
AVG	219.34	54.00	0.00	273.34	136.67

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2006-2007	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-06	84.44	69.10	65.80	0.00	0.00	219.34
Aug-06	84.44	69.10	65.80	0.00	0.00	219.34
Sep-06	84.44	69.10	65.80	0.00	0.00	219.34
Oct-06	84.44	69.10	65.80	0.00	0.00	219.34
Nov-06	84.44	69.10	65.80	0.00	0.00	219.34
Dec-06	84.44	69.10	65.80	0.00	0.00	219.34
Jan-07	84.44	69.10	65.80	0.00	0.00	219.34
Feb-07	84.44	69.10	65.80	0.00	0.00	219.34
Mar-07	84.44	69.10	65.80	0.00	0.00	219.34
Apr-07	84.44	69.10	65.80	0.00	0.00	219.34
May-07	84.44	69.10	65.80	0.00	0.00	219.34
Jun-07	84.44	69.10	65.80	0.00	0.00	219.34
TOTAL	1,013.28	829.20	789.60	0.00	0.00	2,632.08
AVG	84.44	69.10	65.80	0.00	0.00	219.34

DOLLARS BY TYPE OF WORKER

FY2007-2008	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-07	84.44	69.10	65.80	0.00	0.00	219.34
Aug-07	0.00	0.00	0.00	0.00	0.00	0.00
Sep-07	0.00	0.00	0.00	0.00	0.00	0.00
Oct-07	0.00	0.00	0.00	0.00	0.00	0.00
Nov-07	0.00	0.00	0.00	0.00	0.00	0.00
Dec-07	0.00	0.00	0.00	0.00	0.00	0.00
Jan-08	0.00	0.00	0.00	0.00	0.00	0.00
Feb-08	0.00	0.00	0.00	0.00	0.00	0.00
Mar-08	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	84.44	69.10	65.80	0.00	0.00	219.34
AVG	84.44	69.10	65.80	0.00	0.00	219.34

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2006-2007	SUPERVISOR	CREWLEAD	BLDG MAINT			MAINT WORK	TOTAL
			SWEEPER	TRIMMER			
Jul-06	2.00	2.00	2.00	0.00	0.00	6.00	
Aug-06	2.00	2.00	2.00	0.00	0.00	6.00	
Sep-06	2.00	2.00	2.00	0.00	0.00	6.00	
Oct-06	2.00	2.00	2.00	0.00	0.00	6.00	
Nov-06	2.00	2.00	2.00	0.00	0.00	6.00	
Dec-06	2.00	2.00	2.00	0.00	0.00	6.00	
Jan-07	2.00	2.00	2.00	0.00	0.00	6.00	
Feb-07	2.00	2.00	2.00	0.00	0.00	6.00	
Mar-07	2.00	2.00	2.00	0.00	0.00	6.00	
Apr-07	2.00	2.00	2.00	0.00	0.00	6.00	
May-07	2.00	2.00	2.00	0.00	0.00	6.00	
Jun-07	2.00	2.00	2.00	0.00	0.00	6.00	
TOTAL	24.00	24.00	24.00	0.00	0.00	72.00	
AVG	2.00	2.00	2.00	0.00	0.00	6.00	


TIME BY TYPE OF WORKER

FY2007-2008	SUPERVISOR	CREWLEAD	BLDG MAINT			MAINT WORK	TOTAL
			SWEEPER	TRIMMER			
Jul-07	2.00	2.00	2.00	0.00	0.00	6.00	
Aug-07	0.00	0.00	0.00	0.00	0.00	0.00	
Sep-07	0.00	0.00	0.00	0.00	0.00	0.00	
Oct-07	0.00	0.00	0.00	0.00	0.00	0.00	
Nov-07	0.00	0.00	0.00	0.00	0.00	0.00	
Dec-07	0.00	0.00	0.00	0.00	0.00	0.00	
Jan-08	0.00	0.00	0.00	0.00	0.00	0.00	
Feb-08	0.00	0.00	0.00	0.00	0.00	0.00	
Mar-08	0.00	0.00	0.00	0.00	0.00	0.00	
Apr-08	0.00	0.00	0.00	0.00	0.00	0.00	
May-08	0.00	0.00	0.00	0.00	0.00	0.00	
Jun-08	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	2.00	2.00	2.00	0.00	0.00	6.00	
AVG	2.00	2.00	2.00	0.00	0.00	6.00	



## Agenda Item 26

**TO:** Elizabeth Minter, Library Director

**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator 

**DATE:** August 20, 2007

**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.

- ◆ Placentia Rotary Reading Enrichment Program (PRREP) was active again this school year. In late September and early October we had sign-ups at El Dorado and Valencia High Schools. We had more than 140 high school students PRREP volunteers this school year.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs. We had three IB interns last school year.
- ◆ The homework partnership with H.I.S. House began again in September. The homework club is held Mon.-Wed. from 6:30-8 PM. We had nine (9) school-age students enrolled this year. The homework club at H.I.S. House ended in May.
- ◆ The homework club at Topaz Elementary School is for 7<sup>th</sup> and 8<sup>th</sup> grade students who attend Tuffree Middle School and are graduates of Topaz. The Topaz-Tuffree Homework Club ended in May 2007.
- ◆ The School District's citizenship class is on hold.
- ◆ The Kraemer-Placentia Library Homework Club started on October 30, in Room 101, and has been averaging over 40 students a day. It ended in May.
- ◆ On Monday, March 26, the VHS PRREP/Interact Club hosted an assembly for the "Disney Show Your Character" project, the Gang Awareness and Prevention Program (GAPP). This is the second year that PRREP has sponsored GAPP, and the club plans to make it an annual project.



TO: Elizabeth D. Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager *JR*  
 Date: August 20, 2007

**SUBJECT: Grant Status**

Source	Date Submitted	By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's	Homework Club	Amount
<b>Grants Pending</b>									
Wells Fargo	6/6/2006	PLLS			X				2,000
Rosenthal Fund	3/1/2007	Ferrari							3,000
Klein Foundation	07/01/07	Ferrari			X				25,000
<b>TOTAL PENDING</b>									30,000


Source	Amount	Date Submitted	By	ELLI	FFL	Adult Literacy	Spanish Literacy	Homework Club	
<b>Grants Received</b>									
CLLS (State Library)	\$30,000	06/15/06	PLLS	X	X	X			
Boeing	\$5,000	07/01/06	PLD			X			
CLLS (State Library)	\$24,384	10/06/06	PLLS						
Draper Grant	\$10,000	3/1/2007	Ferrari					X	
Disney Grant	\$5,000	9/6/2007	PLLS					X	
<b>TOTAL</b>									\$84,384

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





TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE : August 20, 2007


**SUBJECT: Poet Laureate.**

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

Meredith conducted a poetry workshop on Saturday, July 21, and sixteen patrons attended. Another workshop is planned in the fall.



**Agenda Item 29**

**TO:** Elizabeth Minter, Library Director  
**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator   
**DATE:** August 20, 2007  
**SUBJECT:** California Library Literacy Services (CLLS) Final Report 2006-07.

**BACKGROUND:**

The Placentia Library Literacy Services is required by the State Library to submit a CLLS Final Report for the CLLS Grant. The FY 2006/07 has been submitted by PLLS and received by the State Library.

**RECOMMENDATION:**

That the Library Board of Trustees receive and file.



**California State Library  
Final Report FY 2006/2007**Name of Library: **Placentia Library District**[Main Menu](#) | [Reports](#) | [Log off](#)[Back](#)

1. Applicant name and jurisdiction: Placentia Library District
2. Applicant contact: Jim Roberts Phone: (714)524-8408  
Fax: (714)528-8236 E-mail: jroberts@placentialibrary.org
3. Address: 411 E. Chapman Ave. Placentia, CA 92870

Check here if your contact information has changed since last report submitted (including email address).

- 1 Number of Library sites in your jurisdiction that provide direct literacy services (e.g. dedicated literacy staff and office) and/or literacy support services (e.g. literacy referral/materials collection/training site/tutor-student meeting place/etc.)
- 3 Number of other literacy sites in your jurisdiction not in libraries

### Adult Learner Activity Report:

SEMI-ANNUAL SUMMARY		Last Year	Mid-Year	Final
1.	Continuing Adult Learners from prior reporting period	81	99	84
<b>Override Explanation:</b>				
81 was the number of adults at the end of FY 2005/06.				
2.	Adult Learners who began instruction during this reporting period. (January 1 - June 30)		30	26
3.	Total Adult Learners who received instruction during this reporting period.		129	110
4.	Adult Learners who left during this reporting period.		45	55
5.	Adult Learners remaining at the end of this reporting period.	99	84	55
6.	Cumulative total Adult Learners who received instruction this fiscal year. Includes students that were instructed but who left before the end of filing periods.	157	129	155

#### Adult Learner Demographics

7.	Ethnicity		Age			
	Mid-Year	Final	Mid-year	Final		
	Asian	58	68	16-19	8	8
	Black	0	0	20-29	25	25
	Latino	51	61	30-39	52	62
	Native American	0	0	40-49	26	36
	Pacific Islander	10	15	50-59	12	17
	White	2	0	60-69	6	7
	Other	8	11	70+	0	0
	Unknown	0	0	Unknown	0	0
	<b>Total:</b>	129	155	<b>Total:</b>	129	155
	Male	13	21	Female	116	134
	Unknown	0	0	<b>Gender Total:</b>	129	155

	Mid-Year	Final	Total	
8.	Adults referred to other programs (never instructed) this reporting period	0	0	0
9.	Adult Learners awaiting instruction or rematch at end of this reporting period	51	35	
10.	Total number of Adult Learner instruction hours for this reporting period (January 1 - June 30) (can include one-on-one tutoring, small group, computer instruction, etc.)	3096	2520	5616
11.	Number of books given to Adult Learners.	115	240	355

## Family Literacy Report:

The number of Families participating (families can participate in a number of different ways; attending special FFL programs is just one way to participate): An Adult Learner Family must have at least one child under the age of 5.

Note: These are unduplicated counts (except where noted)		Mid-Year	Final	Total
1.	Total Number of Adult Learner Families Served *	10	2	12
2.	Total Number of Children under 5 served in these families.	10	2	12
3.	Total Number of Children age 5 and older served in these families.	5	0	5
4.	Number of books given to FFL families	60	70	130

Volunteer hour information for family literacy is on following page.

## ELLI Report:

Note: These are unduplicated counts(except where noted)		Mid-Year	Final	Total
1.	Total number of ELLI Children served.	366	10	376
2.	Total number of ELLI Parents served.	22	2	24
3.	First or Home Language of ELLI Children served:			
	Spanish	350	10	360
	Vietnamese	12	0	12
	Hmong	0	0	0
	Chinese	0	0	0
	Other:	4	0	4
	Other:	0	0	0
	Other:	0	0	0
	<b>Total</b>	<b>366</b>	<b>10</b>	<b>376</b>

4.	Number of Group Meetings held with just ELLI Children.	2	1	3
5.	Number of Group Meetings held with just ELLI Parents.	2	1	3
6.	Number of Group Meetings held with ELLI Families.	2	1	3
7.	Number of ELLI Attendees as of report date. (cumulative count)	40	10	50
8.	Number of books given to ELLI participants.	366	310	676

Volunteer hour information for ELLI program is on following page.

## MLLS Report:

Note: These are unduplicated counts(except where noted)		Mid-Year	Final	Total
1.	Number of Children under 5 served.	0	0	0
2.	Number of Children age 5 and older served.	0	0	0
3.	Number of Parents/Caregivers served.	0	0	0
4.	Number of MLLS Site Visits	0	0	0
5.	Number of books given to MLLS families.	0	0	0

Volunteer hour information for MLLS program is on following page.

**ESL Report:**

Note: If you have already counted these as adult learners do not count them here. These are unduplicated counts(except where noted)

	Last Year	Mid-Year	Final	Total
1. Number of ESL Adults served.	0	0	0	0
2. First or Home Language of ESL Adults served:				
Spanish	0	0	0	0
Vietnamese	0	0	0	0
Hmong	0	0	0	0
Chinese	0	0	0	0
Other:	0	0	0	0
Other:	0	0	0	0
Other:	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
3. Number of books given to ESL learners		0	0	0

Volunteer hour information for ESL program is on following page.

**"Other Services:" Report:**

Include outreach and educational programming to at-risk population provided through your literacy services office and not funded by CLLS.



<b>Program #4 Service Recipients</b>	<b>Other at risk Children under 5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Other at risk Children ages 5-17</b>	<b>0</b>	<b>166</b>	<b>0</b>	<b>166</b>
	<b>Other at risk Adults</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Briefly describe this service.</b>					
Provide homework assistance to students in grades 6-8 at Kraemer Middle School, Mon.-Thurs. from 3:45-5:30 PM. Kraemer Middle School has a student population of over 1,600 students.					
<b>5. Program #5 Name:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Program #5 Service Recipients</b>	<b>Other at risk Children under 5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Other at risk Children ages 5-17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Other at risk Adults</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Briefly describe this service.</b>					
<b>6. Number of books given to people not part of the CLLS target group.</b>		<b>1200</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Mid-Year	Final	Total
<b>Volunteer Hours - All Programs</b>			
1. All Volunteer Adult Literacy Instruction (ALS/FLL/MLLS) (Can include one-on-one tutoring, small group, computer instruction, etc. provided by volunteer)	3336	2280	5616
2. ELLI Volunteer Tutor instructional hours for adults & children	3058	1953	5011
3. ESL Volunteer Tutor Instructional Hours (Not State Library grant supported)	0	0	0
4. All Other Volunteer Hours in Literacy Services (Non-instructional hours volunteered. Includes training and prep time.)	720	720	1440
5. Families for Literacy (Non-instructional hours volunteered) #5 is a subset of #4	0	0	0
6. MLLS Volunteer Hours (Non-instructional hours volunteered) #6 is a subset of #4	0	0	0
7. Total of Volunteer Hours	7114	4953	12067
8. How many non-tutor volunteers do you have in your literacy program?	0	0	0

**Volunteer Tutor Activity Report - Adult Literacy:**

	Last Year	Mid-Year	Final	Total
<b>SEMI-ANNUAL SUMMARY</b>				
1. Continuing Volunteer Tutors instructing from prior reporting period.	113	81	85	
2. Volunteer Tutors who began instructing during this reporting period. (January 1 - June 30)		82	17	
3. Total Volunteer Tutors who instructed during this reporting period.		163	102	
4. Volunteer Tutors who left during this reporting period.		78	28	
5. Volunteer Tutors remaining at the end of this reporting period.	81	85	74	
6. Cumulative total Volunteer Tutors who instructed this fiscal year to date (YTD)	216	163	180	

<b>Volunteer Tutor Demographics</b>						
7.	Ethnicity	Mid-Year	Final	Age		
				Mid-Year	Final	
	Asian	35	41	16-19	12	14
	Black	3	3	20-29	48	55
	Latino	43	49	30-39	35	41
	Native American	0	0	40-49	25	25
	Pacific Islander	0	0	50-59	27	27
	White	82	82	60-69	13	13
	Other	0	5	70+	3	5
	Unknown	0	0	Unknown	0	0
	<b>Total:</b>	<b>163</b>	<b>180</b>	<b>Total:</b>	<b>163</b>	<b>180</b>
	Male	41	46	Female	122	134
	Unknown	0	0	<b>Gender Total:</b>	<b>163</b>	<b>180</b>

	Mid-Year	Final	Total
8. Volunteer Tutors trained during this reporting period (January 1 - June 30)	82	17	99
9. Volunteer Tutors awaiting training/matching/re-matching at end of this reporting period.	10	0	

California Library Literacy Services (CLLS) :: Final Report 2006/2007

http:

10. Number of Tutor trainings conducted during this reporting period.	8	4	12
11. Number of in-service workshops offered for tutors during this reporting period.	0	0	0
12. New tutors are required to complete ____# tutor training hours before beginning to tutor.	3	3	

## Staff Commitment

Reporting period: July 1 to June 30 (full year)

Library Personnel (staff is city or county or district employee)

Position/Job Title	Report as FTE					
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other
Literacy Coordinator	1	0	0	0	0	0
Literacy Assistant	0	0.5	0.5	0	0	0
Literacy Assistant	0.5	0	0	0	0	0.5
Support Staff	0.5	0	0	0	0	0
<b>Total:</b>	<b>2</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>	<b>0</b>	<b>0.5</b>

Contract Personnel (not a city/county/district employee)

Position/Job Title	Report as FTE					
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other
ELLI Off-site Coordinator	0	0	0	0	0	1
<b>Override Explanation:</b>						
Position/Job Title is incorrect. It should read ELLI off-site staff. Another Job Title is "Literacy tutor."						
Other Services	0	0	0	0	0	1
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>FTE Grand Totals:</b>	<b>2</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>	<b>0</b>	<b>2.5</b>

**Community Partner (for all program components):**

**Reporting period: July 1 to June 30 (full year)**

Community Partner Name	Role	Partner Provides Service to the Library	Library Provides Service to the Partner	Mutual Exchange of Services
Placentia/Yorba Linda Unified School District	Use of facilities	X		
Cal State Fullerton	Staffing or volunteers	X		
Western State U. College of Law	Staffing or volunteers	X		
University of Phoenix	Staffing or volunteers	X		
El Dorado High School	Staffing or volunteers	X		
Valencia High School	Staffing or volunteers	X		
Placentia Rotary Club	Supplemental funding	X		
Ruby Drive Elementary School	Other	X		
Topaz Elementary School	Use of facilities	X		
Troy High School	Staffing or volunteers	X		
City of Placentia	Referred students to program	X		
Homeless Intervention Shelter (H.I.S. House)	Use of facilities	X		
Kraemer Middle School	Referred students to program	X		
Tuffree Middle School	Referred students to program	X		

**In-kind Resource Development Report:**  
**Reporting period: July 1 to June 30 (full year)**

Who Donated?	What did they donate?	Dollar Equivalent
Business		\$0.00
County/Municipal	Space	\$40,000.00
Education		\$0.00
Faith Based		\$0.00
Foundation/Non-profit		\$0.00
Friends of the Library		\$0.00
Individual		\$0.00
Library Literacy Regional Network		\$0.00
Membership Organizations		\$0.00
Service Group/Club		\$0.00
Other:		\$0.00
<b>Total:</b>		<b>\$40,000.00</b>

**Library Impact.** How have your literacy services impacted the rest of the library in this report period? Must be completed by Library Director.

As I reported last fiscal year, The literacy services that we provide have had a positive effect on the entire Library. The impact that our literacy services has on the Library is the significant amount of patrons who don't live in Placentia but come to the Library to participate in our literacy programs. This can also be said of many of the volunteer tutors who come to the Library to participate in the literacy services and other library services and programs. During the school year, the literacy services hosts a homework club that is popular with our K-12 students. Our literacy services have earned an outstanding reputation in the community for caring about the citizens of Placentia and neighboring cities.

**Financial Final Report for Fiscal Year 2006/2007**

Budget Categories	Approved Budget							Funding Source		
	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total	State Revenue	Local Revenue
	CLLS	Local								
1. Salaries and Benefits	\$34,384.00	\$157,028.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$211,412.00	\$54,384.00	\$157,028.00
2. Contract Staff	\$0.00	\$0.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$60,000.00	\$125,000.00	\$0.00	\$125,000.00
3. Operations	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,000.00	\$41,000.00	\$0.00	\$41,000.00
4. Literacy Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Equipment (\$5K+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Indirect Costs (not to exceed 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$34,384.00</b>	<b>\$177,028.00</b>	<b>\$10,000.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$81,000.00</b>	<b>\$377,412.00</b>	<b>\$54,384.00</b>	<b>\$323,028.00</b>
<b>Total ALS:</b>	<b>\$211,412.00</b>							<b>Grand Total:</b>	<b>\$377,412.00</b>	

**Reporting period: July 1 to June 30 (full year)**

Budget Categories	Expenditures for Year to Date							Funding Source for Final Report YTD		
	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total	State Revenue	Local Revenue
	CLLS	Local								
1. Salaries and Benefits	\$34,384.00	\$157,028.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$211,412.00	\$54,384.00	\$157,028.00
2. Contract Staff	\$0.00	\$0.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$60,000.00	\$125,000.00	\$0.00	\$125,000.00
3. Operations	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,000.00	\$41,000.00	\$0.00	\$41,000.00
4. Literacy Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Equipment (\$5K+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Indirect Costs (not to exceed 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	* \$34,384.00	* \$177,028.00	* Portion of expenditures that will be matched in the funding formula for CLLS							
<b>Total Expended:</b>	<b>\$211,412.00</b>		<b>\$10,000.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$81,000.00</b>	<b>\$377,412.00</b>	<b>\$54,384.00</b>	<b>\$323,028.00</b>
<b>Grand Total Expended:</b>	<b>\$211,412.00</b>								<b>\$377,412.00</b>	

See how your stats compare



**Jim**

---

**From:** Jim [jroberts@placentialibrary.org]  
**Sent:** Thursday, August 09, 2007 1:19 PM  
**To:** 'Tackett, Cynthia'  
**Subject:** CLLLS report/question on partners

Hi Cindy,

Sorry to bother you, but I wanted to make sure that you got my second submission yesterday. On my first one, I neglected to complete the Partners form, which I did on my second submission.

I have a question about that form. There are three columns to select from, but when I made input, it automatically put the "X" in "Partner Provides Serviced to the Library" and and wouldn't let me erase that and put the "X" in another column. Am I doing something wrong? Please advise. Thanks.

**Jim**





AUDITOR-CONTROLLER  
COUNTY OF ORANGE

HALL OF FINANCE AND RECORDS  
12 CIVIC CENTER PLAZA, ROOM 202  
POST OFFICE BOX 567  
SANTA ANA, CALIFORNIA 92702-0567

(714) 834-2450 FAX: (714) 834-2569

[www.oc.gov](http://www.oc.gov)

CHIEF,

WILLIAM A. CASTING  
ASSISTANT AUDITOR-CONTROLLER  
SATELLITE ACCOUNTING OPERATIONS

PHILIP T. DAIGNEAU  
ASSISTANT AUDITOR-CONTROLLER  
INFORMATION TECHNOLOGY

DAVID E. SUNDSTROM, CPA  
AUDITOR-CONTROLLER

July 27, 2007

TO: Orange County Taxing Agencies  
ATTENTION: Finance Directors  
SUBJECT: Property Tax Apportionments for Fiscal Year 2007/2008

I am pleased to provide you this fiscal year's plan for the distribution of property tax collections to your agency. The attached schedule of property tax apportionments will help you in your fiscal planning for the year.

Property tax apportionments are based on actual collections. However, the amount of each apportionment may be estimated by applying the percentages shown to the tax levies for your various funds. The percentages are estimates based on historical experience of tax collections and may differ from actual experience. The tax levy data will be posted to the Auditor-Controller's website, [www.oc.gov](http://www.oc.gov), as soon as it is available, which is estimated to be during the fourth week of September.

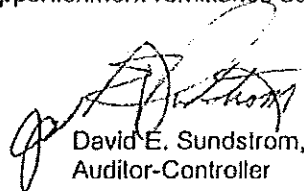
Collection charges, where appropriate, will be deducted from the following apportionments: Secured, Unsecured, Prior Year Secured, Prior Year Secured Penalties, Delinquent Prior Year Unsecured, Teeter Plan Secured, and State Assessed Unitary. The Property Tax Administration Charge (PTAC) can be estimated to be approximately 1% of the secured tax levy. It will be recovered in the sixth secured apportionment.

Tax apportionment payments will be made by Electronic Fund Transfer (EFT) to those agencies that use a depository other than the County Treasury. Journal voucher transfers will be made by this office crediting the funds of those agencies that use the County Treasury as their depository.

Interest earned on property tax collections prior to apportionment, is allocated and distributed to all taxing agencies based on calculations made by the County Treasurer-Tax Collector. The distribution of interest earned is anticipated to be made in two installments.

*The apportionments are planned for the scheduled dates below; however, unforeseen circumstances could cause a change in distribution dates.* You will be notified if there is any change in the scheduled dates.

You may contact Frank Davies at (714) 834-3015, Megan Nguyen at (714) 834-4437, or Arounsy Phommasa at (714) 834-3839 if you have any questions regarding this schedule. Please remember that this property tax apportionment schedule, the apportionment remittance advices, and the year-to-date tax ledger are all available on our website.

  
David E. Sundstrom, CPA  
Auditor-Controller

Attachment

cc:     **Chriss Street, Treasurer-Tax Collector**  
          **Brett Barbe, Treasurer-Tax Collector**  
          **Walter Daniels, Treasurer-Tax Collector**  
          **Paul Gorman, Treasurer-Tax Collector**  
          **Kim Hansen, Treasurer-Tax Collector**  
          **Clarissa Adriano-Ceres, Treasurer-Tax Collector**  
          **Herb Leong, Treasurer-Tax Collector**  
          **Wendy Benkert, Department of Education**  
          **Richard Serich, Department of Education**  
          **John Fogarty, Department of Education**  
          **Anne Beem, Department of Education**  
          **William Mahoney, County Executive Office**  
          **Steve Dunivent, County Executive Office**  
          **Jan Grimes, Auditor-Controller**  
          **Frank Davies, Auditor-Controller**  
          **Megan Nguyen, Auditor-Controller**  
          **Arounsy Phommasa, Auditor-Controller**  
          **Bob Leblow, Auditor-Controller**  
          **Kim Peters, Auditor-Controller**  
          **Colin Hoffmaster, Auditor-Controller**  
          **Monica Griffin, Auditor-Controller**  
          **Anabelle Garcia, Auditor-Controller**  
          **Patsy Aguirre, Auditor-Controller**  
          **Susan Long, Auditor-Controller**  
          **Pradeep Parikh, Auditor-Controller**  
          **Bill Malohn, Auditor-Controller**  
          **Greg White, Auditor-Controller**  
          **Yani Painter, Auditor-Controller**

**FY 07/08 Property Tax Apportionment Schedule**

**Secured: All Funds--Teeter and non-Teeter:**

Apportionment Number	Apportionment Date	Available Date	Apportionment Based On	Estimated % of Secured Levy
1	11-20-07	11-21-07	Collections at 11-09-2007	7% - 10%
2	12-13-07	12-14-07	Collections at 12-07-2006	10% - 15%
3	12-20-07	12-21-07	Collections at 12-14-2007	25% - 30%
4	01-24-08	01-25-08	Collections at 01-11-2008	1% - 5%
5	03-20-08	03-21-08	Collections at 03-09-2008	5% - 7%
6	04-17-08	04-18-08	Collections at 04-11-2008	30% - 35%
7	05-22-08	05-23-08	Collections at 05-09-2008	1% - 5%
8	07-14-08	07-15-08	Final Collections at Year-End	1% - 2%

**Secured Teeter Funds only:**

Apportionment Number	Apportionment Date	Available Date	Apportionment Based On	Estimated % of Secured Levy
1	07-16-08	07-17-08	Actual Final Delinquencies	1% - 3%

**Prior Year Secured Taxes and Prior Year Secured Penalties: non-Teeter Funds only:**

Apportionment Number	Apportionment Date	Available Date	Apportionment Based On
1	08-15-07	08-16-07	July Collections
2	09-12-07	09-13-07	August Collections
3	10-10-07	10-11-07	September Collections
4	11-14-07	11-15-07	October Collections
5	12-12-07	12-13-07	November Collections
6	01-16-08	01-17-08	December Collections
7	02-13-08	02-14-08	January Collections
8	03-12-08	03-13-08	February Collections
9	04-16-08	04-17-08	March Collections
10	05-14-08	05-15-08	April Collections
11	06-11-08	06-12-08	May Collections
12	07-14-08	07-15-08	June Collections

The following schedules apply to both Teeter and non-Teeter funds:

**Unsecured:**

Apportionment Number	Apportionment Date	Available Date	Apportionment Based On	Estimated % of Tax Levy
1	09-20-07	09-21-07	Collections at 08-31-2007	80% - 85%
2	01-16-08	01-17-08	Collections at 12-31-2007	5% - 8%
3	06-19-08	06-20-08	Collections at 05-31-2008	2% - 5%

**State-Assessed— Public Utility and Railroads:**

Apportionment Number	Apportionment Date	Available Date	Apportionment Based On	Estimated % of Tax Levy
1	01-16-08	01-17-08	1 <sup>st</sup> Installment Collections	49% - 50%
2	05-22-08	05-23-08	2 <sup>nd</sup> Installment Collections	49% - 50%

**Supplemental:**

Apportionment Number	Apportionment Date	Available Date	Apportionment Based On
1	08-15-07	08-16-07	Collections for July
2	09-12-07	09-13-07	Collections for August
3	10-10-07	10-11-07	Collections for September
4	11-14-07	11-15-07	Collections for October
5	12-12-07	12-13-07	Collections for November
6	01-16-08	01-17-08	Collections for December
7	02-13-08	02-14-08	Collections for January
8	03-12-08	03-13-08	Collections for February
9	04-16-08	04-17-08	Collections for March
10	05-14-08	05-15-08	Collections for April
11	06-11-08	06-12-08	Collections for May
12	07-14-08	07-15-08	Collections for June

**Delinquent Prior Year Supplemental Taxes and Penalties:**

Apportionment Number	Apportionment Date	Available Date	Apportionment Based On
1	07-14-08	07-15-08	07-01-07 through 06-30-08 Collections

**Delinquent Prior Year Unsecured:**

Apportionment Number	Apportionment Date	Available Date	Apportionment Based On
1	06-19-08	06-20-08	06-01-07 through 05-31-08 Collections

**Homeowners Property Tax Relief:**

Apportionment Number	Apportionment Date	Available Date	Amount to be Apportioned
1	12-10-07	12-11-07	15%
2	01-10-08	01-11-08	35%
3	05-08-08	05-09-08	35%
4	06-10-08	06-11-08	15%

**Educational Revenue Augmentation Tax Fund:**

Apportionment Number	Apportionment Date	Available Date	Estimated Amount to be Apportioned
1	01-03-08	01-04-08	For Non-schools: \$277 million + growth
2	05-01-08	05-02-08	For Non-schools: \$276 million + growth
3	06-11-08	06-12-08	For Schools: Balance in Fund as of 05-31-08
4	07-16-08	07-17-08	For Schools: Balance in Fund as of 07-16-08

**Sales and Use Tax Compensation –Triple Flip (Cities and County only):**

Apportionment Number	Apportionment Date	Available Date	Estimated % to be Apportioned
1	01-07-08	01-08-08	50% plus Prior Year True-Up
2	05-05-08	05-06-08	50%

**Property Tax In-Lieu of Vehicle License Fees—State VLF Swap (Cities and County only):**

Apportionment Number	Apportionment Date	Available Date	Estimated % to be Apportioned
1	01-07-08	01-08-08	50%
2	05-05-08	05-06-08	50%







# MEMORANDUM

To: Elizabeth D. Minter, Library Director  
Placentia Library District

From: Marshall Eyerman, MuniFinancial

Date: August 17, 2007

Re: Development Impact Fee Study – Status Update

In connection with the development impact fee for library facilities, MuniFinancial is currently in the process of preparing the initial draft of the report. Once this draft is delivered to the District, the week of August 20<sup>th</sup>, we will discuss with staff the potential questions concerning the report before preparing the revised draft.

Some of the questions that will be reviewed with staff following the first draft will include:

- The assumptions utilized for the model;
- The projected results of the model;
- The next steps for the District to adopt the fee through the Board and the City of Placentia; and
- The alternative financing necessary for the District to fund any existing deficiencies (ie CFD or parcel tax).

Placentia Library District Impact Fee Documentation for Library Facilities Project Schedule			
Contract Dated: July 25, 2007	Month 1	Month 2	Month 3
Task 1. Identify and Resolve Policy Issues			
Task 2. Identify Existing Development and Future Growth			
Task 3. Calculate Facility Standards			
Task 4. Determine Potential Facility Needs and Costs			
Task 5. Identify Funding and Financing Alternatives			



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Library Director's Report *ewm*  
**DATE:** August 20, 2007

Activities Report:

Jul 14 Saturday manager at the Library.  
Jul 16 Library Board meeting.  
Jul 26 Chamber of Commerce Breakfast.  
PLFF Finance Committee  
Jul 27 PLFF Volunteer Summer Reception  
Jul 28 Worked at Placentia Library Fund Raiser at Barnes & Noble, Fullerton  
Jul 31 Met with representative from Envisionware & Vernon Napier to discuss RFID project.  
Aug 2 Manager Meeting with Valerie Poole  
SLS Council Meeting at Anaheim, East Hills Branch  
Aug 4 Served on Library Director interview panel for Banning Library District  
Aug 6 Met with PLFF President to discuss budget and board development issues.  
Aug 9 Attended North Orange County Legislative Alliance meeting to hear a presentation by Congressman Gary Miller.  
PLFF Development Committee meeting.  
PLFF Membership Committee meeting.  
Aug 14 Participated in Sirsi/Dynix Webinar about Library Internet 2.0.



Managers Meeting

- Jul 18      Agenda and meeting notes are Attachment D
- Jul 25      Agenda and meeting notes are Attachment E
- Aug 1      Agenda and meeting notes are Attachment F
- Aug 2      Meeting with Valerie Poole to discuss the results from her small group meetings with the staff.
- Aug 7      Agenda and meeting notes are Attachment G
- Aug 15     Agenda and meeting notes are Attachment H



STAFF MEETING AGENDA  
7-18-07

Topics

- Holiday and Library Public Service Schedule Update
- Public Use of Computers and Catalogs - Discussion
- Cleaning Service Budget Feedback (no feedback rec'd as of 7/16 from any staff or mgmt)
- Network Lunch Handout (Updated)

Department Updates

- Public Services
  - Adult (Mary, Kathy)
  - Children's (Caroline & Phyllis)
  - Literacy (Jim, Toby, Nadia, Hilda)
  - History Room (Gary)
  - Volunteer Svcs. (Lois)
- Technology Services
  - Web/Technology (Vernon)
  - Acquisitions (Vernon)
  - Circulation (Kristen)
- Administrative Services
  - Development (Yesenia)
  - Insurance Update (Wendy)
  - Holiday Schedule (Wendy)

STAFF MEETING AGENDA  
8-1-07

Topics

- Safety Overview

Department Updates

- Public Services
  - Adult (Mary, Kathy)
  - Children's (Caroline & Phyllis)
  - Literacy (Jim, Toby, Nadia, Hilda)
  - History Room (Gary)
  - Volunteer Svcs. (Lois)
- Technology Services
  - Web/Technology (Vernon)
  - Acquisitions (Vernon)
  - Circulation (Kristen)
  - Passports (Kristen)
- Administrative Services
  - Development (Yesenia)
  - Board Meeting (Wendy)



STAFF MEETING AGENDA  
8-15-07

Topics

- Word of Mouth Marketing (WOM)
- Secret Shopper
- Revised Staff Meeting Schedule

Department Updates

- Public Services
  - Adult (Mary, Kathy)
  - Children's (Caroline & Phyllis)
  - Literacy (Jim, Toby, Nadia, Hilda)
  - History Room (Gary)
  - Volunteer Svcs. (Lois)
- Technology Services
  - Web/Technology (Vernon)
  - Acquisitions (Katie)
  - Circulation (Kristen)
- Administrative Services
  - Development (Yesenia)
  - Insurance Update (Wendy)



Placentia Library District  
Managers Meeting Agenda  
July 18, 2007

Vernon Napier, Recorder

1. Communications

A. Web Site – Vernon

Update about PLFF issues

Update on “refreshing” web site look.

Update on Virtual Branch – developing and implementing concept

B. Status on Internet Access issues – are we happy with changes? Vernon

C. Updating photos in frame at the Circ desk Vernon

D. Community Calendar status report – Jim

E. Channel 31 status report – Elizabeth

F. Review of print advertising – Jim  
Chamber of Commerce – new ads  
School hours poster

G. Building signage  
Banners for booksale – has a Chapman Ave location been  
determined? Jim

H. Children’s Story Hour issue – status, Jim

I. Chamber Network luncheons -- Elizabeth

J. In/Out Board issues -- Vernon

K. Word of Mouth Marketing project -- Elizabeth

2. Budget Implementation
  - A. Status of staff changes
    - Circ Clerk I
    - Tech Services Clerk I
    - Library Aide
  - B. RFID implementation
3. Placentia History Room
  - A. Status of plans for introducing the new dvd to the public – do we have a date and proposal for sales – article & sale advertisement for next Notations -- Jim
  - B. Recognition of new Placentia History Book and the new dvd by the Library Board at its July meeting – Jim
  - C. Celebrating Placentia's Authors – status report
4. Upcoming Staff Meetings
  - A. Schedule for meetings with Valerie Poole
  - B. Reports from Committee Meetings – Managers responsible for submitting
  - C. Content/topics for upcoming departmental/area meetings – reports by Managers
5. PLFF update -- Elizabeth
6. Status report on Departmental Projects & Staff Meetings
  - A. Administration
  - B. Public Services
  - C. Technical Services

# Agenda

## Goal: Learn how to build a buzz!

### Turning customers into champions

#### Introduction to word-of-mouth marketing

- Why it's powerful
- Why it works
- Must have's

#### How to do it

- Who is your audience/sales force?
- How do you get them involved?

#### Real examples

- Skits
- Case studies

#### Wrap up

- Questions/concerns

## Marketing is...

*Marketing is that function of the organization that can keep in constant touch with the organization's consumers, read their needs, develop products that meet these needs, and build a program of communications to express the organization's purposes.*

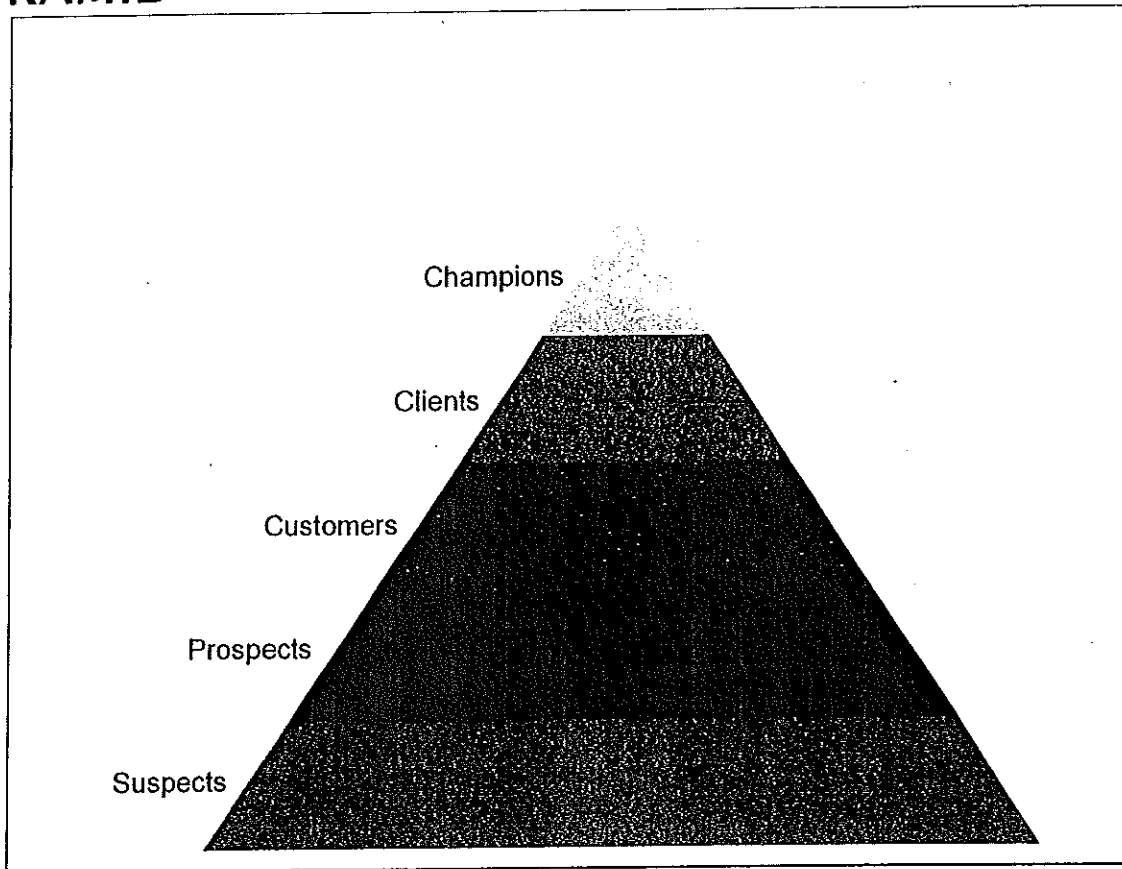
*(Kotler/Levy)*

- All about them—not us.
- About people—not stuff.
- Listening, not just telling.
- Organized, focused, consistent.
- A team sport—everyone has a role to play.

## Key elements

- Research
- Plan
- Communicate
- Evaluate

## PYRAMID\*



**SUSPECTS:** individuals who don't think about the library; the library is not part of their life.

**PROSPECTS:** individuals who might become library users if someone encourages them to.

**CUSTOMERS:** individuals who use the library.

**CLIENTS:** individuals who use the library and often have a relationship with library staff.

individuals who use the library, have a relationship with library staff, and advocate for the library to others.

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## Word-of-mouth “must have’s”

- A good product/GREAT customer relations
- A plan with clear positioning, key audiences, strategies
- A clear, memorable and consistent message
- A prepared and committed sales force
- People who are willing to testify

## Your message should be . . .

- Conscious
- Clear
- Consistent

**Sample:** *Did you know you can use the library in your pajamas? We've got great resources online.*

## A word-of-mouth checklist

- \_\_\_\_\_ Do you have a clear, consistent and compelling message—one that can be said at the checkout desk or in a grocery store line?
- \_\_\_\_\_ Do the people at the checkout desk know and deliver the message?
- \_\_\_\_\_ Do you use testimonials/success stories?
- \_\_\_\_\_ Do you use outside experts to deliver your message?
- \_\_\_\_\_ Do staff collect and feedback what they hear—good and bad?
- \_\_\_\_\_ Do you have a prepared and enthusiastic sales force?
- \_\_\_\_\_ Does your library give superlative customer service?
- \_\_\_\_\_ Is conscious word of mouth part of your promotion strategies?

—Adapted from *The Secrets of Word-of-Mouth Marketing*,  
George Silverman, AMACOM, Copyright 2001

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## Tips you can use

- Don't just pass out bookmarks. All staff can deliver the message when engaged with customers.
- Feed the grapevine. If someone indicates they are pleased with the service they received, ask them to "Please tell your friends."
- Send a message with your message. Add a signature line to your e-mail correspondence with the library message.
- Collect testimonials. If you hear a compliment or "success story," share it with the sales team so they can share it with others. Invite testimonials from students and faculty.
- Enlist "the library family" as part of your marketing and sales team. Make sure all staff (not just professionals or full-time)—know the message, understand why it is important and the key role they play.
- Seek out experts. Reach out to community leaders, educators, the media and other referral sources to help deliver your message.
- Wear the message. T-shirts, buttons and other "props" are conversation starters and can help make your point.
- Keep current. Make a point of reading library updates so you can be a knowledgeable spokesperson.
- Be alert for new and creative ways of delivering the message.
- Have fun! Be enthusiastic. Encourage your "sales force" to be. Remember, it's not just what you say but how you say it.



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## **Delivering the message**

### **Your mission**

- Educate
- Inform
- Sell

### **Your responsibilities**

- Know the message.
- Deliver it at every opportunity.
- Be informed.
- Stay positive—no matter what.
- Listen and feedback.

### **Remember to . . .**

- Keep an open face and body.
- Smile!
- Let your passion show!

## **5 Rules for handling difficult questions**

1. Be prepared! Anticipate difficult questions and know the answers.
2. Never answer a question you don't understand/feel comfortable/prepared to answer. Simply refer the question to a designated spokesperson.
3. Stay positive—no matter what. Never repeat negative language.
4. Keep your answers brief. Giving too much information may only provoke more challenging questions.
5. Never, ever say "*No comment.*"

## **Want to learn more?**

*The Secrets of Word-of-Mouth Marketing*, George Silverman, American Management Association, 2001. Silverman says traditional advertising doesn't have the impact it once did, and makes a great case for an organized, strategic approach to word of mouth.



Placentia Library District  
Managers Meeting Agenda  
July 25, 2007

Jim Roberts, Recorder

1. Communications

- A. Calendar for Word of Mouth Marketing -- Jim
- B. Web Site – Vernon
  - Children’s Section -- Jim
  - Feasibility of adding video
  - Report on meeting with SDR representatives about refreshing the appearance of the web site
- C. Updating photos in frame at the Circ desk Vernon
- D. Channel 31 status report – Elizabeth
- E. Placentia Quarterly issues -- Wendy
- F. Review of print advertising –Jim
  - Chamber of Commerce – new ads
  - School hours poster
- G. Building signage
  - Banners for booksale – has a Chapman Ave location been determined? Jim
  - Status report on 2006 order
  - Status report on PLFF sign for photocopier
- H. In/Out Board issues -- Vernon
- I. Staff training dvd’s – orientation & telephone

2. Budget Implementation

- A. Status of staff changes
  - Circ Clerk I
  - Tech Services Clerk I
  - Library Aide
- B. RFID implementation

- C. Janitor's contract supplement
3. Placentia History Room
- A. Pat Irot's comments on the flood dvd – Elizabeth
  - B. Recognition of new Placentia History Book and the new dvd by the Library Board at its July meeting – Jim
  - C. Celebrating Placentia's Authors – status report Jim – has it been accepted by the Heritage Parade Committee as an activity
4. Upcoming Staff Meetings
- A. Meetings with Valerie Poole
  - B. Reports from Committee Meetings – Managers responsible for submitting
  - C. Content/topics for upcoming departmental/area meetings – reports by Managers
5. PLFF update -- Elizabeth
6. Status report on Departmental Projects & Staff Meetings
- A. Administration
  - B. Public Services – status on the Early Childhood Computer order
  - C. Technical Services

Placentia Library District  
Managers Meeting Agenda  
August 1, 2007

Wendy Goodson, Recorder

1. Communications

- A. Calendar for Word of Mouth Marketing -- Jim
- B. Web Site – Vernon
  - Children’s Section – status report by Jim
  - Report on status of refreshing the appearance of the web site
- C. Updating photos in frame at the Circ desk --Vernon
- D. Channel 31 status report – Elizabeth
- E. Review of print advertising –Jim
  - Chamber of Commerce – new ads
  - School hours poster
- G. Building signage
  - Banners for booksale – status report by Wendy
  - Status report on completion of 2006 order
  - Status report on PLFF sign for photocopier
- H. Staff training dvd’s – orientation & telephone – update of outlines

2. Budget Implementation

- A. Status of staff changes
  - Circ Clerk I
  - Tech Services Clerk I
  - Library Aide
- B. RFID project -- Vernon
- C. Janitor’s contract supplement -- Vernon

3. Placentia History Room

- A. Update on Flood dvd status -- Jim
- B. Celebrating Placentia’s Authors – status report Jim – has a new date been proposed? Who is leading this?

4. Upcoming Staff Meetings
  - A. Meetings with Valerie Poole
  - B. Reports from Committee Meetings – Managers
5. PLFF update – Elizabeth
  - A. Annual Giving Campaign
  - B. Membership Campaign
  - C. Potential request for Cowboy Poetry program
6. Staff Training
  - A. Candidates for Eureka
  - B. Participation in Webinars – Sirsi/Dynix, Infopeople & Califa
7. Status report on Departmental Projects & Staff Meetings
  - A. Administration
  - B. Public Services – status on the Early Childhood Computer order
  - C. Technical Services

Manager's Meeting  
August 1, 2007  
Recorder – Goodson

Absent: Roberts

#### Communications

- A. WoM Marketing – no status.
- B. Website -
  - a. Childrens' - Monthly review by site by Jim & EDM needs Children's Performer contract.
  - b. Website Refresh – No status from SRP, EDM will contact.
- C. Photos in frame @ circ. – Now up and running.
- D. Channel 31 – No other contact from Time-Warner for 3 months.
- E. Review of print advertising – no status
- F. Building signage – ask Jim what is the readability of sign from the street. Measurements, text and library logo for banner need to go to Jon from SRP for design proof.
- G. Staff Training DVD – deadline for input & feedback due to Elizabeth NLT Aug 8, 2007 @ 9A.M. The following indiv. are assigned to narrate: Elizabeth -Governance of Library; Vernon - Confidentiality; Wendy - Employment Issues; Jim - Workplace Issues; Vernon - Special Employment Benefits; Wendy - Client & Customer relations; Elizabeth - PLFF.

#### Budget Process

- A. Status of staff changes – all qualified applicants have been tested. Circ. will process the scores and recommend the potential interviewees.
- B. RFID Project – Discussion of purchasing & implementing this year at an estimated cost of \$280,000.
- C. Janitor contract supplement – Vernon to compile and propose next steps.

#### Placentia History Room

- A. Update on floor dvd- no status.
- B. Celebrating Placentia's Authors – no status.

#### Upcoming Staff Meetings

- A. Meeting with Valerie Poole with managers is Thursday, Aug 2 @ 7:30a.m.
- B. Topic for staff meeting is : Safety Review.

PLFF Update

- A. Annual Giving Campaign - Gomez is doing well with the project.
- B. Mbrshp Campaign – Glenn & Kathy Baldwin are invited for the next READ Poster.
- C. Cowboy Poetry Program – EDM is researching a potential program with a cowboy poet, western style dress. Date to be determined.

Department Projects & Staff Meetings

- A. Staff Training – EDM requested of Jim & Vernon to recommend potential candidates for the 2008 Eureka Leadership Program by CSL. Webinar participation – EDM encouraged managers to encourage their staff to participate in the webcasts offered by SIRSI/Dynix, Infopeople & Califa.
- B. Public Svcs: early children computer order – no status.
- C. Tech Svcs: Upgrade to public PCs is complete.
- D. Admin: Public Hearing for budget/fines is scheduled for Aug 20, 2007.



Placentia Library District  
Managers Meeting Agenda  
August 7, 2007

Vernon Napier, Recorder

1. Communications

- A. Calendar for Word of Mouth Marketing – Jim
- B. Annual Report Brochure – submission of sections – Jim, Vernon, Wendy
- C. Web Site – Vernon
  - Children’s Section – status report by Jim
  - Report on status on refreshing the appearance of the web site
- D. Review of print advertising –Jim
  - Chamber of Commerce – new ads
  - School hours poster
  - September issue of Newsletter for Teachers
- E. Building signage
  - Banners for booksale – status report by Wendy & Jim – have we tested the sign readability for Chapman Ave.?
  - Status report on completion of 2006 order
  - Status report on PLFF sign for photocopier
- F. Staff training dvd’s – orientation & telephone – discuss taping schedule
- G. Performer’s contract – Jim, update on process and status

2. Budget Implementation

- A. Status of staff changes
  - Circ Clerk I
  - Tech Services Clerk I
  - Library Aide
- B. Janitor’s contract supplement -- Vernon

3. Placentia History Room

- A. Update on Flood dvd status -- Jim
- B. Celebrating Placentia’s Authors – status report Jim – has a new date been proposed? Who is leading this?

4. Staff Meetings
  - A. Revising schedule
  - B. Groupings & schedule for meetings with Valerie & Elizabeth at the end of September
  - B. Reports from Committee Meetings – Managers
5. PLFF update – Elizabeth
  - A. Annual Giving Campaign
  - B. Membership Campaign
  - C. Donor reception
6. Staff Training
  - A. Candidates for Eureka training
7. Status report on Departmental Projects & Staff Meetings
  - A. Administration
  - B. Public Services – status on the Early Childhood Computer order
  - C. Technical Services – Jim & Vernon, status report on the selection assignments in Children’s – is everyone involved?

Placentia Library District  
General Orientation CD  
July 2007

Governance of Library

- Vision & Mission Statements
- Special District
- Library Board of Trustees
  - Board Agenda Books
  - Library Board Meetings
- Library Director
- Library Managers
- Library Funding – tax and donations

Confidentiality

- Library Records
- Employee information
- Trustee information
- What to say if you are asked for information that is confidential

Employment issues

- Time cards
- Pay checks
- Work week/scheduling( no scheduling for non-exempt staff on days when the Library is closed without written management approval)/not being in building at off hours without written management approval.

Work day

- Ends 15 minutes after the close of the building to the public – the last 15 minutes of the day are intended to be spent cleaning up work areas and closing out the tasks of the day, not waiting by the back door!

Everyone meets at the back door, attendance is taken and everyone leaves together safety issue

- Sick leave reporting
- Vacation/time off requests
- Requesting reimbursement for medical/dental expenses
- Resolving problems with medical benefits
- Grievance process
- Policy Handbook
- Risk Management Training
- Special information for work study students
- Keys
- Loading dock door code

Workplace issues

- Relationship with other staff
- Name Badges – how to get them, how to get replacements, where and where to wear them
- On call managers
- Participation in staff meetings
- Promoting Placentia Library
- Word of Mouth Marketing
- Library Web Site
- Requesting supplies
- Purchasing items for the Library
- Use of District facilities and/or equipment
- Policy Handbook
- Emergency Handbook
- Building security/video cameras

Special Employment Benefits

- Ordering books
- Borrowing Library materials

Client/Customer relations

- How we treat our clients/customers
- How we handle difficult situations
- Paging for a “yellow clipboard”
- Managing emergency situations
- Customer/client use of District telephones
- Library Publications
  - Placentia Quarterly
  - Notations
  - Newsletter for Teachers

PLFF

- Membership for staff
- Membership for public
- Donors
- Memorial Books

Placentia Library District  
Telephone Orientation CD  
July 2007

Answering the phone

- Use a pleasant, welcoming voice
- Remember to speak slowly and distinctly
- Always identify "Placentia Library District"
- Always identify yourself and your department

Outgoing calls

- Use a pleasant, welcoming voice
- Remember to speak slowly and distinctly
- Always identify "Placentia Library District"
- Always identify yourself and your department
- Always leave a call back number including the extension (the recommended way is to leave it as you are inviting the person to call back and to leave it again at the end of the message)

2 types of phones – do a section of the cd for each type of phone for each topic covered

Forwarding to another phone

Forwarding to voice mail

Paging (how to do it and what may be said – stress keeping a pleasant voice)

Adding an extension to a call

Picking up another phone in your zone

Checking messages

Forwarding a message to another mailbox

Recording you name

Recording your message (including setting to no messages)

Selecting and recording an alternate message

Call forward – adding and removing

Do Not Disturb – adding and removing

Annual Report Brochure

Fiscal Year 2006-2007

“How our services impact lives & businesses in Placentia”

Copy Assignments (text and photos – enough to make a selection for each panel (about 8-10 for each placement).

4-5 compelling statistics plus 2 to 3 anecdotes for Deniene to select from.

Deadline for submission to Yesenia: \_\_\_\_\_

Jim

Reference & Adult Services

Children’s Services

Literacy Services

Placentia History Room (Vernon can help)

Volunteers

Vernon

Circulation

Acquisitions

Virtual services

Wendy

Directors (District & PLFF)

Managers

New logo

Address, web site & phone number information

Elizabeth

Revenue & Expenditure charts

Facility Master Plan

## Managers' Meeting – Minutes

August 7, 2007

Recorder - Napier

### 1. Communications

#### a. Word of Mouth

##### i. Schedule

1. September	Library Birthday	EDM
2. October	Literacy	JR
3. November	PLFF membership drive	EDM
4. December	Celtic Xmas	JR
5. January	Children's Services	JR
6. February	Authors' Luncheon	EDM
7. March	Library Website	VN
8. April	Volunteer/Poetry	JR
9. May	Summer Reading	JR
10. June	History Room	JR
11. July	Audio Books, etc.	VN
12. August	Literacy Tutor Sign-up	JR

#### b. Annual Report Brochure

##### i. Due by 9 August

#### c. Website

##### i. Check Ralphs Albertsons sign up

#### d. Print Advertising

#### e. Building signage

##### i. Jim to test sign visibility from E. Chapman

##### ii. Other signs due for delivery 16 August

#### f. Staff Training DVD

##### i. Managers to prepare script, exhibits, filming location for 4,5, & 6 September

#### g. Performer's Contract

##### i. Awaiting response from other libraries

### 2. Budget Implementation

#### a. Status of staff changes

##### i. Interviews for 3 Clerk positions scheduled for 8 August

##### ii. Library Aide position will follow Clerk appointments

#### b. Janitor's contract

##### i. Wendy & Vernon to follow up

3. Placentia History Room
  - a. Flood DVD
    - i. Progressing
  - b. Celebrating Placentia Authors
    - i. Progressing
  - c. PICK database
    - i. Vernon in touch with outside expert
4. Staff Meetings
  - a. General Staff Meeting once a month on the 3<sup>rd</sup> Wednesday, from 1:30 till 3:00 in even numbered months, and 3:30 till 5:00 in odd numbered months
  - b. Elizabeth to re-align staff groupings for meeting with Valerie in October
5. PLFF Update
6. Staff Training
7. Status report on Departmental Projects & Staff Meetings



Agenda Item 34

TO: Elizabeth Minter, Library Director  
FROM: Jim Roberts, Public Services Manager *JR*  
DATE: August 20, 2007  
SUBJECT: Program Committee Report for the month of July.

***ADULT SERVICES***

	July 06-07	July 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	0	0	0	0
NUMBER OF ATTENDEES	0	0	0	0

***CHILDREN'S SERVICES***

	July 06-07	July 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	26	26	26	26
NUMBER OF ATTENDEES	1,342	1,517	1,342	1,517

***PROGRAM COMMITTEE***

	July 06-07	July 07-08	YTD 06-07	YTD 07-08
NUMBER OF MEETINGS	2	2	2	2
NUMBER OF ATTENDEES	18	18	18	18
NEWS RELEASES	2	2	2	2

***LITERACY SERVICES***

	July 06-07	July 07-08	YTD 06-07	YTD 07-08
Total Tutors	63	64	63	64
Total Students	120	75	120	75
Total Hours	892	622	892	622

For more detailed literacy statistics, see Agenda Item 34, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian

Date: for Board Meeting, August 20, 2007


**Subject: July 2007 Activities in the Children's Department**



TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	81
Story Time I: 6 years & younger	4	76
Story Time II: 6 years & younger	4	119
SRP Registrations	Counted once for the month	130
SRP Events	5	961
Read to the Dogs event	1	45
Conversation Club	4	25
Origami	3	80
<b>Total July 2007</b>	<b>26</b>	<b>1517</b>
<b>Total July 2006</b>	<b>26</b>	<b>1342</b>
<b>Current FY to date</b>	<b>26</b>	<b>1517</b>
<b>Previous FY to date</b>	<b>26</b>	<b>1342</b>

CHILDREN'S DEPT. REFERENCE STATS				July	2007
Board Meeting / August 20, 2007 / Agenda Item 35					
DATE	IN-PERSON	PHONE	TOTAL		
1	18	0	18		
2	90	5	95		
3	45	2	47		
closed 4					
5	55	5	60		
closed 6					
7	60	4	64		
8	30	2	32		
9	55	0	55		
10	56	5	61		
11	55	7	62		
12	50	4	54		
closed 13					
14	40	3	43		
15	38	1	39		
16	45	5	50		
17	50	6	56		
18	50	7	57		
19	47	4	51		
closed 20					
21	45	3	48		
22	35	2	37		
23	50	5	55		
24	64	4	68		
25	53	3	56		
26	41	5	46		
closed 27					
28	42	4	46		
29	39	1	40		
30	59	5	64		
31	52	7	59		
<b>TOTAL</b>	<b>1264</b>	<b>99</b>	<b>1363</b>		

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: August 20, 2007

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

**Tutor Training.** There was one tutor training workshop in July, and ten tutors were trained. All are tutoring or pending

**Placentia Rotary Reading Enrichment Program (PRREP).**

The PRREP Clubs at El Dorado High School and Valencia High School ended in late May. We had more than 100 PRREP tutors this past school year.

**Update on the three off-site PLLS homework clubs.** Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on September 18. The Kraemer-Placentia Library Homework Club started on October 30 and was very successful. All homework clubs are on hold until September 2007.

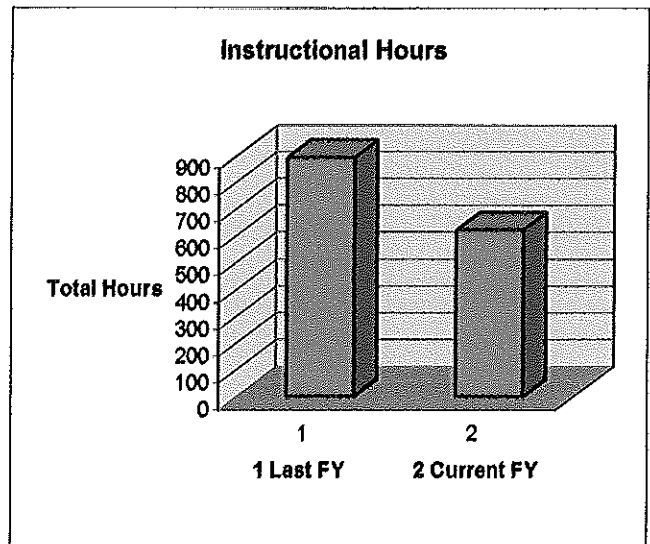
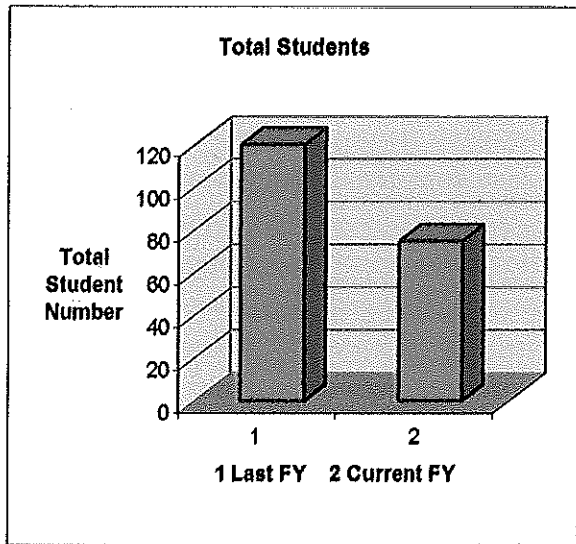
**English Language and Literacy Intensive (ELLI) Program Update.** ELLI started again this school year in late September. We were active at three elementary schools--Ruby Drive, Topaz, and Tynes--and we had a total of seventeen tutors working with more than 200 grade school students. Elli is through for the summer and will begin again in the fall.

**Federal Work Study (FWS).** Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY have been very strong. We have already renewed our FWS contract with Cal State Fullerton and Western State for FY 2007/08.

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

Placenta Library Literacy Services  
Report of Growth and Progress

	July 06-07	July 07-08	YTD 06-07	YTD 07-08
<b>Tutors</b>				
Adult	31	33	31	33
Teen	32	31	32	31
Hours Instruction	892	622	892	622
Other Volunteer Hours	120	80	120	80
Total Hours	1,012	702	1,012	702
<b>Training Workshops</b>				
Workshops Held	1	1	1	1
Tutors Trained	10	10	10	10
<b>Students</b>				
With Adult Tutors	88	41	88	41
With Teen Tutors	32	34	32	34
In Groups	0	0	0	0
Total Active Students	120	75	120	75
<b>Families for Literacy</b>				
Family Students	5	5	5	5
Family Tutors	5	5	5	5
Hours of Instruction	60	60	60	60
<b>ELLI Program</b>				
K-6th Grade Students	0	0	0	0
Tutors for K-6th Grade	0	0	0	0
Hours of Instruction	0	0	0	0
<b>Homework Clubs</b>				
On-Site: Students	0	0	0	0
On-Site Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
H.I.S. House Students	0	0	0	0
H.I.S. House Tutors	0	0	0	0
Hours of Instruction	0	0	0	1,171
Topaz Students	0	0	0	0
Topaz Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
Kraemer Students	0	0	0	0
Kraemer Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
<b>Total Tutors</b>	63	64	63	64
<b>Total Students</b>	120	75	120	75
<b>Total Instruction Hours</b>	892	622	892	622







TO: Elizabeth Minter, Library Director

FROM: Mary Strazdas, Librarian

DATE: August 20, 2007

SUBJECT: Reference and Adult Services report for July, 2007

- There were two Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. There was also a book display about genealogy. On one side of the trough we featured books about grilling, including webliographies/bibliographies to celebrate National Culinary Arts and Grilling Month. On the other side we included our new Playaways. These recorded books come in MP3 players smaller than a pack of cigarettes; about 1/3 of the titles were already reserved when the display went up. Their convenience should make them very popular. Patrons will only need to supply earphones, and can enjoy listening on their home computers, in their cars, or simply by plugging in to the players.
- There were no programs held during July.
- Upcoming confirmed programs include "Genealogical Database Help" on Tuesday, September 18, presented by Caroline Rober from the Genealogical Society of North Orange County California (GSNOCC); "Animal Care" on Thursday, October 25, with Dr. Paul Evans; a yet-unnamed class taught by GSNOCC as part of a series done in different libraries on Tuesday, October 30; "Mastering Midlife" with Dr. Jerry Binder on Monday, November 5; "A Child's Christmas in Wales" on Thursday, December 20; and "True Stories and Other Lies", with Dr. Joseph Arnold, date still to be determined, in January.
- Mary Strazdas attended an Infopeople workshop on July 30 called "Stimulating Creativity."

Statistical Comparisons at the Reference Desk  
July FY 2007/2008

	2006	2007	YTD 06-07	YTD 07-08
Phone Reference Questions	151	167	151	167
Desk Reference Questions	1,354	4,485	1,354	4,485
E-Mail Reference Questions	0	4	0	4
Ready Reference	30	30	30	30
Instruction	139	135	139	135
Computer Use	3,294	3,318	3,294	3,318
Reference Books: In-Library Use	4,133	4,233	4,133	4,233
Patron Database Signups	177	N/A	177	N/A

TO: Elizabeth Minter, Library Director

FROM: Gary Bell, Librarian *GB*

DATE: August 20, 2007

**SUBJECT: History Room report for July**

History Room visitors in July: fiscal year: 2006-2007: 1

History Room visitors in July: fiscal year: 2007-2008: 6

The History Room has received a donation of 12 El Dorado High School football programs from the 1980s and 1990s.

An article on our volunteer Larry Cummings appeared in the Placentia News Times.

An obituary search was conducted for the name Margaret Sims.

Leonora Pierotti contacted the History Room concerning historic photos and materials in her possession that she would like to donate to us. I sent her a follow up letter and a meeting with her regarding her donation is pending.

A patron requested a Yorba Middle School yearbook.

Local author Jo Ann de Matteo inscribed her book for the local author display.

Marge Boelman requested historic photos for the donor reception.

Edna Ruiz wanted to know where the Helen Gilmore Bowen ranch was located. A photo was located in our files. Ms. Ruiz obtained a library card and checked out Virginia Carpenter's book and others on local history.

The history committee met with both Eddie Castro and Phil Giralдин regarding the revision of the 1938 flood DVD. Filming has taken place and the revised product is in the hands of the videographer for final editing.

Work continues on the categorization and filing of photographs and materials in the local history archives. There are approximately 4,500 photographs in our collection, 200 of which will soon be appearing online at Calisphere and the Online Archive of California. Also the digitization of our local newspaper has begun with several years in the 1920s having been sent away for processing.



**Placentia Library District**

On-line Database usage - July 2007

	July 2008	July 2007		Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D change
Chilton Library (Automobiles)	1	-		1	-	n/a
General Reference Center	78	94		78	94	(16)
Opposing Viewpoints	28	50		28	50	(22)
Newsbank -Newspaper search	108	25		108	25	83
Newsbank -Magazine search	0	0		0	0	0
L.A Times	6	2		6	2	4
Wall Street Journal	5	0		5	0	5
Heritage Quest	7689	1673		7689	1673	6016
Learning Express (Learn a test)	9	3		9	3	6
Novelist	3	44		3	44	(41)
Tumblebooks	424	69		424	69	355
MorningStar	182	-		182	-	n/a
Value Line	1498	-		1498	-	n/a

LIBRARY WEBSITE TRAFFIC FOR THE PERIOD JUNE 2006 THROUGH JULY 2007

	Jun06	Jul06	Aug06	Sep06	Oct06	Nov06	Dec06	Mar07	Apr07	May07	Jun07	Jul07	Y-T-D	Average
Unique visitors	1,822	1,865	1,910	1,832	2,035	2,032	1,926	2,569	2,388	2,301	2,218	2,336	25,234	2,103
Number of visits	2,966	2,987	3,135	3,062	3,469	3,441	3,056	4,317	4,000	3,925	3,742	3,864	41,964	3,497
(visits per visitor)	1.62	1.60	1.64	1.67	1.70	1.69	1.58	1.68	1.67	1.70	1.68	1.65		1.66
Pages visited	15,091	16,047	15,571	18,913	23,774	22,888	17,544	20,338	18,835	19,422	17,373	22,980	228,776	19,065
(pages per visit)	5.08	5.37	4.96	6.17	6.85	6.65	5.74	4.71	4.70	4.94	4.64	5.94		5.48

**Pages most viewed**

Application for library card	69	40	46	0	0	0	62	0	57	44	99	27	444	37
Borrowing library materials	136	116	538	122	216	157	96	164	135	117	110	130	2,037	170
Calendar	298	228	408	252	187	125	2	174	122	109	226	170	2,301	192
Catalog	502	662	673	628	820	1,119	810	491	604	301	468	503	7,581	632
Community links	70	75	85	53	71	55	51	66	57	59	64	44	750	63
Contact Us	122	108	140	108	150	207	118	150	162	169	159	167	1,760	147
Frequently Asked Questions	223	255	313	266	265	189	183	242	261	233	235	254	2,919	243
Home page	10,915	12,657	11,394	14,827	18,988	18,073	13,739	14,543	13,008	13,856	12,760	17,236	171,996	14,333
Kids page	233	111	191	277	155	238	401	206	178	199	317	209	2,715	226
Literacy services	57	71	106	70	122	72	42	77	83	72	58	76	906	76
Passport applications	214	197	205	182	241	175	178	546	444	311	317	324	3,334	278
Photos (pick of the pics)	n/a	n/a	126	141	173	135	96	159	115	85	92	126	1,248	125
Searching for information	332	385	37	474	543	642	381	670	626	728	424	451	5,693	474

## Placentia Library District

TO: Elizabeth Minter, Library Director  
FROM: Vernon Napier, Technical Services Manager  
DATE: August 15, 2007  
SUBJECT: **Technology Report for July 2007**

2/7

- Received training in the Library's telephone system.
- Met with two different representatives offering to supply us with RFID tags and associated equipment.
- Upgraded 5 public PCs; updated and rearranged the remaining 21.
- Attended meeting at Downey Public Library to discuss continued subscription of downloadable ebooks service.
- Met with website consultants.
- Set up new PC and telephone in Volunteer Coordinator's new room. Also arranged for laying of carpet tiles





**pacific clippings**

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

Placentia News  
Weekly JUL 0 5 2007

**BRIEFLY**

**Library receives grant for literacy programs**

The Draper Family Foundation presented the Placentia Library with a \$10,000 grant earlier this month. This was part of the "Helping Kids Achieve" program established in 2004.

All literacy programs and services are available to the community for free. For infor-

mation on enrolling in the program, call the library at 714-524-8408 ext. 213.

**pacific clippings**

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

The Register  
Daily JUL 0 7 2007

**331 PLACENTIA**

**Books on sale: Got a dime?**  
There may be a used paper-back waiting for you at the Placentia Library on Sunday. The Placentia Library Friends Foundation will be holding a used book sale from 11 to 4 p.m. Discounts vary depending on the book, but hardcover books can be as much as 90 percent off. There will be everything from fiction to nonfiction. Enter the library from the loading dock in the parking lot, 411 E. Chapman Ave. For information call 714-528-1925.

Heather McRea  
714-704-3791 hmcree@ccregister.com

**pacific clippings**

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

The Register  
Daily JUL 0 9 2007

**LESS EVENT FUNDING PLACENTIA**

The city will help with the annual Taste of Placentia and Las Posadas and Tamale Festival, but as of now won't be contributing to a Cinco de Mayo community party.

The City Council has voted to give \$15,400 in in-kind services for the two events, or \$7,700 each.

"The downtown merchants have always pulled this off," Councilman Greg Sowards said.

"Now you have the Chamber (of Commerce) behind you. The chamber comes with a lot of bodies. I want to see them step up to the plate," Sowards said.

**pacific clippings**

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Placentia News  
Weekly JUL 1 2 2007

**BRIEFLY**

**Bookstore looking for volunteers**

The Placentia Public Library is looking for volunteers to staff the library's bookstore from 6 to 8 p.m. on Wednesdays and Thursdays.

Volunteers can also sign up as substitutes to fill in shifts as needed. For more information, call Nancy Lone-Tollefson at 714-524-7318.

All proceeds from the store go to providing services at the library.

**pacific clippings**

p m b 1 1 7 8 9  
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Placentia News  
Weekly JUL 1 9 2007

**332 Attention book lovers:** The Placentia Library is having a fundraiser at Barnes and Nobel in Fullerton.

Just get a flier or voucher from the library and take it to the store on July 28, or e-mail [AlsForAutism@roadrunner.com](mailto:AlsForAutism@roadrunner.com) for an electronic voucher.

The store will be giving the library a percentage of all sales and these funds will be used to benefit all the students who attend the Placentia-Yorba Linda Unified School District!

Funds will go for the literacy program's one-to-one tutoring and homework club.

While you're at Barnes and Nobel, watch for a book signing from 1 to 3 pm by Joanna Velasco for her book, "A Is For Autism."

Velasco was spotlighted in this column a few months ago and is an aide at George Key School.

Her book is a must to read to your own children to help them understand the children around them who have Autism. It also makes a great gift!

**pacific clippings**  
p m b 1 1 7 8 9  
santa ana, call. 92711  
132  
O.C. Metro  
Bi-Monthly JUL 1 9 2007

## Awards & Recognition

Shell & Wilmer LLP, a Newport Beach-based law firm, has been honored with a Community Cornerstone Award for its outstanding charitable contributions of Orange County United Way's annual Campaign Celebration. The firm raised \$137,771 for Orange County United Way and made a special foundation gift of more than \$100,000. Orange County Teachers Federal Credit Union has been named one of the 50 Best Small & Medium Companies to Work for in America. FUSCOE

Engineering has been awarded Habitat for Humanity of Orange County's Vision Builder Award. The Irvine-based firm has provided pro bono civil engineering design services for a number of Habitat for Humanity projects, including seven new townhomes in the city of Cypress. Assemblyman Todd Spitzer (R-Orange) has honored Rancho Santa Margarita-based Adventures in Advertising / The Stanley Group



Patrick Fuscoe (center) receives the Vision Builder Award. Also pictured are Habitat for Humanity's Sharon Ellis, executive director, and J.P. Kapp, chairman.

as the Small Business of the Year for the 21st District. Irvine-based KTOY GROUP, INC., Architecture and Planning, earned six Gold Nugget Awards for its site planning and architecture for attached, detached and affordable homes during the annual PGBC trade show. Donna St. Jean Conill, president of St. Conill Communications in Mission Viejo, received the Award of Distinction from the 13th annual Communicator Awards Print Competition, Oct.

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

Placentia News  
Weekly JUL 1 9 2007

### PROFILE

# Finding a way into job market

One Stop program helped Larry Cummings get a job at the Placentia Library.

BY REGINA TAHK  
CONTRIBUTING WRITER

332  
The Orange County One Stop program, funded by the U.S. Department of Labor, has been providing a more coordinated, customer-friendly, locally driven workforce development system since 1994.

Under the Workforce Investment Act of 1998, federal, state, county, local agencies and businesses have been collaborating in an effort to meet the needs of the employer and job seeker. Larry Cummings, a participant of the program, shared his experience working at the Placentia Library.

**Question:** How and why did you become involved in this program?

**Answer:** I became involved because I have some physical limitations and I have been out of the job market for seven years. Most senior citizens over 60 years old find it very difficult to enter the job market, so most look for part-time jobs. But One-Stop works with several organizations to put senior citizens in positions (that enable) them to learn new trades. You can learn a new trade for a period of nine to 12 months.

**Q:** What do you do at your job?

**A:** I am in the process of cataloging old Virginia Carpenter pictures and there are prob-

### Larry Cummings



Profession: Catalogs historical photos at the Placentia

Library  
**Background:** Stationed in Germany when the Vietnam War broke out

ably about 15 albums of pictures that I have to catalog and title. I put them in acid-free albums and I'll be doing that with all the old photos here at the Placentia library.

**Q:** What's the most enjoyable part of it?

**A:** Learning about the history of Placentia. I knew practically nothing about it when I

started here. Seeing all the old photographs and seeing how old they are - some are more than 100 years old - is another enjoyable aspect.

And, I enjoy immensely working with the volunteers here who are very knowledgeable and helpful.

**Q:** What are some aspects of the program that can be improved?

**A:** I think it is very good, but they need to be more one-on-one. They are probably understaffed like most government agencies and don't have the time to give the one-on-one attention. Another recent problem is the fact that we cannot work more than twenty hours a week. But I would like to work more - like 25 hours a week.

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

The Register  
Daily JUL 2 4 2007

### EX-OFFICIAL FIGURES INTO AUDIT PLACENTIA

The conduct of an indicted former Placentia official could play a crucial role in whether the city is asked to pay back millions of dollars to the California Department of Transportation, according to an internal city memo.

Caltrans Director Will Kempton told Placentia City Manager Bob Dominguez on July 6 that former Public Works Director Chris Becko's indictment on conflict-of-interest charges threw spending authorizations into question with Caltrans auditors.

The audit centers on Placentia's failed OnTrac agency that had tried to separate road and rail intersections.

### pacific clippings

p m b 1 1 7 8 9  
santa ana, call. 92711

The Register  
Daily JUL 2 4 2007

### PLACENTIA

Employee of the quarter: Maria Perez, city of Placentia administrative secretary, has been honored with the Employee Recognition Award. The program recognizes employees whose work in city services has been outstanding.

Adam Townsend  
714-704-3116 atow@ocregister.com

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

The Register  
Daily JUL 1 9 2007

## Rail plan may haunt Placentia

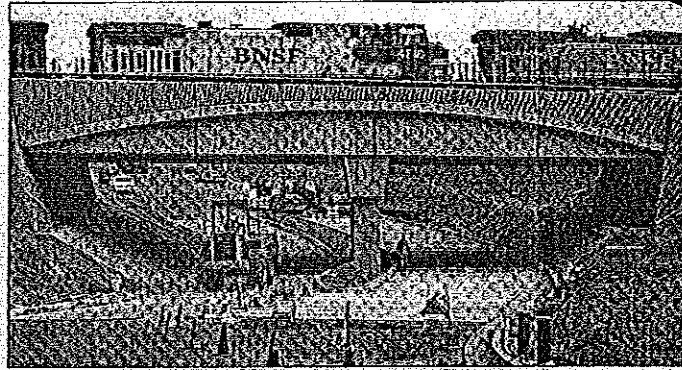
Spitzer says city will owe Caltrans millions in refunds for OnTrac project.

Placentia officials had an ambitious plan: to build a trench through town for railroads so trains and motorists wouldn't cross paths.

Last year, the city ditched the OnTrac plan.

On Wednesday, Assemblyman Todd Spitzer, R-Orange, said he was briefed by the Caltrans director and predicted the city will have to refund the agency millions of dollars after Caltrans finishes an audit.

City officials say they've heard nothing from Caltrans about accusations of mis-spending. LOCAL 1



FILE PHOTO: BRUCE CHAMBERS, THE ORANGE COUNTY REGISTER

**BRIDGE:** A street underpass was built in Placentia as part of the OnTrac project. City staff members had a meeting scheduled with Caltrans auditors for Tuesday, but it was postponed until August.

## ONTRAC

FROM PAGE 1

lump sum," the assemblyman said, adding that he would help ensure Placentia has enough time to pay back any money owed.

Spitzer said it was unclear how the money may have been mispent by the city, which already has financial troubles.

In 2004, Spitzer and a county supervisor called for an OnTrac audit.

Councilman Greg Sowards tempered Spitzer's comments.

"No public agency is in the business of putting another public agency out of business," he said.

Terrence Beaman, hired last year as Placentia's finance director, said Spitzer's comments were premature and that he was confident all city spending had been appropriate.

"The city is going to vigorously fight whatever the (negative) findings are, because we didn't do anything wrong," Beaman said.

Placentia will have 80 days to dispute the findings, then Caltrans has 80 days to respond.

Caltrans spokesman Matt Rocco said he couldn't comment, because the audit was incomplete.

Spitzer said he learned from Kempton that the Caltrans audit, which started more than a year ago, was launched at the behest of the Federal Highway Administration and focused on \$96 million in state and federal funds for OnTrac.

Placentia Councilman Scott Brady said Spitzer was prematurely talking about the audit to give the appearance that he was holding government agencies accountable.

"That's pretty irresponsible," Brady said. "Instead of going to the city, (Caltrans) is going to assemblymen. How do you react to something when you don't know the facts? (Spitzer) is hurting our city."

Spitzer said he is disheartened that his concerns three years ago may now be substantiated.

"If the city is ordered to reimburse the state and federal government for OnTrac expendi-

tures, then we will know who was acting irresponsibly," he said.

OnTrac was a city-run program that would have overseen the lowering of train tracks into a trench through town. Officials hoped the project, which would have cost more than \$500 million, would alleviate traffic congestion, vehicle-train accidents and train noise.

By the time the city abandoned OnTrac last year, more than \$50 million had been spent on it. The city got an underpass built with some of the funds and had work completed on the nearly implemented Quiet Zone, in which safeguards were added so trains don't have to blow whistles at intersections.

Former City Manager Bob D'Amato and former Public Works Director Chris Becker have been indicted on conflict-of-interest charges linked to OnTrac.

Townsend reported from Orange County. Joseph reported from Sacramento.

CONTACT THE WRITER: bjooseph@ocregister.com

# Transit fine may total millions

Placentia officials deny a lawmaker's claim that they mispent money on a rail project.

BY ADAM TOWNSEND  
AND BRIAN JOSEPH  
ORANGE COUNTY REGISTER

SACRAMENTO • Placentia will owe the California Department of Transportation millions of dollars for state and federal funds spent on the failed OnTrac project, an Orange County lawmaker said Wednesday after meeting

with Caltrans director.

Council members and city staff members said they hadn't received any Caltrans documents and denied any mispending.

Assemblyman Todd Spitzer, R-Orange, said he met with Caltrans Director Will Kempton on Wednesday to discuss the agency's audit of the failed project to separate train tracks and roads.

Kempton declined to give a dollar amount, but Spitzer said he believes the city's finances are in grave danger.

"The fines that will be leveled against Placentia will be in the millions of dollars. It clearly will be in the millions of dollars," Spitzer said.

"My belief is the dollar amount is so significant... this fine could theoretically bankrupt the city if they have to pay it all back in one

### Financial woes

When OnTrac disbanded last year, Placentia assumed the city agency's \$16 million debt. The city was able to cover \$11 million of the amount. It is erasing the rest by raising fees and cutting services.

SEE ONTRAC • PAGE 3

**pacific clippings**

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Yorba Linda Star  
Weekly JUL 19 2007

# Students are learning by doing

**F**or the students in Kathy Carter's Adult Transition Class at GEORGE KEY SCHOOL, learning job skills is very hands-on.

At Alicia's Cookery, Catering & Gift Pantry in Brea, you can find these students working hard and learning very important skills such as dressing appropriately for work and sanitation regulations in the food industry, and the students come away with an appreciation for the foods of different cultures.

Our district makes sure that all learners have the opportunity to reach their potential and at George Key School, this is where it happens.

At Alicia's, the students are supervised by other employees at the restaurant.



**CORINNE GRIFFITHS ON CAMPUS**



Only those students who show enough determination and have a recommendation from Instructional Tech Jim Uranga at Key School are able to participate in this project.

Once approved, they are fortunate to be able to work at a place like Alicia's, where the owners and customers appreciate the hard work of these special students.

Alicia has helped these students for the past 10 years.

Some of the jobs they are given are packing cookies, washing fruit, filling condiment bags and preparing the lunch bags.

One of the conscientious workers, Mitchell Marx, says he has a newfound love of Mexican music and hot sauce.

He takes his job very seriously.

As soon as he arrives at school on the days he works at Alicia's, he is ready and waiting for the bus to take him to work.

He has been known to make sure his co-worker Letitia Fernandez is ready on time.

There are some extra perks for this job, and the chocolate chip cookies are one of his favorites.

**AT WORK:** Mitchell Marx works at Alicia's Cookery, Catering & Gift Pantry in Brea.

For his birthday, Alicia even baked him a special gourmet cake!

That is a memory he will never forget.

Attention book lovers: The Placentia Library is having a fundraiser at Barnes and Nobel in Fullerton.

Just get a flier or voucher from the library and take it to the store on July 28, or e-mail [AlsForAutism@roadrunner.com](mailto:AlsForAutism@roadrunner.com) for an electronic voucher.

The store will be giving the library a percentage of all sales and these funds will be used to benefit all the students who attend the Placentia-Yorba Linda Unified School District!

Funds will go for the literacy program's one-to-one tutoring and homework club.

While you're at Barnes and Nobel, watch for a book signing from 1 to 3 pm by Joanna Velasco for her book, "A is For Autism."

Velasco was spotlighted in this column a few months ago and is an aide at George Key School.

COURTESY OF JIM URANGA



COURTESY OF JACK KOTZ

Her book is a must to read to your own children to help them understand the children around them who have Autism. It also makes a great gift!

**VALENCIA HIGH SCHOOL'S 2007 Tiger of the Year Patricia Wildener** missed her own high school graduation to participate in the National Chemistry Olympiad Study Camp at the U.S. Air Force Academy in Colorado.

She was invited to the two-week camp as one of the top 20 Chemistry students in the

**LIFE EXPERIENCE:** Letitia Fernandez learns her way around the workplace at Alicia's Cookery, Catering & Gift Pantry in Brea.

COURTESY OF JIM URANGA

**WINNERS!** National Chemistry Olympiad Study Camp winners and mentors are, from left: Will Lynch, Kara Pezzi, Justin Koh of Bakersfield, VHS's Patricia Wildener, Brian Lee of Northridge, Sophia Ismailov of New Jersey, Matthew Nubbe of Alabama, Kenneth Brewer of Utah and Jack Kotz.

nation, and she also attended this elite camp last year!

She was competing for one of four slots available to the United States for the international competition to be held in Moscow later this year.

Although she didn't get one of the four slots, she was selected as an alternate, which is the best that anyone from Orange County has ever done.

This is an incredible accomplishment for a phenomenal young lady who not only excels in Chemistry but also graduated with an International Baccalaureate diploma

and is a national and international baton twirling champion in singles and in doubles with her sister Michelle.

She will be attending Massachusetts Institute of Technology in the fall on an academic scholarship. Her proud Valencia Chemistry teacher is Brent Shenton.

Corinne Griffiths, a retired sixth-grade teacher from the Placentia-Yorba Linda Unified School District, covers our students' accomplishments. Fax items to 714-970-1626 or e-mail to [CorinneGriffiths@aol.com](mailto:CorinneGriffiths@aol.com).

# Failed O.C. rail project still costs

Placentia's OnTrac is defunct, but an audit by the state may result in an order for reimbursement.

By GARRETT THEROLF  
AND CHRISTIAN BERTHELSEN  
Times Staff Writers

Already at the brink of bankruptcy, Placentia may now owe Caltrans millions for the improper use of funds allocated to an ill-fated plan to improve rail corridors.

A multimillion-dollar assessment could be a crippling blow to a city that has already gone \$6 million in debt because of the failed \$650-million project.

Assemblyman Todd Spitzer, a former Orange County supervisor, was briefed by Caltrans officials Wednesday and said that although he was not told how much the state might seek from

the northern Orange County city, he believed it could be enough to bankrupt Placentia if the state asked for the money in a lump sum.

"At the end of the day, I think it's going to be in the millions, and the question is what repayment schedule we're going to work out," said Spitzer (R-Orange). "A lump sum would bankrupt Placentia. They should be given a work-out schedule."

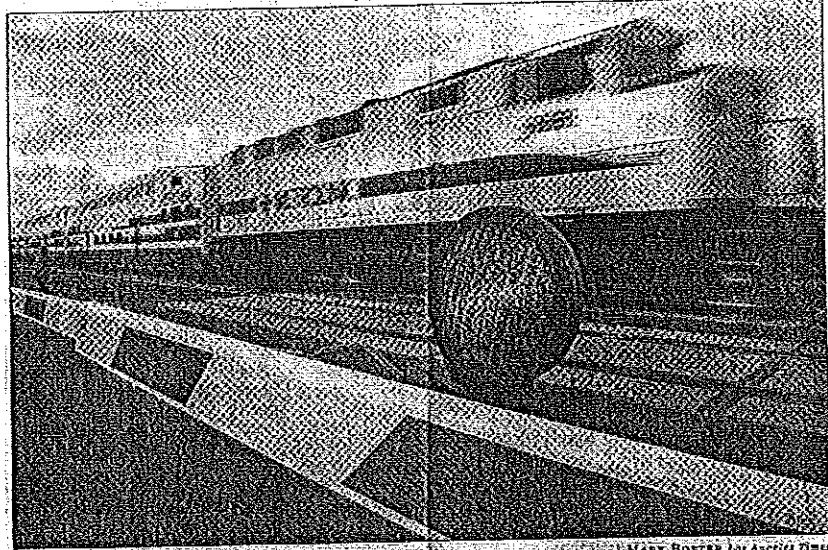
The so-called OnTrac project, launched in 1998 and since shelved, was supposed to reduce the negative effects of busy railroads but instead dragged Placentia into a financial tailspin. In the end, it resulted in criminal charges against its former city manager and public works director — two chief boosters of the rail venture.

"Obviously, we don't have the wherewithal to come up with any money — let alone millions of dollars," said Councilman Scott Brady, who said he had not been briefed on the draft Caltrans audit.

The audit was scheduled to be presented July 24, but has been moved to September, Spitzer said.

In past years, the rail initiative forced the city to sell park land, float bonds and slash city spending. Town leaders even considered eliminating its Police

[See Placentia, Page B7]



MARK BOSTER FOR LOS ANGELES TIMES

**CROSSED UP:** Placentia had big plans for the rail traffic through the city, including crossing upgrades. The project foundered, but the city is now a quiet zone, so no train horns need to be blasted.

## Doomed OnTrac may still be expensive for Placentia

[Placentia, from Page B1]  
Department. Because of those desperate measures, Mayor Constance Underhill said Placentia would probably be unable to liquidate any additional assets to pay the Caltrans tab.

"I think all our departments are already squeezed as far as they can go," she said.

The OnTrac project was shelved last year after it failed to receive federal funding and the city ran out of money to keep it afloat.

Former Public Works Director Christopher Becker and former City Manager Robert D'Amato face felony conflict-of-interest charges in connection with their work on the project. Both have denied wrongdoing. They are scheduled for a pretrial hearing in October.

City planners wanted to build 11 overpasses and lower five miles of Burlington Northern Santa Fe Railway tracks into a concrete trench. They had hoped the project would revitalize the city's Old Town district, reduce noise and improve the movement of cargo to and from the ports of Los Angeles and Long Beach.

A large chunk of state money was used to buy private property to make room for the project and to fund the initiative's lone suc-

cess story — the \$18-million Melrose Street underpass. The city also spent more than \$8 million for a passel of consultants, including video producers, lobbyists, public relations experts, the project director and various advisors.

Councilman Greg Sowards said the Caltrans assessment — which he'd heard could be as much as \$12 million — was communicated to the city through a July 8 meeting with City Manager Robert C. Dominguez.

Dominguez left for vacation the same day and could not be reached for comment. A Caltrans spokesman said the audit was ongoing and would not confirm the dollar figure.

City Council members expect the state agency to formally file its draft audit with Placentia by the end of the month, triggering a 30-day deadline for the city to respond.

"At this point, I think we're going to fight it," Underhill said. "If they waited all this time to say, 'Gee, you have to pay us back, I'm sorry, we could have cut the costs off way back then if we had known.'"

Spitzer said Caltrans appeared to have missed warning signs along the way and continued to fund or reimburse the city, even though it was clear some-

thing was amiss.

"The writing was on the wall that they knew something was awry in the city of Placentia because they were paying in excess of appraised values for property and billing Caltrans in excess of what they could legally bill," Spitzer said. "You would've thought those two factors alone would have caused Caltrans to pause and question what was going on."

Meanwhile, much of the land needed for underpasses has been bought and the lobbyists have been paid, but the train tracks are still above ground. The city has, however, become one of the first in Southern California to win a quiet-zone designation, meaning that train conductors will not have to sound their horns as they approach and cross intersections in town.

Roughly 60 trains a day pass through — a number that is expected to triple in the next decade — and the noise has been a long-running irritant.

Still, the OnTrac fiasco has left some jaded.

"We're basically right where started a decade ago," Brady said.

garrett.therolf@latimes.com  
christian.berthelsen@latimes.com

# DISTRICT WANTS \$195 MILLION BOND

School board votes  
on new bond  
measure Aug. 28.

BY REGINA TAHK  
THE ORANGE COUNTY REGISTER

Placentia-Yorba Linda Unified School District officials Tuesday presented the school board with a plan to spend a proposed \$195 million bond measure on specific facility and curriculum improvements.

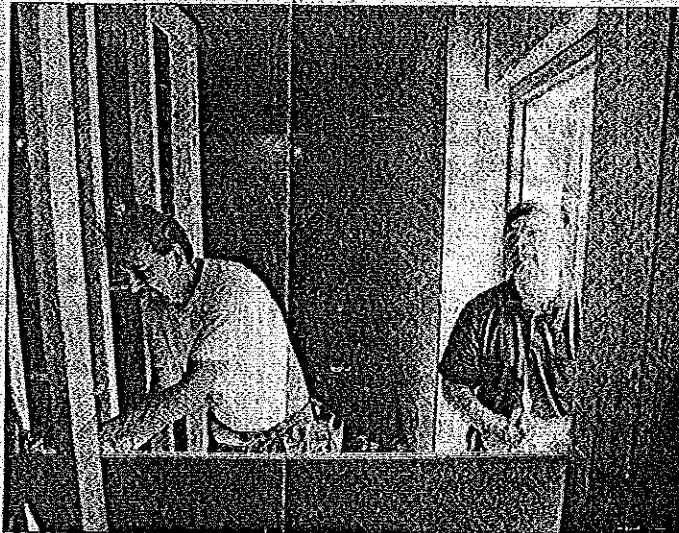
The new measure would modernize existing schools that didn't receive funding from Measure Y, the district's previous bond measure that built several new schools and renovated more than 20. Other improvements would include the construction of performance venues, improvements in the district's technology infrastructure and development of vocational programs.

"We try to have a pretty close ear to the ground," said Superintendent Dennis Smith. "These are the things that touch students directly. I think we have the right improvements."

The bond measure plans to acquire \$195 million locally. Smith said he expects state funds would net an additional \$12 million.

The current funding distribution would allocate about \$30.5 million to technology improvements, \$10.5 million to career education, \$80.7 million to modernizing schools and \$85.3 million to building new student facilities.

Board members were en-



ROD YEAL, STAFF PHOTOGRAPHER

**CONSTRUCTION:** Jerry Santos, left, Job Suarez, right, and Steve Solferino, in the background, put drywall in a classroom being retrofitted for the Valencia High School's construction classes. Some money from a proposed bond measure would continue to develop vocational programs.

## Distribution of funds

- Student facilities: \$85.3 million
- Modernize schools: \$80.7 million
- Technology infrastructure and class materials: \$30.5 million
- Career-education curriculum and facilities: \$10.5 million

## MORE ONLINE

Would you support a new school bond? Vote at [www.ocregister.com/placentia](http://www.ocregister.com/placentia).

thusiastic about the plan, but had some concerns about explaining the new measure to voters who have already paid \$102 million for Measure Y.

"I think we need to be prepared to explain (it) to the public," said Board President Jan Wagner.

Bond money would renovate 62 restrooms at 23 schools, improve 124 classrooms at 12 schools, replace outdated heating, ventilation and air-conditioning units at eight schools, and elevate school safety by placing more fencing, lighting and walkways.

The measure will also support the renovation of Bradford Stadium and the construction of a new district stadium. Bradford Stadium is the only stadium in the district.

Officials are uncertain where the new stadium would be established, but plans call for building a performance venue at Esperanza High School, a pool at the new Yorba Linda High School and a music hall at El Dorado High School, among other facilities.

The technological improvements will provide not only network access to school from

home, but also buy digital classroom materials and strengthen network security.

PYUSD Facilities Director Mike Bailey said all the proposed improvements were based on input from teachers, staff and students.

"We told them, we're not making a wish list, we're not making a want list, we're asking what you need to make the optimal teaching environment for these children," he said.

The school board is expected to decide Aug. 28 on whether to put the issue to the voters on the February ballot.

**pacific clippings**  
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Placentia News  
Weekly JUL 26 2007

## Negotiations for old Town development begin

TOD and city start hashing out a contract.

By ADAM TOWNSEND  
STAFF WRITER

City Council authorized city staff to begin negotiations last week with Old Town developer TOD Properties for an agreement on a development project.

TOD Properties has a number of south Placentia properties in escrow and has been paying for the city's architects and consultants for the project in anticipation of the agreement.

City Spokeswoman Traci Stubbler said that the firm currently has an exclusive negotiating agreement with the city, meaning the city won't go find another developer while TOD is preparing for the development.

Once the City Council approves a development contract, TOD Properties can start building.

"With the entitlements scheduled to be in effect next year, it's about time to start these negotiations," said TOD Manager Rick Kreuzer. "They take a while to put together."

The city has yet to approve the spe-

cific plan for the proposed mixed-use, retail-residential development, while TOD Manager Rick Kreuzer needs to line up investors to raise the estimated \$40 million needed for the project.

Both parties must complete these tasks before either signs any contract, Councilman Scott Brady said.

"It's not going to be something that's done and over within 30 days," said Development Services Director Ray Pascua. "We're hoping to be pretty far into it by the end of the calendar year. (Negotiations) are more in the realm of how this project is going to be funded."

In the spring, the council sent the initial specific development plan back to the civil engineering company contracted to draw it up. Members worried that the zoning map the planning firm provided didn't allow for enough retail space, which would generate sales tax to offset the cost of city services the area requires.

City staffers say they expect the revised plan to come before the council near the end of the year.

## CERT starts training

Placentia starts  
emergency training  
program Sept. 13.

By ALEX NORBY  
CONTRIBUTING WRITER

The city starts its next Community Emergency Response Team (CERT) training course this fall. The seven-week program will teach participants

how to prepare prior to a disaster and to know what to do during and immediately after a disaster.

CERT trainees will meet every Thursday evening beginning Sept. 13. Orange County Fire Authority representatives, Placentia's emergency management coordinator and Placentia Police personnel teach the courses about disaster preparedness, fire suppression and safety assess-

ment, disaster medical operations, light search and rescue, care and shelter, psychological counseling and terrorism education.

For more information, call Traci Stubbler in the city's Administration Department at 714-993-3117, or Nilda Berndt with the Placentia Police Department at 714-993-8225, or visit the "Emergency Preparedness" link at [www.placentia.org](http://www.placentia.org).

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Placentia News  
Weekly JUL 26 2007

# Placentia may have to pay millions to Caltrans

## Assemblyman Spitzer: Audit may find city's OnTrac misspent funds.

BY ADAM TOWNSEND AND  
BRIAN JOSEPH  
STAFF WRITERS

Placentia will owe the California Department of Transportation millions of dollars for state and federal funds spent on the failed OnTrac project, an Orange County lawmaker said May 18 after meeting with Caltrans' director.

Council members and city staff members said they hadn't received any Caltrans documents and denied any misspending.

Assemblyman Todd Spitzer, R-Orange, said last week he met with Caltrans Director Will Kempton on Wednesday to discuss the agency's audit of the failed project to separate train tracks and roads.

Kempton declined to give a specific dollar figure, but Spitzer said he believes the city's finances are in grave danger.

"The fines that will be levied against Placentia will be in the millions of dollars. It clearly will be in the millions of dollars," Spitzer said.

In 2004, Spitzer and a county supervisor called for an OnTrac audit.

"My belief is the dollar amount is so significant, this fine could theoretically bankrupt the city if they have to pay it all back in one lump sum," said the assemblyman, adding that he would help ensure Placentia has enough time to pay back any money owed.

According to an internal city memo, the conduct of an indicted former official from Placentia could play a crucial role in whether the city is asked to pay back the California Department of Transportation millions in grant money.

Kempton told Placentia City Manager Bob Dominguez earlier this month that former Public Works Director Chris

Becker's indictment on conflict of interest charges threw spending authorizations into question with Caltrans auditors.

Dominguez said Monday he couldn't comment any more specifically on the nature of the misspending because he has not yet received audit documents and currently no meeting had been scheduled as of Monday by Caltrans to review them.

Councilman Greg Sowards tempered Spitzer's comments last week.

"No public agency is in the business of putting another public agency out of business," he said.

Terroncé Beaman, hired last year as Placentia's finance director, said last week Spitzer's comments were premature and that he was confident all city spending was appropriate.

"The city is going to vigorously fight whatever the (negative) findings are, because we didn't do anything wrong," Beaman said.

Placentia will have 30 days

to dispute the findings, then Caltrans has 30 days to respond.

Caltrans spokesman Matt Rocco said last week he couldn't comment because the audit was incomplete.

Spitzer said he learned from Kempton that the Caltrans audit, which started more than a year ago, was launched at the behest of the Federal Highway Administration and focused on \$36 million in state and federal funds for OnTrac.

Placentia Councilman Scott Brady said last week Spitzer was prematurely talking about the audit to give the appearance that he was holding government agencies accountable.

"That's pretty irresponsible," Brady said. "Instead of going to the city (Caltrans) is going to assemblymen. How do you react to something when you don't know the facts? (Spitzer) is hurling our city."

Spitzer said he is disheartened that his concerns three years ago may now be substantiated.

"If the city is ordered to reimburse the state and federal government for OnTrac expenditures, then we will know who was acting irresponsibly," he said.

OnTrac was a city-run program that would have overseen the lowering of train tracks into a trench through town. Officials hoped the project, which would have cost more than \$500 million, would alleviate traffic congestion, vehicle-train accidents and train noise.

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Former City Manager Bob D'Amato and former Public Works Director Chris Becker have been indicted on conflict-of-interest charges linked to OnTrac.

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The Register  
Daily AUG 02 2007

### DIG PLANS FOR LIBRARY PLACENTIA

The Placentia Library District has put together a plan to almost double the library building's floor space, increase its collection by 75 percent and improve the technology available to its patrons over the next five to eight years.

An Aug. 20 public hearing will be one of the first steps in a \$22.2 million plan to improve library facilities.

Library Director Elizabeth Minter said that she didn't expect the goals to be completed for another five to eight years. But she said it was possible the library board would put a tax proposal on the ballot to fund upgrades, aside from soliciting donations and using developer fees.



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The Register  
Daily JUL 28 2007

**GARDEN EVENTS**

**California Friendly Garden Contest Awards:** 6 p.m. July 28 at Roger's Gardens, 2301 San Joaquin Hills Road, Newport Beach. The event includes a Great Park presentation by environmental ecologist Steven Handel. Contestants are vying for \$4,000 in prizes and bragging rights to the best garden in Orange County. 949-640-5800 or [www.rogersgarden.com](http://www.rogersgarden.com).

**Self-watering container/Jardinere System class:** 11 a.m. July 28 at The Plant Stand, 2972-A Century Pl., Costa Mesa. Class led by gardening experts. Pottery sale all day. 714-966-0797. [www.plant-stand.com](http://www.plant-stand.com).

**UCI Arboretum Plant Sale:** 9 a.m.-noon July 28 at the UCI Arboretum on the UCI North Campus. Sale features unusual perennials, potted bulbs and succulents. Plants such as Gloriosa lily, Crocosmia, cape sky flower, spider crinum and others on sale. Free admission. 949-824-5833.

**August in the Garden with Ron Vanderhoff:** 9 a.m. July 29 at Roger's Gardens, 2301 San Joaquin Hills Road, Newport Beach. A monthly series for avid gardeners to learn practical information about local soils, climate and plant palette. Extensive, detailed instructional literature will be distributed to attendees. 949-640-5800 or [www.rogersgardens.com](http://www.rogersgardens.com).

**Orange County Branch of the Cymbidium Society of America** monthly meeting, 7 p.m. social hour; 8 p.m. meeting Aug. 8 at the Garden Grove Community Meeting Center, 11300 Stanford Ave., Garden Grove. Harry Phillips, from Andy's Orchids, will demonstrate how to mount orchids. Free. Visitors welcome. 714-991-8661.

**"Energy, Fantasy and Forum,"** 7:30 p.m. Aug. 9 at Friendship Auditorium, 3201 Riverside Dr., Los Angeles. Presentation by Professor Chip Sullivan about energy efficient garden planning with an emphasis of seeing the garden as art and places of spiritual renewal. Hosted by the Southern California Horticultural Society. Free. 323-650-2209 or [www.socahort.org](http://www.socahort.org).

**Choosing the Perfect Fountain for Your Yard:** Seminars at 11 a.m. and 3 p.m. Aug. 11 and 12 at The Garden Gallery, 403 W. Chapman Ave., Orange. Landscape experts will be on hand to help participants in fountain selection. Bring a photo of your yard. Free. 714-516-9337 or [www.theggallery.com](http://www.theggallery.com).

**Tri-Counties African Violet Society** monthly meeting, 1:30 p.m. Aug. 12 at East Anaheim Hills Community Center, 8201 E. Santa Ana Canyon Rd., Anaheim. Topics are separating babies from the mother leaf and potting techniques. Free. Public is welcome. 714-281-4339.

**Southern California Orchid Society** monthly meeting, 1 p.m. social hour; 2 p.m. Aug. 12 at the Placentia Library, 411 E. Chapman Ave., Placentia. Guest speaker is Merle Robboy, M.D., on Brazilian Orchids. Free. 714-991-8661.



SAFETY COMMITTEE MEETING  
JULY 28, 2007  
MINUTES

I. Call to Order: 11:25 A.M.

Members Attending: Katie Matas  
Wendy Goodson  
Caroline Gurkweitz  
Esther Guzman

II. Old Business

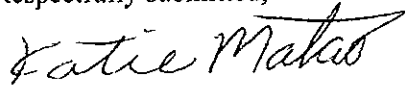
1. The fire extinguishers were checked by Katie Matas on July 26, 2007.
2. "First aid" and "Everyday Ergonomics" handouts were distributed at the July 11, 2007 staff meeting.

III. New Business

1. The soap dispenser in the Girls' restroom in the Children's Department was replaced.

The next meeting will be August 22, 2007 at 11:00 A.M.

Respectfully submitted,



Katie Matas



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
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Public Hearing on the Fines & Fees Schedule for Fiscal Year 2007-2008

**DATE:** August 20, 2007

**BACKGROUND:**

Attachment A is the Fines & Fees Schedule for Fiscal Year 2007-2008 as approved by the Library Board at its Regular Meeting on June 18, 2007, and scheduled for Public Hearing at the Library Board Regular Meeting on August 20, 2007.

The Notice of Public Hearing for the Proposed Fines & Fees Schedule for Fiscal Year 2007-2008 for the Placentia Library District was published in the *Placentia News Times* on August 16, 2007 and posted as a legal notice at the Library on August 9, 2007.

Library staff discovered that there were several errors in the Schedule that was submitted for legal notice. Staff is recommending to the Library Board that the Public Hearing be continued until the September 17, 2007 Library Board Meeting, and that staff be authorized to re-notice the Public Hearing with the corrected information.

**RECOMMENDATIONS:**

1. Continue the Public Hearing on the Placentia Library District Fines and Fees Schedule for Fiscal Year 2007-2008 until the September 17, 2007 Library Board Meeting.
2. Authorize the staff to publish a notice of the continuance of the Public Hearing and a copy of the corrected Proposed Placentia Library District Fines and Fees Schedule for Fiscal Year 2007-2008.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Fines & Fees Schedule  
**POLICY NUMBER:** 6035

### PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Effective October 1, 2007

Adopted August 25, 2003, Revised August 15, 2005, Revised September 17, 2007

#### FINES PER DAY

All Items ..... \$ .20

There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item was due, not from the end of the grace period.

**MAXIMUM FINE PER ITEM** ..... **MAXIMUM**  
All Items ..... \$ 10.00

**RESERVES & SHELF CHECKS** ..... **PER ITEM**  
All Items ..... \$ .50  
Interlibrary Loans, actual charges by lending library, plus postage, plus..... 5.00

#### LOST MATERIALS DEFAULT\*

Cataloged Adult & Children's Books .....	Item Cost + \$ 5.00 .....	\$ 20.00
Uncataloged Paperbacks .....	Item Cost + \$ 5.00 .....	5.00
Magazines/Pamphlets.....	No Processing Fee.....	3.00
Cassettes .....	No Processing Fee.....	10.00
CDs, CD ROMs & Videos.....	Item Cost + \$ 5.00 .....	15.00
Audio Books (all formats).....	Item Cost + \$ 5.00 .....	50.00

*\*Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

**SPECIAL SERVICES** ..... **PER ITEM**  
Library card replacement..... \$ 2.00  
Cleaning CD/DVD, next business day service..... 2.00  
Cleaning CD/DVD, expedited same day service ..... 5.00  
Fax per document (outgoing or incoming) plus \$ .10 per page ..... 2.00  
Laminating, per sheet ..... 1.00





Notary services, per signature .....	10.00
Photographs from Placentia History Room, per photo plus actual packaging, postage and/or shipping.....	7.50
Printing & Photocopy, black ink, per page, paid by cash or credit/debit card .....	0.15
Printing & Photocopy, black ink, per page, paid by Library Card deposit account .....	0.10
Printing & Photocopy, color, per page, paid by cash or credit/debit card.....	0.50
Printing & Photocopy, color, per page, paid by Library Card deposit account.....	0.45
Passport check preparation.....	5.00
Test monitoring, per exam .....	30.00

MULTIPURPOSE ROOM.....	PER DAY
Up to four hours .....	\$ 35.00
Additional hours, in four hour increments .....	35.00
Set-up & clean-up combination .....	30.00
Set-up fee .....	20.00
Clean-up fee .. ..	20.00

**SURCHARGES**

Returned check, up to 30 days .....	\$ 30.00
Returned check, 30th day and over: the greater of 3 times value of check or .....	100.00
Report to Collection Agency, per report .....	15.00

**DAMAGES**

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. *(Adopted by the Library Board of Trustees, January 18, 1993.)*



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Fiscal Year 2007-2008 Budget Hearing  
**DATE:** August 20, 2007

**BACKGROUND:**

The Fiscal Year 2007-2008 Budget for Fund 707 (General Fund) was presented to and reviewed by the Library Board at its June 18, 2007 Regular Meeting and scheduled for Public Hearing at the Library Board's Regular Meeting on August 20, 2007.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for Fiscal Year 2007-2008 for the Placentia Library District was published in the *Placentia News Times* on August 16, 2007 and posted as a legal notice at the Library on August 9, 2007. The Proof of Publication will be included with the General Consent Calendar for the September 17, 2007 Library Board Meeting.

Fiscal Year 2007-2008 Budget

The Orange County Budget Forms for Placentia Library District Funds 702 (Structural Repair), 703 (Automation Replacement), 706 (Bond Redemption), 707 (General Fund), and 708 (Sick Leave Payoff) are Attachment A.

Summaries of the Orange County forms and the General Fund budget are in Attachment B.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Budget for 2007-2008 Fiscal Year for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment C.

Budget Resolution

The Fiscal Year 2007-2008 Budget for all District Funds needs to be adopted by Resolution 08-02. (Attachment D)

**RECOMMENDATIONS:**

1. Conduct Public Hearing on the Budget for Fiscal Year 2007-2008 as published.
3. Finalize Placentia Library District Budget for all Funds for 2007-2008 Fiscal Year.
4. Motion to read Resolution 08-02 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2007-2008 Budgets for the Placentia Library District of Orange County.
5. Motion to adopt Resolution 08-02 by a roll call vote.
6. Authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Equipment  
FISCAL YEAR 2007-2008

At a meeting held on August 20, 2007, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the  
schedules for the Fiscal Year 2007-2008 in the amount of \$ 150,303 (from  
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the  
space provided below, the amount which may be adjusted to balance the total  
requirements and the available financing.

Adjust 5200 -- Appropriation for Contingencies

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: Betty Escobosa Chairperson: Al Shkoler  
(Please Print)

Richard DeVecchio, Ed.D. Gaeten A. Wood

Jean A. Turner

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870

ATTN: Mgr. Administrative Services Telephone: 714-528-1925, Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: 714-528-1925, Ext. 202

E-mail: administration@placentialibrary.org

COUNTY OF ORANGE  
Placentia Library - Equipment & Struct. Repair DISTRICT  
FISCAL YEAR 2007-2008

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (From Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_ (From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

*NA*

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Equipment & Struct. Repair DISTRICT

FISCAL YEAR 2007-2008

SCHEDULE FOR FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/06 (from last year's schedule, Line 4)	<u>114,429</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2006-2007	<u>30,247</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2006-2007	<u>( 123 )</u>
4.	Fund Balance - 06/30/07 (Line 1 + 2 - 3)	<u>144,553</u>
5.	Less: Total Reserves @ 06/30/07 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves <u>0</u>	
5B.	Other Reserves <u>0</u>	
5C.	Total Reserves (line 5A + 5B)	<u>( 0 )</u>
6.	Total Fund Balance Available 07/01/07 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	<u>144,553</u>

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203

COUNTY OF ORANGE  
Placentia Library - Equipment & Struct. Repair DISTRICT  
 FOR FISCAL YEAR 2007-2008  
 SCHEDULE FOR RESERVE REQUIREMENTS

	1 2006-2007 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2007-2008
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)	0	0	0	0
Other Reserves (Provide Detail):	0	0	0	0
TOTAL	0	0	0	0

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule for Fund Balance Available, Lines 5A and/or 5B.
- Record any decrease in reserves to Column 2. Post total of Column 2 to Schedule 16, Column 4, Cancellation of Reserves.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Increase or New Reserves.
- Reserves for 2007-2008 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203

Prepared by: (County) \_\_\_\_\_ Verified by: \_\_\_\_\_



SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2007-08

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)																																																																																			
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT																																																																																					
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED																																																																																				
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							Fund Identification Other Than District General Fund (12)																																																																																			
SUMMARY BY SOURCE (1)		Actual 2005-06 (2)	Actual 2006-07 (3)	Recommended 2007-08 (4)	Approved 2007-08 (5)	Approved 2007-08 (11)																																																																																				
TOTAL MEANS OF FINANCING							702 - PLACENTIA LIBRARY DISTRICT - EQUIPMENT & STRUCTURAL REPAIR FUND																																																																																			
<table border="1"> <thead> <tr> <th colspan="7">SUMMARY OF FINANCING REQUIREMENTS</th> </tr> <tr> <th colspan="2">SUMMARY OF FINANCING REQUIREMENTS (7)</th> <th>Actual 2005-06 (8)</th> <th>Actual 2006-07 (9)</th> <th>Recommended 2007-08 (10)</th> <th>Approved 2007-08 (11)</th> <th>Fund Identification Other Than District General Fund (12)</th> </tr> </thead> <tbody> <tr> <td colspan="7">SERVICES AND SUPPLIES</td> </tr> <tr> <td>1300</td> <td>Maintenance - Equipment</td> <td>2,986</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1400</td> <td>Maintenance - Buildings and Improvements</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1900</td> <td>Professional and Specialized Services</td> <td>32</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1912</td> <td>Investment Administrative Fees</td> <td>104</td> <td>123</td> <td>150</td> <td></td> <td></td> </tr> <tr> <td colspan="2">TOTAL SERVICES &amp; SUPPLIES</td> <td>3,122</td> <td>123</td> <td>150</td> <td></td> <td></td> </tr> <tr> <td>4000</td> <td>Equipment</td> <td>10,232</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">TOTAL EQUIPMENT</td> <td>10,232</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5200</td> <td>Appropriation for Contingencies</td> <td></td> <td></td> <td>150,153</td> <td></td> <td></td> </tr> <tr> <td colspan="2">TOTAL FINANCING REQUIREMENTS</td> <td>13,354</td> <td>123</td> <td>150,303</td> <td></td> <td></td> </tr> </tbody> </table>							SUMMARY OF FINANCING REQUIREMENTS							SUMMARY OF FINANCING REQUIREMENTS (7)		Actual 2005-06 (8)	Actual 2006-07 (9)	Recommended 2007-08 (10)	Approved 2007-08 (11)	Fund Identification Other Than District General Fund (12)	SERVICES AND SUPPLIES							1300	Maintenance - Equipment	2,986					1400	Maintenance - Buildings and Improvements						1900	Professional and Specialized Services	32					1912	Investment Administrative Fees	104	123	150			TOTAL SERVICES & SUPPLIES		3,122	123	150			4000	Equipment	10,232					TOTAL EQUIPMENT		10,232					5200	Appropriation for Contingencies			150,153			TOTAL FINANCING REQUIREMENTS		13,354	123	150,303		
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COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Automati  
FISCAL YEAR 2007-2008

Fund 703 -- Automation Replacement

At a meeting held on August 20, 2007, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the  
schedules for the Fiscal Year 2007-2008 in the amount of \$ 11,957 (from  
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the  
space provided below, the amount which may be adjusted to balance the total  
requirements and the available financing.  
Adjust 5200 -- Appropriation for Contingencies

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: Betty Escobosa Chairperson: Al Shkoler  
(Please Print)

Richard DeVecchio, Ed.D. Gaeten A. Wood

Jean A. Turner

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870

ATTN: Mgr. Administrative Services Telephone: 714-528-1925, Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: 714-528-1925, Ext. 202  
E-mail: administration@placentialibrary.org

COUNTY OF ORANGE  
Placentia Library - Automated Replacement DISTRICT  
FISCAL YEAR 2007-2008

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (From Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_ (From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

N.A.

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

## COUNTY OF ORANGE

Placentia Library - Automated Replacement DISTRICT

FISCAL YEAR 2007-2008

SCHEDULE FOR FUND BALANCE AVAILABLELine

1.	Fund Balance - 06/30/06 (from last year's schedule, Line 4)	<u>10,822</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2006-2007	<u>571</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2006-2007	( <u>11</u> )
4.	Fund Balance - 06/30/07 (Line 1 + 2 - 3)	<u>11,382</u>
5.	Less: Total Reserves @ 06/30/07 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves <u>0</u>	
5B.	Other Reserves <u>0</u>	
5C.	Total Reserves (line 5A + 5B)	( <u>0</u> )
6.	Total Fund Balance Available 07/01/07 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	<u>11,382</u>

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203

