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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** November 28, 2005

**BACKGROUND**

The recent Legislative information from the California Special Districts Association (CSDA) and the California Library Association are contained in Agenda Item 24.

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

Any updated information will be presented at the Board Meeting.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Presentation of the Classification and Compensation Report for Placentia Library District Exempt Employees by Marcel Turner, Regional Manager, CPS Human Resources Services**

**DATE:** November 28, 2005

**BACKGROUND:**

At its meeting on August 15, 2005 the Library Board of Trustees awarded a contract to CPS Human Resources Services, Sacramento, to prepare and present a classification and compensation study for the District's exempt classifications excluding Pages.

District exempt staff prepared job audits under the direction and supervision of CPS staff and the Library Director met with CPS representatives to review the findings and recommendations.

CPS Regional Manager Marcel Turner will be presenting the results of the study at the Library Board Meeting. Information about Mr. Turner's background is Attachment A.

The CPS report dated November 21, 2005 is Attachment B.

The proposed Placentia Library District Salary Scale for Fiscal Year 2005-2006 for Exempt Employees is Attachment C. (This is one of the scales that were presented at the July 18, 2005 Library Board Meeting.)

The Proposed Revised Personnel Allocation for Fiscal Year 2005-2006 is Attachment D.

The Proposed Revised Organization Chart for Fiscal Year 2005-2006 is Attachment E.

Mr. Turner has provided the District with several sample Salary Policy statements to use as a framework for developing a statement for Placentia Library District's Policy Manual.

**RECOMMENDATION:**

1. Adopt as a first reading the revised job description statements for Library Director, Office/Business Manager, Manager of Public Services and Manager of Technical Services as presented in the CPS Report.
2. Revise the Placentia Library District Salary Scale for Fiscal Year 2005-2006, Effective July 1, 2005, for Exempt Employees to include a ten step scale beginning at \$22.29 per hour for a new classification of Office Manager (BA) and add Office Manager (MA) to the existing scale for Public Services Manager and Technical Services Manager.

3. Adopt the revised "Personnel Allocation Chart for Fiscal Year 2005-2006".
4. Adopt the revised "Organizational Chart for Fiscal Year 2005-2005".
5. Determine whether to instruct the Library Director to prepare a "Salary Policy" for the District Policy Manual.
6. Other action to be determined by the Library Board of Trustees.

## **Marcel Turner, IPMA – CP**

### **Profile – Managing Consultant**

Mr. Turner is a highly experienced professional with expertise in public and private sector, domestic and international human resources. He has served as Director of Human Resources for Orange, San Bernardino and Saint Louis Counties. Mr. Turner specializes in change management, organizational development, compensation, HRIS, benefit plans design and administration, cultural and organizational harmonization, management continuity, staffing, training, union/employee relations, audits, surveys, consulting, negotiations, strategic planning, outsourcing and project management.

As a Managing Consultant, Mr. Turner provides lead direction to other professional staff. He also has routine contact with clients or agencies to obtain and provide information, work on salary surveys, make presentations, provide advice, and discuss options and needs. He also performs a variety of professional level work. Mr. Turner works out of the CPS Long Beach office.

### **Employment History**

- Managing Consultant, CPS Human Resource Services
- Director Human Resources – County of Orange, County of San Bernardino and Saint Louis County
- Director Human Resources International – Sherwood Davis and Geck
- Director Human Resources and Sr. International Consultant – Eunetcom
- Director Human Resources – Worldwide - Valenite
- Director Human Resources – Europe and Latin America - Sylvania
- Group Specialist Executive Staffing (GTE)
- Area Personnel Manager – General Telephone Company of California (GTCC)
- Labor Relations Administrator, Executive Training Instructor (GTCC)
- Area EEO Administrator, College/Executive Recruiter (GTCC)

### **Professional Experience**

- Responsible for the delivery of quality human resources services including employment and testing, employee/labor relations, benefits, classification, compensation, commuter services, risk management and EEO. Provided services to courts and special districts.
- Developed and utilized customer service surveys, exit questionnaires, business and strategic plans to better align departmental goals to county and corporate strategies. Developed mission and vision statements. Proficient in use of S.W.O.T analysis.

- Directed human resources activities for two of the largest counties in California with approximately 18,000 employees and budgets in excess of \$125 M.
- Initiated introduction of business plans, strategic plans, on line application and on line certification lists. Expanded intranet and internet web presence and implemented successful upgrades of PeopleSoft technology. Departments were recipients of numerous local and national awards (MACO & NACO).
- Established joint health and wellness commissions and benefit Committees with union representatives and county staff to address issues of health and benefit cost containment, retiree medical costs, retirement benefits/funding and to promote health and wellness programs.
- Led initiative to develop an RFP and select a website classification & compensation vendor for the County Personnel Administrators of California (CPAAC).
- Served as Chair of the Employee Management and Compensation System Committee (EMACS), San Bernardino County's automated payroll and benefits system. Introduced a number of self service modules for employees (view paycheck, modification of W-4s and e-benefit online open enrollment via the intra and internet).
- Installed world-wide benefit, award/recognition, pay for performance, bonus systems, and performance evaluation systems. Developed and introduced skilled based pay and gain sharing compensation strategies.
- Developed comprehensive plans to address succession planning, continuity and retirement planning for the County of Orange.
- Experienced in the development of RFPs related to professional services, health and welfare benefits, deferred compensation plans, unemployment benefits and compensation/classification services.
- Significant experience in the development of health and benefit strategies, cost containment, establishment of benefit levels, and effective communications of plan modifications/revisions.

## **Education**

- B.S. University of Maryland - Business Administration (Personnel & Labor Relations)
- M.S. Northrop University - Business Administration (Operations Management)
- Certificate in Employee Relations Law - Institute of Applied Law
- Certificate in Public Pension Plan Policy - International Foundation of Employee Benefits
- International Personnel Management Association Certified Professional (IPMA -CP)

**FINAL  
CLASSIFICATION  
AND  
COMPENSATION  
REPORT**

**November 21, 2005**

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**Placentia Library District**

**Classification and Salary  
Study of Selected Classes**

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**Submitted By:**

**CPS Human Resources  
Services  
444 W. Ocean Blvd.  
Long Beach, CA 90802  
562-432-8649  
562-432-3240 (fax)**

# FINAL CLASSIFICATION AND COMPENSATION REPORT

## Placentia Library District

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## I. Introduction

CPS Human Resource Services was retained by the Placentia Library District (the "Library") to conduct a classification and salary study for four selected classes. The objective of this study was to update job descriptions to reflect current job duties, skills, responsibilities physical demands, working environment and Fair Labor Standards Act designations. A compensation study was also conducted to determine how competitive the Library is within its labor market by collecting and analyzing minimum and maximum base salary data.

This Final Classification and Compensation Report outlines the project scope and work plan, the study parameters, the methodologies utilized in data collection and analysis, and the base salary survey results, based upon the median and mean of the market.

## II. Project Scope and Work Plan

In order to complete the study, the following tasks were completed:

### Classification

- Review of the City's and Library's background materials
- Initial project meetings to agree on project scope, contract deliverables, and goals
- Developed tools to ensure valid information was gathered, analyzed and documented consistently
- Conducted orientation meetings and incumbents completed position description questionnaires
- PDQs were reviewed and interviews conducted
- Classification data was analyzed to identify job families, levels, scope, typical duties, requisite knowledge and skills, abilities and other job related characteristics
- Developed and revised classification specifications
- Conducted review process with incumbents/Library Director
- Prepared and submitted draft and final classification report

### Compensation

- The review and finalization of the project scope including the determination of survey classes and labor market agencies to be surveyed.
- Development of the salary survey parameters and survey instrument, which included a brief description of each classification, requesting the monthly minimum and maximum salary for each class.
- The review and analysis of all salary data submitted by the labor market agencies. When necessary, in addition to the survey data received, the consultant reviewed labor market agency salary schedules, organization charts, classification specifications, and related documentation to ensure the data collected and the proposed comparables were accurate.

- The consultant contacted each labor market agency requesting the monthly minimum and maximum salary on all comparable classes.
- All salary data was collected and analyzed effective September/October 2005.
- Preparation of a draft report for client review.
- Preparation of final report findings and recommendations.

### **III. Salary Study Parameters**

The first step in conducting a salary survey is to determine the basic parameters for the survey. These parameters included:

- Confirmation of the Library's salary policy
- Labor market agencies
- Survey classifications
- Scope of the survey

#### **Library District's Compensation Policy**

The Library District's salary policy is a reflection of its goals and objectives in recruiting and retaining qualified staff to perform the functions necessary to conduct the Library's business. The selection of labor market agencies and the labor market position (the point in the labor market at which the Library sets its salaries, e.g. market median, mean, or another percentile) are two important policy decisions when developing a salary plan.

Labor market selection criteria and the recommended labor market agencies are outlined in the next section of this report.

Study results are based upon an analysis of the median and the mean of the labor market. The labor market median, described as the "middle" of the market, is the data point at which half of the complete range of data is higher, and half of the complete range of data is lower. The labor market mean is the data point that is the average of complete range of data. In all analyses, the Library's salary is not included within the array of data, since it is being compared to the salaries of all other agencies.

#### **Labor Market Agency Selection Criteria**

The determination of an appropriate labor market involves the application of the selection criteria outlined below.

- Agency size – In general, agencies that employ relatively similar numbers of employees may have similar economic demographics. Since it is not possible to find agencies that are exactly the same in terms of this particular selection criteria, the goal is to provide a balanced mix of larger and smaller agencies, thereby minimizing the "skewing" effect when either of these are used exclusively
- Geographic proximity – When developing a labor market, the geographic proximity of agencies is an important selection criteria, since they may be competitors in the recruitment market for most of the Library's employees. If there are not enough agencies within the local market with which to conduct a study, then the geographic area may be expanded.

- **Industry** – In general, agencies that provide the same types of services are more likely to have similar types of job classes, and are more likely to be recruiting from the same applicant pool as the Library.

CPS recommends that the following local labor market agencies be utilized as labor market agencies for the Library's compensation study. The selected labor market agencies are city libraries serving population sizes ranging from 38,000 to 99,000 and located within a 100 mile radius of the Placentia Library District.

- City of Mission Viejo
- City of Whittier
- City of Newport Beach
- City of Hemet
- City of Yorba Linda
- City of Arcadia
- City of Cerritos
- City of Glendora
- City of Covina
- City of Azusa
- City of Palm Springs
- City of Monrovia

### **Survey Classifications**

The Library requested that four classes be included within the scope of the survey. A brief description of each classification is presented below.

- **Library Director** – Under policy direction from the Board of Trustees, serves as the Executive Officer and administrator for the Library; has exclusive management and control of the operations, activities and functions of the Library, subject to approval by the Board of Trustees; provides day-to-day leadership; provides a motivating work climate for Library employees and has general charge, responsibility and control over all Library property.
- **Technical Services Manager** - Under the general direction of the Library Director, manages circulation services and acquisitions and processing services programs of the library as well as all computer operations and services; tasks performed are complex and involve specialized ability and knowledge. The Manager of Technical Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director.
- **Public Services Manager** - Under the general direction of the Library Director, manages the adult services, children's services and literacy services programs of the Library; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Public Services works directly with the Library Board of Trustees, library management

and other staff and may be designated in charge of the Library during the absence of the Library Director.

- **Office/Business Manager** – Under the general direction of the Library Director, performs a wide variety of complex administrative, personnel, accounting and risk management tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedure. The Office/Business Manager works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director.

### Survey Scope

The data collected for each survey classification included:

- Title of each comparable classification.
- Minimum and maximum base salary

## **IV. Salary Survey Methodologies/Results**

As indicated in the previous section, the survey involved the collection of base salary data for each of the study classifications from each of the selected labor market agencies. Detailed labor market data sheets are presented in Appendix A. If an organization did not have a comparable class or if a review of the duties and responsibilities assigned to the potential comparable class indicated that it was not comparable, the designation of "No Comparable Class" was placed on the data sheet.

When conducting a salary survey, the intent is to provide general market trends by comparing the span of control, duties and responsibilities, and knowledge, skill and abilities requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the range of matches will be balanced. The use of the labor market median further minimizes the possibility of data being skewed by higher or lower paying agencies.

When reviewing additional duties and responsibilities, it is important to make a distinction between those duties that are described as additional tasks, and those which increase the level of complexity of the duties and responsibilities assigned to the particular class. Salary studies are not intended to address volume of work issues versus complexity of duties. For that reason, while a particular class may have been assigned more duties, it does not necessarily follow that the tasks assumed increase the compensable value of the class.

Because the study is intended to measure general market trends, matches to the jobs in other agencies were completed using a broad classification concept. Rather than attempting to match jobs exactly on areas of responsibility, some latitude was exercised when matching jobs with other agencies.

It is important to note that any classification with fewer than four matches is not generally considered for analysis, since the data does not provide an accurate reflection of market trends.

Tables 1 and 2 depict the results of the salary survey, with market analysis based upon the median and mean of the market respectively. These results are based on using the range minimum and maximum for the survey classification. The following information is displayed in these tables:

- The title of the Library's survey classification
- The Library's current maximum monthly base salary for the survey classification
- The number of comparable classes identified within the analysis
- The labor market median amount
- The percentage the Library's maximum monthly base salary for the survey classification is above or below the median of the labor market, e.g. what percentage of the current base salary would be needed in order to move the Library's salary up to, or down to, the market median.

The salaries presented in these two tables, and on the individual labor market data sheets in Appendix A reflect base pay only, and do not include any bonus, pay-for-performance or related incentive pay.

**Table 1**  
**Salary Survey Results Based on Labor Market Median**

Library Survey Classification	Number of Comparable Classes	Library Monthly Range Maximum	Labor Market Median	Percentage Difference with Market Median
Library Director	11	\$8,334	\$9,207	-10.5%
Technical/Public Services Manager	11	\$5,814	\$5,472	+5.9%
Administrative Assistant	5	\$4,074	\$4,071	+0.07%
Office/Business Manager*	1	\$4,074	N/A	N/A

\* The Library District will be reclassifying the Administrative Assistant to the Office/Business Manager class. The salary presented for the Library District is for an Administrative Assistant, currently assigned to that function.

For the labor market median analysis, of the four classes surveyed:

- The Director monthly maximum salary is below the market median by approximately 10.5%.
- The Technical/Public Service Manager monthly maximum salaries are above the market median by approximately 6%.
- The Administrative Assistant classification's monthly maximum salary is extremely close to the market median.
- Only one comparable was found for the Office/Business Manager class within the libraries surveyed

**Table 2**  
**Salary Survey Results Based on Labor Market Mean**

Library/Survey Classification	Number of Comparable Classes	Library Monthly Range Maximum	Labor Market Mean	Percentage Difference with Market Mean
Library Director	11	\$8,334	\$9,182	-10.2%
Technical/Public Services Manager	11	\$5,814	\$5,701	+1.9%
Administrative Assistant	5	\$4,074	\$3,981	+2.29%
Office/Business Manager*	1	\$4,074	N/A	N/A

For the labor market mean analysis, of the four classes surveyed:

- The Director monthly maximum salary is below the market mean by approximately 10.2%
- The Technical/Public Service Manager monthly maximum salaries are above the market mean by approximately 1.9%.
- The Administrative Assistant monthly maximum salary is above the market mean by approximately 2.3%.
- Only one comparable was found for the Office/Business Manager class within the libraries surveyed

#### **IV. Salary Recommendations**

Based upon the results of the labor market survey, CPS recommends the following salary adjustments, based upon the premise that the Library wishes to compensate these classifications at the median of the market. Should the Library wish to compensate at a different market level such as the mean, CPS can provide recommendations as requested.

- Library Director – Based upon the available labor market data, this classification is below the labor market median and should be increased by 10.5%, consistent with the median of the market.
- The Technical/Public Services Managers range minimum and maximum appears to be competitively positioned relative to the median of the market and no adjustments are required.
- Office/Business Manager – The Administrative Assistant will be reclassified to the Office/Business Manager class; however, only one comparable classification was identified within the other library agencies for an Office/Business Manager level classification. For that reason we recommend that the Library review this salary based upon its internal equity with other classes. A possible option for the Library District would be to look at how classes are aligned, based upon the nature and scope of duties performed. For clarification, internal alignment does not necessarily mean that the two classes are paid the same – only that the salary levels are aligned relative to each other. In order to recognize the higher scope and level of duties performed by the Office/Business Manager, the Library should consider setting the salary level for the Office/Business Manager relative to the Administrative Assistant, which is a benchmark class; an increased amount of 10% could be applied to the median of the market for the Administrative Assistant (\$4,071), resulting in a monthly salary of \$4,478 per month for the Office/Business Manager, an increase of approximately 10% over the current salary of \$4,074 per month.

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## **Summary**

The preceding sections of this Final Classification/ Compensation Report provide the scope of the study, methodology and results of the salary analysis. Should the Library require any further information, please do not hesitate to contact Marcel Turner at 562 432 8649.

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**Appendix A  
Job Descriptions**



## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Director  
**POLICY NUMBER:** 2300  
**REVISED:** 11/2005 - CPS

**2300.1** Description. The Library Director is the Executive Officer of the District and for the Board of Trustees, administers the District; has exclusive management and control of the operations, activities and functions of the District, subject to approval by the Board of Trustees; provides day-to-day leadership for the District; provides a motivating work climate for District employees and has general charge, responsibility and control over all property of the District. The responsibilities and essential duties performed on a frequent and recurring basis by the Library Director include the following:

**2300.1.1** Attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.

**2300.1.2** Employs staff and other employees necessary for the proper administration of the District and the proper operation of the work of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees.

**2300.1.3** Supervises management and technical staff and through them all library staff.

**2300.1.4** Delegates authority as appropriate and has authority over all Library staff including terminating staff for cause or lack of worthwhile work.

**2300.1.5** Maintains cordial relations with all persons entitled to the services of the District, attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

**2300.1.6** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District; facilitates constructive and harmonious Board relations and communicates Board goals and objectives to the community.

**2300.1.7** Prepares and oversees the District budget, conducts studies and makes oral and written presentations.

**2300.1.8** Directs and participates in the preparation monthly and annual reports on library activities.

**2300.1.9** Approves the continuing education and in-service training programs of the District.

**2300.2** Typical Tasks

**2300.2.1** Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

**2300.2.2** Prepares the library budget for Board review; administers adjusted budget.

**2300.2.3** Serves as liaison between the Library District/Board, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

**2300.2.4** Plans and organizes the development of long-range library building programs, additions to library services and related activities.

**2300.2.5** Oversees the recruitment of and selects library personnel; evaluates the performance of library personnel and conducts labor negotiations as needed.

**2300.2.6** Directs and coordinates the public relations activities of the library.

**2300.2.7** Participates in Library Board meetings, prepares the agenda, presents policy matters for Board review and writes meeting minutes.

**2300.2.8** Formulates library personnel policies for Library Board review, plans and organizes training programs, had has responsibility for personnel actions, work assignments and related matters.

**2300.2.9** Develops workload indicators to measure progress towards the achievement of goals.

**2300.2.10** Develops and evaluates special programs.

**2300.2.11** Prepares and submits a variety of activity reports to the Library Board, the State Library of California and to other governmental agencies as required.

**2300.2.12** Oversees the acquisition, implementation and usage of data processing systems.

**2300.2.13** Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

**2300.2.14** Serves as a United States Passport Application Acceptance Agent.

**2300.3 Required Qualifications:** Master's Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in a public library management positions, including extensive experience in a supervisory capacity, possession of a valid California driver's license and be a United States citizen. Possession of a Bachelor's or Master's Degree in Public Administration or a related field in addition to the Master's Degree in Library Science, Information Science or a related field is desirable.

**2300.4 Skills and Abilities:**

**2300.4.1** The ability to efficiently prepare annual budgets and long-term revenue/outlay plans.

**2300.4.2** The ability to effectively communicate verbally and in writing with the Library Board, staff, constituents and representatives of other agencies.

**2300.4.3** The ability to meet and serve the public courteously and efficiently and establish and maintain effective relationships with subordinate staff and community organizations.

**2300.4.4** Extensive knowledge of the principles and practices of modern public Librarianship.

**2300.4.5** Extensive knowledge of planning, administering and appraising a public library program.

**2300.4.6** Ability to supervise and direct staff and implement applicable policies and procedures.

**2300.4.7** Knowledge of literature and standard works in various fields.

**2300.4.8** Ability to analyze difficult problems, recommend solutions and take independent action.

**2300.4.9** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

**2300.4.10** Ability to operate a personal computer and use applicable software.

**2300.5 Physical Demands:**

**2303.5.1** 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.

**2300.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2300.5.1.2** Must possess mobility to operate a motor vehicle.

**2300.5.1.3** Must possess vision to read printed materials and a computer screen.

**2300.5.1.4** Must possess stamina to move about the Library.

**2300.5.1.5** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2300.5.1.6** Must have balance, coordination and dexterity levels appropriate to the Duties to be performed.

**2300.6** Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Library Director sits, stands, walks, kneels, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 30 pounds or less. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2300.7** Fair Labor Standards Act Designation: Exempt – Administrative.

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# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Office/Business Manager  
**POLICY NUMBER:** 2303  
**REVISED:** 11/2005 - CPS

**2303.1 Description:** The Office/Business Manager, under the general direction of the Library Director, performs a wide variety of complex administrative, personnel, accounting and risk management tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Office/Business Manager works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the District during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Office/Business Manager include the following

**2303.1.1** Attends meetings and maintains official records and documents of the District's Board of Trustees and such other meetings as the Library Director assigns.

**2303.1.2** Manages the recruitment process and maintains confidential personnel records for all District staff.

**2303.1.3** Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2303.1.4** Maintains schedules for work activities, performance evaluations and merit pay increase recommendations and coordinates same with library management.

**2303.1.5** Maintains the District's checkbooks and general ledger; manages accounts payable/receivable and prepares items for payment.

**2303.1.6** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2303.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for administrative activities; facilitates constructive and harmonious staff relations and communicates Board goals and objectives to the community.

**2303.1.8** Prepares monthly and annual reports on administrative and other activities as needed.

**2303.2 Typical Tasks:**

**2303.2.1** Directs, coordinates, and reviews the administrative activities of the District concerning personnel, risk management, resources, equipment, services and programs.

**2303.2.2** Manages the passport application agency with the United States Department of State, serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

**2303.2.3** Prepares and submits the District's financial and other reports to the Library Director, the State Library of California and other governmental agencies as required.

**2303.2.4** Deposits receipts, maintains checkbooks and processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

**2303.2.5** Maintains the office general ledger for the District and the Placentia Library Foundation. Prepares materials for the annual audit and coordinates all activities with the District's independent auditor.

**2303.2.6** Prepares and maintains a variety of files records including payroll and personnel records, worker's compensation, risk management, pension fund and 457 plan records.

**2303.2.8** Receives concerns from staff and the public and resolves same as appropriate.

**2303.2.9** Coordinates maintenance and safety of the District's physical facility.

**2303.2.10** Negotiates and manages contracts and service agreements with District vendors and coordinates bid processes and purchasing as assigned,

**2303.2.11** Manages the recruitment process for all District positions; participates in interviewing and selecting staff as needed and trains, supervises and evaluates staff as assigned.

**2303.2.12** Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

**2303.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review and minutes preparation.

**2303.2.14** Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

**2303.3 Required Qualifications:** Bachelor's Degree in Business/ Accounting or Public Administration or a related field from an accredited college or university, three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills, possession of Master's degree is desirable, also possession of a valid California driver's license and status as a United States Citizen.

**2303.4 Skills and Abilities:**

**2303.4.1** Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

**2303.4.2** Knowledge of basic fund accounting, cost accounting and budgeting.

**2303.4.3** Knowledge of personnel and risk management practices.

**2303.4.5** Ability to manage work flow in an orderly fashion for self and others while processing multiple simultaneous projects; ability to perform difficult clerical work and make decisions based upon District policies and procedures.

**2303.4.6** Ability to supervise and direct staff and implement applicable policies and procedures.

**2303.4.7** Ability to analyze difficult problems, recommend solutions and take independent action.

**2303.4.8** Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management and the Library Board of Trustees.

**2303.4.9** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2303.4.10** Ability to operate a personal computer and use applicable software including Word, Excel and QuickBooks.

**2303.4.11** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

**2303.5 Physical Demands:**

**2303.5.1** 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.

**2303.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2303.5.1.2** Must possess mobility to operate a motor vehicle.

**2303.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2300.5.1.4** Must possess vision to read printed materials and a computer screen.

**2300.5.1.5** Must possess stamina to move about the Library.

**2300.5.1.6** Must have balance, coordination dexterity levels appropriate to the duties to be performed.

**2303.6** Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Business/Office Manager sits, stands, walks, kneels, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment, lifts and move boxes weighing 30 pounds or less and may push or pull a loaded book cart. Weekend and evening work and attendance at off-hours meetings are required.

**2303.7** Fair Labor Standards Act Designation: Exempt – Administrative.

11/2005 CPS



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Public Services  
**POLICY NUMBER:** 2305  
**REVISED:** 11/2005 - CPS

**2305.1 Description:** The Public Services Manager, under the general direction of the Library Director, manages the adult services, children's services and literacy services programs of the Library; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Public Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Public Service include the following:

**2305.1.1** Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2305.1.2** Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2305.1.3** Recruits, trains and places volunteer tutors; coordinates tutoring and provides staff oversight and supervision for a variety of volunteer tutors.

**2305.1.4** Oversees the preparation of public service desk schedules and the assignment of substitute hours.

**2305.1.5** Coordinates the continuing education and in-service training program for the Public Services staff.

**2305.1.6** Maintains cordial relations with all persons entitled to the services of the District and attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

**2305.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.

**2305.1.8** Prepares monthly and annual reports on the public service activities of the Library.

**2305.1.9** Coordinates the adult and children's programming activities and exhibits in the Library.

**2305.2** Typical Tasks:

**2305.2.1** Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

**2305.2.2** Coordinates Library services projects with the City of Placentia and other outside organizations.

**2305.2.3** Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2305.2.4** Manages and coordinates the Public Service Program Information on Library's WEB site.

**2305.2.5** Manages the Library's programs for adults and children and schedules and coordinates exhibits.

**2305.2.6** Prepares grant applications for Public Service activities.

**2305.2.7** Speaks before community groups about books and Library services.

**2305.2.8** Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

**2305.2.9** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

**2305.2.10** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

**2305.2.11** Establishes and implements work procedures and plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

**2305.2.12** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2305.2.13** Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

**2305.2.14** Serves as a United States Passport Application Acceptance Agent.

**2305.3** Required Qualifications: Master's Degree in Library or Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

**2305.4** Skills and Abilities:

**2305.4.1** Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

**2305.4.2** Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

**2305.4.3** Knowledge of skills required to operate all components of a library-based literacy program.

**2305.4.4** Knowledge of basic fund accounting and budgeting.

**2305.4.5** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2305.4.6** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2305.4.7** Ability to organize and manage workflow for self and others , to supervise and direct staff and implement applicable policies and procedures.

**2305.4.8** Ability to analyze difficult problems, recommend solutions and take independent action.

**2305.4.9** Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees and public groups.

**2305.4.10** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

**2305.5** Physical Demands:

**2305.5.1** 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.

- 2305.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2305.5.1.2 Must possess mobility to operate a motor vehicle.
- 2305.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2305.5.1.4 Must possess vision to read printed material and a computer screen.
- 2305.5.1.5 Must possess stamina to move about the Library.
- 2305.5.1.6 Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

**2305.6 Working Environment/Conditions:**

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Public Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2300.7 Fair Labor Standards Act Designation: Exempt – Administrative.**

Revised 11/2005 CPS

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Technical Services  
**POLICY NUMBER:** 2307  
**REVISED:** 11/2005 - CPS

**2307.1 Description:** The Technical Services Manager, under the general direction of the Library Director, manages circulation services and acquisitions and processing services programs of the library as well as all computer operations and services; tasks performed are complex and involve specialized ability and knowledge. The Manager of Technical Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Technical Services include the following:

**2307.1.1** Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2307.1.2** Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2307.1.3** Maintains the technology system of the Library and makes recommendations for upgrades/improvements.

**2307.1.4** Oversees the preparation of public service desk schedules for the circulation function and the assignment of substitute hours.

**2307.1.5** Coordinates the continuing education and in-service training program for the Technical Services staff.

**2307.1.6** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2307.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the staff and the community.

**2307.1.8** Prepares monthly and annual reports on the technical services activities of the Library.

**2307.2 Typical Tasks:**

**2307.2.1** Directs, coordinates and reviews all Technical Services functions including the circulation, acquisition and processing activities concerning personnel, resources, equipment, services and programs.

**2307.2.2** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the computer technology, circulation services and acquisitions and processing services and programs of the library.

**2307.2.3** Allocates the library materials budget, coordinates and supervises the materials selection process and coordinates and supervises the removal of material from circulation. Manages the design, technical content and user information for Library's WEB site.

**2307.2.4** Performs or directs the installation and trouble shooting relating to computer hardware, software and database systems in the Library; assists with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2307.2.5** Manages the online catalog for the Library and instructs staff in the use of the online library system.

**2307.2.6** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.

**2307.2.7** Prepares grant applications for Technical Services activities.

**2307.2.8** Negotiates and manages contracts and service agreements with Library vendors.

**2307.2.9** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.

**2307.2.10** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.

**2307.2.11** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

**2307.2.13** Establishes and implements work procedures and plans and organizes training programs for the Technical Services staff and is responsible for personnel actions, work assignments and related matters.

**2307.2.14** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2307.2.15** Serves as a United States Passport Application Acceptance Agent.

**2307.3** Required Qualifications: Masters Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

**2307.4** Skills and Abilities:

**2307.4.1** Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

**2307.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

**2307.4.3** Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adult and children

**2307.4.4** Knowledge of literature and standard works in various fields.

**2307.4.5** Knowledge of basic fund accounting and budgeting.

**2307.4.6** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2307.4.7** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2307.4.8** Ability to organize and manage work flow for self and others, to supervise staff and implement applicable policies and procedures.

**2307.4.9** Ability to analyze difficult problems , recommend solutions and take independent action

**2307.4.10** Ability to prepare and present reports that conform to prescribed style(s) and format(s) and to present information to Library management, public groups and the Library Board of Trustees.

**2307.5.11** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

**2307.5** Physical Demands:

**2307.5.1** 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.

**2307.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2307.5.1.2** Must possess mobility to operate a motor vehicle.

**2307.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2307.5.1.4** Must possess vision to read printed material and a computer screen.

**2307.5.1.5** Must possess stamina to move about the Library.

**2307.5.1.6** Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

**2307.6** Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Technical Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment, lifts and moves boxes and equipment weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2300.7** Fair Labor Standards Act Designation: Exempt – Administrative.

11/2005 CPS



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*Placentia Library District*  
*Final Classification/ Compensation Report*  
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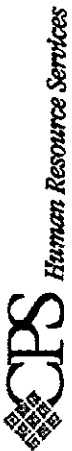
**Appendix B**  
**SALARY SURVEY RESULTS**  
**BY INDIVIDUAL CLASS**

**LIBRARY DIRECTOR**



Surveyed Agency	Classification Title	Monthly Range Min.	Monthly Range Max.	No. of Employees	No. of Branches (not including main)	Population Served	Last FY Annual Budget	(Position) Reports To
<b>Placentia Library District</b>	<b>Library Director</b>	<b>\$8,334</b>	<b>\$8,334</b>	<b>18.94 FTE's</b>	<b>0</b>	<b>50,323</b>	<b>\$1,997,735</b>	<b>Library Board</b>
City of Mission Viejo	Director Library Svcs	\$6,902	\$10,353	20.15 FTE's	0	98,197	\$2,379,450	City Manager
City of Whittier	Director Library Svcs	\$7,365	\$9,206	44.4 FTE's	1	87,250	\$2,795,000	City Manager
City of Newport Beach	Library Svcs Director	\$8,730	\$10,636	60.56 FTE's	3	82,255	\$5,417,183	City Manager
City of Hemet	Library Director	\$7,975	\$10,178	20 FT/PT	0	66,455	n/a	City Manager
City of Yorba Linda	Library Director	\$8,167	\$9,927	29.1 FTE's	0	65,621	\$2,750,935	City Manager
City of Arcadia	Dir of Library & Museum Svcs (Arcadia Historical Museum)	\$7,840	\$9,791	43 FT/PT (minus museum)	0	56,320	n/a	City Manager
City of Carritos	City Librarian	\$7,372	\$9,207	67 FT/PT	0	55,074	\$5,505,280	Asst City Mgr-Admin Svcs
City of Glendora	Library Director	\$6,710	\$8,156	13 FTE's	0	52,373	\$1,088,708	City Manager
City Of Covina	Library Director	\$5,338	\$6,489	15.79	0	49,565	\$1,312,610	City Manager
City of Azusa	Director of Library Svcs	\$6,908	\$8,429	22 / 15.7 FTE's	0	48,520	\$1,200,000	Asst City Mgr
City of Palm Springs	Director - Library Svcs	\$7,085	\$8,631	35 FT/PT	0	45,731	\$2,300,000	City Manager
City of Monrovia	No Comparable Class (Division Manager level only)	-	-	-	0	39,147	\$1,200,000	Dir Community Svcs
	Median		\$9,207					
	Mean		\$9,152					
	Percent Above or Below Median		-10.48%					
	Percent Above or Below Mean		-10.18%					

# ADMINISTRATIVE ASSISTANT



Surveyed Agency	Classification Title	Monthly Range Min.	Monthly Range Max.	Comments
Placentia Library/District	Administrative Assistant	\$3,181	\$4,074	
City of Mission Viejo	Administrative Secretary	\$3,016	\$4,071	PT Admin Libr Clerk also provides admin support
City of Whittier	No Comparable Class	-	-	Office Services Manager (Supervisory)
City of Newport Beach	Administrative Assistant	\$3,408	\$4,793	
City of Hemet	No Comparable Class	-	-	Duties performed by Senior Librarians
City of Yorba Linda	No Comparable Class	-	-	City provides these services
City of Arcadia	Senior Administrative Assistant	\$3,266	\$4,078	
City of Cerritos	No Comparable Class	-	-	Duties provided by librarian staff
City of Glendora	Administrative Assistant	\$2,932	\$3,564	
City Of Covina	Administrative Technician	\$2,795	\$3,397	
City of Azusa	No Comparable Class	-	-	Some duties performed by part time staff
City of Palm Springs	No Comparable Class	-	-	Some duties performed by an Account Clerk
	Median		\$4,071	
	Mean		\$3,981	
	Percent Above or Below Median		0.07%	
Placentia Library Salary Survey	Percent Above or Below Mean		2.29%	

**OFFICE/BUSINESS MANAGER**



Surveyed Agency	Classification Title	Monthly Range Min.	Monthly Range Max.	Comments
Placentia Library District	Office/Business Manager	\$3,184	\$4,074	New Classification
City of Mission Viejo	No Comparable Class	-	-	Administrative Secretary and PT Admin Libr Clerk provide admin support
City of Whittier	Office Services Manager	\$3,217	\$4,182	Supervisory
City of Newport Beach	No Comparable Class	-	-	Administrative Assistant
City of Hemet	No Comparable Class	-	-	Duties performed by Senior Librarians
City of Yorba Linda	No Comparable Class	-	-	City provides these services
City of Arcadia	No Comparable Class	-	-	Senior Administrative Assistant
City of Cerritos	No Comparable Class	-	-	Duties provided by librarian staff
City of Glendora	No Comparable Class	-	-	Administrative Assistant
City Of Covina	No Comparable Class	-	-	Administrative Technician
City of Azusa	No Comparable Class	-	-	Some duties performed by part time staff
City of Palm Springs	No Comparable Class	-	-	Some duties performed by an Account Clerk
	Median		N/A	
	Mean		N/A	
	Percent Above or Below Median		N/A	
	Percent Above or Below Mean		N/A	

**MANAGERS (PUBLIC SERVICES AND TECHNICAL SERVICES)**



Surveyed Agency	Classification Title	Monthly Range Min.	Monthly Range Max.	Position Reports To	Comments
Placentia Library District	Manager (Public Services/Technical Services)	\$4,845	\$5,976	Library Director	
City of Mission Viejo	Senior Librarian	\$4,048	\$5,464	Director Library Svcs	Positions in Support Services and Public Services
City of Whittier	Library Services Manager	\$5,203	\$6,764	Director Library Svcs	3 incumbents - Technical Services, Childrens Services and Adult Services
City of Newport Beach	Librarian IV	\$4,699	\$6,613	Library Svcs Director	
City of Hemet	Senior Librarian	\$4,094	\$5,226	Library Director	Two Incumbents
City of Yorba Linda	Supv- Tech Svcs & Circulation	\$4,681	\$5,690	Director	
City of Arcadia	Library Services Manager	\$5,829	\$7,280	Dir of Library & Museum Svcs	2 incumbents - Information Materials Management and Programs and Collections Management
City of Corritos	No Comparable Class	-	-	City Librarian	Librarian II (Support Svcs, Public Svcs)
City of Glendora	Senior Librarian	\$3,833	\$4,659	Library Director	Support Services and Public Services
City Of Covina	Principal Librarian - Tech Svcs Supv	\$3,942	\$4,792	Library Director	
City of Azusa	Senior Librarian	\$3,721	\$4,485	Director of Library Svcs	Public Services, Literacy and Technical Services
City of Palm Springs	Principal Librarian	\$5,198	\$6,262	Director - Library Svcs	Reference, Use, Circulation and Literacy
City of Monrovia	Senior Librarian	\$4,287	\$5,472	Library Div Mgr (Director level)	2 incumbents - Adult Services and Technican, Youth Services
	Median		\$5,472		
	Mean		\$5,701		
	Percent Above or Below Median		5.88%		
	Percent Above or Below Mean		1.95%		



PLACENTIA LIBRARY DISTRICT  
SALARY SCALE FOR  
FISCAL YEAR 2005-2006  
Effective July 1, 2005  
EXEMPT

	1	2	3	4	5	6	7	8	9	10	
LIB	HR	18.37	18.83	19.30	19.78	20.28	20.78	21.30	21.84	22.38	23.50
DIR	PP	1,469.60	1,506.34	1,544.00	1,582.60	1,622.16	1,662.72	1,704.29	1,746.89	1,790.56	1,880.09
	AN	38,209.60	39,164.84	40,143.96	41,147.56	42,176.25	43,230.66	44,311.42	45,419.21	46,554.69	48,882.42
	MO	3,184.13	3,263.74	3,345.33	3,428.96	3,514.69	3,602.55	3,692.62	3,784.93	3,879.56	4,073.54
ADMIN	HR	22.29	22.84	23.42	24.00	24.60	25.22	25.85	26.49	27.15	28.51
ASST	PP	1,782.96	1,827.53	1,873.22	1,920.05	1,968.05	2,017.26	2,067.69	2,119.38	2,172.36	2,280.98
	AN	46,356.96	47,515.88	48,703.78	49,921.38	51,169.41	52,448.65	53,759.86	55,103.86	56,481.45	59,305.53
	MO	3,863.08	3,959.66	4,058.65	4,160.11	4,264.12	4,370.72	4,479.99	4,591.99	4,706.79	4,942.13
OFFICE	HR	26.22	26.88	27.55	28.24	28.94	29.67	30.41	31.17	31.95	33.54
MGR (BA)	PP	2,097.60	2,150.04	2,203.79	2,258.89	2,315.36	2,373.24	2,432.57	2,493.39	2,555.72	2,683.51
	AN	54,537.60	55,901.04	57,298.57	58,731.03	60,199.31	61,704.29	63,246.90	64,828.07	66,448.77	69,771.21
	MO	4,544.80	4,658.42	4,774.88	4,894.25	5,016.61	5,142.02	5,270.57	5,402.34	5,537.40	5,814.27
PAGES	Starting Wage			6 Months	1 Year	18 Months					
		6.75	7.09	7.44	7.81						

Signature \_\_\_\_\_ : Adopted May 23, 2005

AI Shkoler, President





Placentia Library District

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

Proposed Personnel Allocation for Fiscal Year FY2005-2006

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager	1.00	0.25		0.75			1.00	3.00
Administrative Assistant								0.00
Librarian II			1.00					1.00
Librarian			1.75	1.50	0.50		0.50	4.25
Library Assistant	1.00				1.00	1.00		3.00
Library Clerk II						2.00		2.00
Library Clerk I						1.13	2.05	3.18
Substitute Librarian			0.25		0.25			0.50
Substitute Library Assistant								0.00
Substitute Clerk						0.50	0.10	0.60
Library Aide	0.25					2.13	0.50	2.88
Page						1.50		1.50
<b>TOTAL</b>	<b>3.25</b>	<b>0.25</b>	<b>3.00</b>	<b>2.25</b>	<b>1.75</b>	<b>8.26</b>	<b>4.15</b>	<b>22.91</b>

Placentia Library District

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

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

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								0.00
Librarian			2.50	1.00	1.50	1.00	0.25	6.25
Library Assistant	1.00							1.00
Library Clerk II						1.00		1.00
Library Clerk I						1.63	1.55	3.18
Substitute Librarian			0.19		0.19			0.38
Substitute Library Assistant								0.00
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
<b>TOTAL</b>	<b>3.25</b>	<b>0.25</b>	<b>2.94</b>	<b>1.75</b>	<b>1.69</b>	<b>6.51</b>	<b>3.05</b>	<b>19.44</b>

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

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

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								0.00
Librarian			1.75	1.00	1.25	1.00		5.00
Library Assistant	1.00		0.25		0.25		0.25	1.75
Library Clerk II						1.00		1.00
Library Clerk I						1.63	1.55	3.18
Substitute Librarian			0.19		0.19			0.38
Substitute Library Assistant								0.00
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
<b>TOTAL</b>	<b>3.25</b>	<b>0.25</b>	<b>2.44</b>	<b>1.75</b>	<b>1.69</b>	<b>6.51</b>	<b>3.05</b>	<b>18.94</b>

Placentia Library District

Allocation Adopted by the Library Board of Trustees for FY2003-2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II					1.00			1.00
Librarian			1.50	1.00		1.00		3.50
Library Assistant	1.00		0.50	0.50	0.25		0.25	2.50
Library Clerk II						1.00		1.00
Library Clerk I						1.50	1.00	2.50
Substitute Librarian			0.41		0.40			0.81
Substitute Library Assistant				0.54				0.54
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
<b>TOTAL</b>	<b>3.25</b>	<b>0.25</b>	<b>2.66</b>	<b>2.79</b>	<b>1.65</b>	<b>6.38</b>	<b>2.50</b>	<b>19.48</b>

Allocation Adopted by the Library Board of Trustees for FY2002-2003

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II					1.00			1.00
Librarian			0.50	1.00				1.50
Library Assistant	1.00		1.50	0.50	0.25	1.00	0.25	4.50
Library Clerk II						1.00		1.00
Library Clerk I	0.50					1.50	0.50	2.50
Substitute Librarian			0.41		0.40			0.81
Substitute Library Assistant				0.54				0.54
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
<b>TOTAL</b>	<b>3.75</b>	<b>0.50</b>	<b>2.66</b>	<b>2.54</b>	<b>1.65</b>	<b>6.38</b>	<b>2.00</b>	<b>19.48</b>



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

Organization Chart for Fiscal Year 2005-2006  
Presented November 28, 2005

Library Staff  
( 22.91 FTE )

**LIBRARY BOARD**

Library Director ( 1.00 FTE )  
Minter

**Technical Services  
(Including Passport Clerks)  
( 11.16 FTE )**

Technical Services Manager  
( 1.00 FTE )  
Napier

**Circulation Services  
( 8.26 FTE )**

Library Assistant  
( 1.00 FTE )  
Gomez  
Library Clerk II  
( 2.00 FTE )  
Quintanar  
Wnek  
Library Clerk I  
( 1.13 FTE )  
Diaz ( .63 FTE )  
McCartney ( .50 FTE )  
Library Aide/(Lead Shelver)  
( 2.13 FTE )  
Guzman ( .50 FTE )  
Peterson ( .875 FTE )  
Strysik ( .25 FTE )  
Hernandez ( .50 FTE )  
Library Student Assistant  
(Shelvers)  
( 1.50 FTE )  
Substitute Clerk  
( .50 FTE )

**Acquisitions  
Processing Services  
Passport Clerks  
( 1.90 FTE )**

Librarian  
( .50 FTE )  
Matas  
Library Clerk  
( .80 FTE )  
Perez ( .50 FTE )  
Robison ( .30 FTE )  
Library Aide  
( .50 FTE )  
Ervin  
Substitute Clerk  
( .10 FTE )

**Administrative Services  
( 3.50 FTE )**

Office Manager  
( 1.00 FTE )  
Goodson  
Library Assistant  
(Volunteer Coordinator)  
( 1.00 FTE )  
Millonzi  
Library Clerk  
( 1.25 FTE )  
Perez ( .50 FTE )  
Hernandez ( .50 FTE )  
Robison ( .25 FTE )  
Library Aide  
( .25 FTE )  
Strysik

**Adult Services  
( 3.00 FTE )**

Librarian II  
Strazdas ( 1.00 FTE )  
Librarian  
( 1.75 FTE )  
Bell ( .75 FTE )  
Matas ( .50 FTE )  
Yuan ( .50 FTE )  
Substitute Librarian  
( .25 FTE )

**Children's Services  
( 1.75 FTE )**

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

**Public Services  
( 7.25 FTE )**

Public Services Manager  
( .25 FTE )  
Roberts

**Literacy Services  
( 2.25 FTE )**

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

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**  
 Organization Chart for Fiscal Year 2005-2006  
 Presented June 15, 2005

Library Staff  
 ( 22.91 FTE )

**LIBRARY BOARD**

Library Director ( 1.00 FTE )  
 Minter

**Technical Services  
 (Including Passport Clerks)**  
 ( 12.41 FTE )  
 Technical Services Manager  
 Napier

**Circulation Services**  
 ( 8.26 FTE )

Library Assistant  
 ( 1.00 FTE )  
 Gomez

Library Clerk II  
 ( 2.00 FTE )  
 Quintanar

Wnek

Library Clerk I  
 ( 1.13 FTE )  
 Diaz ( .63 FTE )  
 Vacant ( .50 FTE )  
 Library Aide/(Lead Shelver)  
 ( 2.13 FTE )  
 Guzman ( .50 FTE )  
 Peterson ( .875 FTE )  
 Stryzik ( .25 FTE )  
 Hernandez ( .50 FTE )  
 Library Student Assistant  
 (Shelvers)  
 ( 1.50 FTE )  
 Substitute Clerk  
 ( .50 FTE )

**Acquisitions  
 Processing Services  
 Passport Clerks**  
 ( 3.15 FTE )

Librarian  
 ( .50 FTE )  
 Matas

Library Clerk  
 ( 2.05 FTE )  
 Perez ( 1.00 FTE )  
 Robison ( .55 FTE )  
 Vacant ( .50 )

Library Aide  
 ( .50 FTE )  
 Ervin

Substitute Clerk  
 ( .10 FTE )

**Administrative Services**  
 ( 2.25 FTE )

Administrative Assistant  
 ( 1.00 FTE )  
 Goodson

Library Assistant  
 (Volunteer Coordinator)  
 ( 1.00 FTE )  
 Millonzi

Library Aide  
 ( .25 FTE )  
 Stryzik

**Public Services**  
 ( 7.25 FTE )

Public Services Manager  
 ( .25 FTE )  
 Roberts

**Adult Services**  
 ( 3.00 FTE )

Librarian II  
 Strazdas ( 1.00 FTE )  
 Librarian  
 ( 1.75 FTE )  
 Bell ( .75 FTE )  
 Matas ( .50 FTE )  
 Vacant ( .50 FTE )  
 Substitute Librarian  
 ( .25 FTE )

**Children's Services**  
 ( 1.75 FTE )

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

**Literacy Services**  
 ( 2.25 FTE )

Public Services Manager/  
 Literacy Coordinator  
 ( .75 FTE )  
 Roberts

Librarian  
 Silberfarb ( 1.00 FTE )  
 Vacant ( .50 FTE )


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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Library Director's Report  
**DATE:** November 28, 2005

Activities Report:

- Oct 13 Conducted Part II of Passport training for four staff members.  
Attended the Chamber of Commerce mixer at Bair Chiropractic.
- Oct 15 Saturday manager at the Library
- Oct 17 Strategic Planning Work Session and Library Board Meeting.
- Oct 18 Met with Mary Jane Perlick, CPS Human Resources Services, to receive instructions on preparing the job audits for exempt employees.
- Oct 19 Conducted interviews with three of the bidders for the District's new web site with Jim Roberts, Vernon Napier and Wendy Goodson.  
  
Met with Friends President Rankin and Jim Roberts to discuss the Fillmore train excursion as a project for the Friends.
- Oct 20 Staff appreciation dinner.
- Oct 22 Saturday manager at the Library.
- Oct 23 Set up the materials and instructions for installing the donor plaques on the new wooden chairs.
- Oct 25 Met with representatives of RMS contractors at New Century office, Irvine to look at used desks and chairs.  
  
Foundation Board of Directors meeting.
- Oct 26 Conducted interview with one of the bidders for the District's new web site with Jim Roberts and Wendy Goodson.  
  
Helped Sign a Rama staff member install new signage in the lobby and Circulation Desk areas.

- Oct 27 Chamber of Commerce Breakfast.
- Oct 28 – Nov 6 Vacation
- Nov 7 Friends Board of Directors Meeting.
- Nov 8 ISDOC Board of Directors Meeting.
- Nov 9 Municipal Service Review and Sphere of Influence Report with the Orange County LAFCO, meeting in Santa Ana
- Nov 10 Met with representative from Open Eye Design to finalize the contract for the District's web site through the Friends of Placentia Library.
- Met with Jeffrey Wilcox and Jean Lasley in Long Beach to plan the Foundation's Strategic Planning session scheduled for January 7.
- Chamber of Commerce mixer at Paolini's.
- Nov 14 Met with Marcel Turner, CPS Human Resources Services, to review preliminary report and discuss his presentation to the Library Board.
- Nov 15 Met with Tri City Library Directors in Anaheim to discuss mutual concerns. Yorba Linda is considering dropping out of the shared library system because of cost and service issues.
- Nov 16 Attended forum with State Librarian Susan Hildreth on the Future of Libraries. The speakers were George Needham, Vice President of OCLC and Joan Frye Williams, library consultant and futurist.

Some of the concepts discussed:

- 📖 A great library mission statement – "To organize the world's information and make it universally accessible and useful."
- 📖 Service in the "amazoogle" environment
- 📖 10 things Google has found to be true
- 📖 We need to compensate from where we have been -- images of the library from 7th grade
- 📖 Not being out on the leading edge has served us well -- we don't get anything first, the rest of the worlds has already used it
- 📖 We were trained in the librarianship of scarcity but have moved to a world of information ubiquity.



📖 3 dominant patterns of future public library services  
self-service  
disaggregation  
collaboration (this is not a natural skill for the rest of the world --  
libraries have an edge here)

📖 New models emphasize:  
self-service  
self-sufficiency  
satisfaction  
seamlessness

📖 We are becoming irrelevant in the role of "gatekeeper"

📖 The average us consumer spends 10 hours per day interacting with media  
(computers, TV, radio, etc.)

📖 We have to look at ways to make more things self-service in libraries. We  
need to be there when the patron needs us.

Self service is not synonymous with no service.

Patrons want self-managed service.

📖 We need to let go of long held library positions  
An incomplete answer is a wrong answer -- civilians want us to  
develop a sense of "enoughness"

Service more intuitive & less structured

Civilians want more organization behind the scenes but able to  
use themselves and have interaction only when asked

You need to go to wherever they are --don't make them come to  
you

Civilian users expect to succeed on their own. They want  
librarians to design systems that allow civilians to be successful.

Convenience trumps quality

My time

My place

Easy to use

No barriers

(complexity is not a sign of excellence)

- 📖 Options to consider:
  - Consolidated service desks
  - Self-check (more privacy)
  - Roving staff
  - Point of sale wireless
  - Netflix-style circulation
  - Improving a sense of responsiveness - perception of good service.
  - Restrict number, let them keep unlimited time but take no more until they bring them back.

#### Disaggregation

- The least publishable unit
- Microcontent
- Disaggregation versus convergence
- It is our job as librarians to make quality convenient. Especially our special collections.

- 📖 The end of reference as we know it.
  - Reference has moved online.
  - Question answering is no longer the highest use of the library professional.
  - Civilians are looking for a model of reference is empowering to them -- not handed to them.

#### Deconstructing reference

- Intake/assessment
- Product/service match
- Navigation
- Optional: coaching/training
- Optional: negotiated referral
- Last resort: Question answering

Service implications – librarians like searching and civilians like finding – it's not the same.

- 📖 Front line staff need to know
  - Assessment techniques
  - Library offerings
  - Finding tools designed for civilian use
  - Situational signage
  - Prepackaged tips, shortcuts, FAQs
  - Reference "desk" is virtual, offsite

- 📖 New reference service should be – Bookends service
  - Get me started
  - Check my work when I'm done

- 📖 Options to consider for Reference Services
  - Support user-supplied equipment
  - Podcasts
  - Distributed librarians
  - "On call" instead of "on desk"
  - Telecommuting
  
- 📖 Collaboration creates new patterns
  - It's simply easier
    - for people to connect
    - for technologies to connect
    - for economies to connect
  
- 📖 Social software
  - Wikipedia
  - Friendster
  - Delicious
  
- 📖 Library social software (OCLC)
  - Questionpoint
  - Webjunction
  
- 📖 Mass collaboration
  - The scale has really changed.
  - There is also a re-personalization of information -- looking for human thirst for connection -- still confidential.
  
- Options to consider
  - open source software
  - blogs, vlogs, wikis
  - collaborative publishing
  - collaborative filtering
  - less reliance on content resellers
  
- It's about the relationship
  - long term
  - personal
  - proactive
  - collaborative
  - acknowledge and use our popularity but beware of nostalgia
  - where can we make connections
  
- 📖 Getting from here to there
  - Capitalize on pockets of discomfort, boredom or competitiveness
  - Stop rewarding perfectionism
  - Don't talk about it so much
  - Do the math
  - Demand results
  - Laugh a lot

- 📖 Disaggregation -- occurs at the user level, is not synonymous with decentralization. The terse conclusion is the used to rebuild a new bit of information.
- 📖 We need to say goodbye to the traditional model. Don't be in love with the processes and techniques -- keep the big picture in mind. Fastest way is to address the physical environment -- reduce number of desks and the chairs at them.
- 📖 At the reference desk the user should be able to view the screen during the entire search.
- 📖 Customer driven selection for unusual items – create a deposit account with Amazon, etc. to allow customers them to select themselves using Library funds.
- 📖 Eliminate fines. Substitute an honor box.
- 📖 Don't wait around until every single person is happy and satisfied. Sometimes the members of the public can initiate change.

Nov 17 Attended InfoPeople workshop in Cerritos on computer desktop security.

Staff Meetings:

- Oct 19 Representatives from First American Trust gave a report on the status of the District's Money Purchase Pension Plan. Beatrice Quintanar was elected to the staff Plan Committee. Changes in Passport processing and forms were discussed.
- Nov 2 Vernon Napier gave an overview of the existing library technology that is available to the public.
- Nov 16 Discussed plans for the holiday party and met with 457 Plan representative Jim Uzzo.

**Agenda Item 38**

TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager *JR*  
 DATE: November 28, 2005  
 SUBJECT: Program Committee Report for the month of October.

***ADULT SERVICES***

	Oct 04-05	Oct 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	1	2	3	5
NUMBER OF ATTENDEES	18	61	48	129

***CHILDREN'S SERVICES***

	Oct 04-05	Oct 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAM	18	25	87	101
NUMBER OF ATTENDEES	666	894	3,784	4,565

***PROGRAM COMMITTEE***

	Oct 04-05	Oct 05-06	YTD 04-05	YTD 05-06
NUMBER OF MEETINGS	0	2	0	3
NUMBER OF ATTENDEES	0	10	0	16
NEWS RELEASES	NA	3	NA	5

***LITERACY SERVICES***

	Oct 04-05	Oct 05-06	YTD 04-05	YTD 05-06
Total Tutors	135	143	218	186
Total Students	199	203	210	226
Total Hours	1,091	1,750	5,576	3,875

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



To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian

Date: for Board Meeting, November 28, 2005

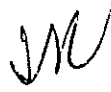
**Subject: October 2005 Activities in the Children's Department**

<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lap Sit 2 years and under	4	144
Story Time I : 6 years & under	4	131
Story Time II : 6 years & under	4	157
Music Time: 1 – 3 year olds	4	198
Music Time : 4 – 6 year olds	4	109
Read to the Dogs event	1	12
Class Visits	3	128
Placentia Heritage Parade	1	15
<b>Total October 2005</b>	<b>25</b>	<b>894</b>
<b>October 2004</b>	<b>18</b>	<b>666</b>
<b>Current FY to date</b>	<b>101</b>	<b>4565</b>
<b>Previous FY to date</b>	<b>87</b>	<b>3784</b>





TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: November 28, 2005

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

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

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

**Placentia Rotary Reading Enrichment Program (PRREP).** PRREP started again this school year early October. We are recruiting PRREP tutors from El Dorado High School and Valencia High School to again participate in the program this school year.

**Update on the two new PLLS homework clubs.** The Topaz-Tuffree Homework Club at Topaz Elementary School is averaging around 20 students every Monday-Wednesday from 4-6 PM. At the Homeless Intervention Shelter (H.I.S. House), we are averaging twelve (12) school-age children Monday, Tuesday, and Thursday from 6:30-8:00 PM.

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

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

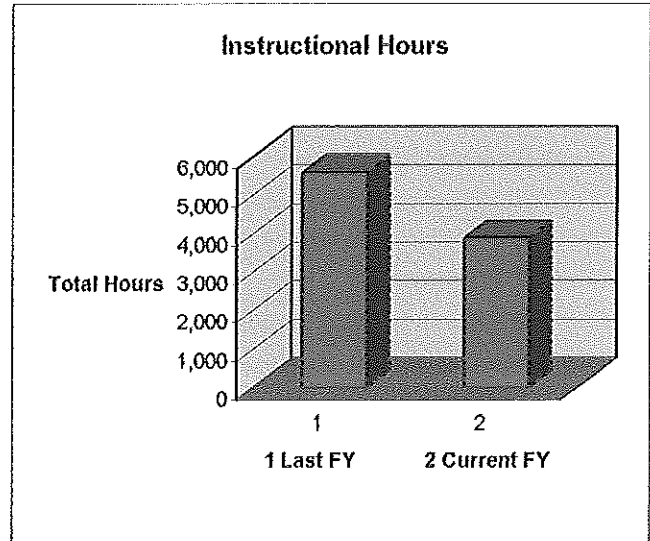
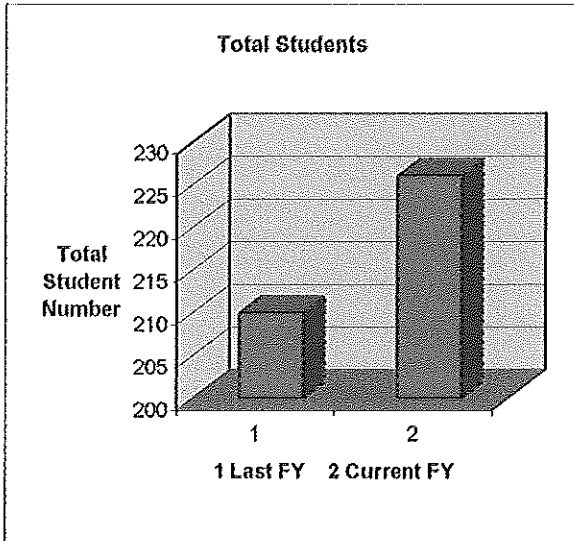
**Federal Work Study (FWS).** Our FWS partnership with Financial Aid at Cal State Fullerton grew stronger during FY 2004-05. In that respect, our FWS allocation for FY 2005-06 is now \$90,000, and we already have sixteen (16) students approved for this school year. Our FWS partnership is also very strong with Western State College University of Law as we have thirteen (13) already signed-up.

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

## Placenta Library Literacy Services

### Report of Growth and Progress

	Oct 04-05	Oct 05-06	YTD 04-05	YTD 05-06
<b>Tutors</b>				
Adult	67	72	124	98
Teen	68	71	94	88
Hours Instruction	1,091	1,750	5,216	3,875
Other Volunteer Hours	120	120	360	400
Total Hours	1,211	689	5,576	4,275
<b>Training Workshops</b>				
Workshops Held	5	5	13	15
Tutors Trained	79	36	118	118
<b>Students</b>				
With Adult Tutors	101	102	118	121
With Teen Tutors	98	101	92	105
In Groups	0	0	0	0
Total Active Students	199	203	210	226
<b>Families for Literacy</b>				
Family Students	6	5	6	5
Family Tutors	6	5	6	5
Hours of Instruction	80	60	160	180
<b>ELLI Program</b>				
K-6th Grade Students	45	125	45	125
Tutors for K-6th Grade	15	10	15	9
Hours of Instruction	1,410	306	1,410	506
<b>Total Tutors</b>	135	143	218	186
<b>Total Students</b>	199	203	210	226
<b>Total Instruction Hours</b>	1,091	1,750	5,576	3,875



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TO: Elizabeth Minter, Library Director

FROM: Mary Strazdas, Librarian MS

DATE: November 22, 2005

**SUBJECT: Reference and Adult Services report for October, 2005**

- There were two Program Committee meetings during the month.
- The North Orange County Genealogical Society had Caroline Rober present a class called *Where to Research in Orange County*. Part of a series of four different classes held at various libraries, the class met Monday, October 17, at 7:00 p.m. and drew 23 patrons.
- The North Orange County Genealogical Society did a display of various objects in the main display case for Family History month.
- On Monday, October 24, at 7:00 p.m., we had a program called *Israel: Small Country, Big Ideas* that featured a speaker from the Learn Israel group. Thirty-eight people attended.
- Library displays included one for P.D. Lyles, who will speak at the Author's Luncheon in March; one about educational subjects; one about Israel; and one about Byzantium.

Statistical Comparisons at the Reference Desk  
October FY 2005/2006

	2004	2005	YTD 04-05	YTD 05-06
Phone Reference Questions	264	210	730	781
Desk Reference Questions	1630	1558	5039	6386
E-Mail Reference Questions	7	8	23	21
Ready Reference	51	35	183	123
instruction	86	111	200	274
Computer Use	2259	2734	7462	10,967
Reference Books: In-Library Use	18	2958	2800	11,681
Patron Database Signups	223	184	904	863

TO: Elizabeth Minter, Library Director  
FROM: Gary Bell, Librarian *GB*  
DATE: November 28, 2005  
SUBJECT: **History Room report for October**

History Room visitors in October: fiscal year 2005-2006: 2  
History Room visitors in October: fiscal year: 2004-2005: 3

There were requests for VHS annuals: 1998-2002; 1974-1979; and 1980-1985.

Query was answered regarding the Yorba cemetery.

A short history of "Meals on Wheels" was received and archived.

The hanging file regarding the City of Placentia was reorganized.

Query was answered regarding the motto of the city.

David Bauman donated the final volume of the "Starman Series". It was added to the Local Authors' display and the collection.

Copying was begun on the Tuffree letters donation.

The numbering of the photograph albums was completed.

Several books were purchased and several volumes added to the history collection.





Agenda Item 43

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*

Date: November 28, 2005

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

In October, the Placentia Library District had 36,754 "hits," an average of 1,186 a day. Our year to date statistics are as follows:

Pages Visited	Aug-05/06	Aug-04/05	Sep-05/06	Sep-04/05	Oct 05-06	Oct 04-05
Borrowers	238	248	259	259	266	266
Friends	148	129	126	133	145	91
District	255	214	286	162	261	161
Kids	512	220	397	657	498	319
Foundation	141	170	116	123	136	111
History Room	254	232	338	215	364	202
Literacy/CLC Logo	204	182	200	192	252	139
Passports	529	350	533	559	680	272
Poet Laureate	628	456	585	528	571	626
Total Views Most Hits	2,909	2,201	2,840	2,827	3,173	2,193

Total Most Hits YTD      5,625      4,421      8,465      7,248      11,638      9,441



TO: Elizabeth Minter, Library Director  
FROM: Vernon Napier, Technical Services Manager  
DATE: 22 November 2005  
SUBJECT: **Technology Report for October 2005**



- Attended Internet Librarians Conference
- Completed Passport training
- Met with the Consortium Tech Team
- Ordered replacement security gates for the checkout desk
- Ordered "people counter" equipment
- Visited Newport Beach Library to observe audio book service
- Participated in interviews website proposals


\*\*\*\*\*

Projects under consideration

- Offering "virtual" reference service using Instant Messaging software
- Utilizing iPods to circulate audio books
- Converting newspapers on microfilm to a digital medium



TO: Elizabeth Minter, Library Director

FROM: Laranne Remling, Development Director and Volunteer Coordinator 

DATE: November 28, 2005

**SUBJECT: Publicity materials produced for October 2005**

**Information on the Placentia Library cable channel #24, updated October 2005:**

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

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

**General Newspaper articles published:**

1. State transportation commission thaws
2. Much wonder about in Placentia community
3. Valencia seniors merit national academic honors
4. Council chooses design firm for bridge
5. Book to picture city history
6. Laguna Woods rated state's safest city
7. Orange County home prices and sales
8. Signposts of city leadership, history
9. Textbook Killer


**Library Newspaper articles published:**

1. Genealogy program
2. Legacy options offered by groups (2)
3. Volunteers needed
4. Volunteer tutor training offered (2)
5. Speaker on Israel scheduled at library (2)
6. Stay home and shop for the library
7. Library offers online shopping trips (2)
8. Kids Camp Library opens registration (2)
9. Kids Camp Library holds sleep over (2)
10. Donors of wooden chairs are needed
11. 'Lapsit' stories

**Flyers and Notices:**

1. Foundation thank you cards and ID cards are sent out
2. Adopt-a-Chair Campaign postcards
3. Email request forms
4. Friends membership thank you letters are sent out with membership cards
5. Second Sunday book sale flyers
6. Foundation Bookplates
7. Israel program flyer
8. Volunteer Applications

Welcome to Placentia Library District



411 East Chapman Avenue  
Placentia, CA 92870-4198  
714-528-1906  
[www.placentialibrary.org](http://www.placentialibrary.org)

Placentia Library  
Board of Trustees

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

Placentia Library  
Board of Trustees


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

Placentia Library Hours

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

The Library Will Be **CLOSED**

**Thursday,  
November 24<sup>th</sup>**



for

**Thanksgiving**

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](http://www.placentialibrary.org)

Holiday Photos with Santa & Mrs. Claus

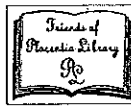


\$10.00 per picture with reservation  
\$25.00 per picture at the door

Saturday, December 3  
1:30 - 3:30 P.M.


Call 524-8408, x213 for reservations

USED BOOKSTORE



Staffed entirely by Volunteers  
Located in the Library lobby

**GREAT BARGAINS!!**



Bookstore Volunteers Always Needed!


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

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

**SPECIAL BACKROOM SALE**  
**BARGAINS! BARGAINS! BARGAINS!**

When: Second Sunday of each month  
1:00 - 4:00 P.M.  
Upcoming Sales: Nov 13, Dec 11, Jan 8 & Feb 12

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

What: **Everything** in stock 

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

**amazon.com**


Shop at amazon.com through Placentia Library's website, [www.placentialibrary.org](http://www.placentialibrary.org), and a percentage of the sale is donated to the Library!

**Placentia Library Hours**

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

**The Library Will Be CLOSED**

**Thursday,  
November 24<sup>th</sup>**

 for


**Thanksgiving**

**Shop for the Library**  
[shopforthelibrary.net](http://shopforthelibrary.net)

**NEW! Shop for the Library**

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

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

 **Placentia Library Literacy Services**

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

☎ 524- 8408, x215 or x213

**Placentia Library Literacy Services**

- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are:  
Nov 0<sup>th</sup> - Dec 4<sup>th</sup> - Jan 8<sup>th</sup> - Feb 5<sup>th</sup>


\*Second Sunday of month due to holiday

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


**PLACENTIA**  
A City of Opportunity

**Support Placentia**

**create A Legacy**



**Placentia Historical Afghans**




Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$63.00

Proceeds support the Placentia History Room







**19th Annual  
Camp Library**  
Friday, Nov 18 - 7:30 p.m.  
to  
Saturday, Nov 19 - 9:00 a.m.  
\$5 \$5  
Registration begins Sunday, Oct 16

**Placentia Library Hours**

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

**The Library Will Be CLOSED**  
**Thursday,  
November 24<sup>th</sup>**  
 for  
**Thanksgiving**



Renew your books  
by phone  
Using Telecirc  
**714-765-1775**  
*24 hours a day 7 days a week*

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

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

**WE FIT HERE NOW!**  
**BRING YOUR LAZARUS!**


**ADOPT-A-CHAIR**  
Help replace 44 splintering chairs in the Children's Department!



Call 528-1926, x201 for more information





**PLACENTIA LIBRARY**



**Passport Application  
Acceptance Agency**

*Passport Services Available at the Library*



**Passport hours at the Library are:**

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

Placentia Library is an official U.S. Department of State  
Passport Acceptance Agency  
For Passport Application  
call 528-1926 Ext. 245 or visit the Library Website [www.placentialibrary.org](http://www.placentialibrary.org)

**NOW DOING PASSPORT PHOTOS!**  
**2 PHOTOS FOR \$10**

**Placentia Library Hours**


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

**The Library Will Be CLOSED**

**Thursday,  
November 24<sup>th</sup>**

for

**Thanksgiving**



**Holiday Photos with Santa & Mrs. Claus**




\$10.00 per picture with reservation

\$25.00 per picture at the door

**Saturday, December 3  
1:30 - 3:30 P.M.**

Call 524-3408, x213 for reservations

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



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



*Great Gift Idea  
For Young & Old*

**Lap-sit Story Times**  
*Presented by Lin Baesler*

Ages newborn to 2 years


**Thursday Mornings  
9:05 - 9:25 A.M.**

in the  
Childrens Area





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

**Story Time I**  
for children  
under 6




**Thursday Mornings  
9:45 - 10:15 A.M.**




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

**Story Time II**  
for children  
under 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.placentiallibrary.org](http://www.placentiallibrary.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.

**The Library Will Be CLOSED**

**Thursday,  
November 24<sup>th</sup>**

for

**Thanksgiving**



[www.placentiallibrary.org](http://www.placentiallibrary.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.placentiallibrary.org](http://www.placentiallibrary.org)

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

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

**Placentia History Room**







Staffed & Managed by Librarians & Volunteers

**Hours**  
Monday & Tuesday & Wednesday  
1:00 - 3:00 P.M.  
*Open 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**

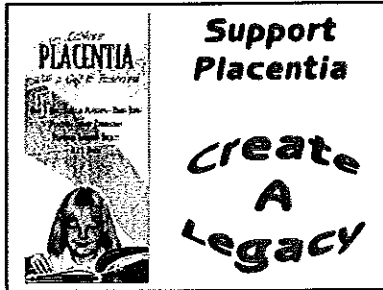
Historical Collections Include

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

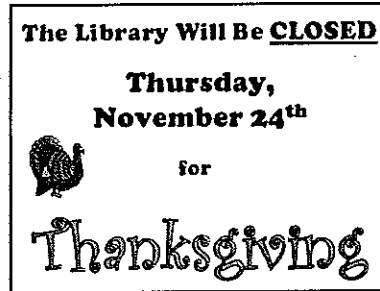
**Placentia History Room**

Archival Resources Include

 West Atwood Yacht Club membership	 Virginia Carpenter photograph collection
 Assorted Samuel Lewis Kramer maps and papers	 Placentia Courier negative collection
 Articles on international student visit to Placentia, Italy	 Historic photograph collection
 West Placentia Little League	 Newspaper clippings, brochures, newsletters, maps of local historic interest
 International Kinship papers and scrapbook (1965-1974)	



The logo for 'Support Placentia Create A Legacy' is enclosed in a rectangular border. On the left side, there is a vertical strip containing a small image of a person's face and some illegible text. To the right of this strip, the words 'Support Placentia' are written in a bold, sans-serif font. Below that, the words 'Create A Legacy' are written in a larger, stylized, cursive-like font.



The library closure notice is enclosed in a rectangular border. At the top, it reads 'The Library Will Be CLOSED'. Below this, the date 'Thursday, November 24<sup>th</sup>' is centered. Underneath the date is a small silhouette of a turkey, followed by the word 'for' in a simple font. At the bottom, the word 'Thanksgiving' is written in a large, decorative, cursive font.

## pacific clippings

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

Los Angeles Times

OC Edition  
Daily

OCT 15 2005

Monday 332

**Genealogy:** Discover more about your family background when the Placentia Library District hosts "Where to Research in Orange County." Free. 7 p.m. 411 E. Chapman Ave., Placentia. (714) 528-1906.

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News

Weekly

OCT 06 2005

## pacific clippings

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

Placentia News

Weekly

OCT 06 2005

### Legacy options offered by groups

Four community organizations - the Boys & Girls Club of Placentia-Yorba Linda, Homeless Intervention Shelter, Placentia Founders Society and Placentia Library Foundation - are informing residents how to donate money to groups in town through estate planning.

Informational fliers are available at City Hall, 401 E. Chapman Ave. or at the groups' sites.

Information: Boys & Girls Club, (714) 993-9133; Founders Society, (714) 993-2470; HIS House, (714) 993-5774; or Library Foundation, (714) 528-1925, Ext. 203.

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News

Weekly

OCT 27 2005

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Informational fliers are available at City Hall, 401 E. Chapman Ave. or at any one of the nonprofit sites.

Information: Boys & Girls Club, (714) 993-9133; Founders Society, (714) 993-2470; HIS House, (714) 993-5774; or Library Foundation, (714) 528-1925, Ext. 203.

# State transportation commission thaws

By SUSHMA SUBRAMANIAN  
and CINDY ARORA  
PLACENTIA NEWS-TIMES

Placentia recovered \$15.1 million last week for its project to separate train tracks from city streets, three years after the grant was frozen during the state budget crisis and the financially strapped city was forced to borrow money, purchase bonds and dip into own coffers to pay for projects.

The California Transportation Commission had approved the state transportation grant funding for Placentia projects, but then rescinded the money in 2002 when Placentia was in the midst of its rail projects, leaving the city scrambling to meet its construction obligations.

When the commission voted unanimously Sept. 29 to restore the money, city officials had already planned how they would use the funds to complete the projects and restore lost dollars.

"I'm looking out the win-

### At-a-glance for CTC funding

#### Money frozen in November 2002

- \$3.3 million - State Transportation Improvement Program funds, approved in March 2002
- \$11.8 million - Traffic Congestion Relief program funds; difference between \$28 million approved in July 2001 and the \$16.2 million that was paid to city for Melrose underpass

#### Proposed expenditures upon receipt of grants

- about \$3 million - pedestrian bridge
- about \$6 million - repaying bonds for purchase of an Office Depot property for right-of-way acquisition for Placentia underpass
- about \$4 million - restoring city money spent to complete Melrose Street underpass
- the rest - build reserves, help fund the Placentia Avenue underpass

dow, it's about 110 degrees out. It's September, but I think it's also Christmas in Placentia," City Administrator Bob Dominguez said.

City officials expect to use the funds to pay off debts incurred during the construction of the Melrose Street underpass, build a pedestrian bridge at Bradford Avenue, where traffic blockades were installed last month at the rail crossing, and to repay bonds for purchase of an Office Depot property for right-of-way acquisition for the Placentia

Avenue underpass.

The remaining money will be used to complete the Placentia Avenue underpass, officials said.

The CTC approved in 2002, \$3.3 million in State Transportation Improvement Program funds and in 2001, \$11.8 million in Traffic Congestion Relief Program dollars, but rescinded both in 2002.

Over the last three years, Placentia spent about \$4 million from its city budget to complete the Melrose Street underpass and bought a

\$5.7 million bond to buy an Office Depot property on Placentia Avenue.

At the time, city staff urged the commission to release the money through letters and phone calls, but instead the city had to use its own money, drain reserves and decide to borrow millions of dollars.

"We finally had money this year," Commission Director Diane Eidam said. "And it made sense to fund a project like this."

"It's money that was a long time coming," said Mayor Scott Brady, who added that the dollars will help restore financial flexibility after years of lean budgets. "It really put us back on solid ground now."

Some residents said the money would help repair the city's mismanagement of funds.

"Now hopefully our city will be able to refill some of the cookie jars that have been plundered over the years," said Craig Green, a founder of Citizens for a Better Placentia, a group that has criticized the rail project.

# Much to wonder about in Placentia community

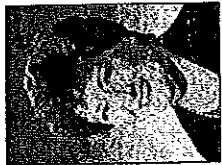
**I** WUNDER ... how long it will be before TOD Properties LLC and Lennar get fed up and decide to walk off the Placentia redevelopment project.

We have known for years that the downtown area is Placentia's only chance to market itself as a viable option for shopping, living, eating and working.

Our city faces strong competition from Anaheim, Brea and Fullerton - all that are aggressively pursuing, or have pursued, options to make their downtown areas more attractive.

Placentia citizens and

council members consistently say they support the concept of redevelopment, but when the issue presents itself, the votes and/or public support are usually nowhere to be seen.



**JUDY DICKINSON**  
HEART OF THE MATTER

We have known for years that this type of massive redevelopment project would require sacrifices.

As Mayor Scott Brady mentioned at a recent City Council meeting, a train station in our downtown could make or break the future of Placentia. Unfortunately, the Redevelopment Agency denied itself the tool of eminent domain, which will make any project a costly and difficult venture.

I WUNDER ... what City Administrator Bob Dominguez has planned for the upcoming year. Dominguez has been in his position for just more than one year, and he has made giant strides within the city. He has altered the format of the council meetings; been visible throughout the com-

Although Dominguez faced some challenges this year, e.g., the City Council refusing to honor his request for continued support of the city's lobbyists in Sacramento and Washington, D.C., he has made a difference in the community. And I would like to congratulate him for such a strong start to his tenure!

is well-liked by citizens and staff and has streamlined the day-to-day operations at City Hall.

I can personally attest to Dominguez's support of city programs, such as the Senior Advisory Committee and its goals.

Without them, who will be in Washington, D.C., advocating for Placentia's interests? I WUNDER ... why there seems to be so much confusion and shock over the closing of Bradford Avenue. Since the Melrose Underpass was planned several years ago, it has been common knowledge that, as a condition of the underpass project, the railroad required the city to shut down Bradford.

On that note, though I WUNDER...how the city plans to secure funding from the federal government in light of the rumors that some, or all, of the pledged funding might be diverted to the rebuilding of those areas hit by Hurricanes Katrina and Rita?

We fired the lobbyists. Without them, who will be in Washington, D.C., advocating for Placentia's interests?

I WUNDER ... why there seems to be so much confusion and shock over the closing of Bradford Avenue.

Since the Melrose Underpass was planned several years ago, it has been common knowledge that, as a condition of the underpass project, the railroad required the city to shut down Bradford.

Without a pedestrian bridge, Kraemer Boulevard and Melrose Street would be the only way for pedestrians to cross from one side of the tracks to the other, which is unacceptable.

Concerning the major intersections that will be selected for overpasses or underpasses, I WUNDER ... if the public knows how much

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

Placentia News  
Weekly OCT 06 2005

## Valencia seniors merit national academic honors

Christopher Stanford and Soojin Youn, both seniors at Valencia High School, have been named as National Merit Scholar semifinalists, based on their PSAT scores. They took the test in November 2004.



JINA S. YOUN



CHRIS STANFORD

"I was stunned, and it was just a really great feeling because I was really having a lot of stress at school," said Youn, who hopes to study pre-medicine at Stanford University next year.

Standford is interested in engineering and architecture. "I always knew I was a good student, but I never knew I was a great student," he said.

A Pleasant Place is devoted to coverage of good news. Call (714) 704-3796 or fax ideas to (714) 704-3714.

# Council chooses design firm for bridge

<sup>332</sup>  
Contract includes Bradford barriers.

By **SUSHMA SUBRAMANIAN**  
PLACENTIA NEWS-TIMES

City Council members chose a design firm Tuesday for the proposed Bradford avenue pedestrian bridge, despite some citizens' concern that the span over the train racks was unnecessary. "There's virtually no pedes-

trian traffic, unless it's people who want to go west and east," said Glenn Baldwin, whose Excalibur Extrusions business is across the street from the Bradford rail crossing.

He added that he has seen schoolchildren pass through the barricades set up as temporary measures to block traf-

fic on Bradford until the permanent closure is completed.

Mayor Pro Tem Russ Rice, leading the meeting in Mayor Scott Brady's absence, said a bridge might become more necessary in the future, when planned redevelopment brings more foot traffic to the Old Town area.

"We hope we invigorate and revitalize the downtown," Rice said. "The danger I see in scrapping the bridge is that it

might keep us from building a future bridge."

The council voted 4-0 to approve a \$185,873 contract with McLean and Schultz to develop designs for Bradford Avenue's permanent closure on both sides of the tracks and for the pedestrian crossing.

The firm was also hired in March by the city to provide

SEE BRIDGE • PAGE 8

# Book to picture city history

**SUSHMA SUBRAMANIAN**  
PLACENTIA NEWS-TIMES

<sup>332</sup>  
Oil spurting from a well that used to pump where Emerald Isle Retirement Community now stands, a train crashing into a Placentia man and pioneer Virginia Carpenter's house, which no longer exists.

These are some of the images that the Historical Committee plans to include in a photo anthology of Placentia to be published by Arcadia Publishing, titled "Images of America: Placentia."

The company, known as the country's leading local history publisher in the United States, has already come out with photo histories of other Orange County cities, including Buena Park, Fullerton and Yorba Linda.

The books are part of its "Images of America" series, which chronicles the history of communities from Bangor, Maine, to Manhattan Beach with vintage black-and-white photographs celebrating each town and bringing to life the people, places and events that

The Placentia Historical Committee is collecting vintage photographs of people and families working and celebrating, to give readers of "Images of America: Placentia" expected to be published in 2006, an idea of what life was like in the city.

The photos may be donated or loaned to the project. Information: (714) 993-0972 or the Placentia Library History Room, 411 E. Chapman Ave.

define the community.

"People relate to pictures more than text," said Historical Committee member Lawrence de Graaf. "Hopefully they may stimulate your interest in what happens in your locality."

No date has been set for the about 150-page book's completion, but Historical Committee members hope to finish the project by next year. They were first approached by the publishing company last spring.

De Graaf has established chronological periods that he hopes the book will cover, including the indigenous years, early settlers the citrus era

and the suburban age.

Meanwhile, the committee's chairman, Jeanette Gardner, has scanned historical photos she collected from George Key Ranch, the Bradford House and the Placentia, Anaheim and Fullerton libraries' local history rooms.

As she documents the pictures, she sorts them into categories according to de Graaf's outline - separating pictures of oil wells, citrus trees and Spanish explorers.

"I've learned so much about Placentia," Gardner said. "I thought I knew a lot."

Members are soliciting photos from Placentia residents who wish to be included in the anthology. They are accepting pictures until the year 2000, as part of their suburban era section.

They held a booth at the Heritage Festival to collect photographs.

The Historical Committee hopes to finish the book by next year, but the group has not yet signed a contract with the company to put off an immediate deadline.

**pacific clippings**  
**p m b 1 1 7 8 9**  
**santa ana, calif. 92711**  
Placentia News  
Weekly **OCT 1 3 2005**

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

The Register  
Daily **OCT 0 1 2005**

**PLACENTIA** <sup>332</sup>  
**Volunteers needed:** The Placentia Library needs volunteers who can donate one hour a week to help children and adults increase their literacy skills. The program will offer a tutor training workshop from 1:30 to 4:30 p.m. Sunday at the library's meeting room, 411 E. Chapman Ave. Volunteers must be at least 18. For information, call (714) 524-8408.

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

conceptual plans and cost estimates for the span over Bradford Avenue, which was closed to through traffic in August. Barricades were installed on both sides where the curving street crossed the rails and reduced visibility for locomotive engineers and motorists.

The firm presented two options for the pedestrian bridge over the tracks - one made of galvanized steel and the other, concrete - at a study session last month.

About \$3.2 million is budgeted for the bridge project, \$2.2 million of which is supposed to come from State Transportation Improvement Program funds released to the city last week.

The remainder will be paid through federal funds left over from the Quiet Zone project, Public Works Director Travis Hopkins said.

Final plans and an estimate package are expected to be ready by Jan. 4. Construction is tentatively scheduled to begin in March 2006.

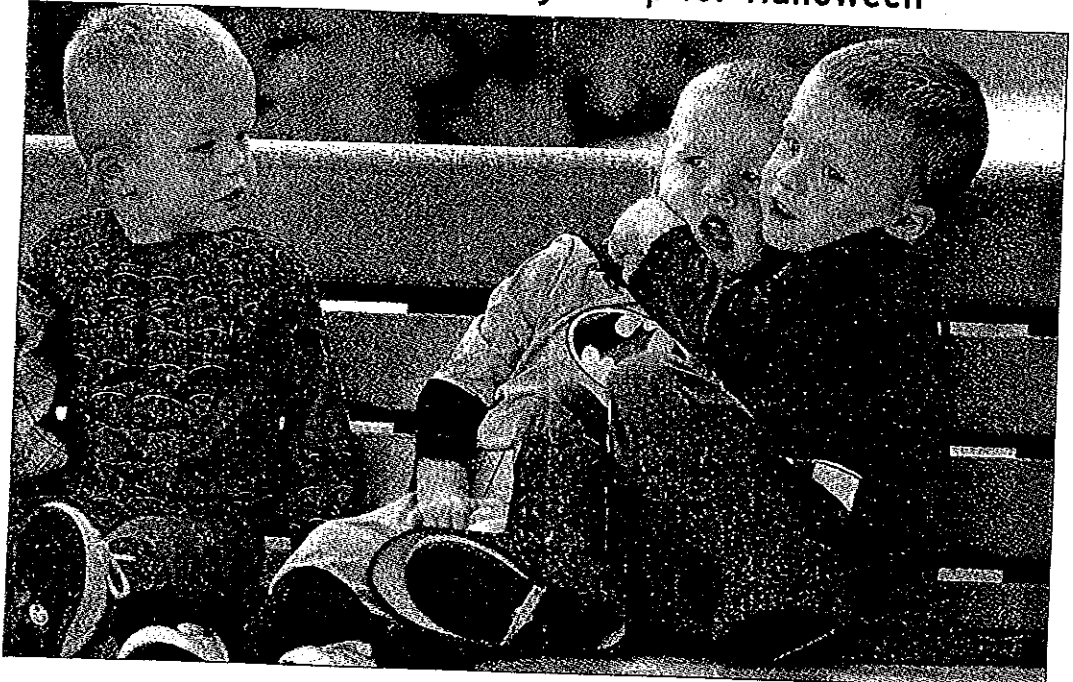
## pacific clippings

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

The Register  
Daily OCT 29 2005

Agenda Item 45  
Page 12 of 19.

### 332 Sibling superheroes gear up for Halloween



**332 CAPED KIDDIES:** Ty Carlson, 2, as Spiderman; Luke Carlson, 3, as Batman; and Cayden Carlson, 3, as Superman pose for a photo by their mother in front of the Placentia library.

BRUCE CHAMBERS, THE REGISTER

## pacific clippings

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Placentia News  
Weekly OCT 27 2005

### 332 Volunteer tutor training offered

A literacy tutor training

workshop will be held from 1:30 to 4:30 p.m. Nov. 6 in the Placentia Library's Meeting Room, 411 E. Chapman Ave.

The library's Literacy Services program needs volunteers to work one-on-one with students from preschool to adults. Volunteers ages 13 and older are invited to attend the required three-hour session and to help out for an hour or more a week.

Information (714) 524-8408, Ext. 215

## pacific clippings

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Placentia News  
Weekly OCT 13 2005

### 332 Speaker on Isreal scheduled at library

Jonah Balfour, a speaker from the national educational organization Learn Israel, will present a free presentation titled "Israel: Small Country, Big Ideas!" at 7 p.m. Oct. 24 at the Placentia Library, 411 E. Chapman Ave.

Balfour works with students to bring expert speakers on Israel to college campuses across the nation.

He will be show film clips of a flying rescue vehicle, an external elevator for skyscrapers and on these and other cutting edge innovations from Israel in the fields of advanced medicine, technology, security, and humanitarian aid.

Information: (714) 528-1906.

## pacific clippings

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santa ana, calif. 92711

Placentia News  
Weekly OCT 13 2005

### 332 Stay home and shop for the library

Placentia Library is partnering with an Internet shopping mall to help offset budget cuts.

The commerce venture, called Shop for the Library - at [shopforthelibrary.net](http://shopforthelibrary.net) - features more than 700 online merchants, including such big names as Target, Macy's, Gap and Circuit City. Purchases initiated through the Web site will generate a commission for the Placentia Library.

Shop for the Library works with online merchants who agree to give the library up to 25 percent of all sales referred from the Shop for the Library site.

Information: (714) 528-1906.

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly OCT 27 2005

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He will be show film clips of a flying rescue vehicle, an external elevator for skyscrapers and on these and other cutting edge innovations from Israel in the fields of advanced medicine, technology, security, and humanitarian aid.

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

**Kids Camp Library holds sleep over**

Registration continues for the Placentia Library's 19th annual Camp Library, a chance for ages 4 to 12, accompanied by an adult, to spend the night among the book shelves.

The event will be held from 7:30 p.m. Nov. 18 to 9 a.m. Nov. 19 in honor of Children's Book Week, a national celebration to encourage kids to read.

The cost is \$5 per person and must be paid upon registration at the library, 411 E. Chapman Ave. Sign-ups are limited to 50 children.

The program will include special performers, games, a movie, snacks and breakfast. Information: (714) 528-1906, Ext. 212.

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Jonah Balfour, a speaker from the national educational






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**Library offers online shopping trips**

Placentia Library is partnering with an Internet shopping mall to help offset budget cuts.

**Building rules revamped**

332 <b>Placentia</b> City Council Oct. 4, 2005 ACTIONS <b>MORE ONLINE</b> <a href="http://www.ocregister.com/placentia">www.ocregister.com/placentia</a>						
<b>RESIDENTIAL ZONING:</b> Amend zoning codes to allow the enlargement of existing single-family homes on lots that not meet the minimum building area rules. <b>Passed 4-0</b>	A	Yes	Yes	-Yes	Yes	
<b>POLICE GRANT:</b> Use a portion of the Police Department's \$279,000 traffic safety grant to purchase three patrol motorcycles. <b>Passed 4-0</b>	A	Yes	Yes	Yes	Yes	
<b>ADMINISTRATOR CONTRACT:</b> Allow City Administrator Bob Dominguez to use up to \$50 a week of the city's bulk gasoline to help offset his increased gasoline costs. <b>Passed 4-0</b>	A	Yes	Yes	Yes	Yes	
<b>HONORS:</b> Joe Najera, maintenance crew leader, was named Employee of the Quarter. Summer 2005 Volunteers, Concerts in the Park committee members and Police Explorers were honored.						
<b>NOTES:</b> Meeting ran from 7:30 to 10:30 p.m. A means absent. Next meeting at 7:30 p.m. <b>Oct. 18.</b> The council meets in the Council Chambers at City Hall, 401 E. Chapman Ave. Agenda information: go to <a href="http://www.placentia.org">www.placentia.org</a> on Friday before meeting.						

**BRIEFLY**

**Kids Camp Library opens registration**

Sign-ups will begin Oct. 16 for the Placentia Library's 19th annual Camp Library, a chance for ages 4 to 12, accompanied by an adult, to spend the night among the book shelves.

The event will be held from 7:30 p.m. Nov. 18 to 9 a.m. Nov. 19 in honor of Children's Book Week, a national celebration to encourage kids to read.

The cost is \$5 per person and must be paid upon registration at the library, 411 E. Chapman Ave. Registration is limited to 50 children.

The program will include special performers, crafts, games and a movie. A snack will be served in the evening and a continental breakfast will be available in the morning.

Kids will have to bring their own sleeping bags, pillows, comfortable pajamas and their favorite bedtime buddy.

Information: (714) 528-1906, Ext. 212.

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Placentia News  
Weekly OCT 27 2005

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Placentia News  
Weekly OCT 27 2005

### Donors of wooden chairs are needed

The Placentia Library Foundation Board of Directors is working to replace 44 wood veneer chairs in the Children's Department with solid-wood chairs.

Members are asking people to sponsor a chair for \$200 a piece. Each chair will have an engraved plate listing the donor's name.

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

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Placentia News  
Weekly OCT 20 2005

### COMMUNITY HAPPENINGS

#### TODAY

'Lapsit' stories for ages 2, and younger are read from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

#### SATURDAY

Well of Life Church car wash will be held from 9 a.m. to 2 p.m. in the parking lot, 187 W. Orangethorpe Ave.

Proceeds will raise funds for winter outreach programs, including holiday food and

gifts to low-income families and missionary trips to Mexico. Call (714) 632-7876.

#### TUESDAY

Placentia-Yorba Linda Unified School District trustees meet at 7 p.m. at 1801 E. Orangethorpe Ave. Call (714) 996-2550.

#### WEDNESDAY

Neighborhood Watch Program board meets at 7:15 p.m. in the City Hall Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8225.

**pacific clippings**  
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santa ana, calif. 92711

Placentia News  
Weekly OCT 13 2005

### BRIEFLY

### Kids Camp Library opens registration

Registration will begin Sunday for the Placentia Library's 19th annual Camp Library, a chance for ages 4 to 12, accompanied by an adult, to spend the night among the book shelves.

The event will be held from 7:30 p.m. Nov. 18 to 9 a.m. Nov. 19 in honor of Children's Book Week, a national celebration to encourage kids to read.

The cost is \$5 per person

and must be paid upon registration at the library, 411 E. Chapman Ave. Registration is limited to 50 children.

The program will include special performers, crafts, games and a movie. A snack will be served in the evening and a continental breakfast will be available in the morning.

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Information: (714) 528-1906, Ext. 212.

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santa ana, calif. 927

Placentia News  
Weekly OCT 20 2005

### Volunteer training offered

A literacy tutor training workshop will be held from 1:30 to 4:30 p.m. Nov. 6 in the Placentia Library's Meeting Room, 411 E. Chapman Ave.

The library's Literacy Services program needs volunteers to work one-on-one with students from preschool to adults.

Volunteers ages 13 and older are invited to attend the required three-hour session and to help out for an hour or more a week.

Information (714) 524-8408 Ext. 215

# Laguna Woods rated state's safest city

FBI statistics show cities with malls scored among the county's worst.

BY JOHN McDONALD  
AND COLLEEN ROBLEDO  
THE ORANGE COUNTY REGISTER

Laguna Woods has the lowest crime rate in California. Brea has the highest, crime rate in Orange County.

And Irvine, at least among cities with 100,000 or more residents, remains one of the safer places in America.

These are some of the trends reported Monday in the FBI's 2004 edition of "Crime in America."

The national figures, which break down crime statistics in cities of 10,000 or more people, point to a continuation of a long-term drop in violent crime.

The nation's murder rate last year — about 5.5 victims for every 100,000 people — was the lowest since 1965.

Experts were surprised to see violent crime continue to fall and noted that the recent declines haven't been as steep as the drops during the economic boom years of the

According to the number of crimes reported based on the population.

Locally, the cities that scored lowest in overall crime tended to be those with fewer retail outlets and an older population.

Laguna Woods, where the average age is more than 70, had the second-lowest rate for violent crime in 2004, and the lowest rate of overall crime, in the state. Nationally, Laguna Woods ranked 37th in terms of overall crime.

"That's good to hear," said Sheriff's Lt. Bob Hogbin, commander of the deputies who patrol Laguna Woods.

He added that the city's low crime rate isn't a surprise.

"Historically, we've been the lowest," Hogbin said.

The total number of violent crimes — including homicide, forcible rape, robbery and aggravated assault — in Orange County cities rose less than 1 percent, from 2003 to 2004 — slower than the growth in the population.

Cities that scored the worst in terms of overall crime were those with small populations and lots of stores.

Locally, Fullerton, Cerritos and Brea finished in the bottom three in overall crime. All three have at least one mall

City	Rank in California	Rank nationally	Violent crime rate per 10,000	Property crime rate per 10,000
Laguna Woods	1	37	1	61
Rancho Santa Margarita	6	170	9	99
Aliso Viejo	11	266	8	121
Laguna Niguel	12	267	12	118
Yorba Linda	13	297	9	127
San Clemente	16	335	14	128
Mission Viejo	18	358	12	135
San Juan Capistrano	22	405	17	140
Lake Forest	26	422	15	146
Pana Point	31	507	17	160
Seal Beach	32	514	19	159
Placentia	52	678	26	183
Cypress	56	715	13	203
Irvine	61	766	8	218
La Palma	66	792	10	221
Huntington Beach	77	904	21	228
Laguna Beach	80	915	11	240
Laguna Hills	81	923	18	234
Fountain Valley	92	989	12	254
Stanton	94	994	35	232
Orange	116	1087	18	264
Buena Park	144	1225	40	269
Garden Grove	146	1233	39	271
Newport Beach	149	1277	16	303
Justin	156	1328	31	295
Santa Ana	169	1408	54	286
La Habra	177	1447	35	312
Anaheim	178	1459	46	305
Westminster	185	1481	37	320
Costa Mesa	186	1486	26	333
Los Alamitos	200	1544	22	347

# Orange County home prices and sales

The median value for all local homes sold in September rose 14.4 percent in one year to \$610,000

Changes from year ago



17.4% Resale single-family houses



21.3% Resale condos



0.8% New homes



12.5% Resale houses



25.5% Resale condos



6.2% New homes

# O.C. housing past

Here's how September housing prices and sales volume compare with the five-year average



49% House price One-family-home resale



54% Condo price Condo resale



-2.4% Sales Volume, all types

City	ZIP code	Aug.	% change from '04	Sales volume	City	ZIP code	Aug.	% change from '04	Sales volume
Aliso Viejo	92656	\$569,000	18.5%	128	Laguna Beach	92653	\$1,325,000	19%	23
Anaheim	92801	\$544,500	36.5%	50	Laguna Hills	92653	\$640,000	60.0%	57
Anaheim	92802	\$560,000	14.9%	28	Laguna Miral	92657	\$715,000	10.0%	105
Anaheim	92804	\$560,750	23.2%	76	Lake Forest	92650	\$569,500	4.6%	37
Anaheim	92805	\$552,500	19.2%	29	Los Alamitos	90700	\$972,500	24.6%	23
Anaheim	92806	\$620,000	13.0%	29	Midway City	92655	\$640,000	50.3%	7
Anaheim	92807	\$678,000	19.2%	54	Mission Viejo	92691	\$660,000	18.7%	84
Anaheim	92808	\$639,500	36.2%	46	Mission Viejo	92692	\$622,750	-1.2%	76
Brea	92821	\$628,500	6.5%	34	Newport Beach	92660	\$1,487,500	36.8%	46
Brea	92823	\$675,000	13.4%	9	Newport Beach	92661	\$1,400,000	240.0%	5
Buena Park	90620	\$560,500	24.6%	43	Newport Beach	92662	\$1,699,500	-26.1%	4
Buena Park	90621	\$540,000	22.7%	41	Newport Beach	92663	\$937,500	-4.0%	33
Corona del Mar	92625	\$1,447,500	3.0%	12	Newport Coast	92665	\$1,833,500	23.6%	28
Costa Mesa	92626	\$683,500	13.7%	40	Orange	92865	\$627,500	27.5%	28
Costa Mesa	92627	\$786,000	23.4%	52	Orange	92866	\$585,000	-2.5%	9
Cypress	90630	\$485,000	-0.3%	51	Orange	92867	\$710,000	25.3%	47
Dana Point	92624	\$643,000	-5.4%	7	Orange	92868	\$425,000	12.5%	22
Dana Point	92629	\$875,000	15.9%	42	Orange	92869	\$622,500	13.2%	50
Footfall Ranch	92660	\$637,000	-0.1%	28	Placentia	92670	\$574,000	14.8%	63
Fountain Valley	92708	\$1707,000	24.6%	76	Rancho Santa Margarita	92688	\$527,500	3.6%	15
Fountain Valley	92708	\$566,500	11.1%	32	San Clemente	92672	\$825,000	10.1%	45
Fullerton	92832	\$549,000	30.7%	27	San Clemente	92673	\$895,000	11.0%	60
Fullerton	92833	\$550,000	14.6%	76	San Juan Capistrano	92675	\$587,000	9.5%	49
Fullerton	92835	\$725,000	29.8%	40	Santa Ana	92701	\$342,500	34.3%	38
Garden Grove	92840	\$550,000	18.3%	63	Santa Ana	92703	\$550,000	50.7%	47
Garden Grove	92841	\$572,000	16.7%	33	Santa Ana	92704	\$529,773	17.7%	83
Garden Grove	92843	\$493,500	8.3%	38	Santa Ana	92705	\$735,000	16.7%	33
Garden Grove	92844	\$483,750	25.6%	38	Santa Ana	92706	\$600,000	20.0%	32
Garden Grove	92845	\$602,500	19.9%	15	Seal Beach	92707	\$516,000	26.7%	58
Huntington Beach	92646	\$850,000	16.3%	75	Stanton	90740	\$825,000	23.1%	18
Huntington Beach	92647	\$679,500	23.2%	26	Traffic/Coto	90680	\$407,500	3.2%	37
Huntington Beach	92648	\$905,000	20.3%	70	Tustin	92679	\$867,500	25.7%	74
Huntington Beach	92649	\$707,500	25.2%	59	Tustin	92780	\$487,500	33.7%	63
Irvine	92602	\$777,000	16.3%	51	Village Park	92782	\$795,000	26.4%	56
Irvine	92603	\$1,010,000	44.6%	49	Westminster	92683	\$1,235,000	10.0%	8
Irvine	92604	\$675,500	8.8%	34	Yorba Linda	92686	\$600,000	20.8%	84
Irvine	92606	\$689,500	-6.8%	30	Total resale houses	92887	\$780,000	19.8%	67
Irvine	92612	\$457,000	-25.1%	85	Total condominiums		\$675,000	17.4%	2,455
Irvine	92614	\$540,000	28.6%	44			\$455,000	21.3%	1,190
Irvine	92618	\$626,500	18.2%	34					
Irvine	92620	\$676,500	-8.3%	117					

Definitions: MEDIAN is midpoint of all values; NEW includes one-family and condos;  
SALES BY PRICE breaks down home and condo sales by sales price; PRICE BY HOME  
SIZE breaks down home and condo sales by square footage of the property; DIFFERENTS

5-year avg.	'88-'05 peak month amount	'88-'05 lowest month amount	Lowest month amount
4,173	6,232	Feb '91	1,442
2,543	4,181	Feb '91	859
1,172	1,508	Mar '04	226
458	1,224	Jan '93	176
<b>Median prices</b>			
All	\$420,000	Aug '05	\$617,000
One-family resale	\$453,000	Aug '05	\$675,000
Condo resale	\$296,000	Aug '05	\$457,500
New	\$556,000	Feb '05	\$902,000
<b>Sales by price</b>			
<\$400,000	2,020	Aug '88	5,635
\$400,001-\$500,000	704	Aug '03	1,116
\$500,001-\$600,000	513	Jun '05	1,056
\$600,001-\$700,000	343	Aug '05	801
>\$700,000	650	Aug '05	1,670
<b>Median price - home size</b>			
<1,000 sq. ft.	\$237,000	Sep '05	\$374,000
1,001-1,500	\$345,000	Sep '05	\$550,000
1,501-2,000	\$449,000	Aug '05	\$675,000
2,001-2,500	\$555,000	Sep '05	\$805,000
>2,500	\$703,000	Sep '05	\$977,500
<b>Trouble spots</b>			
Defaults	338	Mar '96	2,320
Foreclosures	29	Oct '96	674
<b>Financing</b>			
Avg. down payment	20.6%	Oct '95	23.1%
Adjustable loan share	46.1%	Nov '04	79.4%
<b>Benchmarks</b>			
Monthly payment index	\$2,026.63	Jan '05	\$2,669.65
Avg. price per sq. ft.	\$273.41	Aug '05	\$418.43
		Jan '88	\$107.47
		Apr '88	\$140.76
		May '91	12.6%
		Feb '99	14.5%

Oct. 27 - Placentia News 1 a.s.  
**Signposts of city leadership, history**

Russ Rice is only current council member with no marker.

BY SUSANNA SUBRAMANIAN  
PLACENTIA NEWS-TIMES

Mayor Scott Brady has one. Councilwoman Connie Underhill has one. So do Councilmen Chris Lowe and Norman Eckenrode, Eckenrode's wife, Carole; City Clerk Patrick Melia and City Treasurer Leo Castner.

What do they have that Councilman Russ Rice doesn't?  
Their names emblazoned on a city street sign.

Rice is the only City Council member who does not have a city street named in his honor.  
"That's OK with me," Rice said. "I'm not upset about it."  
Most of the streets named for current city officials are centered in and around the new Bolla Vista development off Orangecorpe Avenue and Rose Drive.

Others streets - named after city department heads, pioneers and noted volunteers - are scattered throughout town.

The names have been chosen for about 40 years by a majority vote of a Street Naming Committee, composed of a council member, the police chief, the planning director and a city engineer.  
The committee was established in the 1960s, when explosive growth and expansion began, and it became apparent that a method needed to be established for creating street names.

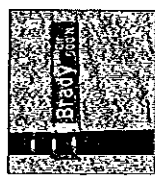
Former Police Chief Rice said he was not involved in coining the current council members' namesake streets, which were chosen in October 2001.

Rice's only input on the street naming committee was determining whether the new streets were too similar to existing streets to cause confusion in case of emergency, said city spokesman Matt Reynolds.

All Placentia streets have been named, including those in yet-to-be-completed developments. Reynolds added.  
And with only 50 acres left in town without a planned project, Rice might have to wait for the city to sell more land before he can stroll down a street marked with his name.



**SCOTT BRADY**



**CHRIS LOWE**



**CONNIE UNDERHILL**



**COUNCILMAN RUSS RICE** might have to wait for years to have a street with his name.

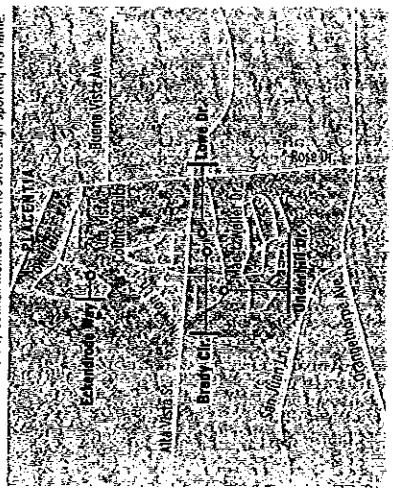


**NORM ECKENRODE**



**Street talk**

Russ Rice is the lone City Council member with no street sign sporting his name.



Placentia News-Times

**WHO'S THAT STREET NAMED FOR?**

- Here are some city streets named for Placentia leaders:
- Aguirre Lane - Alfred Aguirre, councilman and mayor pro tem in the 1960s
  - Bequerly Circle - Bill Bequerly, Planning Commission member from 1963-1983. Short term on the City Council in 1983
  - Brady Circle - Scott Brady, mayor and councilman starting in 2000
  - Brething Way - Paul J. Brething, mayor and councilman, 1958-1962
  - Buck Place - Richard E. Buck, mayor
  - Callahan Lane - Michael Callahan, councilman from 1972 to 1976
  - De Jesus Drive, George De Jesus, mayor and councilman, 1974 to 1978
  - Demmer Drive - Richard Demmer, mayor and councilman, 1964 to 1972
  - Dickinson Circle - Judy Dickinson, mayor and councilwoman, 1996-2004
  - Downey Lane - Carol Downey, first councilwoman to be elected Placentia mayor, 1992 to 1996
  - Dunham Lane - Russell Dunham, pioneer who came to Placentia in 1982 and served on the City Council
  - Easton Street - Harrison O. Easton, first Placentia mayor, 1926 to 1929
  - Eckenrode Way - Norman Eckenrode, mayor and councilman since 1978 and elected mayor five times
  - Edwardson Circle - Louis Edwardson, councilman from 1943-46 and a rancher in the Placentia area
  - Farmer Lane - Virginia Farmer, councilwoman from 1976 to 1990

- Fimmel Way - Robert Fimmel, councilman and mayor, 1966 to 1972
- Geeting Place - Mae Geeting, councilwoman from 1954 to 1958
- Gillian Street - Leon Gillian, mayor and councilman, 1954 to 1957
- Gomez Circle - Jack Gomez, first Spanish surname councilman and mayor, 1966 to 1978
- Godman Lane - Leonard Godman, councilman from 1956 to 1960, later active in political affairs in Yorba Linda
- Haber Way - Clarence Haber, mayor and councilman, 1928 to 1948, also a local pharmacist
- Harmony Lane - Sam Harmony, one of the original councilmen from 1926 to 1928, then 1947 to 1950
- Hock Avenue - James Hock, former mayor and councilman, 1960 to 1969
- Josen Way - Andrew Josen, who came to Placentia in 1983 and owned "The People's Store" grocery on Santa Fe Avenue, member of the first city council, 1926 to 1932
- Jones Place - Frank Jones, councilman from 1946 to 1947; Bebert L. Jones, councilman from 1950 to 1954; Russell D. Jones, city administrator from 1963 to 1966
- Lowe Drive - Christopher Lowe, councilman since 1998, mayor from 2001 to 2002
- Lyons Way - Robert B. Lyons, mayor and councilman, 1972 to 1976
- Maertzweiler Drive - councilman Michael Maertzweiler, councilman from 1992 to 2000, elected mayor in 1999, noted for organizing the Placentia Community Band
- Michel Place - Victor Michel, mayor and councilman, 1960 to 1970
- Moreno Way - Maria Moreno, mayor from 1992 to 1993, councilwoman from 1988 to 2000
- Newton Lane - Arthur Newton, councilman from 1984 to 1992, mayor from 1986 to 1987
- Orasco Circle - Alibonso Orasco, councilman from 1960 to 1964
- Pound Drive - Raymond L. Pound, former mayor, councilman from 1956-63, succeeding Russell Jones
- Rashford Drive - councilman from 1976 to 1980, mayor from 1978 to 1980
- Underhill Drive - Connie Underhill, councilwoman since 1996, mayor from 1998 to 1999
- Wilcox Circle - Lee Wilcox, city councilman in the 1970s
- Wilson Avenue - Anton Wilson, mayor and councilman, 1940 to 1956
- Winney Circle - Arthur Winney, councilman in the 1960s
- Young Drive - C.R. Young, mayor and councilman, 1931 to 1938
- Ziegler Way - councilman from 1982 to 1988, mayor from 1985 to 1986

Source: "Placentia Street Names" guide, compiled by City Historian Victor Michel in 1982

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THE MORNING READ

# TEXTBOOK KILLER

Lake Forest cardiologist Doug Lyle shows mystery writers how to make their murders forensically authentic.

By GWENDOLYN DRISCOLL  
THE ORANGE COUNTY REGISTER

SAN DIEGO

**D**oug Lyle may be Orange County's most prolific serial killer.

He's smashed 18-wheelers into station wagons, tossed dynamite into mine shafts, hung victims by their ankles, or plain, old-fashioned shot them.

He is also a willing accomplice to hundreds - perhaps thousands - of other murders.

It's a heck of a way to make a living for a burly, curly-haired Lake Forest cardiologist with a rolling Alabama twang and a professional obligation to "do no harm."

Lyle's medical expertise, however, has carved him a unique niche. Not only does he spend his downtime "murdering" the fictional innocent in the mystery and thriller novels he pens, he is also the founder and operator of "The Writer's Med-



SANDY HUFFAKER,  
FOR THE REGISTER

**TEACHER:** Doug Lyle says technology makes it hard to commit the perfect murder.

SEE THE KILL • PAGE 21

# THE KILL: Television medical mystery shows also recruit Lyle

FROM PAGE 1

ical and Forensic Lab."

The Web site is devoted to helping mystery writers across the country insert authentically gruesome detail into their whodunits.

Typical questions received from his legions of blood-thirsty fans include: "Can a Large Thorn Puncture the Neck and Cause Death?" "Does Rubbing Alcohol Make a Good Poison?" And, "What Are the Toxic Effects of a Poisonous Octopus Bite?"

The short answers are: yes, yes and - in the case of the deadly blue-ringed octopus - "blurred vision, nausea, vomiting, shortness of breath, slurred speech, poor coordination, loss of consciousness, and death."

Gross, you say? Not to the 59-year-old doctor who created his Web site to help a mystery-writing community increasingly challenged by advances in forensic science.

Since the first use of evidentiary DNA in 1987, mystery books have seismically shifted from Agatha Christie-like "cozies" - where the murder happens at a genteel remove - to "CSI"-style technical thrillers typified by writers like Jeffrey Deaver and Patricia Cornwell.

"Forensics has opened up a whole new world for mystery writers," Lyle says. "You can write a (non-forensic mystery) but you have to at least know what's out there. You can't ignore fingerprints and blood and DNA anymore."

If sales are any indication, readers are paying attention. Lyle's most recent non-fiction book, "Forensics for Dummies," sold more than 60,000 copies and won the 2005 Macavity Award from the fan-based organization Mystery Readers International.

The advice columns he writes for the Mystery Writers of America newsletter resulted in "Murder and Mayhem: A Doctor Answers

## Stay away

**Q. What are the toxic effects of a poisonous octopus bite?**

**A.** The blue-ringed octopus is one of the most deadly creatures in the sea. A single blue-ring may possess enough toxin to kill 10 adult humans.

• **Symptoms show quickly**, usually within minutes, and include numbness, paresthesia (tingling), muscular weakness, blurred vision, nausea, vomiting, shortness of breath, slurred speech, poor coordination, loss of consciousness and death. There is no antitoxin available.

• **At autopsy**, the medical examiner would suspect poisoning only if the death appeared to be something other than a tragic event or if he located the bite mark. If the killer spread the octopus' saliva on the victim's skin or put it in some ingested food, then of course no bite mark would be present.

• **The key would be to avoid an autopsy in the first place.** Political shenanigans, a love triangle, bribes, or some other intrigue could entice the coroner to "miss" the critical clues and cover the actual murder.

Source: *The Writer's Medical and Forensics Lab.*  
[www.dphysted.com](http://www.dphysted.com)

Medical and Forensic Questions for Mystery Writers."

"Law & Order," "CSI Miami," "Monk," "Medium," and "Cold Case" are just some of the TV shows that consult him when they want to creatively "off" a character.

"He's definitely the go-to guy for forensic and medical questions," says Matt Witten, a writer and supervising producer on the Fox medical drama "House."

On a recent dark Thursday night in a nondescript San Diego hotel conference room, Lyle walked a rapt audience through the A-B-C's of murder: from how quickly a corpse cools (1 1/2 degrees per hour), to the chemical that makes fingerprints glow in the dark (Luminol), to the last

place DNA dies (the "pulp" of the teeth), to the three types of multiple murderer (mass, spree, and serial).

It is one of dozens of such classes that Lyle teaches each year to mystery writers and the general public in venues across the country. He supplemented his talk with diagrams of blood "spatters" and bullet wounds and graphs of DNA.

"This is how they get the brain out - isn't this fun?" Lyle said cheerfully as a diagram of a brain autopsy flashed on screen.

"I've always been interested in criminal things," says audience member Nicole Bernasconi, 26, a research technician in a San Diego biochemistry lab. "It's just incredible putting these pieces together and solving these puzzles." Other listeners included a medical doctor, a psychologist and his daughter, and a computer forensics consultant curious about seeing "the other side."

Although Lyle makes his living instructing others in the fine art of shooting, stabbing, poisoning, strangling or otherwise dispatching fictional victims, in real life he has three words of advice for aspiring murderers: Don't do it.

"It's very hard to get away with murder if the investigation is done properly," Lyle says. The fingerprints, hair, fiber, and other forensic evidence left entering and exiting a crime scene make a criminal, in Lyle's words, "a walking trace evidence machine."

"You don't want to leave anything behind at a crime scene," he says.

Lyle points to examples such as the serial killer Wayne Williams, suspected of murdering dozens of children in Atlanta in the 1970s and '80s, who was convicted with six types of fiber evidence.

Forensic analysis of bite marks on the neck of a victim convicted Ted Bundy, the handsome, sadistic serial killer of young women in the



SANDY HUFFAKER, FOR THE REGISTER

**MENTOR:** Dr. Doug Lyle, who is also an author, leads a class of writers and others interested in forensics at a San Diego hotel.

## Forensics with Matt Witten

"Plotting The Perfect Murder and The Psychology of Character Motivation"

- **Where:** La Jolla Writers Conference 2005, Hyatt Regency Islandia Hotel, San Diego
- **When:** Oct. 7-9
- **Contact:** (858) 467-1978 or [www.lajollawritersconference.com](http://www.lajollawritersconference.com)

## "Forensics in Television with Matt Witten"

- **Where:** California Association of Criminalists Seminar 2005, Sheraton Los Angeles
- **When:** Friday, Oct. 14

## "Forensics For Writers: Getting It Right"

- **Where:** Cheers For Writers Writing Group, Barnes & Noble, 731 N. San Fernando Road, Burbank
- **When:** Jan. 21, 2006
- **Contact:** (818) 558-1383

## "Forensics for Mystery Writers"

- **Where:** San Francisco Writers Conference, Mark Hopkins Hotel, San Francisco
- **When:** Feb. 17-19, 2006
- **Contact:** [www.sanfranciscowritersconference.com](http://www.sanfranciscowritersconference.com)

## Piacentia Library Author's Luncheon

- **When:** Saturday, March 4, 2006
- **Where:** Alta Vista Country Club, Piacentia

1970s, while a tear droplet found in Alejandro Avila's car was key to convicting him of Samantha Runnion's murder.

"Why on earth would it be there?" Lyle asks. "Tell me some other reason other than

you kidnapped her. That tear associated (Avila) with the crime. That was huge."

Murderers have another problem: They blab.

"The guy here in Newport Beach almost got away with

the perfect murder," Lyle says, referring to Eric Bechler, Newport Beach man convicted of murdering his wife in 2001. He confessed the crime to his girlfriend.

"People can't keep their mouths shut. People talk about what's on their mind and if you've killed someone, chances are that's on your mind a lot."

Another truism of the dark art of murder? "Never trust Mother Nature," Lyle says. "She will spit the body out of the ocean. A dog will drag the bone out of the back yard. Something will happen and you will be found out."

Mystery writers should not despair, however - it is possible to get away with murder.

DNA evidence linking you to a crime? Blame it on your twin sister or brother - the DNA matches yours, Lyle says. (Their fingerprints, however, do not.)

Want to erase those pesky fingerprints? Swab the crime scene with bleach. (Just do not drop anything in the process - a hair, a droplet of spit, a flake from your shirt - which could incriminate you.)

Forensics may be bad news for criminals, but it's manna for the educated writer.

"Today there are so many more options for writers because science has more and more techniques," said Lyle.

But character and plot still count most.

"One of the hard things for writers to do is to make a character sympathetic," says Lyle, who points to Hannibal Lecter, the brilliant and ruthless serial killer from the 1988 book and 1991 movie "Silence of the Lambs" as the "hands-down" greatest fictional killer.

"You would love to have dinner with him - as long as you weren't on the menu," Lyle says.

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SAFETY COMMITTEE MEETING  
OCTOBER 25, 2005  
MINUTES

I. Call to Order: 2:45 P.M.

Members Attending: Katie Matas  
Wendy Goodson  
Esther Guzman

Members Absent: Caroline Gurkweitz

III. Old Business

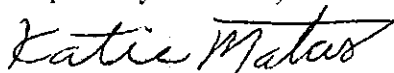
1. The fire extinguishers were checked by Katie Matas on September 29, 2005 and October 20, 2005.
2. The broken Koala Seat in the public women's restroom was removed. A new one was ordered but has not arrived.
3. Staff has expressed concern about boxes of unsold book sale books being left in the loading dock area for extended periods of time. The Friends will discuss the situation at their next meeting.

IV. New Business

1. The SDRMA "Fire Safety" pamphlet was distributed at the October 19, 2005 staff meeting.

The next meeting will be November 17, 2005 at 2:00 P.M.

Respectfully submitted,



Katie Matas

