

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Aide
POLICY NUMBER: 2325

2325.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

2325.1.1 Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

2325.1.2 Prepares library materials for public use.

2325.1.3 Works at the Circulation Desk checking-out library materials, collecting fines and fees, registering new patrons, renewing patron registrations and assisting patrons with the use of the photocopy machines. These activities will be performed on in the presence of, and under the direct supervision of, a Library Clerk.

2325.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

2325.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2325.1.5 If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

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2325.2 Typical Tasks

2325.2.1 Checks-in library materials on the computer.

2325.2.2 Empties the book drop.

2325.2.3 Sorts and shelves incoming books, audio-visual materials and periodicals.

2325.2.4 Processes new and gift library materials for public use.

Deleted: September 20, 2004

- 2325.2.5 Repairs damaged library materials.
- 2325.2.6 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
- 2325.2.7 Searches for library materials on the shelves as assigned by Library staff.
- 2325.2.8 Runs errands for Library staff.
- 2325.2.9 Retrieves newspapers and magazines from storage areas.
- 2325.2.10 Assists public with unloading gift books and magazines from their cars.
- 2325.2.11 Re-stocks the vending machines.
- 2325.2.12 Sets up and breaks down tables and chairs in the Meeting Room.
- 2325.2.13 Works in Technical Services in support of professional staff.
- 2325.2.14 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2325.2.15 Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

2325.3 Required Qualifications. He/she will possess a high school diploma or the equivalent.

2325.4 Knowledge and abilities:

- 2325.4.1 Ability to file accurately according to library filing rules.
- 2325.4.2 Ability to meet the public with tact and courtesy.
- 2325.4.3 Ability to follow oral and written instructions.
- 2325.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
- 2325.4.5 Ability to follow Library policies and procedures.
- 2325.4.6 Ability to organize and manage work flow for self.

2325.4.7 Manual dexterity to do book repair and physical processing of new library materials.

2325.5 Physical Demands

2325.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2325.5.1.1 Must possess mobility to work in a standard office setting.

2325.5.1.2 Must possess hearing and speech to communicate in person and over the telephone.

2325.5.1.3 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2325.5.1.4 The employee is required to stand; walk; and stoop, kneel, or crouch.

2325.5.1.5 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2325.5.1.6 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2325.6 Work Environment

2325.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2625.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Clerk I
POLICY NUMBER: 2323

2323.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine clerical duties.

2323.1.1 Works at the Circulation Desk checking-in and checking-out library materials, registering library borrowers and collecting fines and fees.

2323.1.2 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2323.1.3 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

2323.1.4 May supervise substitute clerks or volunteers.

2323.1.5 If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

2323.2 Typical Tasks

2323.2.1 Locates, checks-in and checks-out library materials for customers.

2323.2.2 Processes telephone renewals.

2323.2.3 Prepares the daily announcements for the telephone system.

2323.2.4 Files documents and library materials by library filing rules.

2323.2.5 Issues and renews library cards.

- 2323.2.6 Operates a variety of office and business equipment.
- 2323.2.7 Calculates and collects fines and fees at the Circulation Desk.
- 2323.2.8 Answers telephone and transfers calls to the appropriate staff or department.
- 2323.2.9 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- 2323.2.10 Records daily statistics at the Circulation Desk.
- 2323.2.11 Receives cash and credit card transactions at the Circulation Desk.
- 2323.2.12 Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2323.2.13 Prepares books and other library materials for public use.
- 2323.2.14 Repairs books and other library materials.
- 2323.2.15 Works in Technical Services in support of professional staff.
- 2323.2.16 Assists the public with using the public photocopier machines and the Vendacard dispenser.
- 2323.2.17 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2323.2.18 Assists the public in making the most effective use of the Library's collection and facility.
- 2323.2.19 Serves as a United States Passport Application Acceptance Agent.

2323.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will possess a valid California driver's license and be a United States citizen.

2323.4 Knowledge and abilities:

- 2323.4.1 Ability to type a minimum of thirty (30) words per minute.
- 2323.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.



2323.4.3 Ability to file accurately according to library filing rules.

2323.4.4 Ability to meet the public with tact and courtesy.

2323.4.5 Ability to follow oral and written instructions.

2323.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2323.4.7 Ability to follow Library policies and procedures.

2323.4.8 Ability to organize and manage work flow for self.

2323.5 Physical Demands

2323.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2323.5.1.1 While performing the duties of this job, the employee is required to talk and hear.

2323.5.1.2 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2323.5.1.3 The employee is required to stand; walk; and stoop, kneel, or crouch.

2323.5.1.4 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2323.5.1.5 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2323.6 Work Environment

2323.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.



2323.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Clerk II
POLICY NUMBER: 2321

2321.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine and advanced clerical duties.

2321.1.1 Manages the library system software for magazines.

2321.1.2 Prepares delinquent accounts for reporting to the collection agency.

2321.1.3 Processes incoming and outgoing interlibrary loan materials.

2321.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2321.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

2321.1.5 Manages the Circulation Desk in the absence of the Circulation Supervisor.

2321.1.6 May supervise clerical staff, substitute clerks or volunteers.

2321.1.7 If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

2321.2 Typical Tasks

2321.2.1 Locates, checks-in and checks-out library materials for customers.

2321.2.2 Processes telephone renewals.

2321.2.3 Prepares the daily announcements for the telephone system.

- 2321.2.4** Files documents and library materials by library filing rules.
- 2321.2.5** Issues and renews library cards.
- 2321.2.6** Operates a variety of office and business equipment.
- 2321.2.7** Calculates and collects fines and fees at the Circulation Desk.
- 2321.2.8** Answers telephone and transfers calls to the appropriate staff or department.
- 2321.2.9** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- 2321.2.10** Records daily statistics at the Circulation Desk.
- 2321.2.11** Receives cash and credit card transactions at the Circulation Desk.
- 2321.2.12** Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2321.2.13** Prepares books and other library materials for public use.
- 2321.2.14** Repairs books and other library materials.
- 2321.2.15** Works in Technical Services in support of professional staff.
- 2321.2.16** Assists the public with using the public photocopier machines and the Vendacard dispenser.
- 2321.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2321.2.18** Assists the public in making the most effective use of the Library's collection and facility.
- 2321.2.19** Serves as a United States Passport Application Acceptance Agent.

2321.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will have five years of clerical experience in a library or public service setting. He/she will possess a valid California driver's license and be a United States citizen.

2321.4 Knowledge and abilities:



2321.4.1 Ability to type a minimum of thirty (30) words per minute.

2321.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.

2321.4.3 Ability to file accurately according to library filing rules.

2321.4.4 Ability to meet the public with tact and courtesy.

2321.4.5 Ability to follow oral and written instructions.

2321.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2321.4.7 Ability to follow Library policies and procedures.

2321.4.8 Ability to organize and manage work flow for self.

2321.5 Physical Demands

2321.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2321.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2321.5.1.2 Must possess mobility to operate a motor vehicle.

2321.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2321.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2321.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2321.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.



2321.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2321.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2321.6 Work Environment

2321.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2321.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

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

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

2319.1.1 Does specialized reference work using print and electronic formats.

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

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

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

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

2319.1.6 May supervise clerical staff or volunteers.

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

2319.2 Typical Tasks

2319.2.1 Answers reference questions at a public service desk.

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



2319.2.17 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

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

2319.4 Knowledge and abilities:

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

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

2319.4.3 Knowledge of personal computer hardware and software operations

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

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

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

2319.4.7 Ability to apply the knowledge listed above.

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

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

2319.4.10 Ability to follow Library policies and procedures.

2319.4.11 Ability to analyze difficult problems and recommend solutions.

2319.4.12 Ability to take independent action.

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

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

2319.4.15 Ability to organize and manage work flow for self.

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

2319.5 Physical Demands

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

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

2319.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

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

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

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

2319.6 Work Environment

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



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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Amended Safety Committee Incentive Program for Staff Shirts

DATE: January 17, 2004

BACKGROUND:

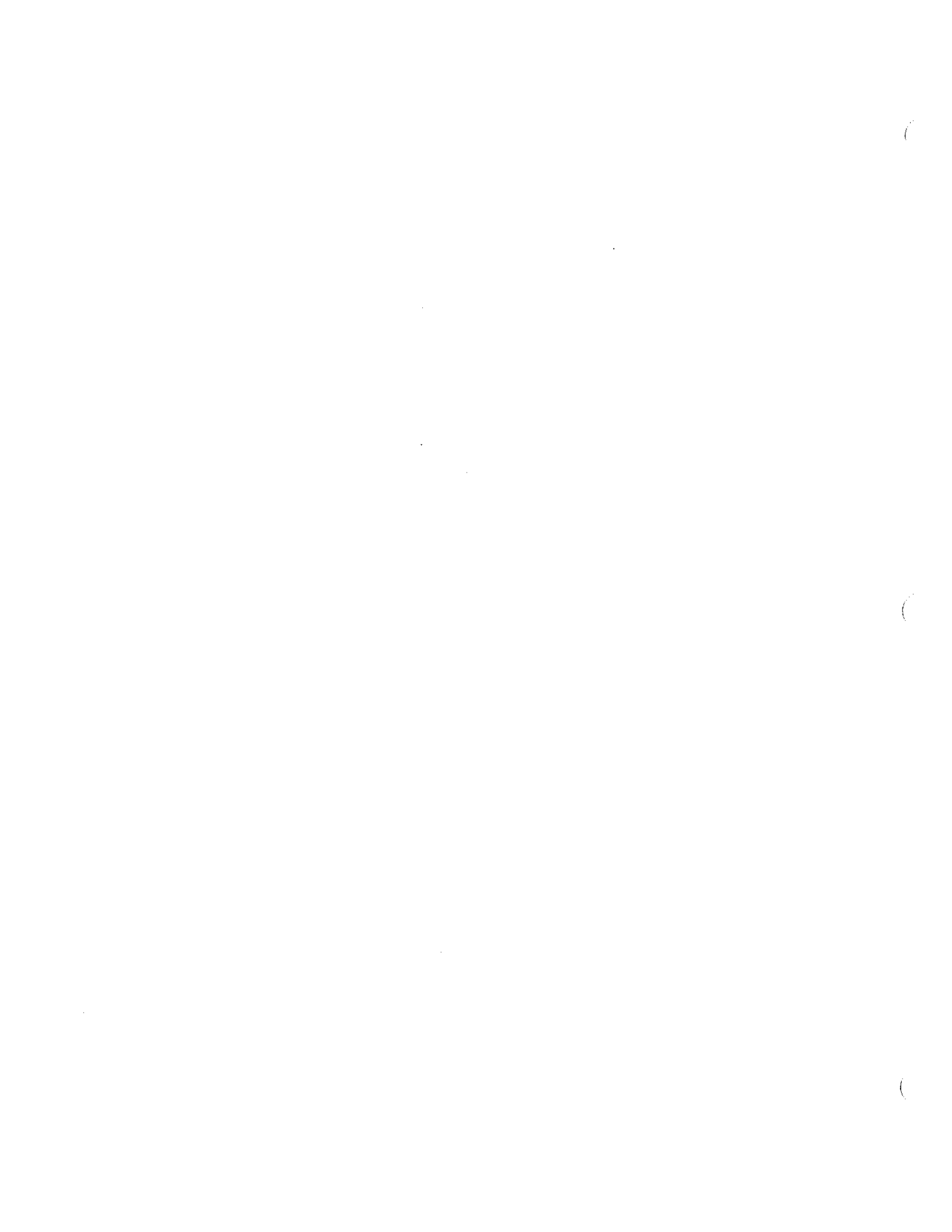
At the Dec 20, 2004 Board of Trustees Regular Meeting, the Safety Committee Incentive Program was approved (Attachment A). Upon implementation of the program, the maximum annual allowance was found to be insufficient to cover the cost of the mens' shirt selections; therefore, the allowance was raised.

RECOMMENDATION:

Approve Amended Safety Committee Incentive Program to increase the maximum annual allowance per staff member from \$18.00 to \$33.00.

Adopt Safety Committee Incentive Program into Library policy.

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Safety Committee Incentive Program for Staff Shirts
DATE: December 20, 2004

BACKGROUND:

In an effort to continue to promote safety awareness, the safety committee has developed an incentive program for library employees. For every safety course taken on-line as provided by Special District Risk Management Authority, a library employee earns an increment of \$3.00 towards the purchase of a Library Staff Shirt with a maximum allowance of \$18.00 per fiscal year.

Three foundation classes are mandatory in order to qualify for the incentive.

Foundation Classes

706 – General First Aid
716 – Office Safety
802 - Sexual Harrassment

The remainder of listed classes may be taken in any order and there is no limit to how many classes may be taken in a fiscal year but the maximum allowance still applies with respect to purchasing a Library Staff Shirt.

801 - Workplace Violence
803 - Ethnic Diversification
804 - Workplace Stress
805 - Health & Wellness
806 - Diet & Nutrition
807 - Computer Security Awareness
701 - Back Injury
702 – Slips, Trips and Falls Prevention
703 – Hearing Conservation

- 704 – Eye Safety
- 705 – CPR Academic
- 707 – Drug-Free Workplace
- 708 - Alcohol-Free Workplace
- 709 – Electrical Safety
- 710 -- General Office Ergonomics
- 711 – Disaster Preparedness
- 713 – Fire Extinguisher
- 714 – Fire Prevention
- 715 – Driving Safety
- 717 – Building Evacuation
- 718 – First Responders to Terrorist Incidents

The courses are available for library staff to take during regular work hours. Scheduling of employee time to take a course(s) will be at the discretion of the employee's supervisor. Certificates of Completion for each course are required for the employee to be credited the corresponding increment. The Certificate of Completion will be filed in the employee's personnel file.

RECOMMENDATION:

Approve Safety Committee Incentive Program and authorize Library Director to revise program as necessary. If approved, Program will be brought to the January 19, 2004 Board of Trustees Regular Meeting for adoption into Library policy.

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Annual Report for Placentia Library Foundation
DATE: January 17, 2005

BACKGROUND:

At the request of the Library Board of Trustees representatives from the Placentia Library Foundation Board of Directors will make a report on its activities in 2004.

The report will be presented by the Library Board's delegate to the Foundation Board, Trustee DeVecchio, and Foundation President Jean Lasley.

The Placentia Library Foundation Financial Reports for 2004 are Attachment A.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

Placentia Library Foundation
Balance Sheet
As of December 31, 2004

	<u>Dec 31, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
Adopt-A-Book (Bank of the West)	4,623.76
Endowment Savings-(Bank West)	4,065.70
General Fund-(Bank of the West)	14,707.64
Total Checking/Savings	<u>23,397.10</u>
Other Current Assets	
Back up withholding	1,749.94
Total Other Current Assets	<u>1,749.94</u>
Total Current Assets	25,147.04
Other Assets	
AIG Securities (GF)	
AIG Securities-Cash	4,487.30
AIG Securities (GF) - Other	4.13
Total AIG Securities (GF)	<u>4,491.43</u>
SII Investments (BEF)	
FMV Adjustment	-119.58
SII Investments (BEF) - Other	5,723.09
Total SII Investments (BEF)	<u>5,603.51</u>
T.Rowe Price (Shaw Endowment)	
FMV Adjustment	-268.20
T.Rowe Price (Shaw Endowment) - Other	14,853.77
Total T.Rowe Price (Shaw Endowment)	<u>14,585.57</u>
Vanguard Asset Allocation (BEF)	
FMV Adjustment	2,328.29
Vanguard Asset Allocation (BEF) - Other	49,928.19
Total Vanguard Asset Allocation (BEF)	<u>52,256.48</u>
Vanguard Wellington (BEF)	
FMV Adjustment	2,889.62
Vanguard Wellington (BEF) - Other	37,736.02
Total Vanguard Wellington (BEF)	<u>40,625.64</u>
Total Other Assets	<u>117,562.63</u>
TOTAL ASSETS	<u><u>142,709.67</u></u>
LIABILITIES & EQUITY	
Equity	
Board Designated	
Designated - Direct Mail	8,000.00
Total Board Designated	<u>8,000.00</u>
Permanently Restricted	
Lapsit Program	10,599.84
Total Permanently Restricted	<u>10,599.84</u>
Retained Earnings	14,399.79
Temporarily Restricted	
History Room	520.13
Lapsit	1,572.60
Total Temporarily Restricted	<u>2,092.73</u>
Unrestricted Net Assets	78,287.27
Net Income	29,330.04
Total Equity	<u>142,709.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>142,709.67</u></u>

Placentia Library Foundation
Profit & Loss Prev Year Comparison
January through December 2004

	Jan - Dec 04	Jan - Dec 03	\$ Change	% Change
Ordinary Income/Expense				
Income				
AAB AL Merchandise Sales	768.59	865.00	-96.41	-11.2%
AAB AL Sponsorships	100.00	0.00	100.00	100.0%
AAB AL Ticket Sales	6,860.00	5,245.00	1,615.00	30.8%
AAB AL Tips	3,104.00	3,515.00	-411.00	-11.7%
AAB Bankcard Deposit	2,057.94	16,893.39	-14,835.45	-87.8%
AAB Bankcard Donation	0.00	25.00	-25.00	-100.0%
AAB Direct Mail Campaign	250.00	0.00	250.00	100.0%
AAB Donation Box	777.30	583.85	193.45	33.1%
AAB Donations	8,834.35	8,576.02	258.33	3.0%
AAB Interest	4.22	11.78	-7.56	-64.2%
AAB Miscellaneous	0.00	24.05	-24.05	-100.0%
AAB Transfer from BEF	1,543.72	0.00	1,543.72	100.0%
BEF AL Tips	1,795.00	1,165.00	630.00	54.1%
BEF Bequests/Memorials	0.00	285.00	-285.00	-100.0%
BEF Donations	2,977.78	1,667.74	1,310.04	78.6%
BEF Interest	854.48	1,352.31	-497.83	-36.8%
BEF Miscellaneous	0.00	2.00	-2.00	-100.0%
BEF Unrealized Gain/Loss	16,422.85	16,638.24	-215.39	-1.3%
GF Afghan Sales	218.47	155.00	63.47	41.0%
GF Afghan Sales Tax	16.93	12.02	4.91	40.9%
GF AL Sponsorships	1,035.00	0.00	1,035.00	100.0%
GF Dividends	16.49	25.68	-9.19	-35.8%
GF Donations-Childrens	200.00	0.00	200.00	100.0%
GF Donations-History Room	1,218.00	0.00	1,218.00	100.0%
GF Donations-Literacy	5,760.00	0.00	5,760.00	100.0%
GF Donations-Remodel	100.00	0.00	100.00	100.0%
GF Donations-Unrestricted	14,635.87	6,680.87	7,955.00	119.1%
GF Donor Reception Sponsorships	2,000.00	0.00	2,000.00	100.0%
GF Friends Book Sales	0.00	233.35	-233.35	-100.0%
GF Friends Newsletter Reimburse	2,734.41	2,985.14	-250.73	-8.4%
GF Grants	0.00	6,000.00	-6,000.00	-100.0%
GF Interest	4.63	3.96	0.67	16.9%
GF Lapsit Income/Shaw Endowment	870.19	356.59	513.60	144.0%
GF Miscellaneous	-39.95	2.74	-42.69	-1,558.0%
GF Placentia Child Hist Bk Dist	5,193.00	0.00	5,193.00	100.0%
GF Santa Pictures	220.00	0.00	220.00	100.0%
GF Unrealized Gain	1,602.13	3,287.48	-1,685.35	-51.3%
GF Vending Machines	9,166.15	5,971.44	3,194.71	53.5%
Total Income	91,301.55	82,563.65	8,737.90	10.6%
Expense				
AAB AL Books Purchase	2,728.17	581.85	2,146.32	368.9%
AAB AL Expenses	4,797.66	2,662.08	2,135.58	80.2%
AAB AL Printing Expense	0.00	61.36	-61.36	-100.0%
AAB AL Supplies Expense	0.00	140.03	-140.03	-100.0%
AAB Bank Service Charges	64.50	30.00	34.50	115.0%
AAB Bankcard Service Charge	315.05	917.54	-602.49	-65.7%
AAB Book Purchases	18,311.37	22,369.91	-4,058.54	-18.1%
AAB Transfer to BEF	400.00	435.00	-35.00	-8.1%
AAB Transfer to GF	118.52	916.35	-797.83	-87.1%
AAB Transfer to Library COE	0.00	7,387.90	-7,387.90	-100.0%
AAB Transfer to Library GF	12.93	7,581.54	-7,568.61	-99.8%
BEF Bank Service Charges	0.00	27.00	-27.00	-100.0%
BEF Transfer to AAB	1,543.72	0.00	1,543.72	100.0%
GF Acct. and Admin. Fees	363.00	490.00	-127.00	-25.9%
GF Afghan Exp to City	526.00	0.00	526.00	100.0%
GF Afghan Exp to Historical Soc	0.00	2,016.57	-2,016.57	-100.0%
GF Annual Giving Campaign Expen	6,335.69	0.00	6,335.69	100.0%
GF Bank Service Charges	12.00	133.00	-121.00	-91.0%
Gf Bankcard Reimbursements	80.00	0.00	80.00	100.0%
GF Board Expenses	27.00	0.00	27.00	100.0%
GF Book Expense-Shaw Endowment	0.00	0.00	0.00	0.0%
GF Checks Expense	0.00	366.55	-366.55	-100.0%
GF Dir Mail Postage Exp	40.36	350.05	-309.69	-88.5%


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01/13/05
Cash Basis

Placentia Library Foundation
Profit & Loss Prev Year Comparison
January through December 2004

	Jan - Dec 04	Jan - Dec 03	\$ Change	% Change
GF Donor Reception Expenses	1,751.61	0.00	1,751.61	100.0%
GF History Room Expenses	789.75	0.00	789.75	100.0%
GF Lapsit/Storyhours-Shaw Endow	1,065.00	960.00	105.00	10.9%
GF Materials-Shaw Endowment	180.00	0.00	180.00	100.0%
GF Miscellaneous Expense	249.30	3,045.00	-2,795.70	-91.8%
GF Newsletter	7,475.11	5,970.25	1,504.86	25.2%
GF Office Supplles	0.00	260.10	-260.10	-100.0%
GF Other Expense	0.00	50.00	-50.00	-100.0%
GF Placentia Child Hist Bk Exp	7,063.00	0.00	7,063.00	100.0%
GF Postage and Delivery	320.54	382.10	-61.56	-16.1%
GF Printing Expense	0.00	699.30	-699.30	-100.0%
GF Registration/Travel	250.00	0.00	250.00	100.0%
GF Santa Pictures Expense	1,000.00	0.00	1,000.00	100.0%
GF State Brd of Equaliz Tax	17.00	19.00	-2.00	-10.5%
GF Tax Assessment Filing Fee	10.00	10.00	0.00	0.0%
GF Transfer to Library GF	665.69	2,003.25	-1,337.56	-66.8%
GF Vending Machine Repair	235.00	567.38	-332.38	-58.6%
GF Vending Machine Supplies	4,168.52	2,588.86	1,579.66	61.0%
Total Expense	60,916.49	63,021.97	-2,105.48	-3.3%
Net Ordinary Income	30,385.06	19,541.68	10,843.38	55.5%
Net Income	30,385.06	19,541.68	10,843.38	55.5%



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Authorize Tax Deferred Services, Inc to provide 457 Plans to staff
DATE: January 17, 2005

BACKGROUND:

For many years Placentia Library District offered several 457 Plans to staff. Since all of the staff selected the same plan the other vendors dropped their affiliation with the District.

In December 2004 representatives from Tax Deferred Services, Inc. met with the staff Pension Committee to inquire about interest in adding their name to the current list. The Committee agreed that this would be a good idea since this firm is willing to make site visits to counsel staff several times a year and our existing plan provides only telephone contact from Ohio at very limited hours.

There is no cost to the Board.

A sample 457 Employer Agreement is Attachment A.

RECOMMENDATION:

Approve the addition of Tax Deferred Services, Inc. to Placentia Library District's list of 457 Plan Providers and authorize the Library Director to sign the Employer Agreement.



TAX DEFERRED SERVICES, INC. -- 457 EMPLOYER AGREEMENT

THIS AGREEMENT entered into on the 17th day of January, 2005, Placentia Library District of Orange County (Employer) and Tax Deferred Services, Inc. establishes the working relationship between the above named parties all in accordance with the instructions from the Employer and in accordance with the terms of the TDS 457 Plan adopted by the Employer.

1. Effective with the installation of the 457 common remitting program and the 457 Deferred Compensation Program, Tax Deferred Services agrees to accept premium payments for Tax Deferred Annuity contracts and eligible 457 plan contributions purchased by the Employer for the employee's benefit.
2. The Tax Deferred Annuity premium payments and the 457 plan contributions remitted to Tax Deferred Services shall be promptly transmitted to the company selected by the individual employee.
3. Statements for Tax Deferred Annuity premium payments and the 457 plan contributions will be provided to the employee by the Tax Deferred Annuity Company. This is exactly as the premium statement method currently in effect.
4. Premium payments by the Employer should be transmitted directly to: Tax Deferred Services, Inc., 5740 Windmill Way, Suite 16, Carmichael, CA 95608
5. Tax Deferred Services shall keep all payroll and related data confidential and will not disclose such information to other parties other than as required to perform its duties under this agreement or as may be required by law. Tax Deferred Services acknowledges that it may receive confidential information from the Employer regarding the employees of the Employer and agrees not to use such information beyond the purpose for which it was provided.
6. Tax Deferred Services agrees to maintain a Fidelity Bond for the full amount of Employer's contributions on behalf of its employees, and to provide the Employer a Certificate of Insurance thereof which names the Employer as an additional insured.
7. Tax Deferred Services, Inc. agrees it shall solicit the organization's employees only in accordance with all pertinent guidelines, policies, and regulations of the Employer. Tax Deferred Services, Inc. will follow all Employer procedures for implementing Tax Deferred Annuity programs.
8. The undersigned employer offering the Placentia Library District of Orange County Employee's 457 plan has contracted with Tax Deferred Services, Inc. as its third party administrator (TPA). The TPA is authorized by the Employer to transmit the employee's 457 elective deferrals to the Trustee and to authorize the Trustee to distribute assets in the event of an administrative error or excess elective deferral as permitted by the) agreement and/or 457 plan and trust agreement. This agreement may not be amended or any portion modified or waived unless in writing signed by an authorized officer of both parties.
9. TDS shall act as the third party administrator of the TDS 457 Plan and that, as third party administrator, TDS is responsible for all duties and obligations of the administrator under the TDS 457 Plan. TDS agrees to indemnify, defend and hold the Employer harmless from any claims, demands, losses, cause of action, damages and/or penalties, including reasonable attorneys fees, resulting from TDS negligence or willful misconduct in performing, or in not performing, its duties under the Employer Agreement, the Third Party Administrator Agreement and/or the Plan document.

10. TDS will provide the Employer with model amendments to the Plan as necessary to comply with changes to IRC section 457 and the regulation under that code section,
11. This agreement may be terminated by the Employer at any time by written notification to Tax Deferred Services.
12. This agreement may be terminated by Tax Deferred Services, Inc. by 90 days written notification to the employer.
13. Tax Deferred Services will assist Participants regarding their rights, benefits or elections under the 403(b) annuity arrangement and/or the 457 Deferred Compensation Plan and will receive and process all salary reduction agreements for participants.
14. Tax Deferred Services will coordinate the procedures to properly correct excess contributions, if any, made by participants and will use all reasonable efforts to prevent excess deferrals during a tax year.
15. This Agreement shall be governed by and construed according with the laws of the State of California.
16. This Agreement may not be amended except by the written agreement of both parties. This Agreement and the Plan contains the entire understanding and agreement of the parties.

IN WITNESS THEREOF

BY: Elizabeth D. Minter, Library Director
Placentia Library District
Employer

411 East Chapman Ave.
Placentia, Ca. 92870-6198

BY: Title:
Tax Deferred Services

5740 Windmill Way, Suite 16
Carmichael, Ca 95608

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Resolution naming Library Director Elizabeth D. Minter as Placentia Library District's "Designated Person" to determine the timeliness and/or sufficiency of claims filed against the agency.

DATE: January 17, 2005

BACKGROUND:

The Special District Risk Management Authority (SDRMA) is requesting that each agency with SDRMA's liability insurance prepare and submit a Resolution naming a "Designated Person" to determine the timeliness and/or sufficiency of claims filed against the District.

The Resolution format was provided by SDRMA.

Resolution 04-12 is Attachment A.

RECOMMENDATION:

1. Specify Library Director Elizabeth D. Minter as the "Designated Person" to determine the timeliness and/or sufficiency of claims filed against Placentia Library District.
2. Motion to read Resolution 04-14 by title only.
3. Motion to Adopt Resolution 04-12.

RESOLUTION 04-12

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO SELECT A
“DESIGNATED PERSON” TO DETERMINE THE TIMELINESS AND/OR
SUFFICIENCY OF CLAIMS FILED AGAINST THE DISTRICT/AGENCY

WHEREAS, from time to time, claims may be filed against the District by claimants alleging losses: and

WHEREAS, sections of the California Government Code require that certain actions, including determinations as to the timeliness of filing of claims and the sufficiency of information contained therein, be taken in a timely fashion, and;

WHEREAS, it may not be practical for the Board of Directors of the District to meet to take such actions;

BE IT RESOLVED, that the Board of Trustees of the Placentia Library District of Orange County Board of Trustees names the following person, holding the following position to determine the timeliness of filing of claims against the District, and to determine the sufficiency of claims filed against the District.

Elizabeth D. Minter, Library Director

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

State of California)
)ss.
County of Orange)

I, Gaeten Wood, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and

regularly adopted by the Board of Trustees at a regular meeting hereof held on the seventeenth day of January 17, 2005.

IN WITNESS THEREOF, I have hereunto set my hand and seal this seventeenth day of January 2005.

Gaeten Wood, Secretary
Board of Trustees of the Placentia Library District

TO: Elizabeth Minter, Library Director

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

DATE: January 17, 2005

SUBJECT: Six Month Review of Grant Writing Contract.

BACKGROUND:

The current contract with Katie Machoskie and Sarah Neely of Machoskie & Associates Inc. will terminate at the end of January 2005. Machoskie & Associates have submitted letters of inquiry and grant applications to numerous potential grantors, and there are several solid requests still pending. While we have yet to receive any funding from these requests, the Placentia Library Literacy Services (PLLS) is pleased with the progress that Machoskie & Associates, Inc. have done in creating a literacy template that has potential for future grants.

Machoskie & Associates, Inc. has a reputation for successful grant writing, particularly in Orange and Los Angeles Counties, and we believe that additional time will allow them to be more successful in applying for additional grants. Katie Machoskie has informed me that it would be a pleasure for Machoskie & Associates, Inc. to continue writing grants for the Placentia Library District. See Agenda Item 35 attachment A for year to date grant update.

RECOMMENDATION:

The Library Board of Trustees approve a six-month extension at \$1,000 per month for Machoskie & Associates, Inc. to write grants for the Placentia Library Literacy Services and other Library programs through July 2005.

2004-05 Grant Tracker

FOUNDATION NAME	CONTACT	DEADLINE	PROPSL THEME	AMT.	SENT?	RESPONSE
Ford Motor Company Fund		OPEN	ELLI	\$5,000		
Weingart	Fred Ali	OPEN	ELLI	\$10,000		
Argyros Foundation	Daniel Russo	OPEN	ELLI	5000	16-Dec	
Carl E. Wynn Foundation	Wesley Bellwood	OPEN/LOI	Women Literacy Prgm	\$10,000	16-Dec	
Jan-05						
Milken Foundation	Richard Sandler		ELLI	\$10,000	17-Jan	
OL Halsell	George Barr		ELLI	\$5,000	17-Jan	
Hewlett Packard Foundation			ELLI	\$5,000	17-Jan	
Ueberroth Foundation	Virginia Ueberroth		ELLI	\$5,000	17-Jan	
Nov-04						
PacificCare	Riva Gabel	1-Jan-05	ELLI	\$5,000		
Whitecap	Laura Campobasso	OPEN	PLLS	\$25,000		
Kingston Technology		OPEN	Computers?			
Oct-04						
Times Mirror Foundation	Michelle Williams	Oct. 15	FFL	\$10,000		
Hasbro Children's Foundation		OPEN	PLLS	\$25,000		
Lumina Foundation for Education		OPEN/LOR	Adult Lit.	\$25,000		Decline
Samueli Foundation	Betsy Flint	OPEN		\$25,000	2/1/2001	Decline
Sep-04						
George Hoag Family Founde	Charles Smith	30-Sep	ELLI	\$10,000	29-Sep	
Season of Caring	Tracy Otto	Oct. 1	General		29-Sep	Decline
Barbara Bush		9-Sep	Literacy	\$64,918		

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Travel Authorizations for New Member Board Training and the Annual Workshop of the California Association of Library Trustees and Commissioners

DATE: January 17, 2005

BACKGROUND

The California Special Districts Association (CSDA) is conducting a "New Board Member Training" Workshop in Santa Ana on February 18, 2005. The cost is \$185 plus mileage and parking. It is recommended for Trustee Turner and she reports that she is available on that date.

"Come Blow Your Horn" is the theme for the 2005 CALTAC Workshop in Library Leadership to be held on Saturday, March 19 at the Rosewood Community Center, Commerce. The cost is \$15 per person and does not include lunch. It is recommended for all Trustees, the System Advisory Board Representative (Camille Himes), the Friends President and Foundation President.

RECOMMENDATIONS

1. Authorize Trustee Turner to attend the "New Board Member Training" Workshop in Santa Ana on February 18, 2005 at a cost of \$185 plus mileage and parking.
2. Determine who will attend the CALTAC Workshop in Library Leadership in Commerce on March 19, 2005 and authorize staff to submit the registrations.

TO: Library Board of Trustees
FROM: Wendy Goodson, Administrative Assistant *WGS*
DATE: January 19, 2005
SUBJECT: Reinvestment of Certificates of Deposit

BACKGROUND:

Over ten years ago, Certificates of Deposit were established for backup emergency funds to be used primarily in the event of a payroll shortfall. The Certificates of Deposit are currently held at California National Bank and have a maturity date of January 27. The District has seven days from that date to make alternate decisions for the investment of these funds. The CDs currently earn interest at the rate of 1.735% annually.

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

0028205565	\$21,830.67
0028205573	\$21,830.67
Total	\$43,661.34

A number of local Banks and Savings and Loans were contacted to get their current rates for 1-year CDs. The best rate quoted was 3.05% for a 13 month CD at California National Bank.

**COMPARISON OF INTEREST RATES ON 1-YEAR CERTIFICATES OF DEPOSIT
AS OF JANUARY 12, 2005**

Financial Institution	Interest Rate	Penalty for Early Withdrawal
Bank of the West 3021 Yorba Linda Blvd. Fullerton (714) 524-5100	2.13%	3 months interest
California National Bank 201 E. Yorba Linda Blvd. Placentia (866) 373-7838	2.55%* *3.05% for 13 mos.	Two penalty-free withdrawals, then prorated
Downey Savings and Loan 2481 E. Chapman Fullerton (714) 879-5210	3.00%	Prorated
Fullerton Community Bank 2400 E. Chapman Fullerton (714) 447-6260	1.50%	3 months interest
US Bank 1643 E. Imperial Hwy Brea (714) 990-2531	1.73%	\$90.00
Union Bank 3200 E. Yorba Linda Blvd. Fullerton (714) 572-1125	2.15%	3 months interest
Washington Mutual 3334 Yorba Linda Blvd. Fullerton (714) 993-1201	2.72%	3 months interest
Wells Fargo 111 E. Yorba Linda Blvd. Placentia (714) 996-5500	2.23%	All interest
World Savings 2929 E. Imperial Hwy Brea (714) 572-1858	2.97%	6 months interest

RECOMMENDATION:

1. Determine where to invest the Certificates of Deposit.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director's Report
DATE: January 17, 2004

I participated in the following activities during the current report period:

- Dec 17 Attended an awards luncheon at The Boeing Company in Anaheim with Foundation President Jean Lasley and Laranne Millonzi to receive a \$5,000 grant from the Employees Community Fund to Placentia Library Foundation to use for Family Literacy activities. The Library Foundation was endorsed/recommended by four Boeing employees and received one of the larger grants awarded that day.
- Jan 3 Printer for the Passport photos arrived and was installed. The first two pictures were sold that day!
- Jan 4 Hosted a meeting of the Placentia Legacy Committee (Placentia Library Foundation, Boys & Girls Clubs, HIS House and Placentia Founders Society) to review the draft of the planned giving brochure that it is developing. The anticipated completion date is early spring 2005.
- Jan 6 Met with the Board President and Trustee Wood to discuss contract adopted by the Board at its December 20, 2004 meeting.
- Jan 10 Attended joint meeting of the Councils for Metropolitan, South State and Santiago Library Systems at the East Los Angeles Branch Library to discuss the future of the Library of California, the public library systems and the regional backup reference services. The group authorized a letter to be sent in the name of all three systems to the State Librarian requesting the dissolution/repeal of the Library of California and a restructuring of the public library systems to better reflect current technologies and communications systems.

Attended meeting of the Tri City Library System (Anaheim, Yorba Linda and Placentia) Directors to discuss policy issues. It was decided to formalize the concept that a client may check out only one copy of any given title in the same format at the same time. This will be reviewed at the Circulation Desk only if there is another reason to be reviewing an individual borrowing record (fines, not having a library card at checkout, lost item, etc.). The Directors also agreed to begin a process of examining and recording, with staff participation, the cataloging policies of the System.

Attended meeting at the Santa Ana Public Library with staff and volunteers representing public libraries interested in participating in the CALIFA-sponsored "blogistics" program for collecting and disposing of library discards and books that the Friends cannot sell. This project involves packing up the books, getting them to a central location from which they are shipped to Colorado and sold on the internet. Other local libraries participating in this project are Buena Park, Yorba Linda, Anaheim, Santa Ana, City of Orange, County of Orange and Mission Viejo. It is anticipated that others will join later. Placentia Friends Book Sale Manager Nancy Lone-Tollefson also attended the meeting.

The following staff meetings were held:

Jan 5 The quarterly attendance certificates were presented to eight staff members. The new safety training program was introduced and staff was told that if they commit to the program they could order their first shirt before completing the courses as long as the courses were completed by September 1, 2005. The final weeks for the first round of lunches with the Library Director were assigned. Staff discussed several public services concerns.

Lunches with staff members:

Jan 6 Alexander Hernandez

Jan 12 Joyce Hampton

Staff/Volunteer welfare issues:

Volunteer Lyla Dell died on December 23, 2004. Six staff members attended her memorial service on January 8. Lyla began her volunteer work here in 1998 and gave 309 hours. The Friends presented a memorial book in her honor.

No staff welfare issues to report.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: January 17, 2005

SUBJECT: Program Committee Report for the month of December.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	20
<u>TYD Total</u>	5	63
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	1	40
Thurs. AM Story Times	0	0
3-4 year-old music times	0	0
5-6 year-old music times	0	0
Lapsits	1	54
Class Visits	0	0
School Visits	0	0
After School Face Painting	0	0
After School Scary Stories	0	0
 TOTAL FOR DECEMBER	 <u>2</u>	 <u>94</u>
YTD TOTAL	<u>89</u>	<u>3,766</u>

<i>LITERACY SERVICES</i>	<i>Dec 2004-05 FY 2004-05 YTD</i>	
Total Tutors	151	237
Total Students	268	280
Total Hours	1,210	7,687

For more detailed literacy statistics, see Agenda Item 40, pages 2 of 3 and 3 of 3.

Agenda Item 39

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian




Date: for Board Meeting January 17, 2005

Subject: December 2004 Activities in the Children's Department

Children's Dept. took a Winter Break and did not schedule any activities beyond the first week in the month.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	1	54
Story Time (a.m.) 3 - 6 year olds	1	40
Music Time 3 - 4 year olds	0	0
Music Time 5 - 6 year olds	0	0
Class Visits	0	0
School Visits	0	0
Total	2	94

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: January, 2005

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

Tutor Training. The Literacy Coordinator conducted one regular workshop and three accelerated workshop in December and thirteen tutors were trained, six teens and seven adults. All new tutors are presently matched or are being matched. The next tutor training is scheduled for January 16, 2005.

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

Placentia Rotary Reading Enrichment Program (PRREP). Recruitment for PRREP continued in December. We presently have more than 70 PRREP volunteers from both El Dorado High School and Valencia High School who are trained and matched or pending match.

Reach Out and Read On Hold. PLLS's partnership St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program, remains on hold. Our long time volunteer for this outreach, Diane Martlaro, had to stop earlier this year, and our other volunteer, Pettey Peterson, has also had to stop. We want to thank both of these volunteers for there many volunteer hours. We will continue to try to recruit volunteers to continue this partnership.

this year in late September. We now have ELLI active this school year at three elementary schools: Melrose, Ruby Drive, and Tynes. We are staffing all sites with Federal Work Study staff and volunteers, and we have a total of fifteen ELLI staff assigned to the schools.

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

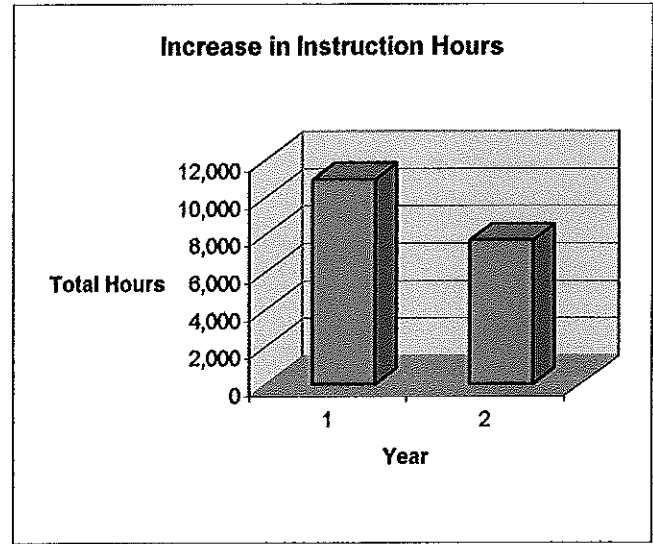
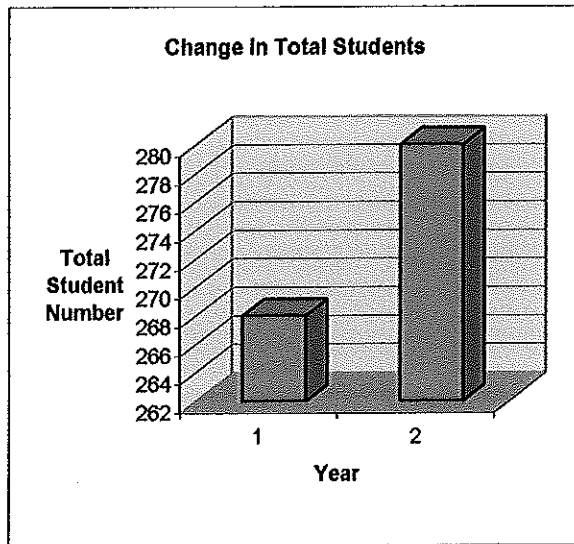
Classes now going at Women's Transitional Living Center (WTLC) and Vita-Herb. Classes started at WTLC on December 14, and at Vita-Herb in Placentia on January 5. Grace Lopez, a new intern from the University of Phoenix, will teach the first eight sessions at WTLC. She will teach two one-hour classes from 6-8 PM. We have ten students at WTLC and fourteen at Vita-Herb, for a total of twenty-four students.

Literacy statistics. See Agenda Item 40, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	DEC 03-04	DEC 04-05	YTD 03-04	YTD 04-05
Tutors				
Adult	82	75	143	134
Teen	69	78	79	103
Hours Instruction	2,227	1,210	10,940	7,687
Other Volunteer Hours	48	120	442	600
Total Hours	2,275	1,330	11,388	8,287
Training Workshops				
Workshops Held	2	4	11	18
	10	13	99	139
Students				
With Adult Tutors	103	122	176	128
With Teen Tutors	99	122	101	128
In Groups	0	24	0	24
Total Active Students	201	268	268	320
Families for Literacy				
Family Students	49	6	73	6
Family Tutors	15	6	26	6
Hours of Instruction	201	80	734	320
ELLI Program				
K-6th Grade Students	176	45	176	45
Tutors for K-6th Grade	9	15	12	15
Hours of Instruction	288	148	864	1,706
Total Tutors	151	151	222	237
Total Students	201	268	268	280
Total Instruction Hours	2,227	1,210	10,946	7,687



TO: Elizabeth Minter, Library Director

FROM: Mary Strazdas, Librarian MS

DATE: January 5, 2005

SUBJECT: Reference and Adult Services report for December, 2004

- We held one adult program in December: "Viola Performance" with Christina Placilla on December 21 in the Meeting Room from 6:30-8:30 p.m.
- There was one Program Committee meeting during the month.
- Christmas sleighs were filled with a seasonal bibliography and seasonal books.
- "Holiday Choices" was a selection of books and videos in the Librarian's Choice Trough.
- Another display included books by the authors for the 2005 Author's Luncheon (Thom Racina) and the Friends' Meeting (Denise Hamilton.)

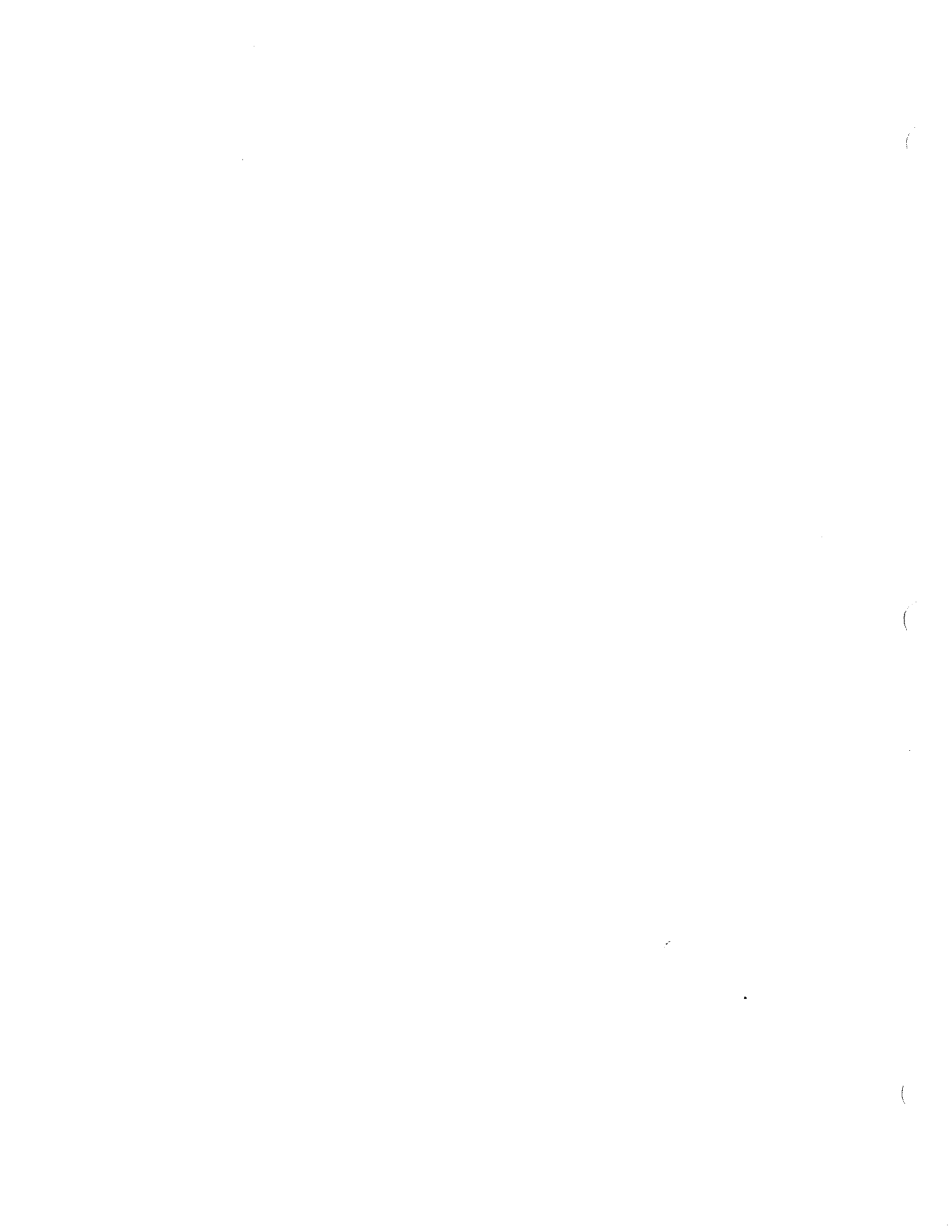
REFERENCE DESK STATISTICS

Month: Reference Desk Statistics December, 2004

Date	Phone Ref ?s	Desk Ref ?s	Email Ref ?s	Ready Ref	Instruction	Computer Use	Ref Books: In Lib Use	Patron Database
1	3	84	0	2	2	127	2	6
2	10	57	0	3	0	90	2	3
3								
4	6	54	0	0	0	54	0	7
5	3	34	0	1	3	49	0	6
6	13	84	0	0	3	91	0	11
7	4	88	1	0	2	117	2	20
8	2	52	0	2	2	118	0	3
9	8	45	0	0	3	88	0	8
10								
11	3	48	0	0	0	58	0	6
12	6	34	0	3	1	61	0	6
13	8	90	0	4	7	139	3	8
14	6	72	0	2	2	123	3	10
15	11	68	0	0	5	132	5	4
16	4	25	0	2	3	95	0	9
17								
18	3	34	0	2	0	46	0	2
19	1	26	0	6	0	39	0	1
20	5	45	2	3	1	99	2	12
21	9	29	0	3	0	86	0	9
22	8	45	0	0	2	77	0	4
23	6	33	0	0	0	69	2	7
24								
25								
26								
27	10	115	0	1	0	78	0	5
28	5	48	0	1	2	67	0	14
29	5	66	0	5	0	92	0	9
30	8	59	0	1	0	91	0	7
31								
TOTAL	147	1335	3	41	38	2086	21	177

TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian *GB*
DATE: January 10, 2005
SUBJECT: History Room report for December

- Attended Chamber of Commerce luncheon and shared information about the History Room, focusing on requests for materials pertinent to local history.
- Added a history of Fullerton to the local history collection-signed copy by Cathy Thomas, Fullerton Public Library.
- Continued updating the Local History Resource Directory, adding new organizations, websites, phone numbers, etc.
- Discussed the history of African Americans in Placentia with Charles Ray, longtime Placentia resident and requested memories from him pertaining to this neglected aspect of local history.
- Attended coordinating council meeting at Chapman University.



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*

Date: January 17, 2005

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

In December, the Placentia Library District had 35,076 "hits" on the Web Site, an average of 1,132 a day. The following are our year to date statistics of the most hits:

Pages Visited	July 04	Aug 04	Sep 04	Oct 04	Nov 04	Dec 04
Borrowers	215	248	258	266	212	189
Friends	147	129	133	91	96	128
District	156	214	162	161	127	220
Kids	230	220	657	319	292	190
Foundation	118	170	123	111	95	81
History Room	192	232	215	202	201	183
Literacy/CLC Logo	180	182	192	139	161	178
Passports	484	350	559	272	249	612
Poet Laureate	498	456	528	626	700	520
Total Views Most Hits	2,220	2,201	2,827	2,193	2,133	2,301

Total Most Hits YTD 13,875




TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Technical Services Manager
DATE: January 17, 2005
SUBJECT: **Technology Report for December 2004**



The Public Services Manager's computer was replaced.

One of the public catalog computers is not launching the catalog properly at start-up, and is currently out of service.

TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: January 17, 2005

SUBJECT: Publicity materials produced for December 2004

Information on the Placentia Library cable channel #24, updated December 2004:

Note: Animation added to slides

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. Holiday Closures
6. Holiday Hours
7. Library Departments
8. Friends of Placentia Library Used Bookstore
9. Bookstore Volunteers Needed
10. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
11. Friends Membership Drive Continues
12. Library Hours
13. Holiday Closures
14. Holiday Hours
15. Drop-in Homework Help
16. Viola Performance by Christina Placilla
17. Literacy Services Logo
18. Literacy Program Tutors Needed
19. Library Hours
20. Eastern Baltic Program
21. Holiday Closures
22. Holiday Hours
23. Telephone Renewal Instructions
24. Wi Fi Here Now
25. Apply for your passport at Placentia Library
26. Passport Hours
27. Placentia Historical Afghan Sale
28. Library Hours
29. Holiday Closures
30. Holiday Hours
31. Placentia's Newest Local History For Children & Adults
32. Lapsit Storyhours
33. Story Times, ages 3-6
34. Music Times, ages 3-4
35. Music Times, ages 5-6
36. Story Time at Home, *Tumblebook Library*
37. Library Hours
38. Holiday Closures
39. Holiday Hours
40. www.placentialibrary.org, 24/7 Reference, the Library Catalog
41. www.placentialibrary.org, Online Resources
42. Placentia History Room Hours
43. Placentia History Room Displays

44. Placentia History Room Collections
45. Placentia History Room Archival Resources
46. Holiday Closures
47. Holiday Hours

General Newspaper articles published:

1. Fund-raiser on the move for HIS House (2)
2. Spanish literacy class meets weekly
3. City offices will observe holidays (2)
4. Emerald Isle: First move-ins at gated senior enclave
5. Rail crossing work
6. Brady chosen to be Placentia mayor
7. Bids in on train plan in Placentia


Library Newspaper articles published:

1. Chamber of Commerce Business of the Month
2. Placentia Library seeking volunteers (2)
3. Classical violin (3)
4. Library offers help with homework (4)
5. Library Foundation thanks its donors

Flyers and Notices:

1. Foundation annual giving campaign solicitations
2. Foundation thank you cards, new hours & save the date inserts, and ID cards are sent out
3. Donor reception invitations
4. Friends membership solicitation letters, with email address request cards
5. Friends membership thank you letters are sent out with membership cards
6. Second Sunday book sale flyer
7. Upcoming Events bulletin board
8. Christina Placilla Flyer
9. Holiday Hours Signs

Welcome to Placentia Library District



411 East Chapman Avenue
Placentia, CA 92870-6199
714-528-1906 Ext. 210
www.placentialibrary.org

Placentia Library
Board of Trustees

Al Shkoler, President
Margaret "Peggy" Dinsmore
Betty Escobosa
Gaeten Wood
Richard DeVecchio, Ed.D.


Placentia Library
Board of Trustees

Upcoming Meeting Schedule:

Monday, Dec 20 at 6:30 P.M.
Monday, Jan 24 at 6:30 P.M.
Monday, Feb 21 at 6:30 P.M.
Monday, Mar 21 at 6:30 P.M.

Placentia Library Hours



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

LIBRARY CLOSED FOR 

CHRISTMAS
SATURDAY & SUNDAY, DEC. 25 & DEC. 26

&

NEW YEAR'S
SATURDAY & SUNDAY, JAN. 1 & JAN 2


PLACENTIA LIBRARY
HOLIDAY HOURS:

DECEMBER 27 - DECEMBER 30
9:00 A.M. TO 5:00 P.M.

Placentia Library
528-1906


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

USED BOOKSTORE



Staffed entirely by Volunteers
Located in the Library lobby

GREAT BARGAINS!!



Bookstore Volunteers Needed!

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

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



SPECIAL BACKROOM SALE
BARGAINS! BARGAINS! BARGAINS!

When: Second Sunday of each month
1:00 - 4:00 P.M.
Upcoming Sales: Dec 12, Jan 9, Feb 13, Mar 13

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

What: **Everything** in stock

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

December


Friends Membership Drive Continues!

Individual - \$5 Family - \$10
Sustaining - \$25 Life - \$50

For more information, please stop by the Library or call Laranne at 528-1925, Ext. 201

Placentia Library Hours



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

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CHRISTMAS
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SATURDAY & SUNDAY, JAN. 1 & JAN 2

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DECEMBER 27 - DECEMBER 30
9:00 A.M. TO 5:00 P.M.



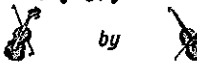

Drop-In Homework Help @ Placentia Library!

P.A.S.S.
Placentia Achieves School Success

- ☐ For students in the 1st through 12th grade,
- ☐ a place to get personal assistance with homework,
- ☐ Mondays & Tuesdays from 5:00 to 7:00 P.M.,
- ☐ sign in sheet in the literacy area,
- ☐ students must bring homework, including textbooks,
- ☐ Limited to 20 students each evening.

For more information, please contact Toby at 754-234-4400 ext. 213 or Jim at ext. 212.


Viola Performance

 by 

Christina Placilla

Christina Placilla will present a program of classical viola music. She will be playing Bach's Solo Suites 2, 3, and 4. Ms. Placilla has a doctorate on the viola and teaches the instrument.

Tuesday, December 21, from 6:30 - 8:30 P.M.
*Placentia Library meeting room
We will have refreshments!*



Call Literacy Coordinator Jim Roberts
If you or someone you know needs help in reading or speaking English.

☎ 524-8408 Ext. 213

Placentia Library Literacy Services

- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are:
Jan 9th & Feb 13th & Mar 13th

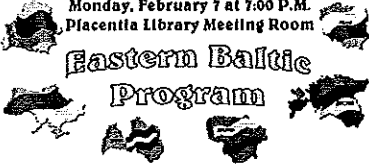
For more information and to sign up call 524-8408, Ext 213

Placentia Library Hours

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

Monday, February 7 at 7:00 P.M.
Placentia Library Meeting Room

Eastern Baltic Program



Leger Grindon will show the slides he took on his trip to the eastern Baltic countries in the early summer of 2002. He is retired from the insurance claims industry and enjoys traveling in his spare time.

Mr. Grindon will speak about Estonia, Latvia, Lithuania, Poland, Belarus, and Ukraine.

LIBRARY CLOSED FOR

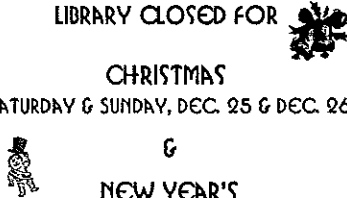

CHRISTMAS

SATURDAY & SUNDAY, DEC. 25 & DEC. 26

&

NEW YEAR'S

SATURDAY & SUNDAY, JAN. 1 & JAN 2

PLACENTIA LIBRARY HOLIDAY HOURS:

DECEMBER 27 - DECEMBER 30


9:00 A.M. TO 5:00 P.M.

Renew your books by phone
Using Telecirc

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

714-765-1775
24 hours a day 7 days a week

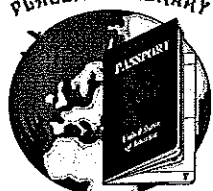
- Renew books
- Find out which titles you have checked out
- Find out which items you have on hold
- Find out which titles you have overdue
- Find out if you have any fines.



WiFi Here Now!

Bring Your Laptop!

PLACENTIA LIBRARY




Passport Application Acceptance Agency

Passport Services Available at the Library

Passport hours at the Library are:

Sunday	1:00 - 4:30 P.M.
Monday	9:00 A.M. - 8:30 P.M.
Tuesday	9:00 A.M. - 8:30 P.M.
Wednesday	9:00 A.M. - 8:30 P.M.
Thursday	9:00 A.M. - 5:30 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 4:30 P.M.

Placentia Library is an official U.S. Department of State
Passport Acceptance Agency
For Passport Information
call 924-1966 Ext. 251 or visit the Library Website www.placentialibrary.org



Placentia Historical Afghans




Green X Cranberry X Blue


On Sale Now at the Circulation Desk - \$55.00 plus tax

Proceeds support the Placentia History Room


Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	CLOSED
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LIBRARY CLOSED FOR 
CHRISTMAS
SATURDAY & SUNDAY, DEC. 25 & DEC. 26
&
NEW YEAR'S
SATURDAY & SUNDAY, JAN. 1 & JAN 2


**PLACENTIA LIBRARY
HOLIDAY HOURS:**
DECEMBER 27 - DECEMBER 30
9:00 A.M. TO 5:00 P.M.

**Placentia's Newest Local History
For Children & Adults**




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

*Great Gift Idea
For Young & Old*


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


in the
Childrens Area

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



**Story Times
For Children
Ages 3 - 6**


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


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



**Music Times
For Children
Ages 3 - 4**

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

Featuring Lin Baesler
No pre-registration required - no charge 


**Music Times
For Children
Ages 5 - 6**

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

Featuring Lin Baesler
No pre-registration required - no charge 


Story Time at Home
Use the *Tumblebook Library*
at
www.placentialibrary.org

Click on: Just for Kids
Click on the Tumblebooks icon

An on-line collection of animated, talking picture books

Placentia Library Hours


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


LIBRARY CLOSED FOR 

CHRISTMAS
SATURDAY & SUNDAY, DEC. 25 & DEC. 26

&

NEW YEAR'S
SATURDAY & SUNDAY, JAN. 1 & JAN 2



 *ho ho ho*

**PLACENTIA LIBRARY
HOLIDAY HOURS:**

DECEMBER 27 - DECEMBER 30
9:00 A.M. TO 5:00 P.M.

www.placentialibrary.org

24/7 Reference
There are times you need help, but can't make it to the library. Live, real-time help from a librarian is available, 24 hours a day. *(no library card number needed)*

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


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

www.placentialibrary.org

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

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

Placentia History Room







Staffed and Managed by Volunteers

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

Placentia History Room








Displays currently featuring

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












Placentia History Room



Historical Collections Include


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

Placentia History Room

Archival Resources Include

-  West Atwood Yacht Club memorabilia
-  Assorted Samuel Lewis Kraemer maps and papers
-  Articles on international student visit to Placentia, Italy
-  West Placentia Little League
-  International Kiwanis papers and scrapbook (1965-1970)
-  Virginia Carpenter photograph collection
-  Placentia Courier negative collection
-  Historic photograph collection
-  Newspaper clippings, brochures, newsletters, maps of local historic interest

LIBRARY CLOSED FOR 
CHRISTMAS
SATURDAY & SUNDAY, DEC. 25 & DEC. 26
&
 NEW YEAR'S
SATURDAY & SUNDAY, JAN. 1 & JAN 2

 *ho ho ho*
PLACENTIA LIBRARY
HOLIDAY HOURS:
DECEMBER 27 - DECEMBER 30
9:00 A.M. TO 5:00 P.M.

pacific clippings

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

Placentia News

Weekly DEC - 9 2004

Fund-raiser on the move for HIS House

³³² You can walk, run or ride a bike to raise money for the Homeless Intervention Shelter from 8 to 11 a.m. Jan. 15 at Tri-City Park, 2301 N. Kraemer Blvd.

Participants in the Punch Out Homelessness Walk-athon are asked to gather pledges of at least \$20 for the number of loops they make around the lake.

Registration forms are due by Jan. 12. Sign-up and pledge sheets are available at the Placentia Library, 411 E. Chapman Ave., or HIS House, 907 N. Bradford Ave.

pacific clippings

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santa ana, calif. 92711

Placentia News

Weekly DEC 0 2 2004

Spanish literacy class meets weekly

³³² Placentia Head Start and Human Services staff members are offering a series of free, twice-weekly literacy classes for Spanish-speaking adults who are unable to read and write in their language.

Classes continue at 6 p.m. Mondays and Wednesdays until Dec. 8. Walk-ins will be accepted throughout the session at the Human Services office, 900 S. Melrose St.

Registration or information: Human Services, (714) 986-2333.

pacific clippings

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santa ana, calif. 92711

Placentia News

Weekly DEC 3 0 2004

BRIEFLY

³³² City offices will observe holidays

Because of this month's holidays, City Hall, 401 E. Chapman Ave., will be closed Friday and reopen Monday. The Placentia Library at 411 E. Chapman Ave. will be closed Saturday and Sunday and reopen Monday.

Information: Library, (714) 528-1906; City Hall, (714) 993-8117.

Agenda Item 45

Page 9 of 12

pacific clippings

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

Placentia News

Weekly DEC 3 0 2004

MONDAY ³³²

Homework help for students in the first through 12th grades from 4 to 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 524-8408, Ext. 215 or 213.

Emerald Isle: First move-ins at gated senior enclave

PLACENTIA

Iva Braun, a self-described "farm girl from Illinois," has the distinction of becoming the first occupant of the new Emerald Isle Apartment Homes on the Greens, a gated community for adults 55 or older that overlooks the lush Alta Vista Country Club in Placentia.

An active senior whose interests include gardening, oil painting and volunteer work, Braun previously resided in a sister property, Brooklake Apartments in La Habra, to which she moved from her family home of nearly 50 years. While enjoying the convenience of apartment living, she found the focus on "55 or better" and the attendant activities offered at Emerald Isle tremendously appealing.

"This is a wonderful place," Braun said. "Every time I visit the clubhouse, I can't get over how wonderful it is. I'm looking forward to participating in all the activities and doing whatever I can to assist other residents with getting settled."

Braun, who had a career as a cosmetologist, has been widowed for 17 years. Not one to "let the grass grow," she has been a peer



The first resident of the community, Iva Braun, spends part of December's holiday party with Santa Claus.

counselor, taken classes to learn painting and computers and is starting the third book of her and her family's life story.

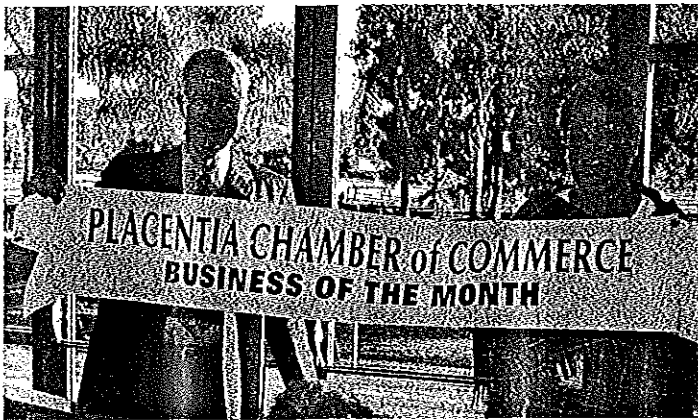
A member of SeniorNet, a nonprofit organization of computer-using adults 50 and older, Iva will coach and help neighbors with their computer needs, among other undertakings.

Meanwhile, she is settling into her comfortable one-bedroom residence, complete with balcony, where she tends 14 of her favorite plants — everything from calla lilies (they should bloom in January) to orchids — that she brought from her previous residence.

"We are happy to welcome Iva

and her neighbors to this wonderful new community for those aged 55 or better," said Pat Antrim, who leads the apartment division of Mesa Management. "It's all in this matchless location overlooking the golf course, which one-third of the residents

Please see EMERALD



President Jerry Shepherd with Placentia Library Director Elizabeth Minter.

Placentia Library District A Full-Service Leader in Library Services.

The Placentia Library District is a leader in providing comprehensive and innovative library services to the community.

Our reference staff can give you the answer to almost any question you have, and if we can't find the answer, we'll refer you to someone who can.

Earlier this year, we became the first library in Orange County to offer free wireless computing. If you have a WiFi compliant device installed in a laptop or a laptop with built-in WiFi capability, simply launch your Web browser, and the Library provides free access in all public areas.

Our Children's Department programming for kids includes lapsits for children two and under; and story times and music times for ages 3-6. The Children's Department also has a Summer Reading Program from June to August each summer for children of all ages and Camp Library each November for children 4-12 years old.

The Placentia Library District has the only full-service literacy program in North Orange County. The Placentia Library Literacy Services provides free basic literacy and English instruction to adults and children pre-school through eighth grade. Placentia Literacy also provides assistance in classrooms at three local elementary schools through the English Language and Literacy Intensive (ELLI) Program. The Literacy Department gives local high school students the opportunity to earn community service credit by tutoring grade school students at the Library. Adults of all ages can also volunteer as a literacy tutor at Placentia Literacy and make a difference in someone's life.

So if you need help or if you want to give help, come to the Placentia Library District--your one stop for library service.



Always available to answer your questions, are Reference Librarians Katie Matas, Gary Bell, and Mary Strazdas



Thursday night Music Time with Lin Baesler at the Placentia Library.

pacific clippings

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

The Register
Daily DEC - 6 2004

PLACENTIA

• **Rail crossing work:** The City Council on Tuesday will consider hiring Hillcrest Contracting Inc. to make safety improvements at eight railroad crossings at the border of Placentia and Anaheim.

The company came in with the lowest bid - \$1.6 million. The meeting begins at 7:30 p.m. in council chambers, 401 E. Chapman Ave. Information: (714) 993-8117. Fax items to City Editor Donna Johnson at (714) 704-3714 or e-mail to djohnson@ocregister.com

pacific clippings

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

Placentia News
Weekly DEC 02 2004

Library offers help with homework

Homework help for students is available from 4 to 6 p.m. Mondays and Tuesdays at the Placentia Library, 411 E. Chapman Ave.

The program is available free for students in the 1st through 12th grades.

Information: Jim Roberts or Toby Silberfarb: (714) 524-8408, Ext. 215 or 218.

Brady chosen to be Placentia mayor

The candidate had avoided a narrow loss to a challenger Nov. 2 to preserve a 3-person majority on the City Council.

BY AFSHA BAWANY
THE ORANGE COUNTY REGISTER

PLACENTIA • Scott Brady, who looked likely to lose his City Council seat on Election Night, will instead lead the community as its mayor.

On Tuesday, he was selected for the post by the three-person City Council majority his rebound victory pre-

serves. He was backed by Chris Lowe and Norm Eckenrode, and opposed by re-elected Councilwoman Connie Underhill and council newcomer Russ Rice.

Rice and Underhill ran on a platform critical of the city's management of its \$543 million railroad-separation project, as did Brady's closest op-

ponent, resident Joe Aguirre. After his selection, Brady said the city's downtown redevelopment plans hinge on its ability to improve operations at OnTrac, the agency charged with leading the rail project.

"If we don't manage OnTrac better, the city won't give us the graces to start redevelopment," he said.

Brady marveled at his shifting fortunes, and credited Aguirre for a strong campaign. He invited Aguirre to address supporters during the

meeting. "I urge all citizens to stay involved and follow the issues," Aguirre said. "I certainly will. This isn't the end of it."

Brady also praised Rice, the city's former police chief and the election's No. 1 vote-getter. "Russ Rice gives a new set of eyes," Brady said.

Brady's role as mayor returns him to the board of OnTrac, where he championed reforms on an earlier tenure.

Also Tuesday, the City Council was scheduled to con-

sider a \$1.6 million contract for construction of new safety measures at rail crossings.

The city has earmarked \$480,000, but is not yet certain where the balance of the funds would come from. The contract would proceed in phases as money is found.

Rice and Underhill had expressed concerns before the meeting about the risk in approving the contract without having all the money.

Brady had indicated the project was too important to delay.

The Register
Daily DEC - 3 2004

pacific clippings
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The Register
Daily DEC - 3 2004

TRANSPORTATION Bids in on train plan in Placentia

Hillcrest Contracting of Corona has bid \$1.6 million to make safety improvements at eight railroad crossings at the border of Placentia and Anaheim.

The Placentia City Council on Tuesday will consider hiring the company, one of two bidders for the contract.

City officials have allocated \$480,000 for the construction. Staff members are researching which sources to tap for the remaining money, Finance Director Steve Brisco said.

The effort is aimed at creating a federally sanctioned "quiet zone" so trains won't blast whistles as they cruise through the town.

Dozens of freight trains use the rails daily.

- Afsha Bawany
(714) 704-3796

pacific clippings
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Placentia News
Weekly DEC - 3 2004

Placentia Library

The library, 411 E. Chapman Ave., is seeking volunteers to

help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Laranne, (714) 528-1925, Ext. 201.

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Placentia News
Weekly
DEC 1 6 2004

Fund-raiser on the move for HIS House

You can walk, run or ride a bike to raise money for the Homeless Intervention Shelter from 8 to 11 a.m. Jan. 15 at Tri-City Park, 2301 N. Kraemer Blvd.

Participants in the Punch

Out Homelessness Walk-athon are asked to gather pledges of at least \$20 for the number of loops they make around the lake.

Registrations forms are due by Jan. 12. Sign-up and pledge sheets are available at the Placentia Library, 411 E. Chapman Ave., or HIS House, 907 N. Bradford Ave.

Information: Jean Turner, (714) 579-3324 or jatrilt@wordnet.att.net.

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Placentia News
Weekly **DEC 2 3 2004**

City offices will observe holidays

Because of this month's holidays, City Hall, 401 E. Chapman Ave., will be closed Friday through Jan. 2 and reopen Jan. 3.

The Placentia Library at 411 E. Chapman Ave. will be closed Saturday and Sunday and will re-open Monday. It will close again Jan. 1 to 2 and reopen Jan. 3.

Information: Library, (714) 528-1906; City Hall, (714) 993-8117.

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Placentia News
Weekly **DEC 1 6 2004**

Library offers help with homework

Homework help for students is available from 4 to 6 p.m. Mondays and Tuesdays at the Placentia Library, 411 E. Chapman Ave.

The program is available free for students in the first through 12th grades.

Information: Toby Silberfarb: (714) 524-8408, Ext. 213.

pacific clippings

post office box 11789
santa ana, calif. 92711

Orange City News
Weekly **DEC 1 6 2004**

► **Classical Violin: 6:30-8:30** p.m., Tuesday, Placentia Library Meeting Room, 411 E. Chapman Ave. Christina Placilla, holder of a doctorate in violin and a teacher of the instrument, will perform Bach's Solo Suites 2, 3 and 4. Call (714) 528-1906.

pacific clippings

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santa ana, calif. 92711

Placentia News
Weekly **DEC - 9 2004**

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Homework help for students is available from 4 to 6 p.m. Mondays and Tuesdays at the Placentia Library, 411 E. Chapman Ave.

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Information: Jim Roberts or Toby Silberfarb: (714) 524-8408, Ext. 215 or 213.

pacific clippings

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santa ana, calif. 92711

Placentia News
Weekly **DEC - 9 2004**

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pacific clippings

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Placentia News
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pacific clippings

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

Placentia News
Weekly **DEC 0 2 2004**

Library Foundation thanks its donors

The Placentia Library Foundation's 2004 Donor Reception will be held from 6 to 8 p.m. Friday at the Emerald Isle Senior Apartments, 661 N. Rose Drive.

The party will recognize people who donated funds to the library this year.

Information: (714) 528-1906.

pacific clippings

post office box 11789
santa ana, calif. 92711

Yorba Linda Star
Weekly **DEC 1 6 2004**

► **Classical Violin: 6:30-8:30** p.m. Tuesday, Placentia Library's Meeting Room, 411 E. Chapman Ave. Musician and teacher Christina Placilla will perform Bach's Solo Suites 2, 3 and 4. Free. Call (714) 528-1906.

SAFETY COMMITTEE MEETING
DECEMBER 18, 2004
MINUTES

I. Call to Order: 10:40 A.M.

Members Attending: Esther Guzman
Katie Matas
Wendy Goodson

Members Absent: Caroline Gurkweitz

III. Old Business

1. The fire extinguishers were checked by Katie Matas on December 14, 2004.
2. A list of emergency phone numbers of regular volunteers is being compiled for the staff.
3. The light in the loading dock area was repaired.
4. The Administration and the Safety Committee completed a proposal for a safety incentive program for the staff. The program involves staff completion of on-line safety classes. The proposal will be presented to the Library Board at the December 20, 2004 meeting.

IV. New Business

None.

The next meeting will be January 19, 2005 at 2:00 P.M.

Respectfully submitted,



Katie Matas

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Placentia Library Foundation
 Adopt a Book Expenditures

1994	-	
1995	2,514.43	
1996	12,735.00	
1997	23,672.00	
1998	25,000.00	estimate
1999	30,027.33	
2000	21,778.10	
2001	15,843.03	
2002	20,202.52	
2003	22,684.91	
2004	18,311.37	
Cumulative Total	<u>192,768.69</u>	

Placentia Library Foundation
 Book Endowment Fund
 December 31, 2004

	2004	2003
BEF Savings	4,065.70	4,129.01
AIG Securities	5,541.82	4,826.27
SIH Investments	-	5,599.79
Vanguard Asset	50,859.81	42,805.28
Vanguard Wellington	39,163.46	31,909.32
Balance 12/31/04	<u>99,630.79</u>	<u>89,269.67</u>

Placentia Library Foundation
 Named Endowments
 December 31, 2004

Shaw Endowment	<u>14,585.57</u>	<u>13,313.88</u>
Total Endowment	<u>114,216.36</u>	<u>102,583.55</u>

Placentia Library Foundation
 Gifts 2004

	2004	2003	2002	2001	2000
Author's Luncheon Proceeds	6,136.76	7,344.68			
Library Donation Box	777.30	583.85			
AAB Donations	12,016.70	9,643.26			
BEF Donations (Excl. AL)	2,977.78	1,952.74			
GF Childrens	200.00	0.00			
GF History Room	1,218.00	0.00			
GF Literacy	5,760.00	0.00			
GF Remodel	100.00	0.00			
GF Unrestricted	16,635.87	6,680.87			
Stock	1,046.92	1,000.00			
TOTAL Gifts in 2004	<u>\$ 46,869.33</u>	<u>\$ 27,205.40</u>			

Placentia Library Foundation
 Vending Machine (GF) 2004

Revenue	9,166.15	5,971.44
Supplies	4,168.52	2,588.86
Repairs	235.00	567.38
NET Vending Machine	<u>\$ 4,762.63</u>	<u>\$ 2,815.20</u>

Placentia Library Foundation
 Afghan Sales (GF) 2004

Revenue	218.47	155.00
Sales Tax Collected	16.93	12.02
Transfer to City of Placentia	526.00	2,016.57
Sales Tax Paid	17.00	19.00
NET Afghan Sales	<u>\$ (324.46)</u>	<u>\$ (1,873.59)</u>

Placentia Library Foundation
 Elephant Rides for Free Project (GF)

Revenue	5,193.00	0.00
Expenditures	7,063.00	0.00
NET Elephant Rides for Free Project	<u>\$ (1,870.00)</u>	<u>\$ -</u>

Placentia Library Foundation
Adopt a Book Expenditures

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1996	12,735.00	
1997	23,672.00	
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Book Endowment Fund
December 31, 2004

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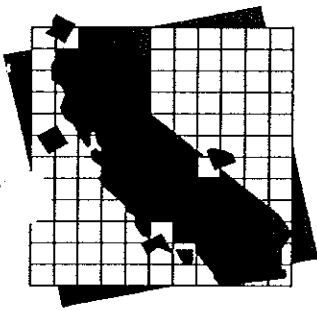
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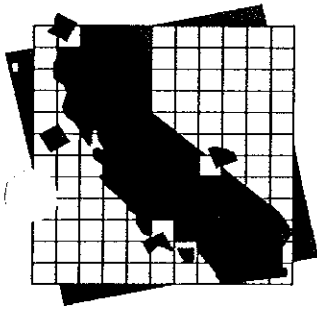
SDRMA

**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
Property, Liability and Comp/Collision Programs
Balance Sheet
November 30, 2004**

	Assets	
	November 30, 2004	November 30, 2003
Petty Cash	\$200	\$200
Cash, Bank of America General	\$75,988	\$27,027
Cash, 1112 I Street	\$45,134	\$0
Cash, Bank of America C/C	\$21,953	\$21,641
Cash, Bank of America -Claims	\$3,000	\$3,000
Cash, LAIF General	\$3,075,118	\$2,141,203
Cash, LAIF Comp/Coll	\$644,637	\$553,454
Cash and Equivalents	\$3,866,031	\$2,746,525
Berkeley Capital Mgmt General	\$12,968,811	\$7,760,198
Berkeley Capital Mgmt Comp/Collision	\$0	\$2,902,004
Investment, at market	\$12,968,811	\$10,662,202
Accounts Receivable/Contrib.	\$325,452	\$188,854
Inter-Program Accounts Receivable	\$4,447	\$0
Accounts Receivable-1112 I Street	\$4,993	\$0
Contribution Receivable	\$334,893	\$188,854
Interest Receivable	\$161,370	\$153,736
Interest Receivable	\$161,370	\$153,736
Deposit - GE Capital (postage meter lease)	\$410	\$410
Prepaid Expenses	\$410	\$410
Property, Equipment & Software Contract	\$1,425,556	\$1,397,449
Accum Depreciation-Prop&Equip	-\$589,035	-\$496,020
Land - 1112 I Street	\$762,850	\$0
Building - 1112 I Street	\$3,252,150	\$0
Accum Depreciation-1112 I Street	-\$45,169	\$0
Work-in-Progress-1112 I Str	\$428,678	\$0
Land - River Park Dr.	\$0	\$497,848
Building - River Park Dr.	\$0	\$542,152
Building Improvements - River Park Dr.	\$0	\$164,973
Accum. Depr. Bldg.-River Park	\$0	-\$128,364
Costs of Sale-1481 River Park	\$0	\$0
Fixed Assets, Net	\$5,235,030	\$1,978,038
Total Assets	\$22,566,545	\$15,729,766

*Reserves for both Reported and IBNR Claims are as of September 30, 2004.
These figures are booked quarterly.





SDRMA

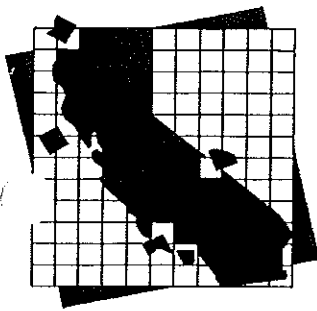
**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
Property, Liability and Comp/Collision Programs
Balance Sheet
November 30, 2004**

Liabilities and Retained Earnings

	November 30, 2004		November 30, 2003	
TSA Held for Employees	\$0		\$537	
Accounts Payable	\$0		\$74	
Accounts Payable		\$0		\$611
Comp/Collision Refunds	\$14,781		\$0	
Comp/Collision Refunds		\$14,781		\$0
Capital Lease Payable	\$4,600,000		\$542,881	
Capital Lease Payable		\$4,600,000		\$542,881
Deposit - Tenant River Park Drive	\$0		\$3,988	
Deposit - Tenant 11121 Street	\$6,000		\$0	
Deposit Payable		\$6,000		\$3,988
Liability for, Reserve, ULAE	\$491,242		\$383,000	
Reserves Unallocated Loss Adj Exp		\$491,242		\$383,000
Liability for, Reported Claims	\$951,487		\$779,791	
Claims Payable		\$951,487		\$779,791
Liability for, IBNR Claims	\$2,842,496		\$1,189,015	
Claims Incurred But Not Reported		\$2,842,496		\$1,189,015
Total Liabilities		\$8,906,006		\$2,899,285
Retained Earnings				
Retained Earnings - Prior Year	\$10,473,402		\$10,157,435	
Retained Earnings - Current year	\$3,187,137		\$2,673,047	
Total Retained Earnings		\$13,660,539		\$12,830,483
Total Liabilities and Retained Earnings		\$22,566,545		\$15,729,766

*Reserves for both Reported and IBNR Claims are as of September 30, 2004.
These figures are booked quarterly.





SDRMA

**WORKERS' COMPENSATION PROGRAM
Balance Sheet
November 30, 2004**

Assets

	November 30, 2004	November 30, 2003
Bank of America - General	\$1,313,300	\$754,895
Cash, LAIF	\$1,003,567	\$5,373,892
Claims Trust Account - Bragg / Western Sierra	\$0	\$0
Claims Trust Account - Bragg / Bank of America	\$150,000	\$75,000
PFM / Union Bank	\$12,712,304	\$3,989,540
Interest Receivable	\$70,070	\$14,514
Cash and Equivalents	\$15,249,241	\$10,207,842
Accounts Receivable from Members	\$722,082	\$504,174
Excess Claims Receivable	\$200,975	\$0
Contribution Receivable	\$923,057	\$504,174
Total Assets	\$16,172,298	\$10,712,016

Liabilities and Retained Earnings

	November 30, 2004	November 30, 2003
Accounts Payable	\$0	\$44,167
Accounts Payable	\$0	\$44,167
Liability for, Reported Claims	\$4,191,007	\$2,255,187
Claims Payable	\$4,191,007	\$2,255,187
Liability for, IBNR Claims	\$7,487,588	\$3,054,116
Claims Incurred But Not Reported	\$7,487,588	\$3,054,116
Liability for, Unalloc Loss Adj Exp	\$766,697	\$265,465
Liability for Unallocated Loss Adj. Exp.	\$766,697	\$265,465
Total Liabilities	\$12,445,292	\$5,618,935
Retained Earnings		
Retained Earnings - Prior Year	\$3,603,650	\$2,313,722
Retained Earnings - Current year	\$123,356	\$2,779,359
Total Retained Earnings	\$3,727,006	\$5,093,081
Total Liabilities and Retained Earnings	\$16,172,298	\$10,712,016



SB 899 REQUIREMENTS
MEDICAL PROVIDER NETWORK

TYPE: <i>Old Business</i>		ITEM FOR: <u>INFORMATION ONLY</u>	
PURPOSE:	<input checked="" type="checkbox"/> General	<input type="checkbox"/> Policy	<input type="checkbox"/> Annual Item <input type="checkbox"/> Re-agendized Item
IMPACT:	<input type="checkbox"/> Fiscal	<input type="checkbox"/> Alliance Members	<input type="checkbox"/> "Vision 2007" <input checked="" type="checkbox"/> Routine
PRESENTER(s):	Dennis Timoney - Claims / Loss Prevention Manager		

THIS ITEM HAS BEEN CARRIED OVER FROM THE DECEMBER 2, 2004
BOARD MEETING

EXECUTIVE SUMMARY:

This is an Information Only Item for the Board regarding the development of the Medical Provider Network (MPN) that is required as part of SB 899. Effective January 1, 2005, an insurer, employer or joint powers authority (JPA), may establish or modify a medical provider network for the provision of medical treatment to injured employees. SDRMA, along with Interplan Health Group has filed the Medical Provider Network Application with the Department of Workers' Compensation (DWC). Interplan is currently working with Bragg in the development of MPNs for other JPAs for which Bragg provides claims administration services. Due to the various locations of SDRMA members, the MPN will be statewide and will be developed using a county profile for approved medical providers where the member is located. To guarantee injured workers have easy access to treatment, the regulations require MPNs in urban areas to ensure that both a primary care physician and a hospital for emergency care are located within 30 minutes or 15 miles of each employee's residence or workplace. A specialist must be within 60 minutes or 30 miles. Alternate standards for rural areas must be approved by the Administrative Director of the Department of Workers' Compensation (DWC) on a case-by-case basis. The MPN must be composed primarily of both occupational and non-occupational treating doctors, with the goal that at least 25% of participating doctors are primarily non-occupational.

The key element of SB 899 is to control medical treatment and expenses associated with a workers' compensation claim. Treatment will be in accordance with the guidelines under the ACOEM (American College of Occupational and Environmental Medicine). Under Labor Code § 4616, when an injured employee notifies the employer of a work injury, the employer will notify the employee of his or her right to be treated by a physician of their choice (within the network) after the first visit from the medical provider network established by the employer. The injured employee will be able to seek another opinion, (up to three total), from physicians within the Medical Provider Network. SDRMA, in conjunction with Interplan, will be filing the MPN Application with the Department prior to January 1, 2005, in order to have the MPN on file and ready for the members use.

A packet has been provided to all SDRMA members identifying approved medical providers in the geographic area by specialty. In addition, the regulations allow SDRMA to add or remove a medical provider from the network list that is submitted to the Administrative Director (AD). Upon submission of the MPN Application, the AD has 60 days to review and approve the Application.

FINDINGS/CONCLUSIONS:

None. Information only.

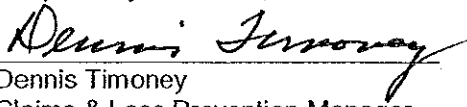
STAFF RECOMMENDATION:

None.

STAFF RECOMMENDED ACTION:

None. Information only.

Respectfully submitted,


Dennis Timoney
Claims & Loss Prevention Manager