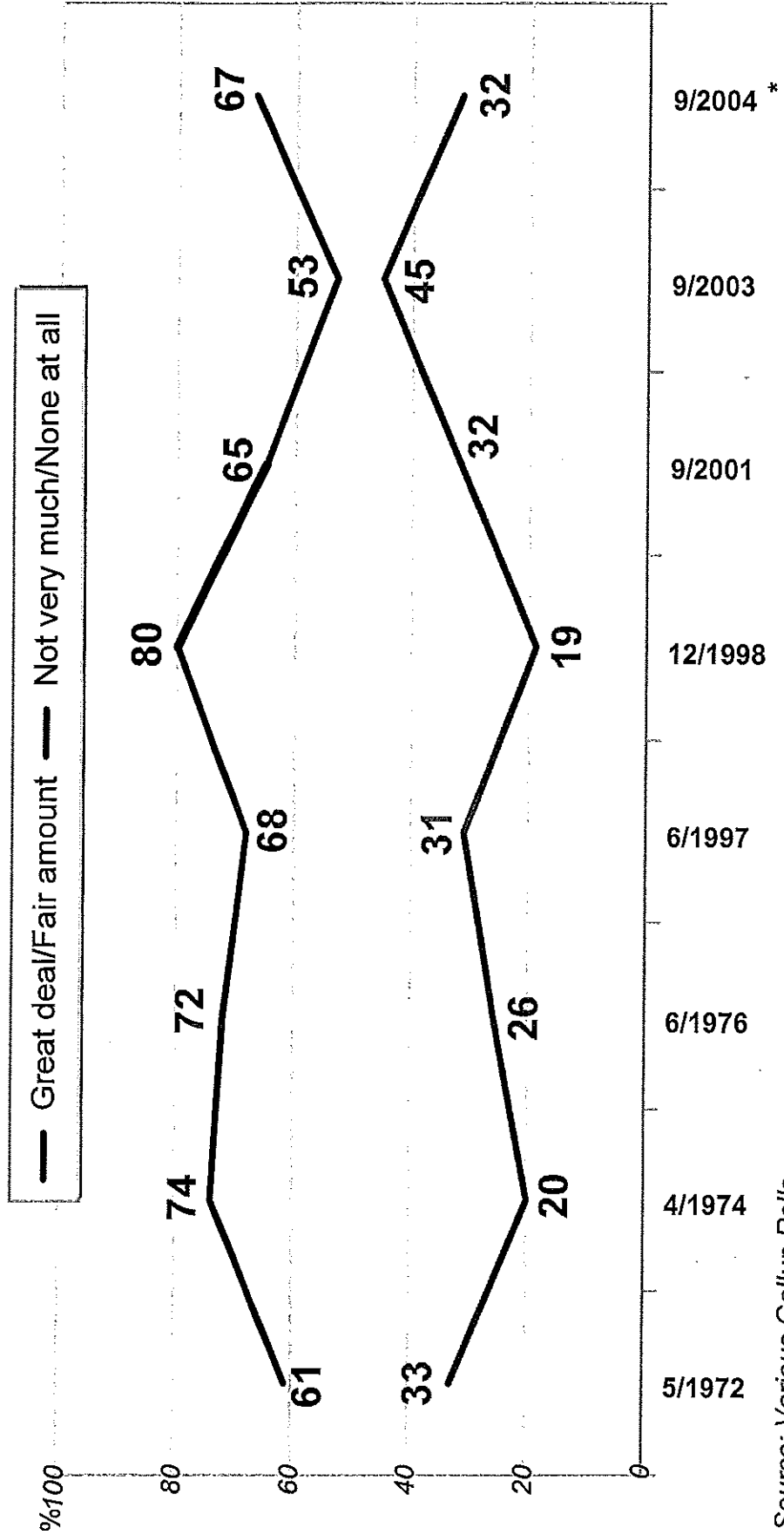


Trust/Confidence in State Government

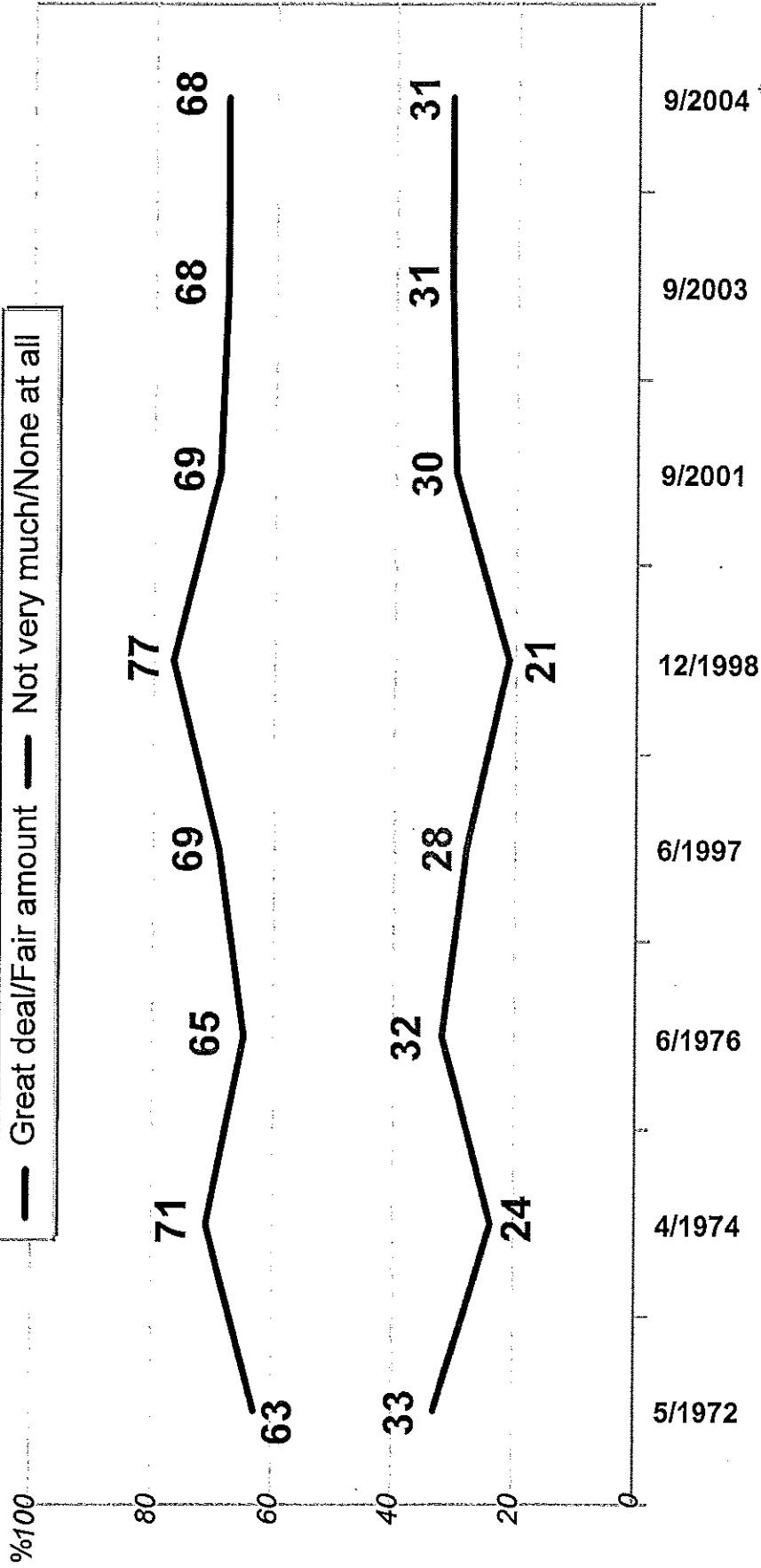
How much trust and confidence do you have in the government of the state where you live when it comes to handling state problems? Would you say that you have a great deal, fair amount, not very much or none at all?



Source: Various Gallup Polls
*Gallup; 9/13-15/04; 1,002n adults

Trust/Confidence in Local Government

How much trust and confidence do you have in the local governments in the area where you live when it or none at all?

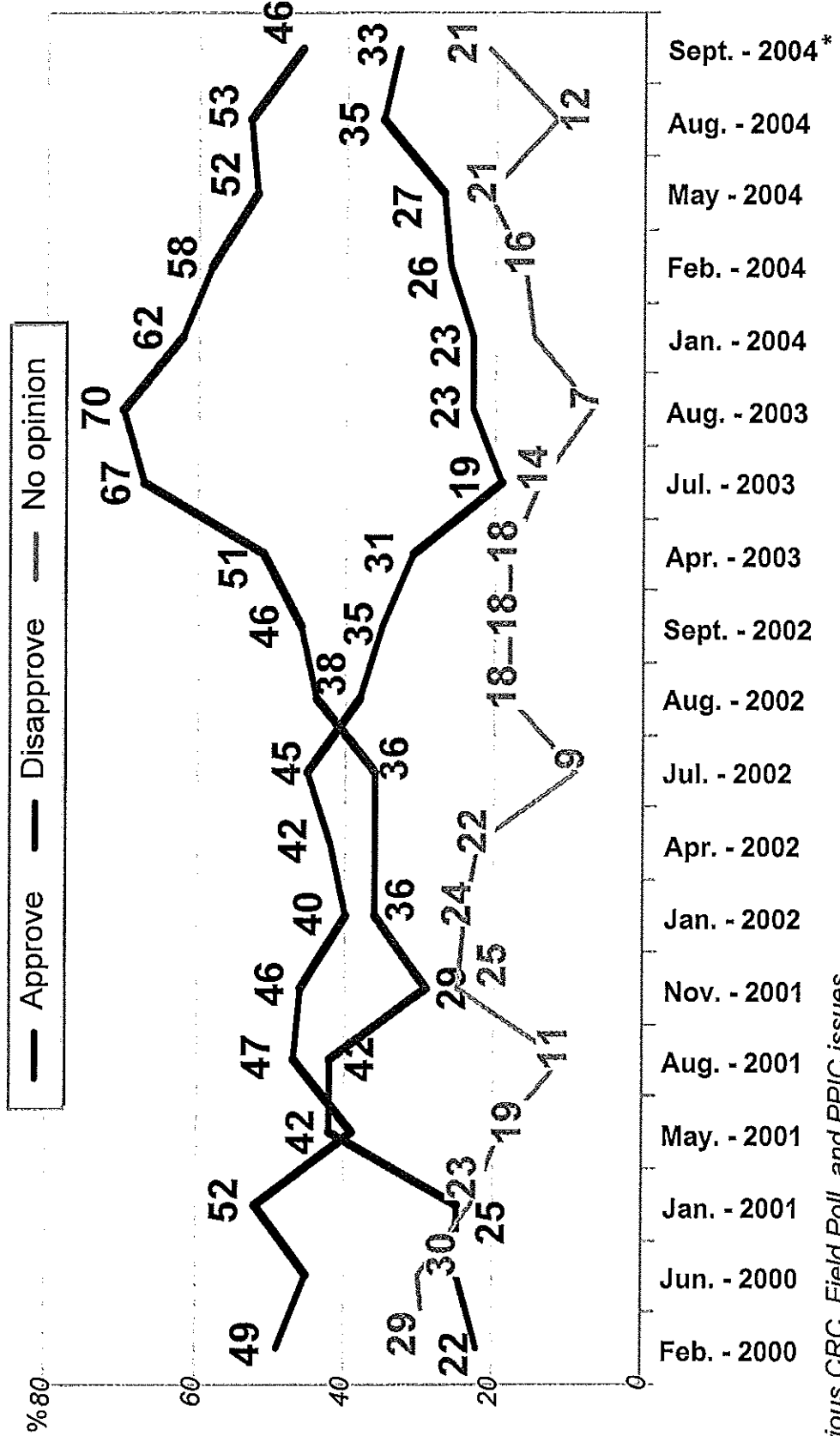


Source: Various Gallup Polls

*Gallup; 9/13-15/04; 1,002n adults

Job Approval: California State Legislature

Trend to approval of the California State Legislature

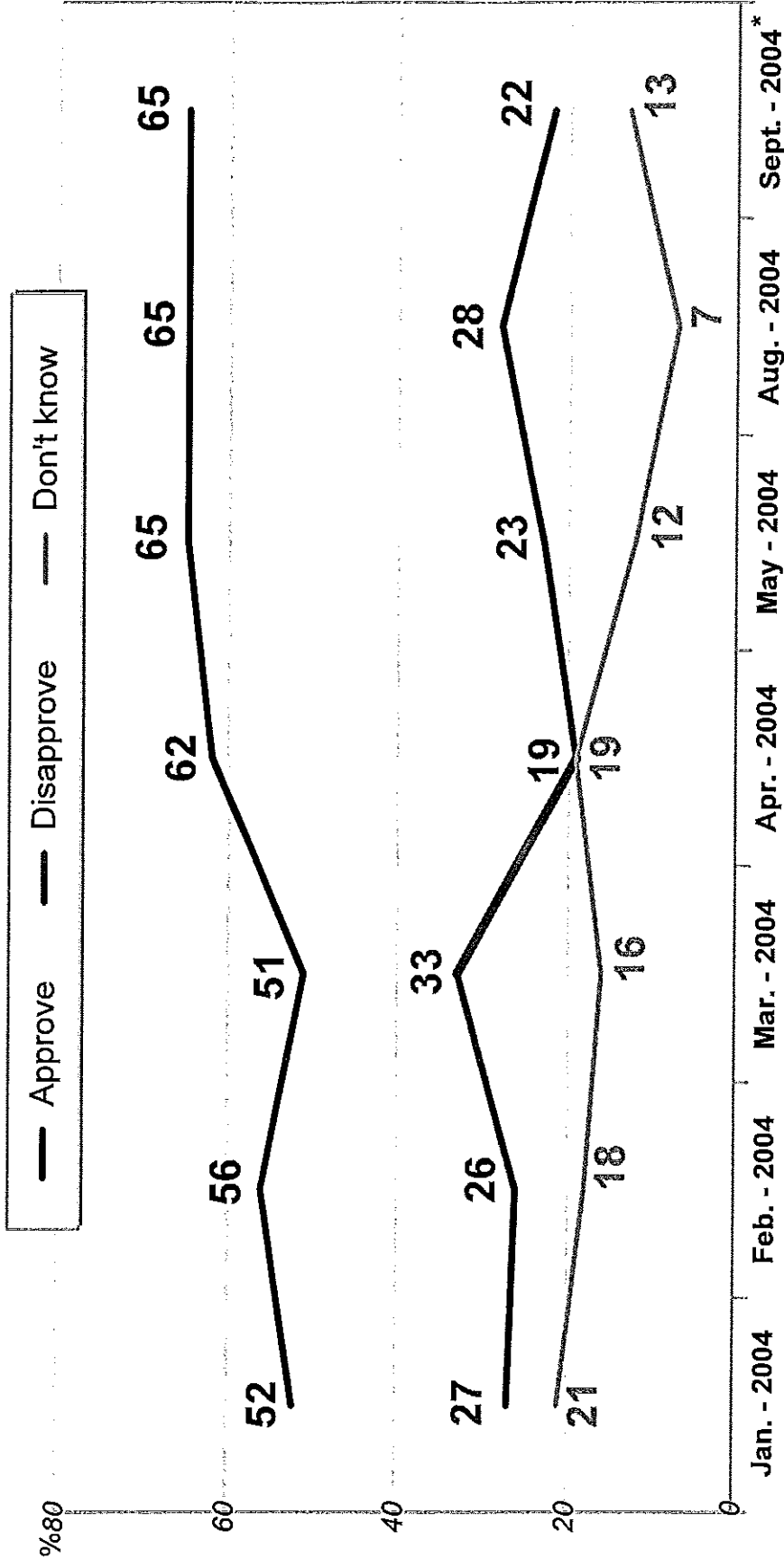


Various CRC, Field Poll, and PPIC issues

*Source: The Field Poll; 9/24-29/04; 600n registered voters

Schwarzenegger Job Approval

Do you approve or disapprove of the way Arnold Schwarzenegger is handling his job as Governor of California?



Various CRC, Field Poll, and PPIC issues

*Source: Field Poll; 9/24-29/04; 600n registered voters

Methodology

Charlton Research Company



Survey Methodology

Mode	Telephone Survey
Audience	800n Californians
Field Dates	November 7-10, 2004
Length	53 questions; 22 minutes
Margin of Error	+/-3.5%, at a 95% confidence level

Informed Americans

Charlton Research Company



Informed Americans Lead Public Opinion

Active, not passive

- Registered to vote
- Involved in community affairs/organizations
- Write to elected officials, media
- Issue focused

Able to form opinions on complex issues

- “Big picture” focus
- Information-hungry
- Fact-based opinions
- More discerning

Activity Participation (Ranked by Highly Informed Americans)

Have you participated in this activity in the past 2 years?

	Highly Informed %	Informed %	Uninformed %
Been registered to vote	98	95	88
Signed a petition	91	69	33
Written to your Congressman, Senator, Governor, or other elected official	86	55	8
Contributed money to or been involved with a national, state or local organization focused on a specific issue such as the N.R.A, N.O.W. or the Sierra Club	72	44	7
Been a member of a group focused on improving government or changing a government policy	71	31	2
Given a public speech	62	30	3
Been a member of a group focused on improving your community	51	41	8

Based on a database of 25,286 interviews taken from Charlton Research Company

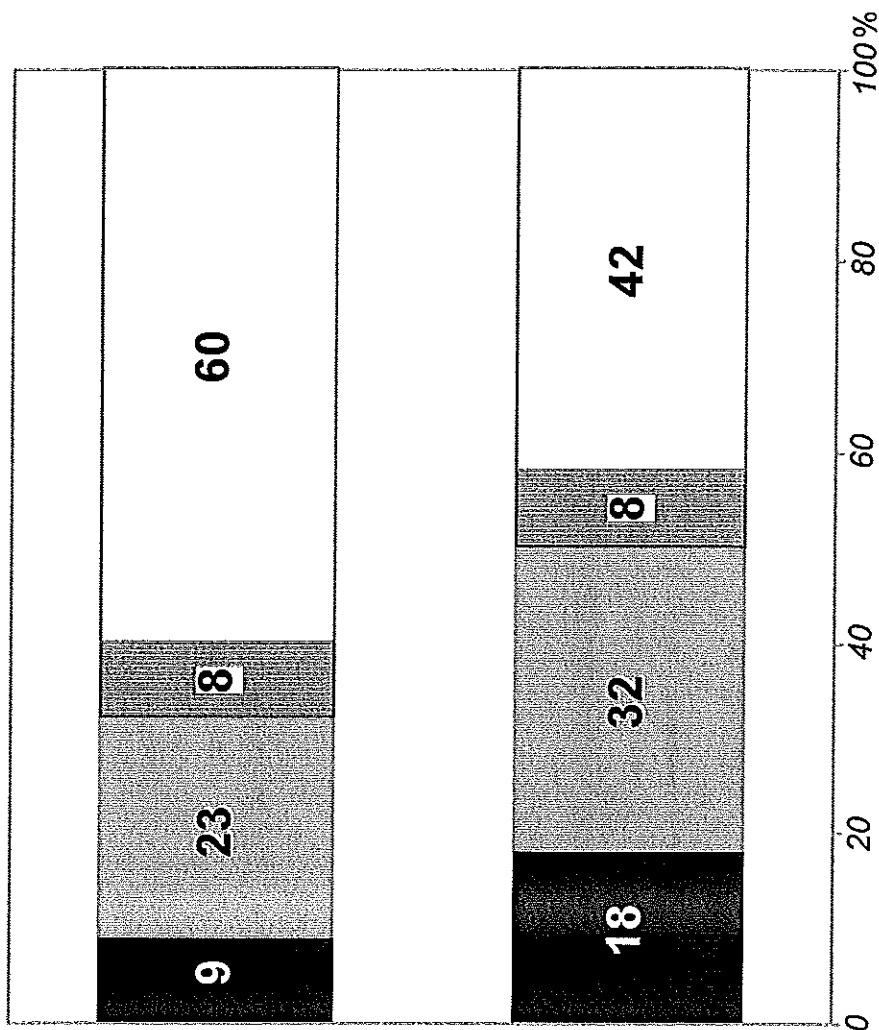
Activity Participation (p.2) (Ranked by Highly Informed Americans)

Have you participated in this activity in the past 2 years?

	Highly Informed %	Informed %	Uninformed %
Attended a public meeting on community affairs	51	40	8
Worked for a political party or candidate	50	22	1
Served as an officer of any club or organization	47	31	5
Served on the committee of a local organization	46	30	3
Called in to a radio or television talk show regarding an issue	35	17	3
Written a letter to the editor or a newspaper or magazine	29	15	2
Written an article for publication	26	11	2
Held a position in or run for political office	8	3	*

Based on a database of 25,286 interviews taken from Charlton Research Company

Informed Californians



Survey Sample

Charlton Research Company
database of Informed Californians

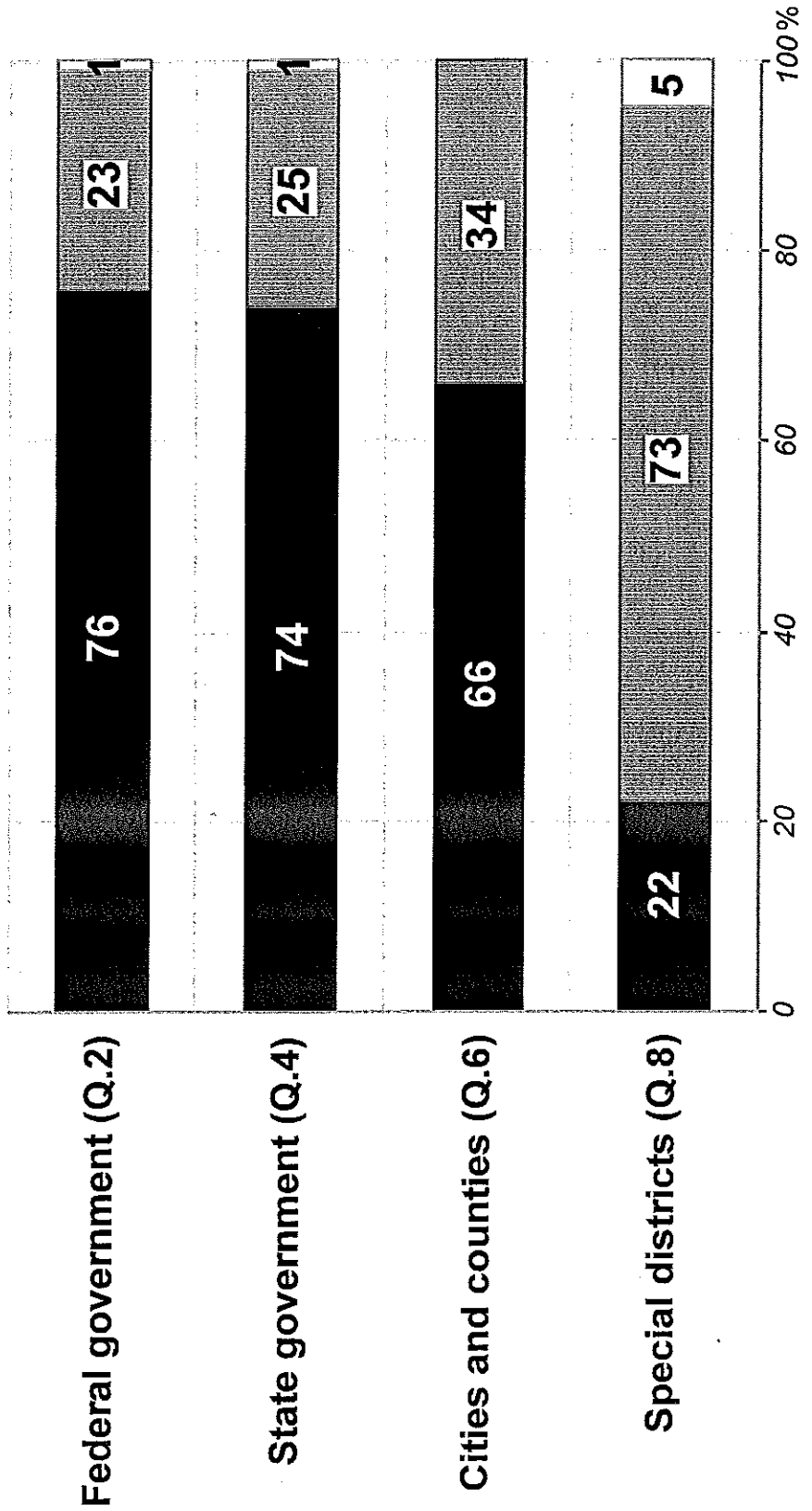
Attitudes Toward Government

Charlton Research Company



Familiarity

How familiar would you say you are with _____. (Q.2-9)



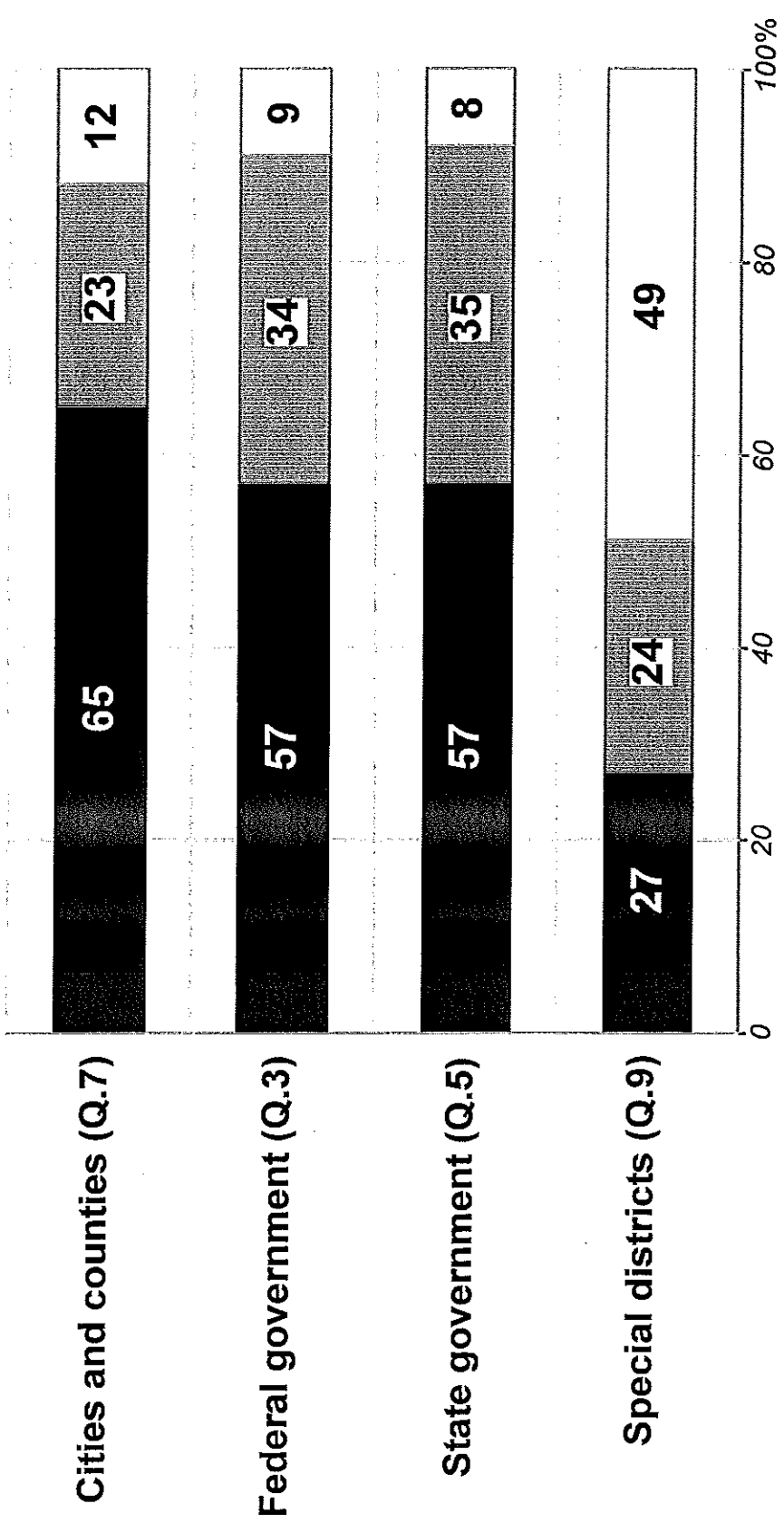
Demographic Exceptions

Q.8 - Special Districts Familiarity

	Total	Familiar	Not familiar
Total		22	73
Gender			
Male	48	26	69
Female	52	19	76
Informed Americans			
Yes	40	31	62
No	60	16	80
Age			
18-34	26	14	82
35-54	38	21	75
55+	36	29	63
Region			
Northern CA	7	32	62
Bay area	20	26	71
Valley	15	20	77
Coast county	7	21	77
L.A.	25	18	73
Southern CA	26	22	73

Favorability

And would you say you have a favorable or unfavorable opinion of _____? (Q.2-9)



California Government Services

that the government in California has to do to improve your community? (Q.10)

	First Mentions %	Total Mentions %
Help schools	17	28
Repair roads/Highways	9	14
Improve job market/Employment opportunities	8	12
More police/Less crime	6	14
Improve welfare system	6	10
Lower taxes	5	10
Work on health care	4	11
Work on financial situation	4	6
Leave money in communities	4	5
Traffic/Congestion	3	7

California Government Services (p.2)

that the government in California has to do to improve your community? (Q.10)

	First Mentions %	Total Mentions %
Clean environment/Be stricter on pollution	3	6
Take care of illegal immigration	2	4
Public transportation	2	4
Listen to the taxpayers	2	3
More parks/Recreational areas	1	2
None/Nothing	8	8
Other	6	9
Don't know/Refused	10	10

Agree/Disagree

Charlton Research Company



Agree/Disagree: Government

Now I'm going to read some statements that some people have made about government, and I'd like you to tell me whether you agree or disagree with each statement. (Q.11-19)



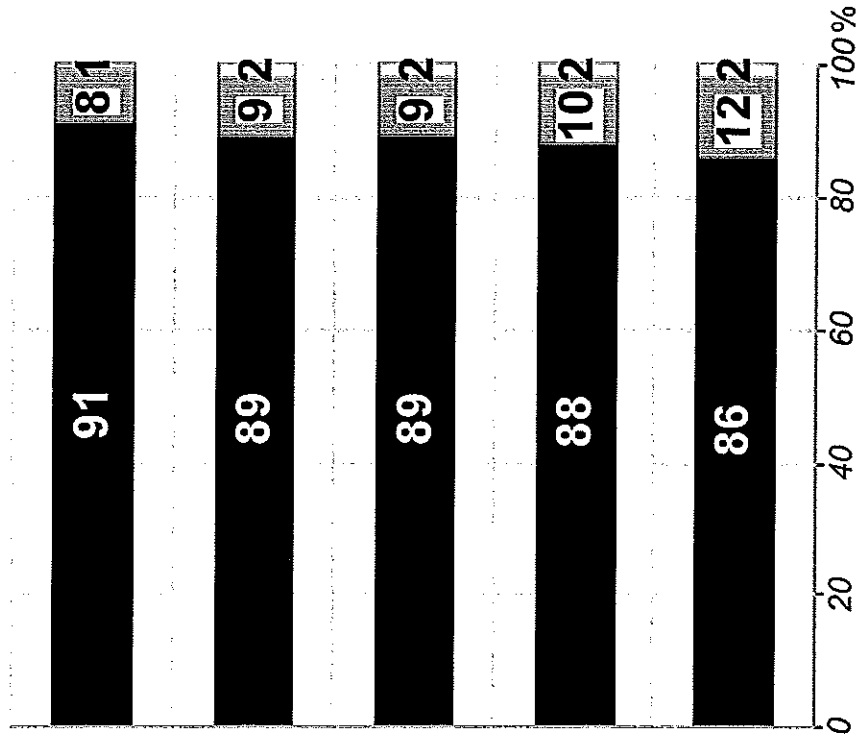
Local revenues, such as property taxes, should be used for local services. (Q.12)

Government should be more responsive to citizens' needs. (Q.13)

The closer government is to the people it serves, the better it will be able to serve them. (Q.14)

There is too much bureaucracy in Sacramento to address local issues in California communities. Local issues should be handled locally. (Q.18)

Citizens should be able to have local control over services in their own communities. (Q.11)



Agree/Disagree: Government (p.2)

Now I'm going to read some statements that some people have made about government, and I'd like you to tell me whether you agree or disagree with each statement. (Q.11-19)

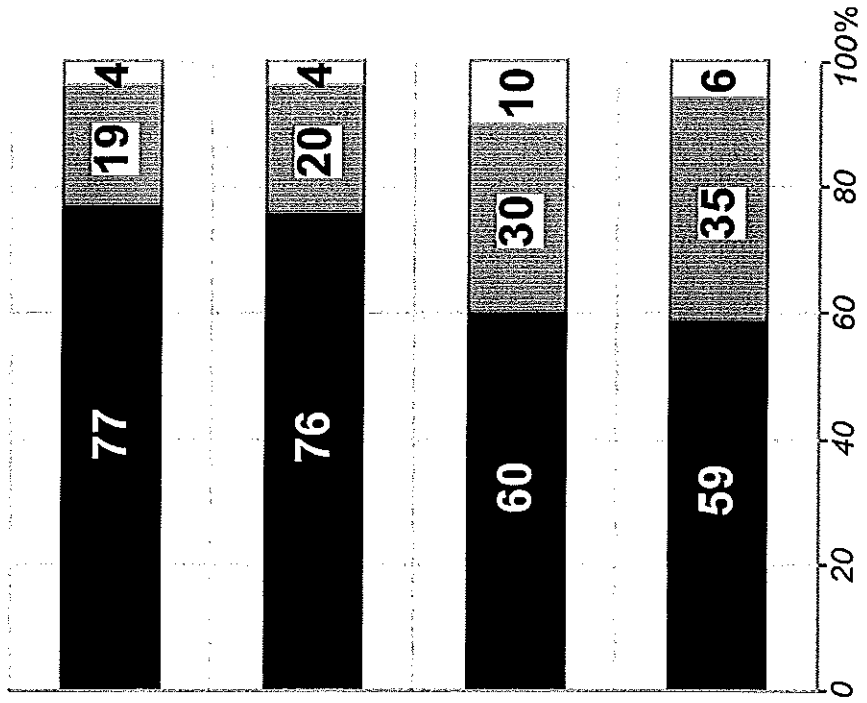


Local elected government leaders should be required to receive ethics training. (Q.19)

Government should be organized to solve specific problems in specific communities. (Q.15)

There are too many different local and state government agencies in California. (Q.16)

There are too many layers of government in California, including state, county, city, and special districts. (Q.17)



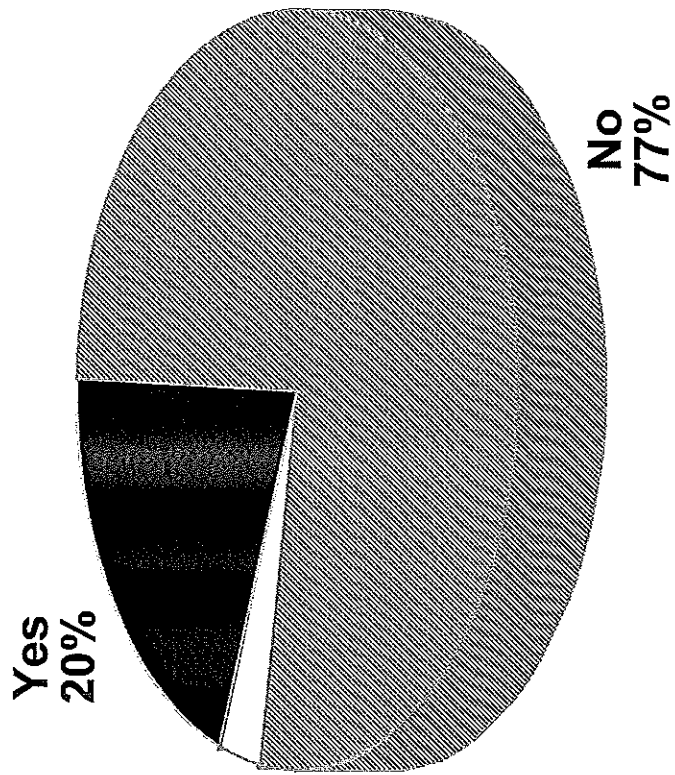
Awareness & Knowledge

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Special Districts Awareness

Are you aware of any special districts that serve your area? (Q.20)



Type of Services

What services do they provide? (Q.21) Base: Those aware of any special districts that serve in their area; n=162.

	First Mentions %	Total Mentions %
Water districts	20	32
Fire protection	11	21
Police protection	7	14
Education/School districts	7	14
Healthcare/Hospital	5	14
Trash collection	4	9
Park districts	3	13
Roads/Transportation	3	4

Type of Services (p.2)

What services do they provide? (Q.21) Base: Those aware of any special districts that serve in their area; n=162.

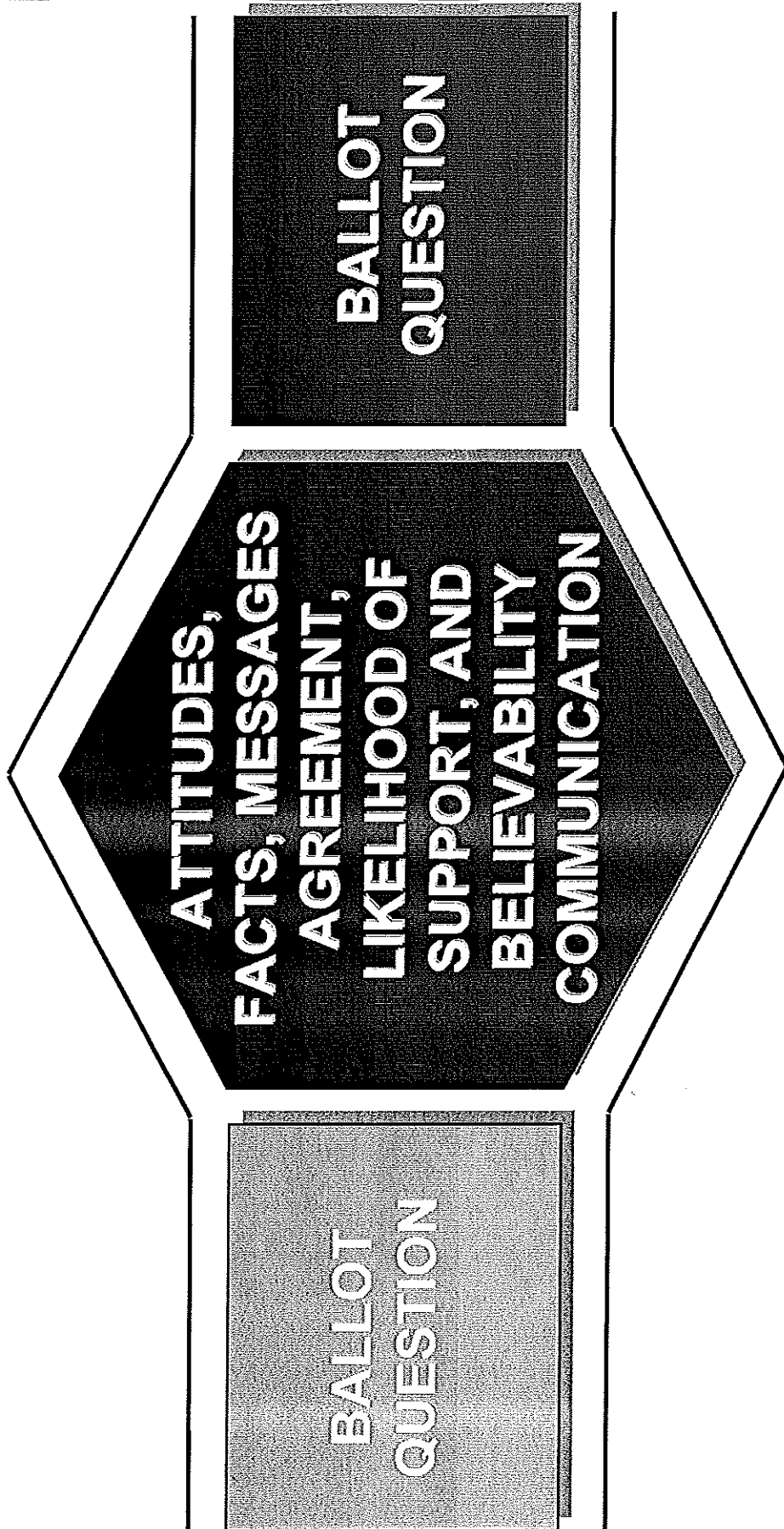
	First Mentions %	Total Mentions %
Pest/mosquito abatement	3	3
Sewage treatment	2	9
Flood protection	2	4
Library	1	4
Paramedics	1	3
Irrigation	1	2
Other	19	32
Don't Know/Don't recall	11	48

Early Ballot

Charlton Research Company



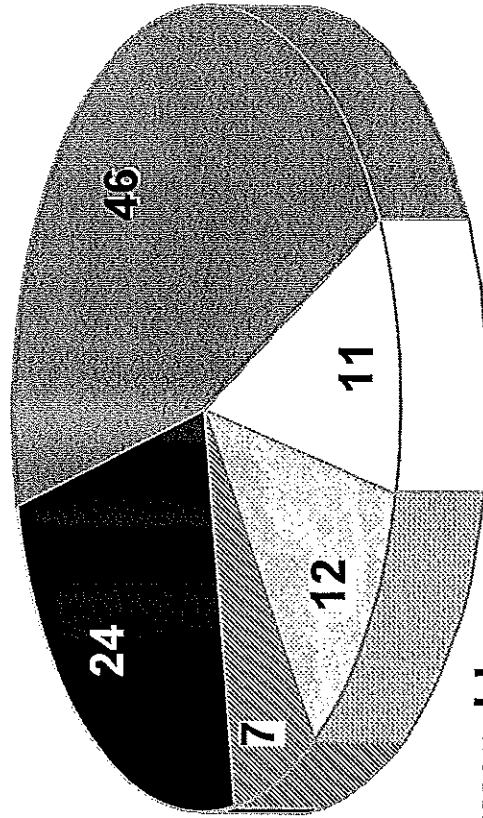
Message and Perception Simulation: Opinion Research Model™ [MAPS:ORM]



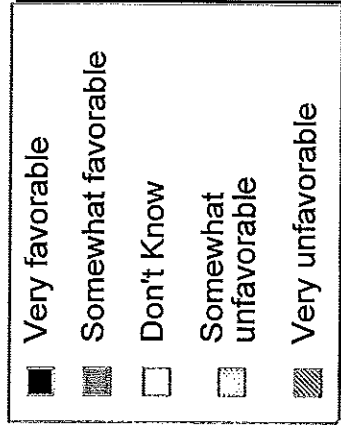
Defined Early Ballot

A special district is a separate local government that delivers public services to a particular area. Local voters formed them to provide services that cities and counties could not provide. Elected officials who live within the community govern these districts. When residents or landowners want new services or higher levels of existing services, they can form a district to pay for them. Fire districts, water districts, and mosquito abatement districts exist today because taxpayers were willing pay for public services they wanted. (Q.22)

**Net: Favorable
70%**



**Net: Unfavorable
19%**



Demographic Exceptions

Q.22 - Defined Early Ballot

	Total	Favorable	Unfavorable
Total		70	19
Age			
18-34	26	71	20
35-54	38	64	22
55+	36	75	15
Income			
<30K	25	66	26
30-49K	18	76	13
50-79K	20	77	14
80-149K	18	68	22
150K+	8	66	23
Region			
Northern CA	7	80	9
Bay area	20	74	16
Valley	15	70	22
Coast county	7	71	14
L.A.	25	66	24
Southern CA	26	67	20
Aware of local SDs			
Aware	20	77	19
Unaware	76	69	19

Favorable Opinions

Why do you have a favorable opinion of special districts? (Q.23a) Base: Those who have a favorable opinion; n=559.

	First Mentions %	Total Mentions %
They fill a need/Provide a useful service	19	25
They help locally, not federally	18	24
They do a good job/Get things done	17	20
They are more involved with the people/Know the needs	15	19
The government can't do everything	7	11
They have helped in mosquito abatement	5	6
Police or fire district mention	4	5
They are fast	2	2
None/Nothing	1	1
Other	4	5
Don't know/Refused	8	8

Unfavorable Opinions

Why do you have an unfavorable opinion of special districts? (Q.23b) Base: Those who have an unfavorable opinion; n=154.

	First Mentions %	Total Mentions %
Higher taxes/More expensive/Waste of money	18	24
Bureaucratic inefficiencies	14	17
They don't represent the people fairly	13	19
Don't know enough about them	13	15
They don't know enough	11	13
Don't need them	8	12
The government can handle these services	7	12
Too many special districts	1	1
None/Nothing	1	1
Other	5	5
Don't know/Refused	9	9

Message Testing

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Messages

Now I'm going to read you some statements that have been made about special districts. (Q.24-38)



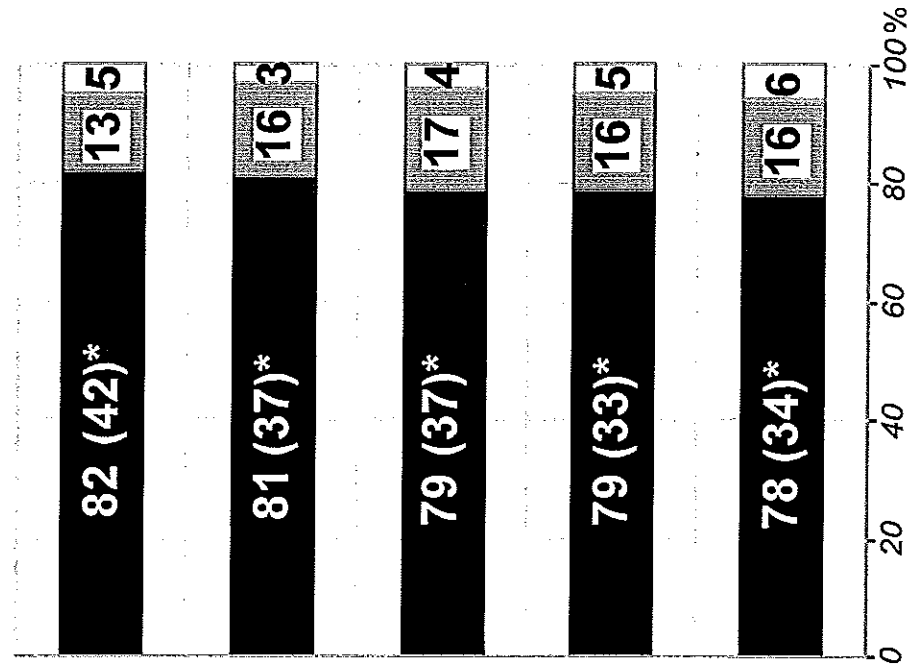
Special districts deliver highly diverse services including parks, water, trash collection, flood protection, mosquito abatement, waste water treatment and recycling, libraries, fire protection, and paramedics. (Q.28)

Special districts are formed and approved directly by voters in a community. They are the most local form of local government. (Q.24)

Special districts allow local revenues, such as property taxes, to be focused on local buildings, parks, bridges, and services, so residents get what they pay for. (Q.27)

Special districts can tailor their services to meet citizens' demand, making them a more responsive form of government. (Q.35)

Special districts can increase accountability because they are closer to the people and neighborhoods that receive their services and they are part of the community. (Q.37)



*Indicates % *Very favorable*

Messages (p.2)

Now I'm going to read you some statements that have been made about special districts. (Q.24-38)



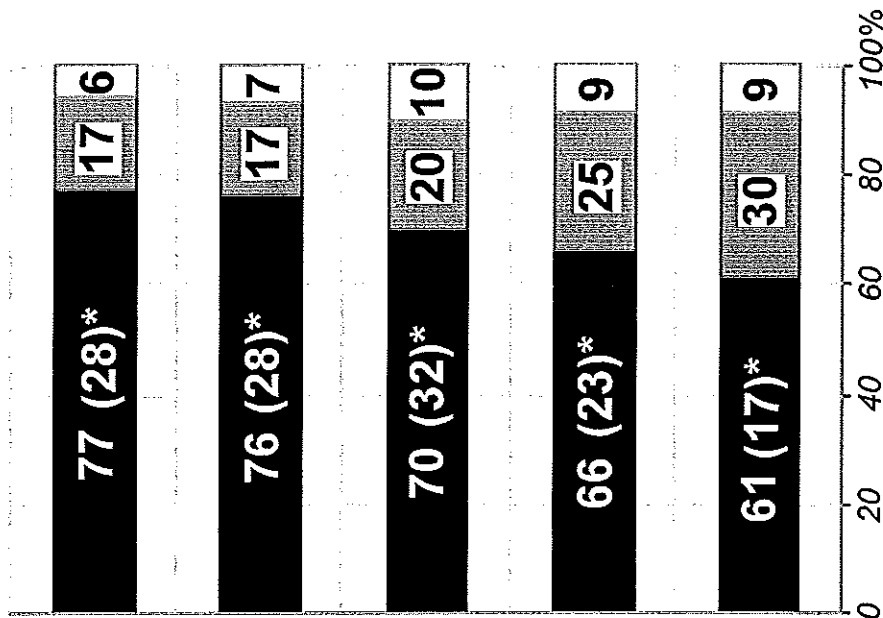
Special districts perform specialized services that are best done at the local level. (Q.25)

Most special districts serve just a single purpose, such as parks, water, or fire protection as an example. (Q.29)

Special districts are committed to the highest ethical standards. (Q.26)

There are approximately 2,000 special districts in California. Some people say having numerous special districts means that neighborhoods and communities get better service. (Q.33)

The service area of special districts can range from as little as a few homes, to neighborhood parks that cover as little as a few blocks. (Q.30)



*Indicates % Very favorable

Messages (p.3)

Now I'm going to read you some statements that have been made about special districts. (Q.24-38)



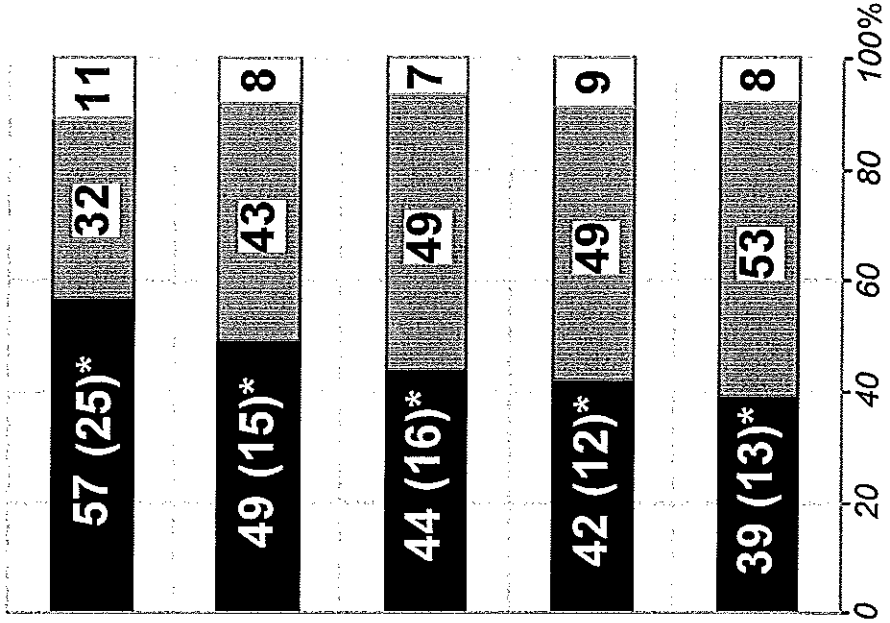
Some people say there are too many special districts in California and they should be consolidated to provide services more efficiently. (Q.34)

There are approximately 2,000 special districts in California. Some people say having so many special districts can hinder the ability to provide regional services. (Q.31)

Special districts can decrease accountability, so they may have a difficult time finding out who's in charge and gathering information. (Q.38)

There are approximately 2,000 special districts in California and it can be difficult for the public to attend all the meetings so it is hard to hold the special districts accountable. (Q.32)

Special districts can lead to inefficiency because they often provide the same services that cities and counties provide, sometimes causing duplication of services. (Q.36)



*Indicates % Very favorable

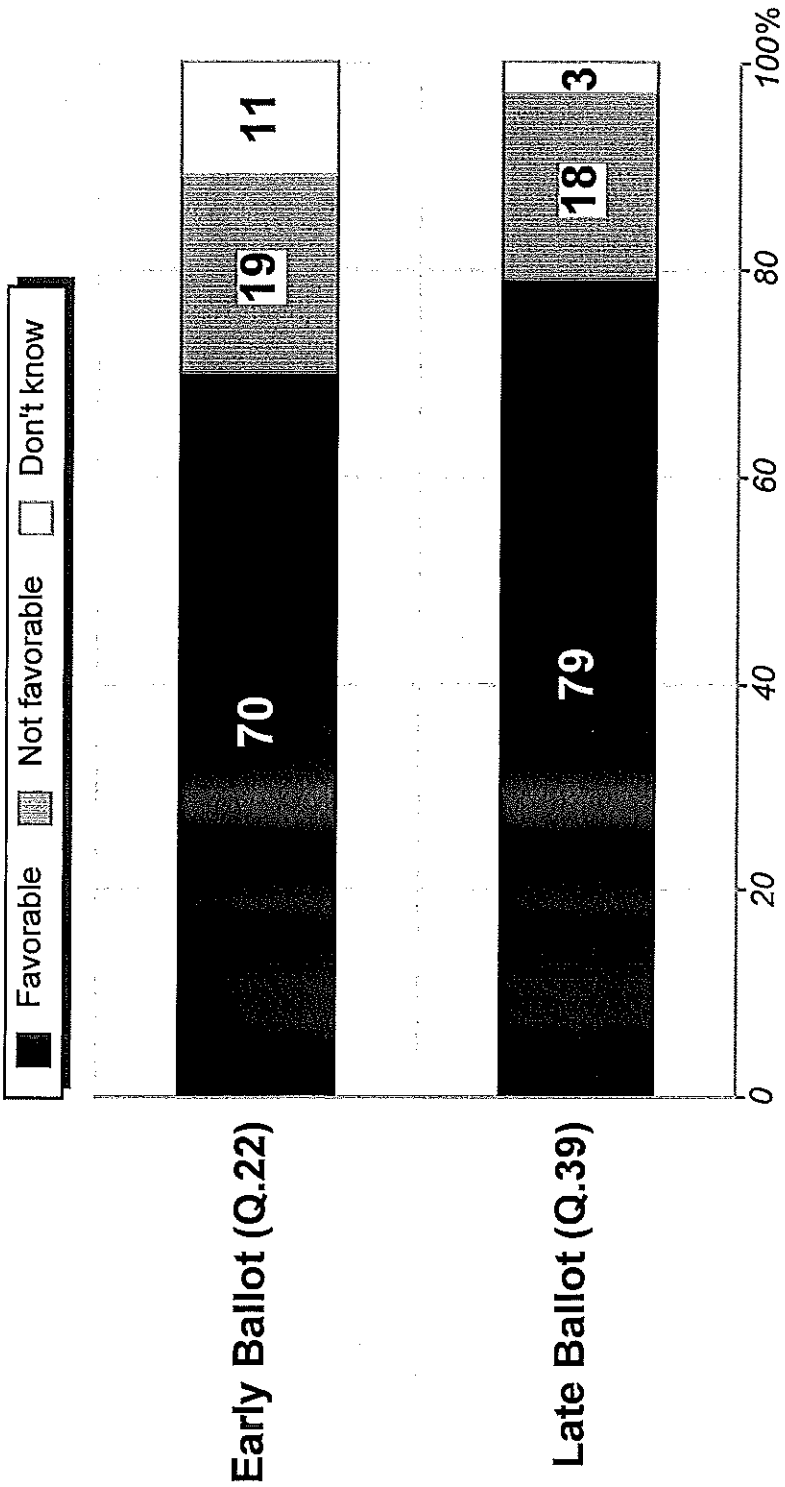
Late Ballot

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Defined Late Ballot

Now I'm going to read you the definition of a special district again. A special district is a separate local government that delivers public services to a particular area. Local voters formed them to provide services that cities and counties could not provide. Elected officials govern these districts. When residents or landowners want new services or higher levels of existing services, they can form a district to pay for them. Fire districts, water districts, municipal power districts and mosquito abatement districts exist today because taxpayers were willing pay for public services they wanted. (Q.39)



Demographic Exceptions Q.39 - Defined Late Ballot

	Total	Favorable	Unfavorable
Total		79	18
Income			
<30K	25	75	21
30-49K	18	84	14
50-79K	20	85	13
80-149K	18	80	17
150K+	8	77	23
Region			
Northern CA	7	93	4
Bay area	20	81	16
Valley	15	81	17
Coast county	7	80	16
L.A.	25	78	20
Southern CA	26	75	21

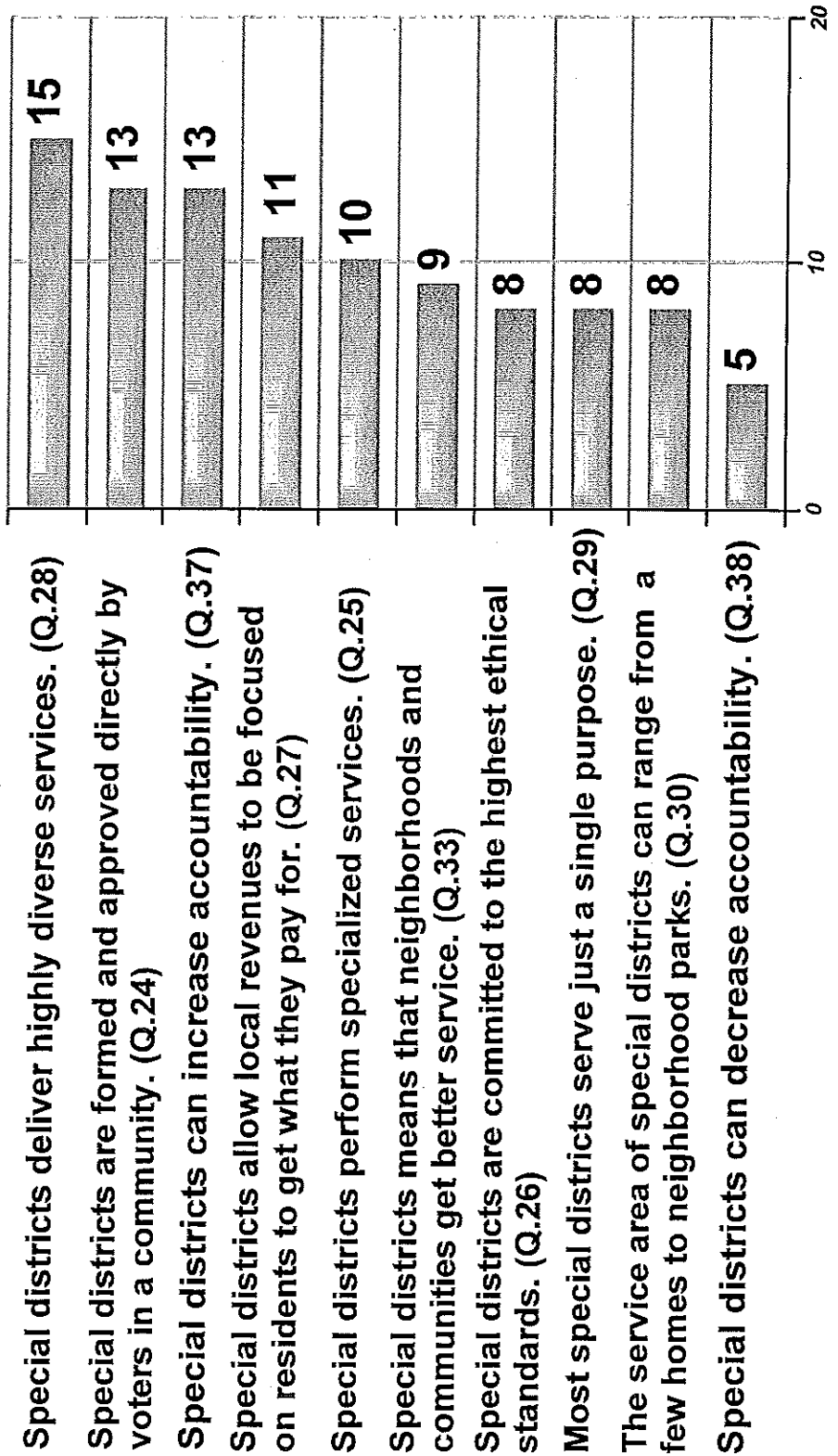
Regression Analysis

Adjusted r2 = .557

Independent Variables: Q. 24-38

Dependant Variable: Q. 39

Base: All



Trade-off

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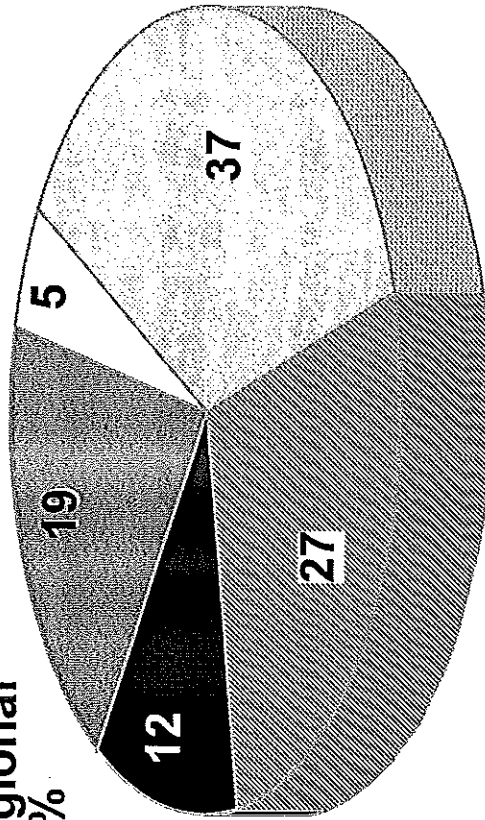
Trade-off: Regional Vs. Local

(Q.40)

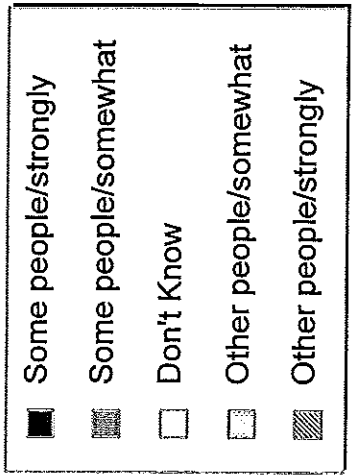
Some people say: having numerous special districts can make it difficult to provide quality services regionally.

Other people say: having numerous special districts means that neighborhoods and communities get better service at the local level.

Net: Regional 31%

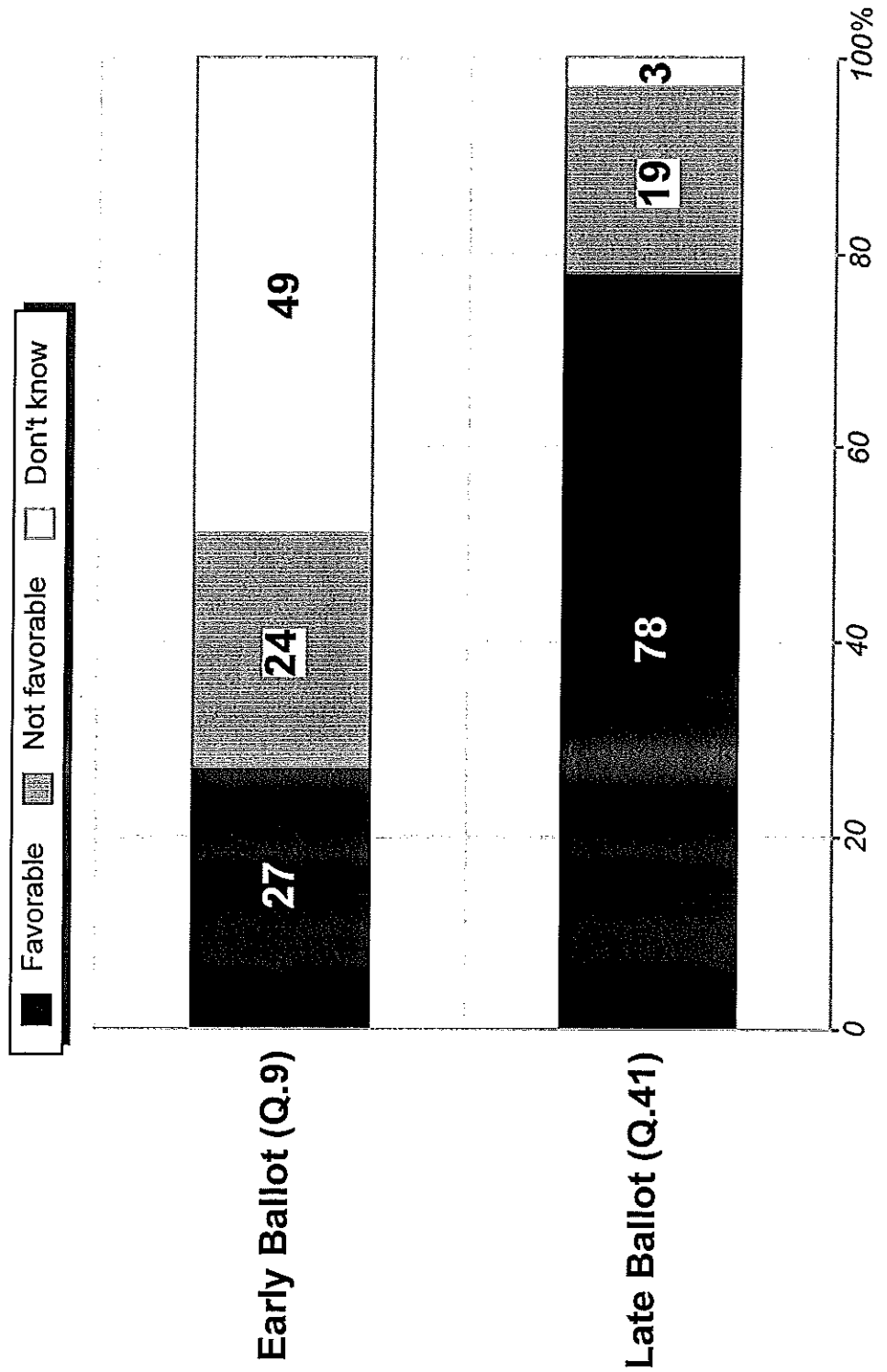


Net: Local 64%



Undefined Late Ballot

Would you say you have a favorable or unfavorable opinion of special districts? (Q.41)



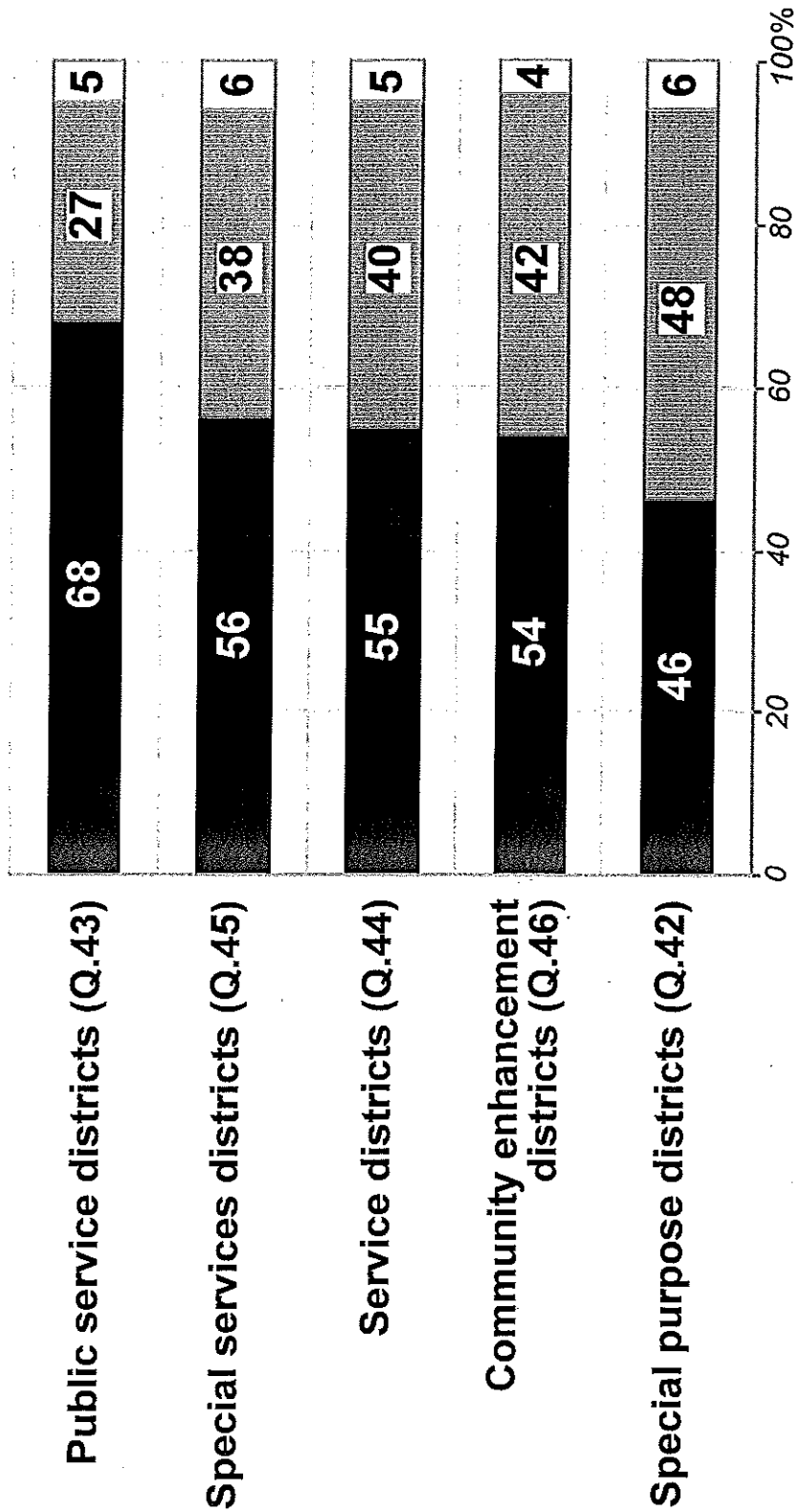
Names

Charlton Research Company



Names For Special Districts

name for them. Please tell me whether you have a favorable or unfavorable opinion of the following names for special districts. (Q.42-46)



Best Name

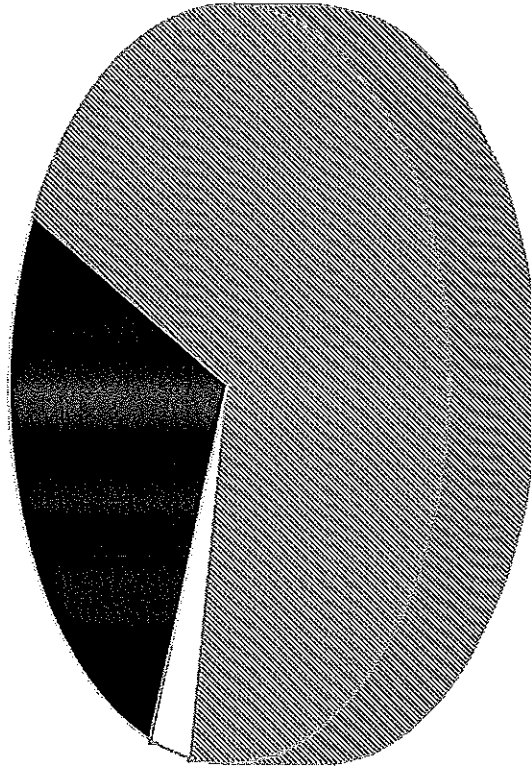
based on everything we have discussed about them. (Q.47)

	%
Community enhancement districts	29
Public service districts	27
Special services districts	22
Special purpose districts	10
Service districts	7
Don't Know/Refused	5

Local Government Money

Should the state of California have the ability to take money away from local government and spend it on state programs instead? (Q.48)

Yes
27%



No
70%

Demographic Exceptions

Q.48 - Local Money/State Problems

	Total	Yes	No
Total		26	70
Age			
18-34	26	34	62
35-54	38	28	69
55+	36	19	78
Ethnicity			
White	63	22	75
Black	7	35	63
Hispanic	16	37	59
Asian	7	37	61
Education			
<H.S.	23	34	64
Some college	28	23	74
College grad	32	22	74
Post grad	16	30	66

Demographic Exceptions

Q.48 - Local Money/State Problems (p.2)

	Total	Yes	No
Total		26	70
Party Identification			
Republican	38	23	73
Democrat	48	30	68
Independent	10	20	76
Political Ideology			
Liberal	39	29	68
Moderate	10	19	78
Conservative	47	25	72
Region			
Northern CA	7	11	84
Bay area	20	31	63
Valley	15	25	74
Coastal counties	7	18	80
L.A.	25	26	70
Southern CA	26	30	68

Conclusions & Actions

- Currently, most Californians are not familiar with Special Districts.
- Without explanation of what Special Districts are, the public is equally favorable and unfavorable.
- When stimulated with a neutral definition of Special Districts, the public becomes very favorable at 70%.
- When educated about Special Districts, favorability increases even higher.
- However critics' arguments do have traction with the public, but they are not as powerful as the positive messages.
- The five key messages are:
 - > Special districts deliver highly specialized services such as...
 - > Special districts are formed and approved directly by voters in a community.
 - > Special districts can increase accountability because they are part of the community.
 - > Special districts allow revenues to be focused on local services so residents get what they pay for.
 - > Special districts perform specialized services that are best done at the local level.

ACWA/CSDA
Special Districts Survey

“The Cold Hard Truth: What Californians Think About You”

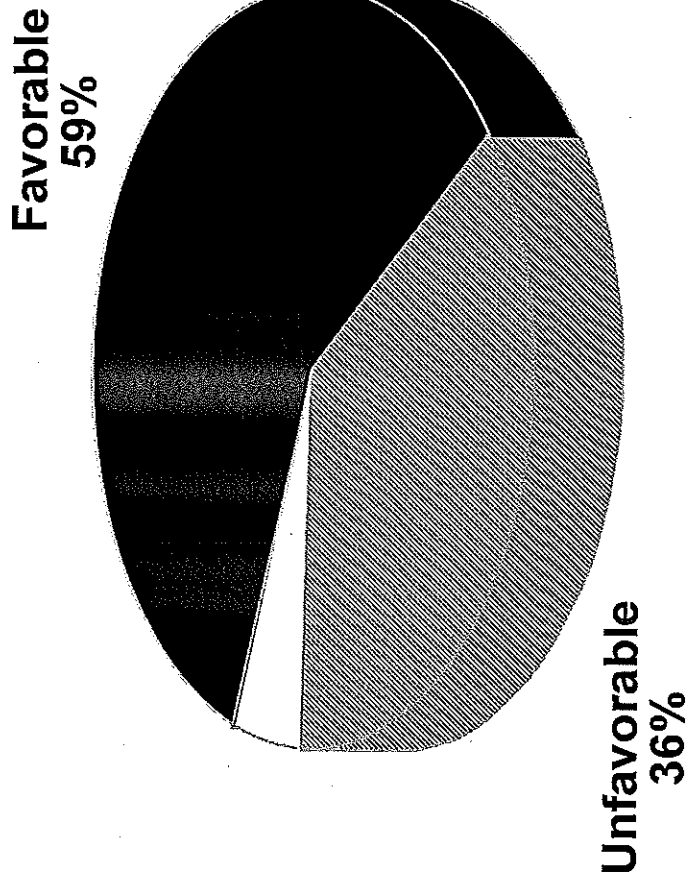
December 1, 2004
Palm Springs Convention Center

Charlton Research Company



Opinion of Federal Government

Would you say your overall opinion about the federal government is favorable or unfavorable?



Source: Pew Research Center, 2/11-16/04; 1,500n adults

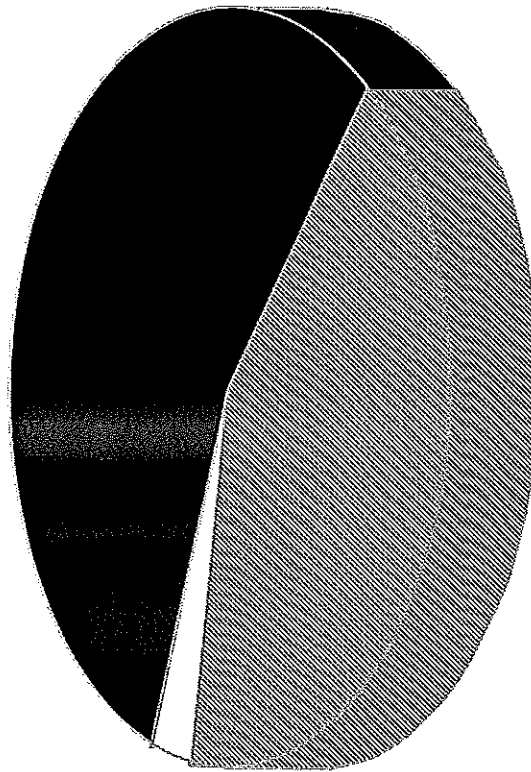
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ACWA/CSDA Special Districts Survey - November 2004

'The' or 'Our' Government

When you think and talk about government, do you tend to think of it more as THE government or more as OUR government?

THE government
55%



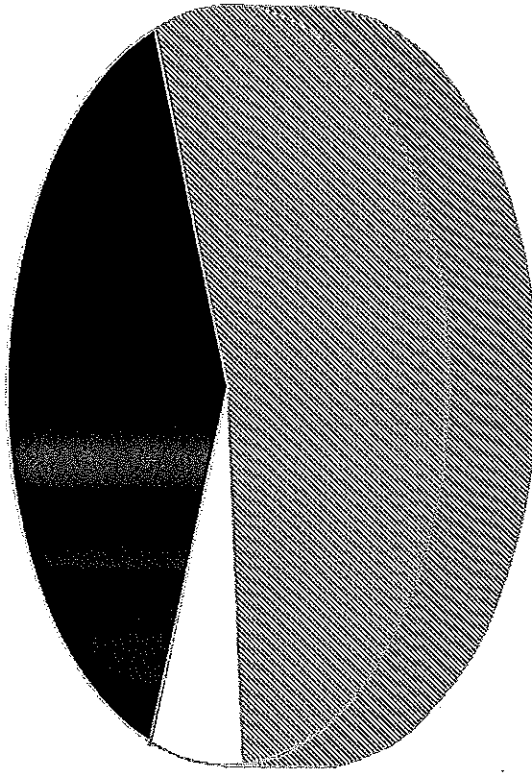
OUR government
42%

Source: Council for Excellence in Government; 5/21-28/99; 1,214n adults

'Of, By, and For the People'

One goal that Americans have traditionally considered important is to have a government that is 'of, by, and for the people' today that is of, by, and for the people?'

Yes
39%



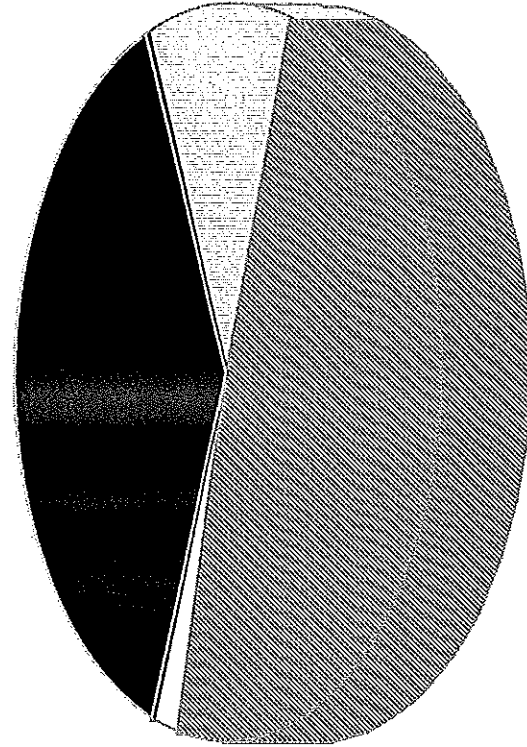
No
54%

Source: Council for Excellence in Government; 5/21-28/99; 1,214n adults

Government We Deserve/ Better Government

Some people say that we get the government we deserve, because so many people do not make the leaders. Which do you agree with more?

**We get what we
deserve
38%**



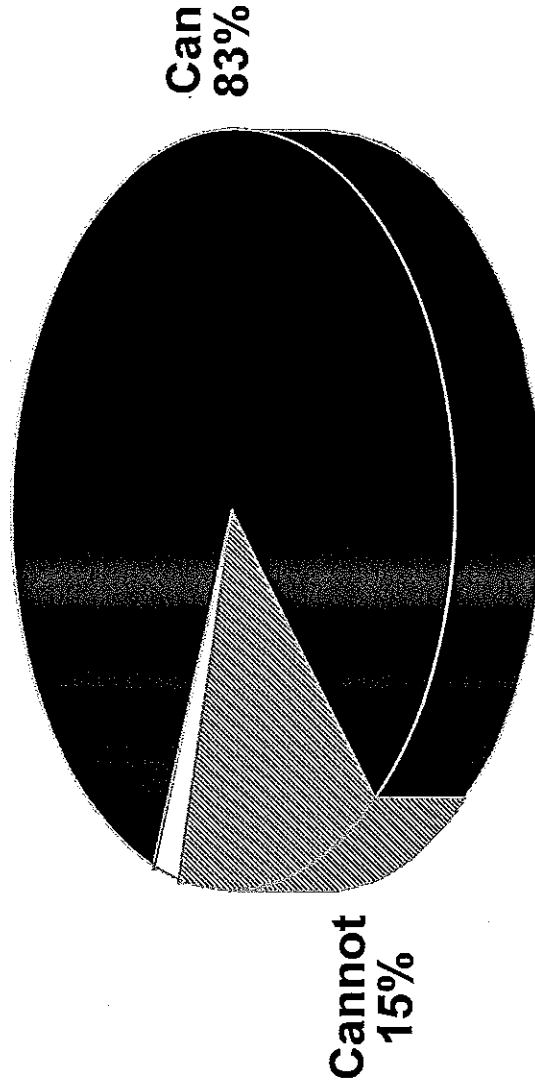
**Some of both
11%**

**We deserve
better
49%**

Source: Council for Excellence in Government; 5/21-28/99; 1,214n adults

Government Impact: Your Life

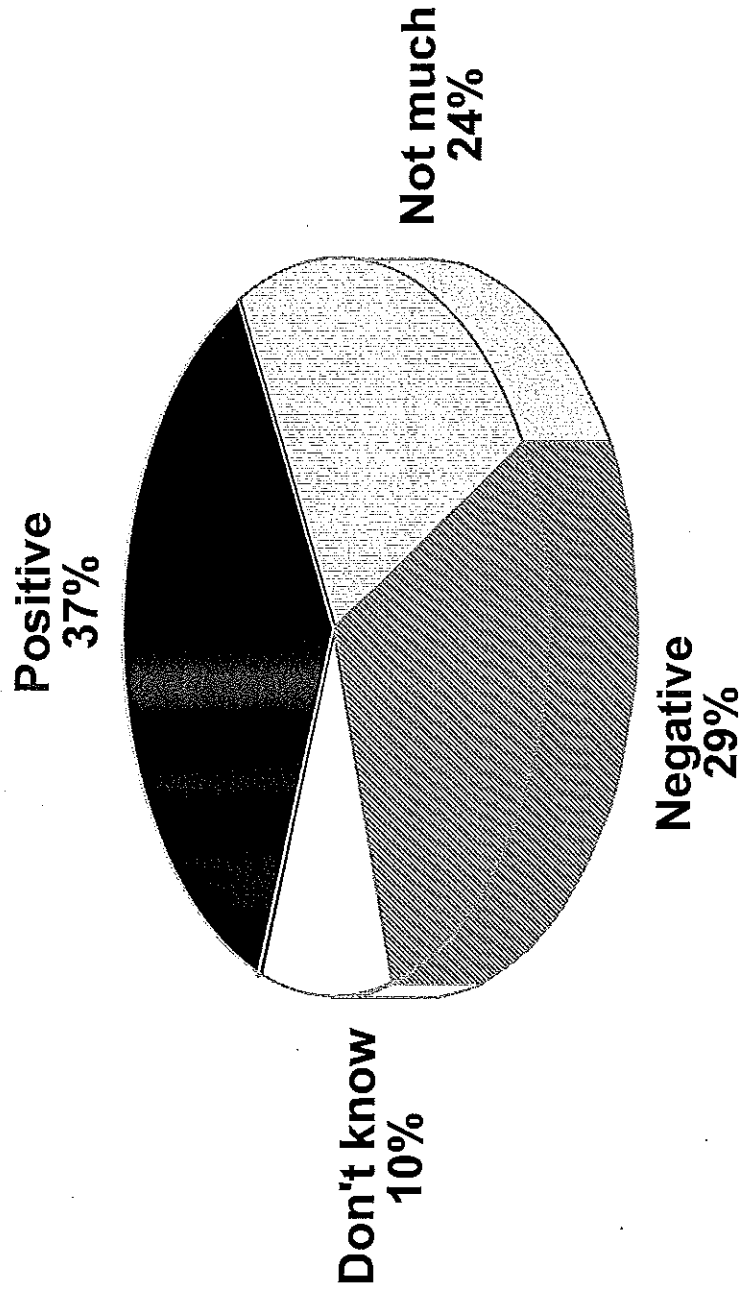
Do you think the government can have a positive impact on your own life, or not?



Source: CBS News/New York Times; 5/10-13/00; 947n adults

Government Impact: Most People's Lives

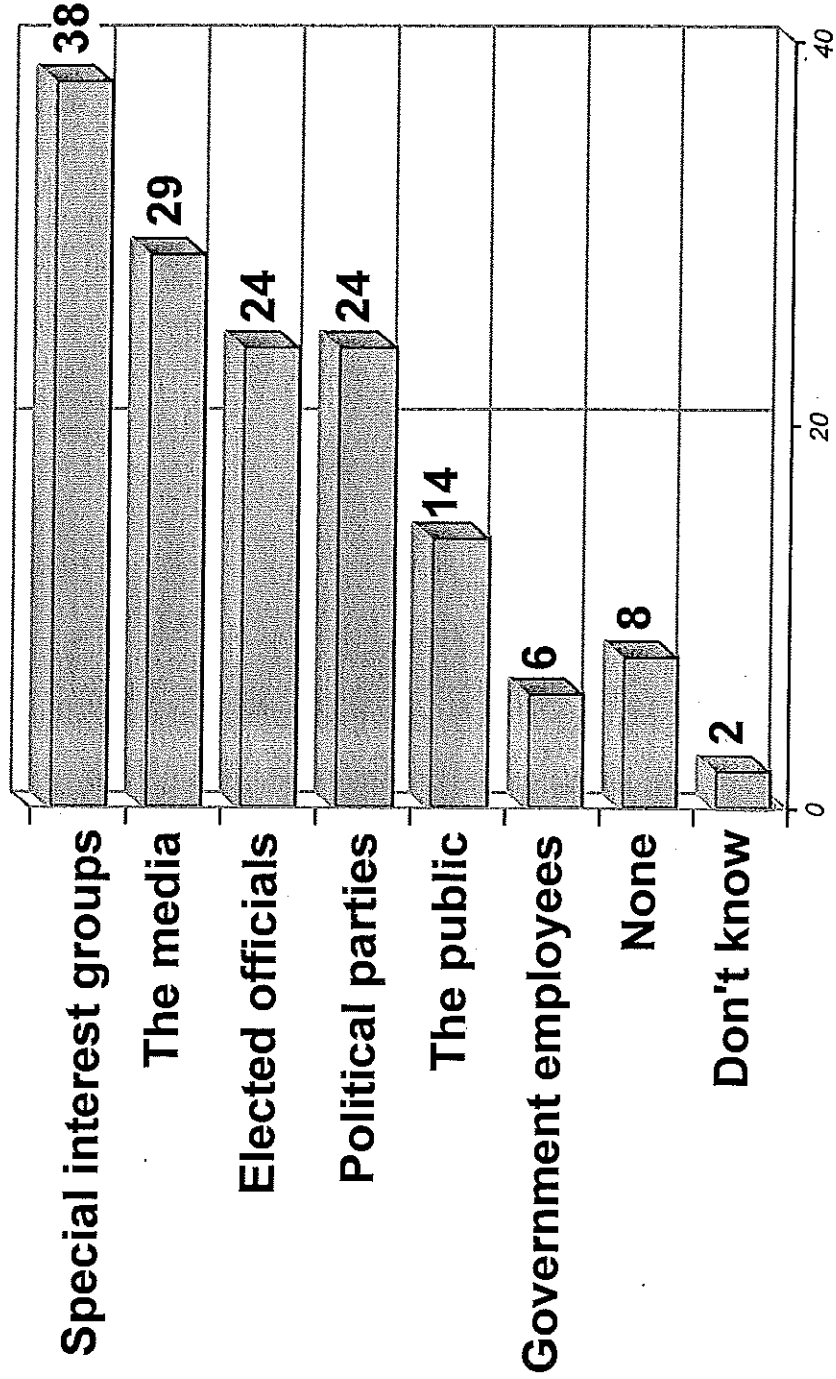
These days, what kind of impact do you think the government has on most people's lives? Do you think the government has a positive impact, negative impact, or not much of an impact at all?



Source: CBS News/New York Times; 5/10-13/00; 947n adults

Responsible For Government

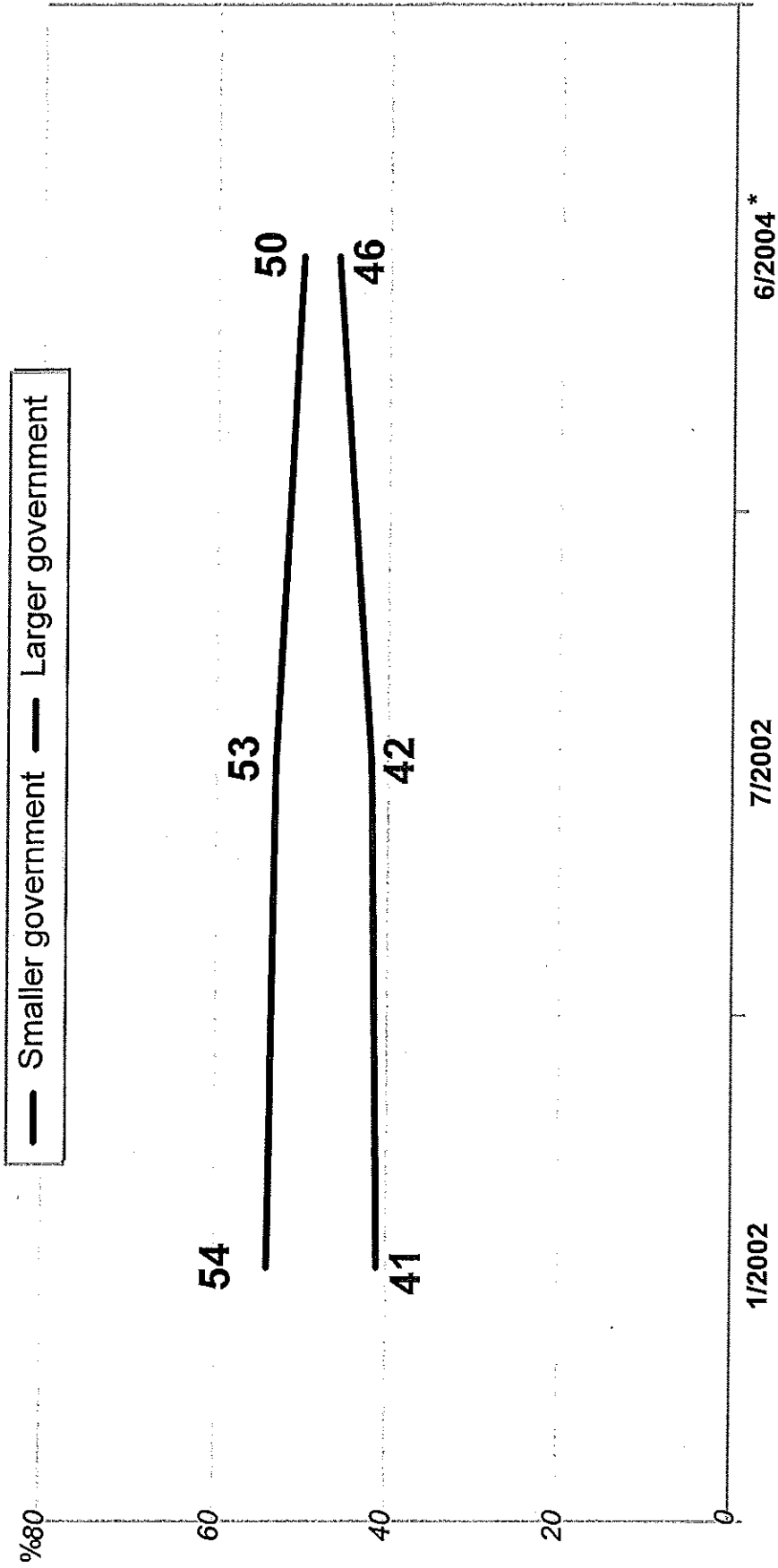
Among the following, which one or two would you say are most responsible for what is wrong with government today?



Source: Council for Excellence in Government; 5/21-28/99; 1,214n adults

Government: Smaller Vs. Larger

Generally speaking, would you say you favor smaller government with fewer services, or larger government with more services?

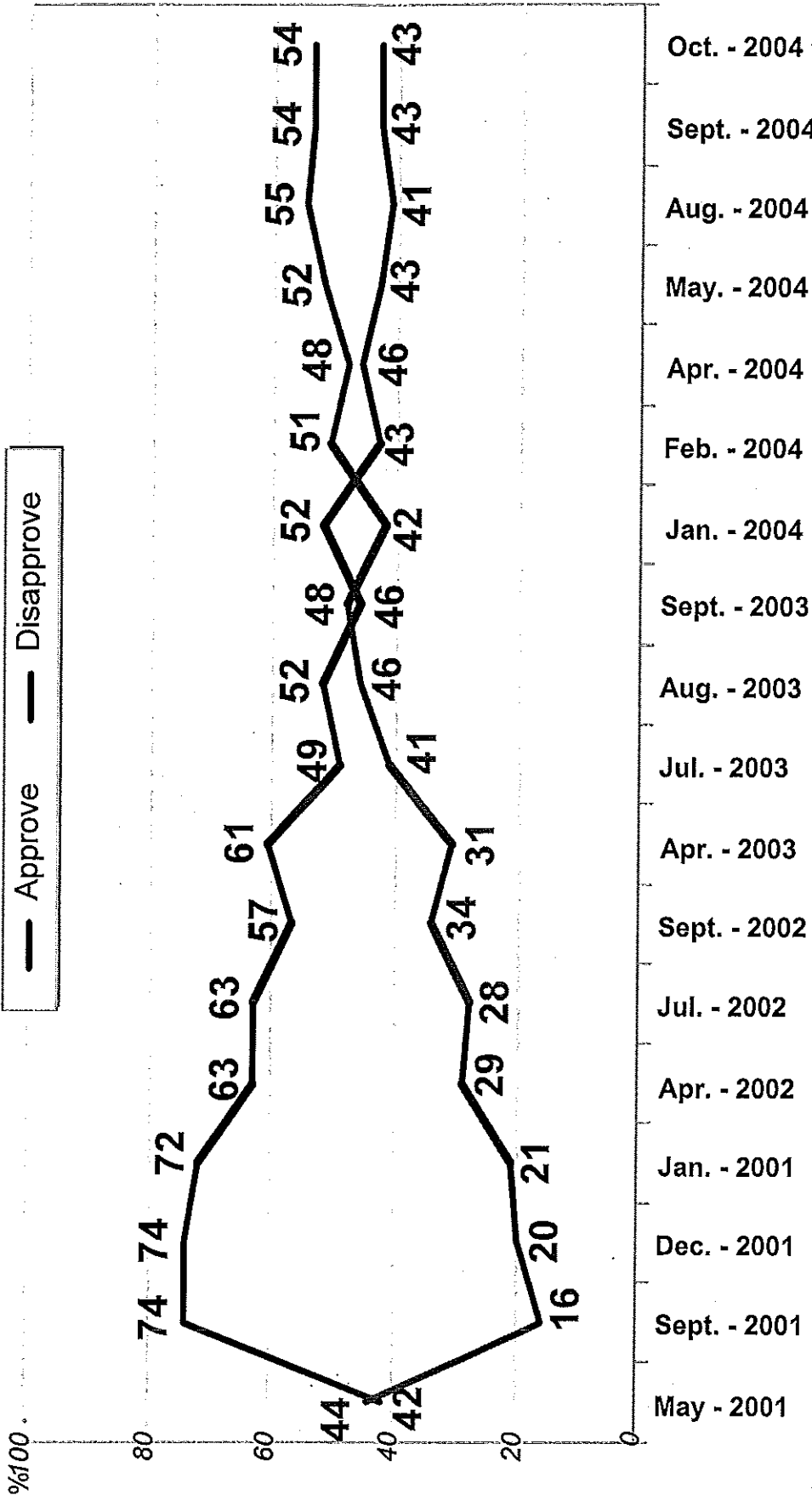


Source: Various ABC News/Washington Post Polls
*ABC News/Washington Post; 6/17-20/04; 1,201n adults

Bush's Job as President

California

Do you approve or disapprove of the way George W. Bush is handling his job as President?



Various CRC, Field Poll, and PPIC issues

Source: The Field Poll; 9/30-10/4/04; 640n registered voters

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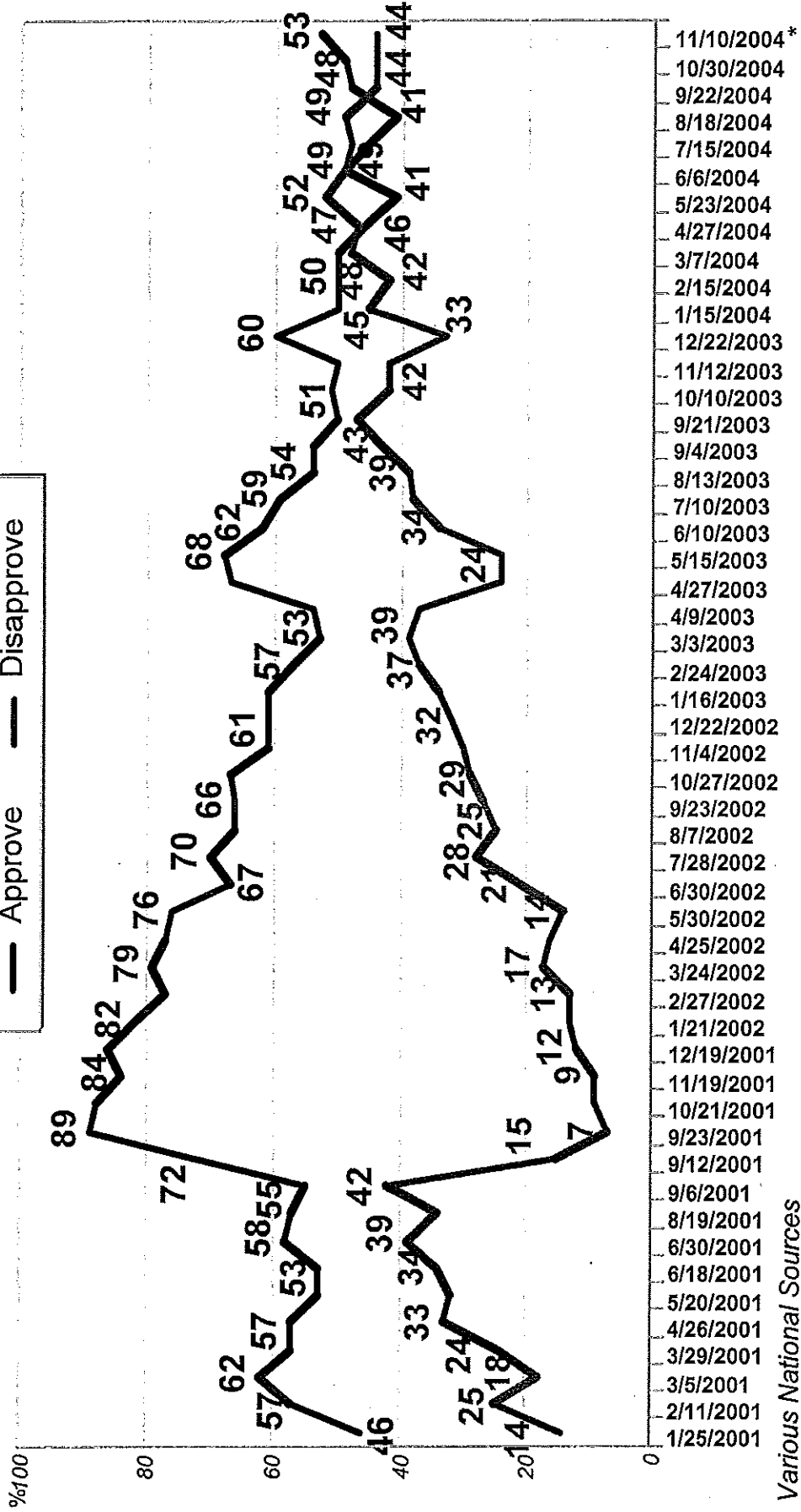
ACWA/CSDA Special Districts Survey - November 2004

Bush's Job as President

National

Do you approve or disapprove of the way George W. Bush is handling his job as president?

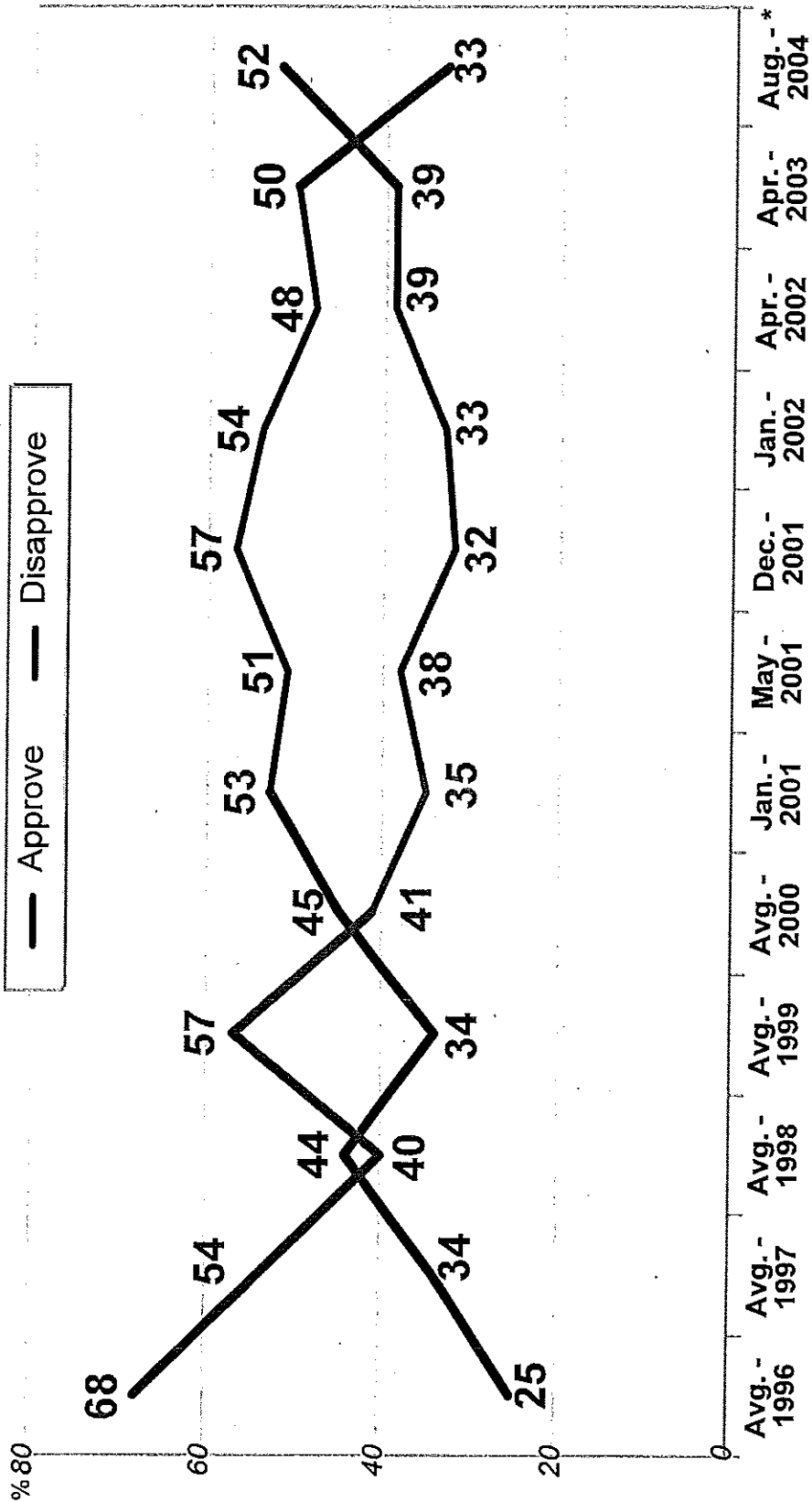
— Approve — Disapprove



Various National Sources
*CBS News/New York Times; 11/7-10/04; 1,016n adults

California Job Approval of U.S. Congress

Overall job performance of the U.S. Congress.

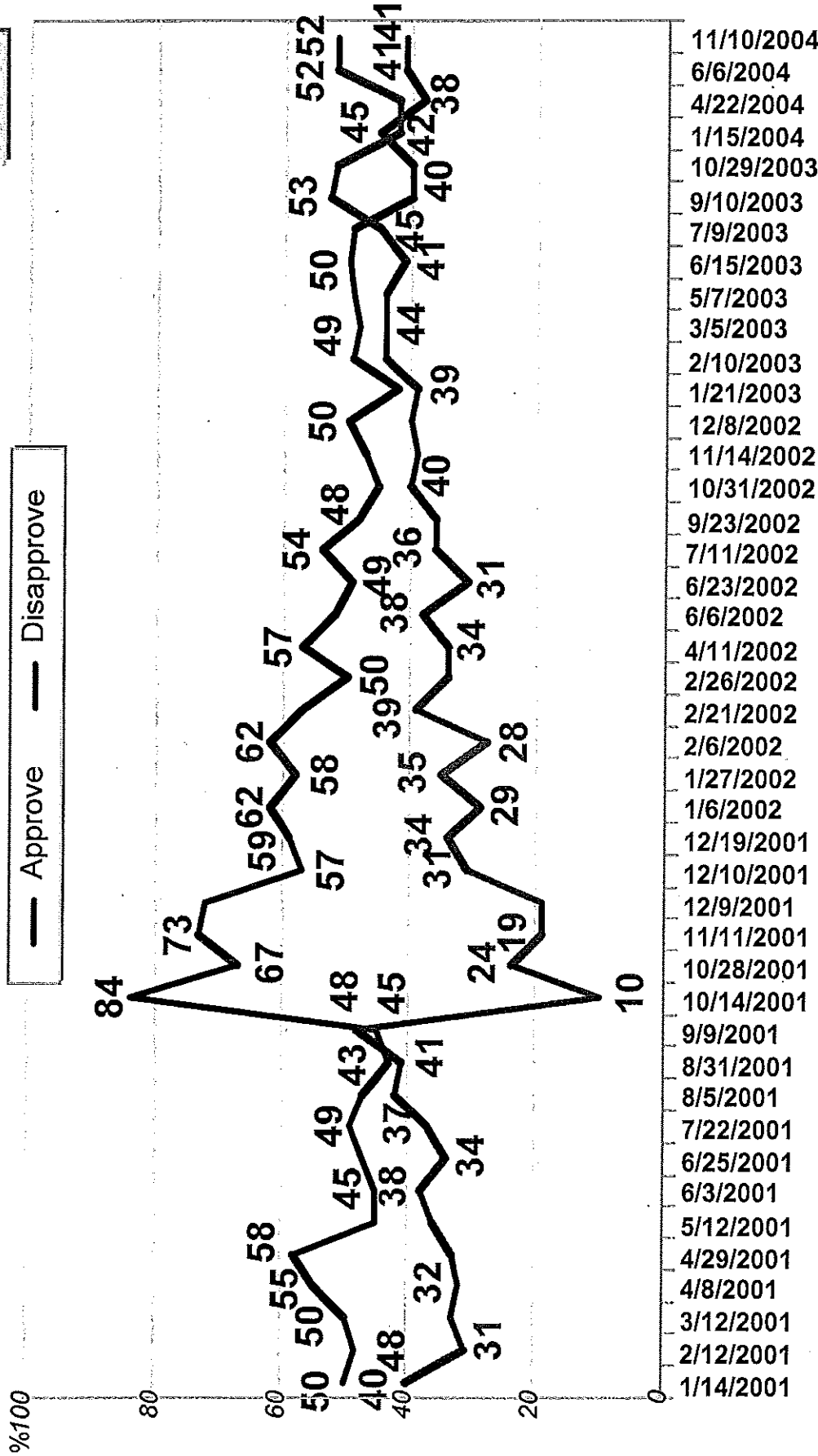


Source: Various Field Poll Issues
 *The Field Poll; 7/30-8/8/04; 575n California registered voters

Job Approval: Congress

National

— Approve — Disapprove



Various National and CRC Sources

*CBS News/New York Times; 11/7-10/04; 1,016n adults

Confidence in Institutions

%	1985	1990	1994	1999	2003	2004
	Org. Religion 66	Military 67	Military 64	Military 68	Military 82	Military 75
	Military 61	Org. Religion 56	Org. Religion 54	Org. Religion 58	Police 61	Police 64
	Supr. Court 56	Supr. Court 47	Police 54	Police 57	Org. Religion 50	Org. Religion 63
	Banks 51	Pub. Schools 40	Supr. Court 42	Supr. Court 49	Presidency 55	Banks 53
	Pub. Schools 48	Newspaper 39	Presidency 38	Presidency 49	Banks 50	Presidency 52
	Congress 39	Banks 36	Med. Sys. 36	Banks 43	Supr. Court 47	Supr. Court 46
	Newspaper 35	Org. Labor 27	TV News 35	Med. Sys. 40	Med. Sys. 44	Med. Sys. 44
	Big Business 31	Big Business 25	Banks 35	Pub. Schools 36	Pub. Schools 40	Pub. Schools 41
	TV News 29	TV News 25	Pub. Schools 34	TV News 34	TV News 35	Crim.Just.Syst 34
	Org. Labor 28	Congress 24	Newspaper 29	Newspaper 33	Newspapers 33	Org. Labor 31
		Org. Labor 26	Org. Labor 26	Big Business 30	Congress 29	Congress 30
		Big Business 26	Big Business 26	Org. Labor 28	Crim.Just.Syst 29	TV News 30
		Congress 18	Congress 18	Congress 26	Org. Labor 28	Newspapers 30
		Crim.Just.Syst 15	Crim.Just.Syst 15	Crim.Just.Syst 23	Big Business 22	Big Business 24
					HMOs 17	HMOs 18

Sources: Surveys by the Gallup Organization, 5/21-23/04; 1,002n adults

APPLICATION (LSTA 6-OM)

Submit ORIGINAL (please sign in blue ink) and five (5) copies to be received by 4:00 p.m. on March 31, 2005 to Attn: LSTA Grants, Library Development Services, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001, for mail. (Non-postal delivery: 900 N Street, Suite 500, Sacramento, CA 95814). FAX is not acceptable. INFORMATION: Tel. (916) 653-5217.

Placentia Achieves School Success at The Homeless Intervention Shelter House

1. Project title: Placentia Achieves School Success at The Homeless Intervention Shelter House (P.A.S.S. at H.I.S. House)

2. Applicant organization/jurisdiction: Placentia Library District

Web page URL: www.placentialibrary.org

Director's name: Elizabeth D. Minter, M.L.S. Phone: (714) 528-1906

E-mail: eminter@placentialibrary.org Fax: (714) 528-8236

3. Address: 411 E. Chapman Ave.; Placentia, CA 92870

4. Contact person: James A. Roberts, M.Ed. Phone: (714) 524-8408 ext. 215

E-mail: jroberts@placentialibrary.org Fax: (714) 528-8236

Address (if different from #3): _____

5. How many people will be directly served as clients by this project? 30

Source of this number (e.g., US Census, library circulation records, etc.): Teri Niebur, Executive Director H.I.S. House

6. What other libraries, agencies and organizations will collaborate with you on this project? (Submit information on the roles of each in Q17. Attach letters of agreement from each.)

Organization Name: 1.Homeless Intervention Shelter House (H.I.S. House Shelter); 2. Western State University College of Law 3. CalState University, Fullerton

Contact Person: 1.Teri Niebuhr 2.Deborah McCracken 3. Donna J. Espinoza

Organization Name: 4.Placentia/Yorba Linda Unified School District 5. Placentia Rotary Club

Contact Person: 4. Dennis Smith, Ed.D. 5. Keith de Brucky 6. Ramona Delzer

7. What amount of LSTA funding is requested? \$48,634

8. Which goal(s) in the State Plan will this project address? (See the State Plan on the CA State Library website. <http://www.library.ca.gov>) #1

Project title: Placentia Achieves School Success at H.I.S. House (P.A.S.S. at H.I.S.

Applicant/Jurisdiction: Orange County, CA

9. **PROJECT SUMMARY.** (Complete in space provided in 12 point type) This is an abstract of your entire project and should be written *after* you've completed the rest of the application. Briefly restate the answers to questions 11 – 15. It may be used alone to represent your application, so be sure to include the most compelling aspects of your idea.

The mission of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community. The clients of the Homeless Intervention Shelter House (H.I.S. House) are an underserved part of our library community. The shelter provides long term services (4 to 6 months plus extensions) to homeless families and has an average of 15 school-age children residing there at all times. The children rarely use in-house Placentia Library services such as: reference materials, computers, one-to-one tutoring, and homework help because the library is not within walking distance of the shelter. The children are often unprepared for school because they do not have the resources to complete homework assignments. This situation contributes to low school engagement and low academic achievement.

We are planning to establish a satellite reference library/homework facility at the shelter. The Placentia Achieves School Success at H.I.S. House (P.A.S.S. at H.I.S. House) program will be opened in a space within the shelter house. The center will be staffed by a 1/2 time professional coordinator and local volunteers. It will be equipped with 4 laptop computers, a printer/copier, access to the internet, a reference library including an encyclopedia, school supplies, and a complete set of Placentia/Yorba Linda Unified School District adopted curriculum textbooks. Volunteers will be available at the center to assist with homework for two hour sessions three times each week. The reference books, school supplies and donated fiction books will be housed in the shelter for use by all the residents. The computers will be housed at the library and brought to the shelter for each homework assistance session.

The satellite center will be evaluated regularly. If the program is successful, we will seek continuation funding from corporate, foundation, and private sources.

Project title: Placentia Achieves School Success at H.I.S. House (P.A.S.S. at H.I.
Applicant/Jurisdiction: Orange County, CA

10. BUDGET SUMMARY

	LSTA (1)	Other funds (2)	In-kind (3)	Total (4)
a. Salaries and benefits	\$24,927	\$0	\$10,811	\$35,738
b. Library materials	\$8,500	\$1,000	\$0	\$9,500
c. Operation	\$14,757	\$0	\$3,465	\$18,222
d. Equipment (5k/unit)	\$0	\$0	\$0	\$0
e. Total for objectives	\$48,184	\$1,000	\$14,276	\$63,460
f. Indirect cost	\$450	\$0	\$0	\$450
g. Total	\$48,634	\$1,000	\$14,276	\$63,910

NOTE: Complete this summary after having answered Question 22. The amounts in the budget summary should be expressed in whole dollar figures and should agree with those on the project budget, Question 22. See instructions for more detail.

11. USERS: Who will benefit from the proposed project?

The school-age (k-12) residents of H.I.S. House. Additionally, all residents of H.I.S. House will have access to the books and reference materials that will be housed on-site at the shelter.

12. NEED AND OUTCOME: What is the user-based need you are addressing with the proposed project? How did you determine the need? What is the long-range outcome you expect your users to achieve? How did you determine the outcome?

The school age residents of H.I.S. House lack the resources that are often necessary to complete homework assignments. These children do not live within walking distance of the Placentia Library. It is difficult for these children to come to the library for reference materials and live homework help. We determined this need through interviews with the director of the shelter.

Our expected long-range outcome is that school-age residents of the shelter will develop increased school engagement and be motivated to complete their homework assignments because of the involvement of caring tutors and easy access to reference materials and textbooks. We expect that this will lead to improved academic achievement.

Our discussions with school district administrators and residents of the shelter reaffirmed the need for this service. Our community partners, H.I.S. House; California State University, Fullerton; Western State University College of Law; The Placentia /Yorba Linda Unified School District; The Placentia Rotary Club, and Altrusa Internation of Placentia/ Yorba Linda are enthusiastic about the endeavor.

Project title: Placentia Achieves School Success at H.I.S. House (P.A.S.S. at H.I.S
Applicant/Jurisdiction: Orange County, CA

13. COMMUNITY GOAL: What does the community hope to achieve for the users in response to the above need?

To increase school engagement and academic achievement among the school age residents of H.I.S. House who participate in P.A.S.S. at H.I.S. House Shelter. This will have positive effects on the community and be reflected in improving school district achievement statistics and test scores.

14. LIBRARY GOAL: What does the library hope to achieve for these users? How does this goal relate to the State Plan goal(s) identified in Question 8?

The mission of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational and cultural needs of all members of the community. The school-age residents of H.I.S. House will receive satellite library services and tutoring services to help them achieve school success. The proposed program will enable these students to improve their academic performance and to meld, more successfully, into the school community.

The State Library's goal #1 is to "enable libraries to provide their clientele with an equitable access to lifelong education through the development of ...after-school programs for children and youth...; distance or on-line learning; and other educational resources so that all Californians can improve their education and achieve their life goals as lifelong learners, workers, family members, and members of society." One of the listed outputs is "...libraries will provide homework assistance for children/youth in grades 4 to 12 during after-school hours." Program portfolio #4 "Curriculum Support" states that libraries "provide homework assistance through public libraries during after-school hours". Our proposed project exemplifies goal #1.

15. PROJECT DESIGN AND REPORT: Please complete the chart-based LSTA Project Design and Report form and submit it with this part of the application.

16. PROJECT STAFFING: Who will work on the project, whether paid for by the grant or not? (See instructions for a full description of what is needed here)

* A half-time project coordinator, responsible for providing reference assistance, collection maintenance, and volunteer supervision will be paid as a salaried employee by the grant during the grant year. We will seek continuation funding, from other sources, to assume this cost so that the project may continue for a second year.

* Three volunteers per session for 99 two-hour sessions. Responsible for one-to-one tutoring and homework assistance. In-kind donations by individuals from the community, local universities, and Federal Work-Study programs from Western State University College of Law and California State University, Fullerton. The need for volunteers will continue after this project year.

Project title: Placentia Achieves School Success at H.I.S. House (P.A.S.S. at H.I.

Applicant/Jurisdiction: Orange County, CA

* Technical services person, 24 hours for the project year, responsible for the set-up and maintenance of hardware and software. In-kind contribution by a H.I.S. House Shelter volunteer. We will still need technical services after this project year.

17. PROJECT PARTNERS: Collaboration with other agencies or organization is highly recommended. What role does each of your project partners have? Describe what each will do or contribute. Please attach a letter of agreement, signed by the administrator or other official for each partner.

* H.I.S. House Shelter will contribute the space for the satellite reference /homework center. The staff will help us identify and communicate with the target population.

* Student Finance office at Western State University College of Law Financial Aid office will identify Federal Work-Study eligible volunteers. The university staff will handle payroll for these volunteers.

* California State University Fullerton Student Financial Services office will identify Federal Work-Study eligible volunteers. The Placentia Library District will handle payroll for these volunteers.

* California State University Fullerton Division of Human Services directory lists the Placentia Library District as an approved site for service learning and internships.

* The Placentia/Yorba Linda Unified School District recognizes the Placentia Rotary Reading Enrichment Program (PRREP) as an acceptable, curriculum-based, high school service club. PRREP members serve as volunteer literacy tutors and homework helpers. We will recruit PRREP members to serve as peer tutors at the satellite center.

In addition to the above partners, other local organizations will contribute to the project as donors. For example:

* Placentia Rotary Club will contribute funds for library materials.

* Altrusa International Foundation of Placentia/Yorba Linda will contribute funds for library materials.

Project title: Placentia Achieves School Success at H.I.S. House (P.A.S.S. at H.I.H.)

Applicant/Jurisdiction: Orange County, CA

18. **TIMELINE:** What is your project timeline? List the critical tasks that need to be done month by month to successfully complete the project by the end of the LSTA year. June 30, 2006. (Note that the Outcomes Measurement evaluation may be done beyond that date as long as it is completed by 9/30/06; such extensions or requests for a 2006/07 continuation grant to complete the evaluation must be negotiated with your assigned consultant.)

July

- Evaluation instruments (surveys) designed
- Evaluation action plan and timetable completed
- Order computers and other equipment
- Recruit librarian
- Write volunteer job descriptions
- Order books and library materials

August

- Recruit Federal Work/Study (FWS) tutors , interns, and high school volunteers
- Select and train volunteers
- Hire half- time librarian
- Press release sent to local newspaper, radio stations, and cable TV networks
- Flyers posted at the shelter
- Prepare and administer pre-test surveys at the shelter
- Purchase school and printer supplies
- Set- up satellite reference center in the shelter

September

- Prepare schedules for volunteers and librarian
- Open the satellite homework/reference center to residents of the shelter
- Prepare and distribute grade appropriate school supplies
- Start after- school tutoring

October

- Write and submit first quarterly reports
- Continue all public services
- Administer first interim post survey

November

- Start to seek funding sources for second year of program
- Give presentations to program partners and other local groups
- Continue all public services

December

- Obtain RFPs for foundation funding for project continuation
- Continue all public services
- Administer second interim post survey

Project title: Placentia Achieves School Success at H.I.S. House (P.A.S.S. at H.)

Applicant/Jurisdiction: Orange County, CA

January

Write and submit second quarterly reports
Submit applications for continuation funding
Continue all public services

February

Give another presentation to program partners, potential partners, and local service groups
Continue to seek funding for a second year of the program
Continue all public services
Administer third interim post survey

March

Continue all public services
Continue investigating funding sources and additional partnerships

April

Write and submit third quarterly reports
Continue all public services

May

Continue all public services
Administer post survey

June

Continue all public services
Write program evaluation
Write and submit final reports to State Library
Meet with program partners to discuss the future of the satellite center

19. PUBLICITY: How will you publicize the new service/program to potential users? (For example: information in membership organization newsletters; radio public service announcements.)

We will talk to the local reporter for the Placentia-News Time, submit information to our cable TV channel, submit information to radio stations as public service announcements, post notices in faculty lounges within the PYLUSD to make teachers aware of our outreach, and put posters up at H.I.S. House. We will meet periodically with our partner agencies and other service groups in the area.

Project title: Placentia Achieves School Success at H.I.S. House (P.A.S.S. at H.I.S. House)

Applicant/Jurisdiction: Orange County, CA

20. **COMMUNITY RELATIONS:** How will you ensure that your community is aware of what the library is doing to address the community goal stated in question 13. (For example, newspaper articles; radio interviews)

In addition to the publicity described in item #19 we will send press releases to the Orange County Register and the Los Angeles Times. The Literacy Coordinator of the Placentia Library Literacy Service is the President of the Placentia Community Network. The Director of H.I.S. House Shelter is a member of the Network. They will inform all members of the group about our exciting outreach at the monthly Community Network meetings. We will offer to speak to members of the Yorba Linda Chamber of Commerce, local Rotary Clubs and other civic organizations in the community to inform their members about P.A.S.S. at H.I.S. House.

21. **CONTINUATION:** How will you continue this program/service after the LSTA year? (How will you fund the staff needed beyond project completion? How will ongoing program expenses be covered? E.g. incorporated into locally funded services? Receive other special funds?)

The LSTA funds will be used as seed money to provide the program with durable equipment (i.e. computers, books, etc.) and to fund the initial year of the project. We will apply to foundations and corporate funding sources to raise money for the second year of P.A.S.S. at H.I.S. House. We will actively recruit additional community partners to support the continuation of the program with both funding and volunteers.

22. PROGRAM BUDGET: LSTA funds requested.

LSTA Funds Requested		N/A	N/A	Total
a. Salaries (including benefits, if applicable)				
1) half- time project coordinator	\$24,927			\$24,927
2)	\$0			\$0
3)	\$0			\$0
4)	\$0			\$0
5)	\$0			\$0
6)	\$0			\$0
Subtotal for objective(s)	\$24,927			\$24,927
b. Library Materials				
	\$8,500			\$8,500
c. Operation				
Contracts (specify):				
1)	\$0			\$0
2)	\$0			\$0
3)	\$0			\$0
Equipment (under \$5,000 per unit)	\$6,500			\$6,500
Computer software	\$1,500			\$1,500
Database subscriptions	\$2,000			\$2,000
Postage	\$0			\$0
Printing	\$0			\$0
Supplies	\$3,400			\$3,400
Telecommunications	\$750			\$750
Training	\$0			\$0
Travel	\$0			\$0
Other (specify):				
1) service agreements for hardware	\$607			\$607
2)	\$0			\$0
Subtotal for objective(s)	\$14,757			\$14,757
d. Equipment (over \$5,000 per unit)				
1)	\$0			\$0
2)	\$0			\$0
Subtotal for objective(s)	\$0			\$0
e. Total for objective(s)				
	\$48,184			\$48,184
f. Indirect cost, maximum 10% of line e total				
				\$450
g. Total LSTA funds requested				
				\$48,634
h. Other funds				
				\$1,000
i. In-kind				
				\$14,276
j. Total project				
				\$63,910

23. **NARRATIVE SUPPORT FOR BUDGET.** Please provide additional information about staffing, salaries (including benefits percentages), library materials, and operation. Please be sure to justify all equipment, both large and small, specifying what type will be purchased and how it will be used. Also identify what other funds, and their source, will be available for the project and the nature of the in-kind support that will be provided. Itemize all contracts. Itemize all staff positions.

Facility space and utilities will not be funded by the grant. They will be donated by H.I.S. House Shelter, valued at \$35.00/session for 99 sessions or a total of \$3,465.00 in-kind.

Project coordinator :(half-time) paid for by LSTA grant, \$24,927.00

3 volunteers /session : (198 hours) @ \$17.19/hour (source: Independent sector as released by the Bureau of Labor Statistics, 2004) \$10,211.00 in-kind.

Technical services staff for computers: 24 hours for project year, @ \$25.00/hour. \$600.00 in-kind through a H.I.S. House Shelter volunteer.

Library materials: \$8,500.00 from grant Includes hardcover reference books and a complete set of Placentia/Yorba Linda Unified School District curriculum adopted textbooks for grades k-12. Children's fiction will be funded by donations from the Placentia Roundtable Women's Club, the Placentia Rotary Club, and the Altrusa International Foundation of Placentia/Yorba Linda

Computers: \$6,500.00 from grant. Includes 4 laptops @ \$1,500 each and 1 color printer/copier @ \$500

Software: \$1,500 from grant. Includes: Microsoft Office -Student/teacher Edition; Encarta 2005, Microsoft Publisher; and Mavis Beacon Typing Deluxe Edition

Telecommunications: \$750.00 from grant. Includes Internet service provider and telephone

Supplies: \$3,400 from grant. Includes general school supplies, general office supplies, printer and copier cartridges, printer paper, a locking storage cabinet, a book case, and a locking file cabinet.

Service contracts on computers: \$125 each /year(\$500) and printer \$107.00 for the printer/year from grant

Project title: Placentia Achieves School Success at H.I.S. House (P.A.S.S. at H.
Applicant/Jurisdiction: Orange County, CA

Other Contributed Funds to be Used For Project (Non-LSTA):

* \$1,000 from community service groups (Rotary, Altrusa) for library materials

In-Kind Contributions to Project:

* 3 volunteers per session for 198 sessions. Valued at \$10,211

* Facility space and utilities. Valued at \$3,456

* Technical services staff for 24 hours during project year. Valued at \$ 25/hour for a total of \$600

Applicant/Jurisdiction: Orange County, CA

24. CERTIFICATION.

- a. I affirm that the jurisdiction or agency named below is the legally designated fiscal agent for this program and is authorized to receive and expend funds for the conduct of this program.
- b. I affirm that any or all other agencies participating in the program have agreed to the terms of the application/grant award, and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended, application.
- c. Children's Internet Protection Act (CIPA). Complete, sign, and attach original CIPA form.

Name and title: Elizabeth D. Minter, MLS ; Library Director

Organization: Placentia Library District

Street/ mailing address: 411 E. Chapman Ave.

City: Placentia

County: CA

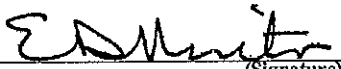
Zip+4: 92870-6198

Telephone: (714) 528-1925 ext. 203

Fax: (714) 528- 8236

E-mail: eminter@placentialibrary.org

Authorized representative: _____


(Signature)

Date: 3/23/05

CALIFORNIA STATE LIBRARY
Sacramento

**INTERNET SAFETY CERTIFICATION FOR LSTA
APPLICANT PUBLIC LIBRARIES
PROGRAM YEAR 2005/06 FUNDS**

Project Title: Placentia Achieves School Success at the Homeless Intervention Shelter House
(P.A.S.S. at H.I.S. House)
(If library has more than one grant use separate form for each project.)

As the duly authorized representative of the applicant library, I hereby certify that (*check only one of the following boxes*):

- A. The recipient public library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. The recipient public library seeks a waiver of the certification required in A., above, because State or local procurement rules or regulations or competitive bidding requirements prevent the applicant library from certifying compliance with Section 9134(f)(1) of the Library Services and Technology Act. The applicant library certifies that the library will comply with the requirements of Section 9134(f)(1) before the start of FY 2006/2007.
- C. The requirements of Section 9134(f)(1) of the Library Services and Technology Act do not apply to the recipient library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.



Signature of Authorized Representative

Elizabeth D. Minter, MLS

Printed Name of Authorized Representative

Library Director

Title of Authorized Representative

March 23, 2005

Date

Placentia Library District

Name of Applicant Public Library

MAIL TO: California State Library
LDS - LSTA
P.O. Box 942837
Sacramento CA 94337-0001

LSTA Outcomes Project Design and Report (Part 1)

Library/Jurisdiction: Placentia Library District

Project name: Placentia Achieves School Success at The Homeless Intervention Shelter House (P.A.S.S. at H.I.S. House)

Contact name: James A. Roberts, M.Ed.

Phone #: (714) 524-8408 ext. 215 E-mail: proberts@placentialibrary.org

Users: School-age residents of H.I.S. House who have limited access to the library, reference materials, and homework assistance

Grant Number: _____ Fiscal Year 05-06

Design Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
<p>What will the library provide to the user in order to address the user need and move toward the library goal?</p> <p>A Placentia Library District satellite reference center will be established, in donated space, at The Homeless Intervention Shelter House (H.I.S. House shelter).</p> <p>The satellite center will provide reference books, computers, and homework- help tutors to facilitate homework completion by the school age residents of the shelter.</p>	<p>What resources will the library use to provide the services/ programs?</p> <ul style="list-style-type: none"> * An informal needs assessment based on conversations with and observations by the director of the shelter and the program staff * Donated building space/parking * Basic utilities * Placentia/Yorba Linda Unified School District (PYLUSD) adopted textbooks and a collection of library selected reference books * Reference materials * Computers and software * Bookcases, filing cabinets, and computer furniture * Internet access subscription * Part time (20 hour) project coordinator * Ad hoc technical services * Volunteers/volunteer training * School supplies (notebooks, paper, writing implements, glue, crayons, markers, clip boards, etc. * Printer, paper, ink cartridges * White board and markers 	<p>How many of each service/ program will we provide? How many users will be served?</p> <ul style="list-style-type: none"> * 99 Homework help sessions held at H.I.S. House Shelter * 30 children received homework help * 4 press releases distributed * 3 tutor training sessions held * 25 tutors trained * 1485 reference questions answered * Satellite library used frequently 	<p>What is the short-term benefit to the user as a result of the program/ service? What will the user do that is necessary if s/he is to achieve the long -term outcome?</p> <ul style="list-style-type: none"> * Students will feel more comfortable about attending school. * Students will be better equipped to work on, and complete, homework assignments. * Students will use the satellite library frequently. * Students will feel more confident about their homework. * Students will perform better in school. * The adult residents of the shelter will use the reference materials. 	<p>What does the user say or do that reveals the achievement of the intermediate outcome(s)? What can you measure that indicates the achievement? Include the quantity for the user's actions.</p> <ul style="list-style-type: none"> * 20% of students will have improved school engagement (attendance) during the project year. * 40% of students will have experienced increased motivation to do homework during the project year. * 20% of students will have developed a positive change in attitude towards the library during the project year. * 20% of students will have developed increased fostered by caring tu improved school suc during the project ye * 20% of the adult re the shelter will have 1 reference materials at during the project ye:

For Help completing this form click F1 while the cursor is in any field. Also, this form answers application question 15; it must accompany application and rep

LSTA Outcomes Project Design and Report (Part 1)

Design	Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
					* On surveys 30% of school age residents will report that they have improved academically * On surveys 30% of the parents of these children will report that the students have had improved attendance and/or academic performance during the project year
Final: Apr 1 thru Jun 30 (due July 31)					
	Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
Third quarter: Jan 1 thru March 30 (due Apr 30)					
	Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
Second quarter: Oct 1 thru Dec 30 (due Jan 31)					
	Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
First quarter: July 1 thru Sept 30 (due Oct 31)					
	Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)

LSTA Outcomes Project Design and Report (Part 2)

Design	Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)
<p>How will you measure the indicators and how often? * P.A.S.S. Attendance and satellite reference questions will be recorded for every session and tallied monthly. * Attitude surveys will be administered every 2 months or on the eve of "graduation" from the shelter. * Participants and their parents will be interviewed about academic achievement and school attendance every 2 months or on the eve of "graduation" from the shelter.</p>	<p>What is the numerical standard for your program? What percentage of participants must achieve the intermediate outcome(s) and long range outcome(s) for your program to be a success?</p>	<p>What is the long-range benefit to the user as a result of the program/ service? What change in his/her knowledge, skills, attitude, behavior or condition will show the impact of your program? * School-age residents of the shelter will feel more confident and comfortable about doing homework. * School age residents will feel that the satellite library is an important information resource. * School-age residents will report that the homework tutors helped them to improve their academic performance.</p>	<p>What does the user say or do that reveals the achievement of the long-range outcome(s)? What can you measure that indicates the achievement? Include a quantity for the users actions. * School-age residents of the shelter will attend PASS tutoring sessions regularly. *Increasing numbers of school-age shelter residents and their parents will state that the satellite reference/homework center serves as an important resource for their use.</p>	<p>How will you measure the indicators and how often? *Attendance at PASS at HIS House will be recorded for each session and tallied monthly. * School-age residents and their parents will respond to bi-monthly surveys about the importance of the satellite reference /homework center. *Parents of school age participants will report academic improvement based on report card grades and teacher conferences.</p>	
<p>Final: Apr 1 thru Jun 30 (due July 31)</p>					
<p>Data Collection Method and Schedule for Intermediate Outcome(s)</p>	<p>Target for Success for Intermediate Outcome(s)</p>	<p>Long Range Outcome(s)</p>	<p>Indicator(s) of Long Range Outcome(s)</p>	<p>Data Collection Method and Schedule for Long Range Outcome(s)</p>	
<p>Third quarter: Jan 1 thru March 30 (due Apr 30)</p>					
<p>Data Collection Method and Schedule for Intermediate Outcome(s)</p>	<p>Target for Success for Intermediate Outcome(s)</p>	<p>Long Range Outcome(s)</p>	<p>Indicator(s) of Long Range Outcome(s)</p>	<p>Data Collection Method and Schedule for Long Range Outcome(s)</p>	
<p>Second quarter: Oct 1 thru Dec 30 (due Jan 31)</p>					

For Help completing this form click F1 while the cursor is in any field. Also, this form answers application question 15; it must accompany application and reports.

LSTA Outcomes Project Design and Report (Part 2)

Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)
First quarter: July 1 thru Sept 30 (due Oct 31)				
Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)

LSTA Outcomes Project Design and Report

Certification

Grant number: _____ Report: _____

Placentia Achieves School Success at the Homeless Intervention Shelter

Project name: (P.A.S.S. at H.I.S. House)

Library/Jurisdiction: Placentia Library District

Address: 411 E. Chapman Ave.

City: Placentia, CA Zip code: -928706198

Director name: Elizabeth D. Minter, MLS

Phone number: (714) 528-1925 ext. 203

Fax number: (714) 528-8236 ext.

E-mail: eminter@placentialibrary.org

Authorized signature: _____ Date: _____

(PLEASE SIGN WITH BLUE INK)

Send ORIGINAL and three copies to:

California State Library
Budget Office -- LSTA
P.O. Box 942837
Sacramento, CA 94237-0001



Homeless Intervention and Shelter Hous
A Transitional Living Center for the Homeless

March 9, 2005

Placentia Library District
Placentia Library Literacy Services (PLLS)
411 E. Chapman Avenue
Placentia, CA 92870

Re: Letter of Agreement, Library Services and Technology Act (LSTA 6-OM)

Dear Selection Committee:

As the Executive Director of Homeless Intervention Shelter, H.I.S. House, I am writing this letter of agreement to support the Placentia Library Literacy Services' application for an LSTA 6-OM grant.

H.I.S. House agrees to be the principal partner in this grant. H.I.S. House also agrees to make the space available and provide staff as needed to assist the Placentia Library Literacy services staff and volunteers. H.I.S. House agrees to encourage and support eligible resident students to participate in PASS at H.I.S.

Signed:

Date:

Jeri Niebuhr

March 9, 2005



Homeless Intervention and Shelter House
A Transitional Living Center for the Homeless

March 9, 2005

Placentia Library District
Placentia Library Literacy Services (PLLS)
411 E. Chapman Avenue
Placentia, CA 92870

Re: Letter of Support, Library Services and Technology Act (LSTA 6-OM)

Dear Selection Committee:

As the Executive Director of Homeless Intervention Shelter, H.I.S. House, I feel honored and privileged to write this letter of support for the Placentia Library Literacy Services' application for an LSTA 6-OM grant. I feel honored that PLLS would select H.I.S. House as a partner in this potential grant. If funded, the under-served clients of H.I.S. House would feel privileged to receive educational opportunities not available to them at this time.

In addition to being homeless, many of the clients in H.I.S. House are single parents. This makes the challenge of helping their children with homework even more difficult. The Placentia Achieves School Success (PASS) at H.I.S. House grant would provide an on-site library that would encompass the Placentia/Yorba Linda Unified School District curriculum from grades K-12. The grant would also provide PLLS staff and volunteers to tutor school-age children on a one-to-one basis at H.I.S. House, something that H.I.S. House does not have the funds or staff to do.

PLLS has a proven track record in reaching out to and serving at-risk segments of our community, and I am confident that a PASS at H.I.S. House grant would allow us to better serve our clients, and in turn, our community. I urge the State Library to select PASS at H.I.S. House to receive an LSTA 6-OM Grant.

Respectfully,

A handwritten signature in cursive script that reads "Teri Niebuhr".

Teri Niebuhr
Director

WESTERN STATE
UNIVERSITY
COLLEGE OF LAW

1111 N. State College Blvd. • Fullerton, CA 92831 • (714) 738-1000

March 3, 2005

Placentia Library District
Placentia Library Literacy Services (PLLS)
411 E. Chapman Avenue
Placentia, CA 92870

Re: Letter of Support, Library Services and Technology Act (LSTA 6-OM)

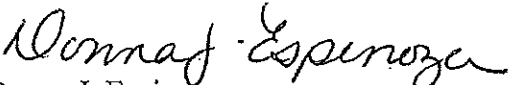
Dear Selection Committee:

As the Director of Student Finance at Western State University College of Law, I am extremely pleased to write this letter of support for the Placentia Library Literacy Services' application for an LSTA 6-OM Grant.

Western State University College of Law has had a Federal Work Study (FWS) partnership with PLLS for the past five years, and we plan to continue this partnership in Fiscal Year 2005/06. FWS is a federally funded program where qualified law students earn an hourly wage while working in the community. PLLS is one of our top FWS partners, and, if PLLS receives the LSTA 6-OM Grant, I support the use of FWS tutors in Placentia Achieves School Success at H.I.S. House.

PLLS has a proven track record in reaching out to and serving at-risk clients in our community. This LSTA Grant would provide Federal Work Study tutors from Western State University College of Law the opportunity to reach out to another under-served segment of our community. I urge the State Library to select PASS at H.I.S. House to receive an LSTA 6-OM Grant.

Respectfully,


Donna J. Espinoza
Director of Student Finance
Western State University College of Law





Student Affairs

Financial Aid

(714) 278-3125 / Fax (714) 278-7090

March 15, 2005

Placentia Library District
Placentia Library Literacy Services
411 E. Chapman Avenue
Placentia, CA 92870

Re: Letter of Support, Library Services and Technology Act Grant

Dear Selection Committee:

I am pleased to write this letter of support for the Placentia Library Literacy Services (PLLS).

Cal State Fullerton has had a Federal Work Study (FWS) partnership with PLLS for the past three years, and we plan to continue this partnership in Fiscal Year 2005/06. FWS is a federally funded financial aid program where qualified students earn an hourly wage while working in the community. PLLS is one of our top FWS partners, and, if PLLS receives the Library Services and Technology Act (LSTA) grant, I support the use of the grant funds to financially support FWS tutors who will be placed in the Placentia Achieves School Success (PASS) program.

The Placentia Library Literacy Services has a proven record of accomplishment in reaching out to and serving at-risk clients in our community. This LSTA Grant would provide Federal Work Study tutors from Cal State Fullerton the opportunity to reach out to another underserved segment of our community. I urge you to select Placentia Library Literacy Services to receive this grant.

Sincerely,

A handwritten signature in cursive script that reads "Deborah S. McCracken".

Deborah S. McCracken
Director of Financial Aid

Placentia-Yorba Linda Unified School District

1301 E. Orangethorpe Avenue, Placentia, California 92870
Telephone (714) 996-2550 Fax (714) 524-3034

Carol Downey
Karin Freeman
Judy Mine
Craig Olson, D.D.S.
Jan Wagner

March 15, 2005

Placentia Library District
Placentia Library Literacy Services (PLLS)
411 E. Chapman Avenue
Placentia, CA 92870

Re: Letter of Support, Library Services and Technology Act (LSTA 6-OM)

Dear Selection Committee:

As the Superintendent, Placentia-Yorba Linda Unified School District (PYLUSD), I am extremely pleased to write this letter of support for the Placentia Library Literacy Services' Placentia Achieves Success at H.I.S. House application for an LSTA 6-OM Grant.

I have been the Superintendent for PYLUSD for five years, and I'm truly amazed and gratified with the strong partnerships that the District has with the Placentia Library District, particularly with the Placentia Library Literacy Services (PLLS). PLLS started the English Language and Literacy Intensive (ELLI) four years ago. Since its inception, ELLI has partnered with seven elementary schools in the District, helping more than 600 grade school students. In 2002, PLLS founded the Placentia Rotary Reading Enrichment Program (PRREP), a program where high school students earn community service hours by tutoring grade school students. During this current school year, FY 2004-05, more than 100 high school students have been PRREP tutors, accounting for over 2,000 hours of community service hours. I firmly believe that the partnerships the School District has with PLLS cause a positive ripple effect in our community, because when you're helping hundreds of students you're helping hundreds of families.

Many of the children at H.I.S. House are students in the PYLUSD. The School District has already provided a detailed K-12 curriculum in support of this grant request. PLLS has a proven track record in reaching out to and serving at-risk segments of our community, and I'm confident that a PASS at H.I.S. House grant would allow them to better serve our community. I urge the State Library to select PASS at H.I.S. House to receive an LSTA 6-OM Grant.

Respectfully



Dennis M. Smith, Ed.D.
Superintendent
Placentia/Yorba Linda Unified School District





Placentia Rotary Club

P.O. Box 1331
Placentia, California 92870

Date:

Placentia Library District
Placentia Library Literacy Services (PLLS)
411 E. Chapman Avenue
Placentia, CA 92870

Re: Letter of Support, Library Services and Technology Act (LSTA 6-OM)

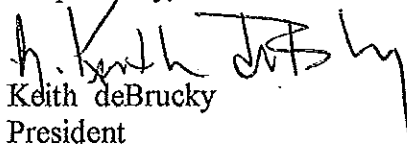
Dear Selection Committee:

As the President of the Rotary Club of Placentia, I am pleased to write this letter of support for the Placentia Library Literacy Services' (PLLS) application for an LSTA 6-OM grant.

The Placentia Rotary Reading Enrichment Program (PRREP) is a partnership between the Placentia/Yorba Linda Unified School District, the Placentia Library District, and the Placentia Rotary Club. Through PRREP, the Placentia Library Literacy Services recruits high school students to tutor grade school and middle school students on a one-to-one basis. A Placentia Achieves School Success at H.I.S. House grant would provide PRREP volunteers the opportunity to reach out to another under-served segment of our community.

The Literacy Coordinator for PLLS is a Placentia Rotarian. In that respect, he started the PRREP Project three years ago, and is the Placentia Rotary advisor for PRREP at both El Dorado and Valencia High Schools. PRREP, just as PLLS, has a proven track record in reaching out to and serving grade school students in our community. I'm confident that a PASS at H.I.S. House grant would provide another opportunity for PRREP tutors to serve our potential students at H.I.S. House, and in turn, our community. I urge the State Library to select PASS at H.I.S. House to receive an LSTA 6-OM Grant.

Respectfully,


Keith deBrucky
President



ALTRUSA INTERNATIONAL, INC. OF PLACENTIA/
P. O. Box 133 • Placentia, CA 92871

Date: March 18, 2005

Placentia Library District
Placentia Library Literacy Services (PLLS)
411 E. Chapman Avenue
Placentia, CA 92870

Re: Letter of Support, Library Services and Technology Act (LSTA 6-OM)

Dear Selection Committee:

As the President of Altrusa International of Placentia/Yorba Linda, I am extremely pleased to write this letter of support for the Placentia Library Literacy Services' Placentia Achieves School Success (PASS) at H.I.S. House application for an LSTA 6-OM Grant.

Altrusa is an international association of professionals and business executives who volunteer their energies and expertise in projects dedicated to community betterment. Our primary goal is providing assistance to projects emphasizing literacy through the Altrusa International Foundation, Inc. In that respect, in 2001, we partnered with the Placentia Library Literacy Services and provided a grant to start a Spanish Literacy Class. To date, more than forty (40) students have attended the Spanish Literacy class, and of those, almost thirty (30) have graduated and gone on to English as-a-second language classes.

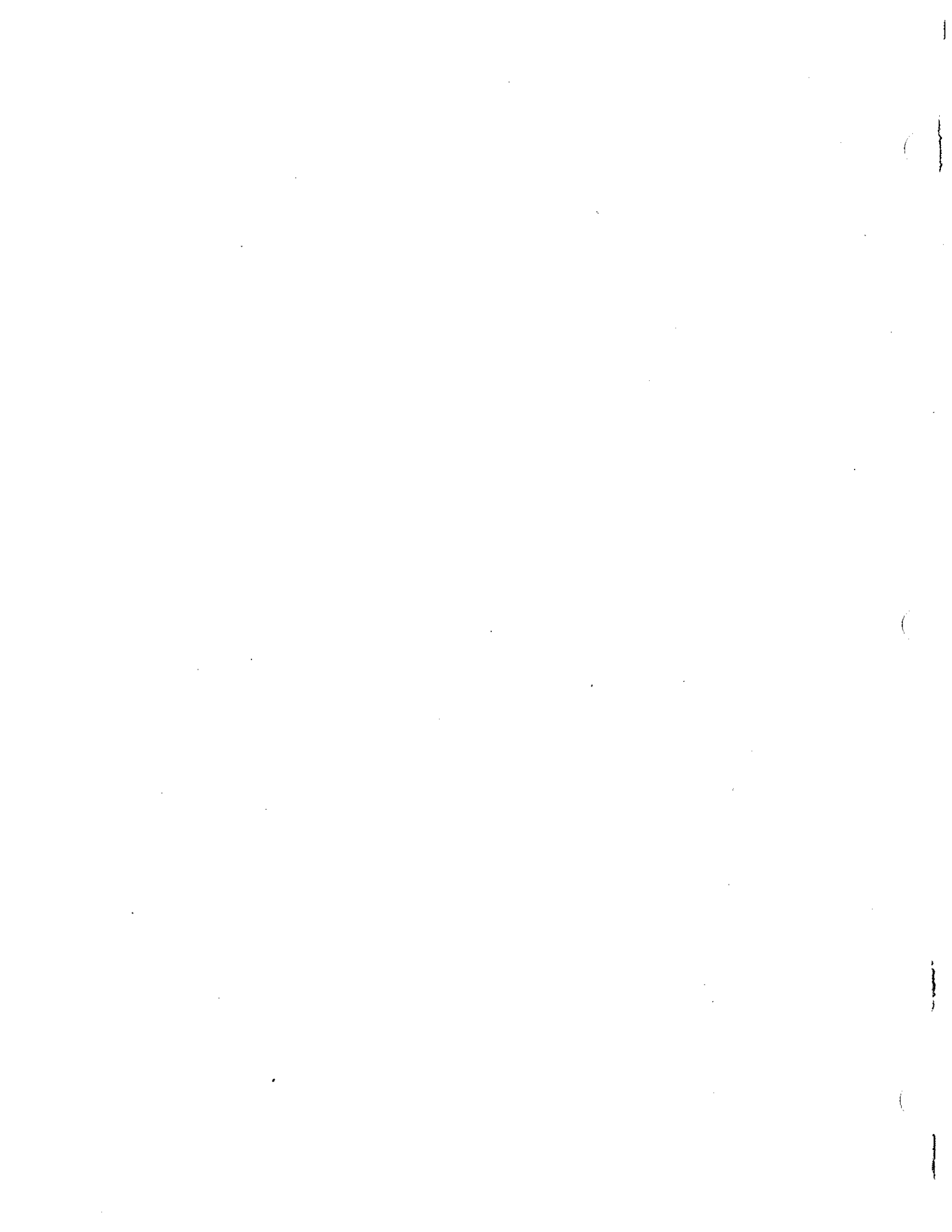
Altrusa International of Placentia/Yorba Linda has partnered with and supported PLLS's literacy projects in the past and is proud to support this newest literacy outreach project. I'm confident that a PASS at H.I.S. House grant would allow the Placentia Library Literacy Services to better serve an at-risk segment of our community. I urge the State Library to select PASS at H.I.S. House to receive an LSTA 6-OM Grant.

Respectfully

A handwritten signature in cursive script that reads "Ramona Delzer".

Ramona Delzer

President, Altrusa International of Placentia/Yorba Linda





March 10, 2005

Ms. Elizabeth Minter
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870-6101

Subject: New Ethics Resources for Local Officials Available!

Dear Ms. Minter:

CSDA is pleased to announce that the Institute for Local Government has recently released a number of new resources to help local officials with the challenges of charting the right course in terms of ethics in public service. Public service ethics has been a key focus of the Institute's in recent years and CSDA continues to partner and work with the Institute in these efforts.

Ethics Law Bookmark

Enclosed are six complimentary copies of "Key Ethics Law Principles" bookmarks for local officials. This is designed to be a quick reference for all local officials, alerting them to when they need to consult with their agency attorneys on ethics law questions. We have enclosed a copy for you, plus additional copies to share with your board members.

CSDA and the Institute are very grateful for the financial support of the Richards, Watson and Gershon law firm on this resource.

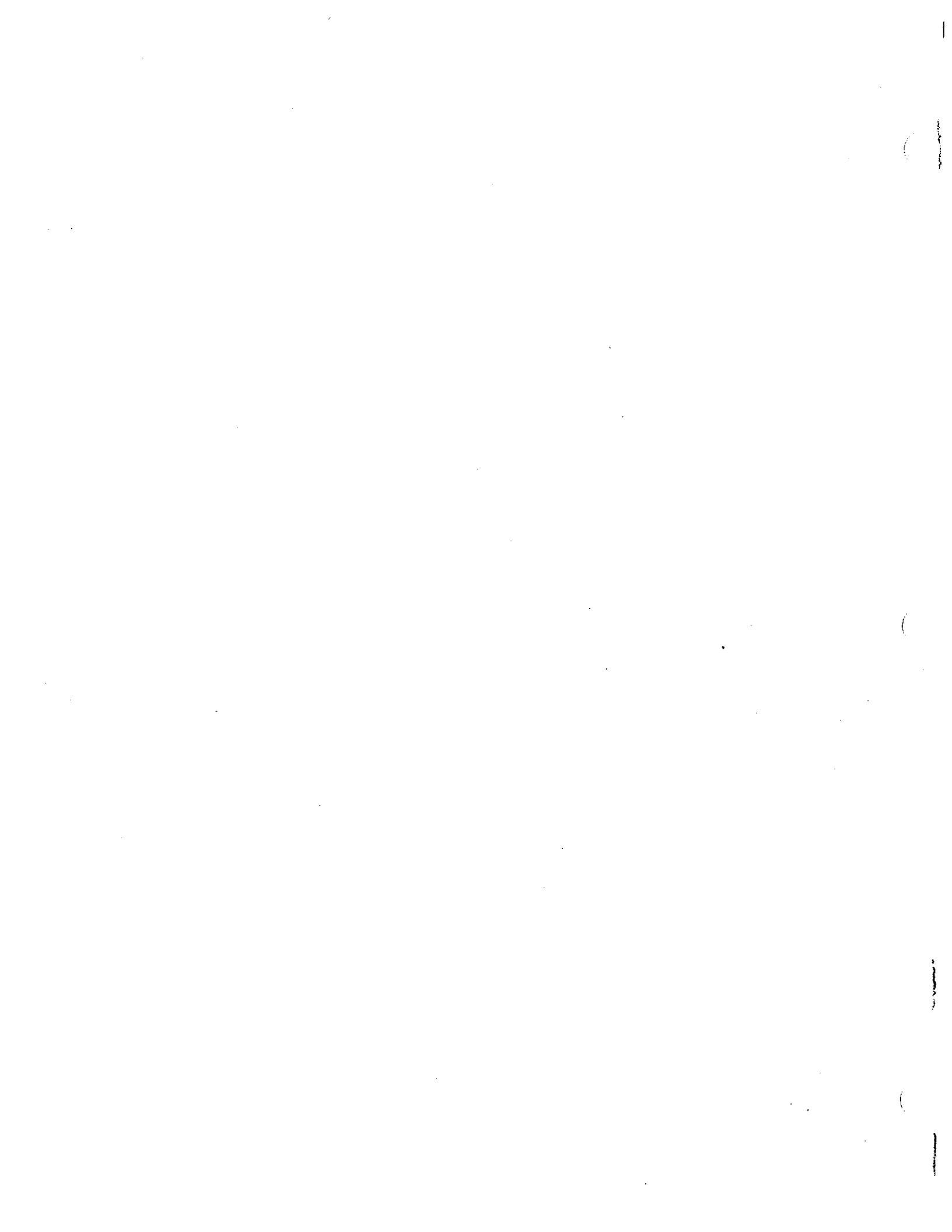
Other Resources and Services

CSDA continues to offer a full range of ethics-related and other resources to local officials and district staff. A list of those resources detailing all the publications is enclosed, along with an order form.

The Institute's mission is to develop forward-thinking resources to assist local officials in their service to their communities. CSDA and the Institute hope the enclosed complimentary resource, provided to you exclusively as a CSDA member benefit, helps to further that mission. As always, we welcome your thoughts and feedback.

Very truly yours,

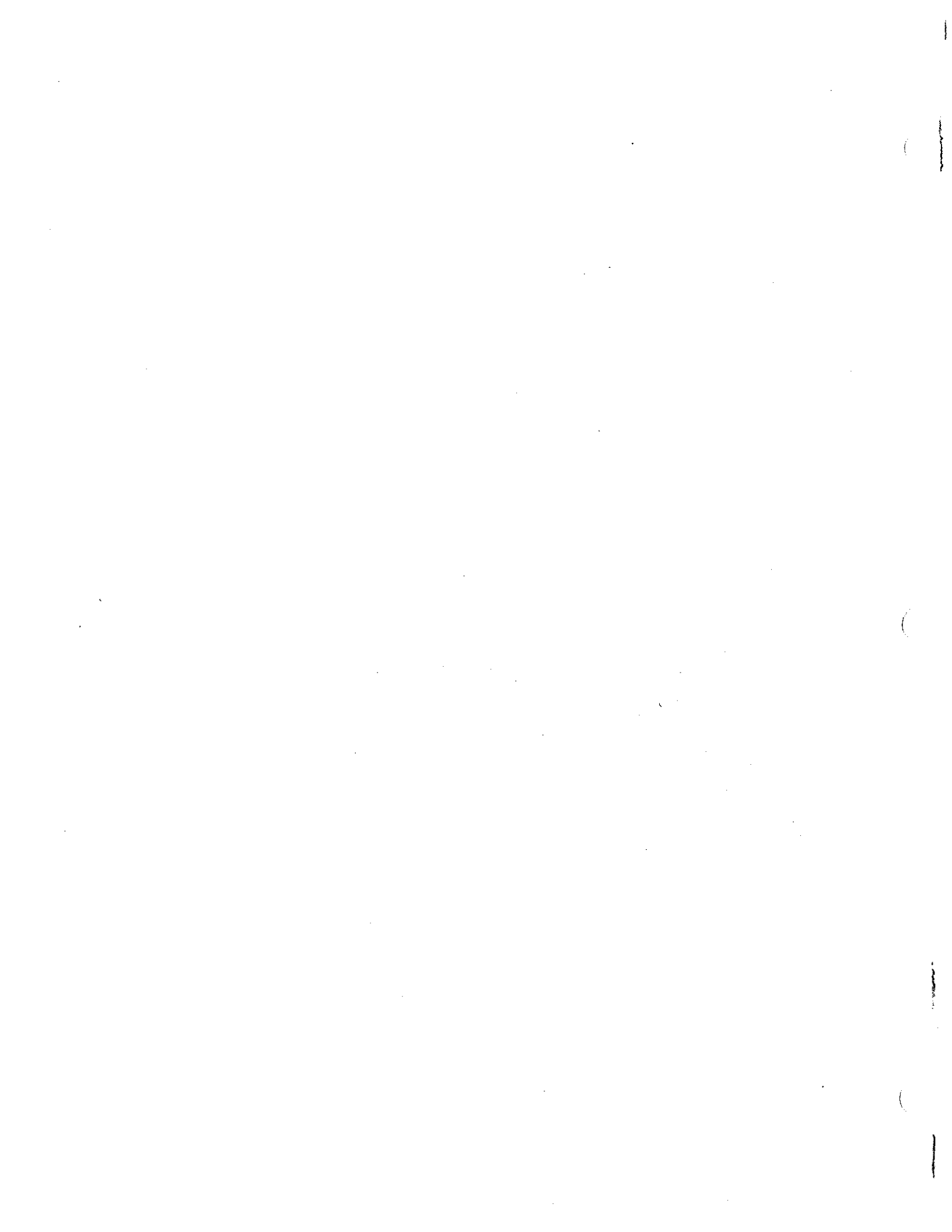
Catherine Smith
Executive Director



Top Ten Take-Aways for Librarians' Index to the Internet

**<http://lii.org>
Websites You Can Trust!**

1. LII portal: searchable, browsable database for librarians and lifelong learners. Over 16,000 high-quality websites
2. New This Week: Dozens of high-quality, newly-discovered websites on a wide range of topics, delivered to your mailbox or blog reader every week
3. Easy subscription options: email, blog reading software
4. Created and maintained by librarians, for librarians and lifelong learners. One of the oldest Internet services! (ca. 1992)
5. Special attention to California content: thousands of California-specific websites, new ones added nearly every week
6. Personal responses to questions and comments
7. Guidance from advisory board, user comments, annual survey
8. Funded through LSTA
9. More bang for your buck by end of June: new design, new logo, new capabilities—new name: Librarians' Internet Index
10. Saves you time—don't reinvent the wheel, link to LII!



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: April 18, 2005

BACKGROUND

The recent Legislative Alerts from the California Special Districts Association (CSDA) and the Legislative Priorities for 2005 adopted by the California Library Association (CLA) Legislative Committee are contained in Agenda Item 24.

At its meeting on March 21, 2005 the Library Board decided that neither Trustees nor staff will participate in the CLA Legislative Day on April 20, 2005 nor the CSDA Government Affairs Days on May 16-17, 2005.

The Board may wish to review AB1259 (Attachment A) and determine whether to take a position as recommended by the California Special Districts Association (CSDA). The letter submitted by the Council of Independent Special District Libraries is Attachment C.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

AMENDED IN ASSEMBLY MARCH 31, 2005

CALIFORNIA LEGISLATURE—2005—06 REGULAR SESSION

ASSEMBLY BILL

No. 1259

Introduced by Assembly Member Daucher
(Coauthor: Assembly Member Cogdill)

February 22, 2005

An act to add Section 96.85 to the Revenue and Taxation Code, relating to property taxation.

LEGISLATIVE COUNSEL'S DIGEST

AB 1259, as amended, Daucher. Property tax revenue allocation.

Existing

(1) *Existing* property tax law requires the county auditor, in each fiscal year, to allocate property tax revenue to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined. *Existing law requires the housing element of the general plan of a city or county to include, among other things, a program with a 5-year schedule of actions that the local government is undertaking or intends to undertake to implement the goals and objectives of the housing element, as specified.*

This bill would, beginning with the 2006-07 fiscal year, require the county auditor to increase the total amount of ad valorem property tax revenue otherwise required to be allocated to a qualified city, qualified county, and qualified city and county, as defined, by a housing bonus amount, as defined. This bill would also require the county auditor to commensurately reduce the total amount of ad

AB 1259

— 2 —

valorem property tax revenue otherwise required to be allocated to all other local agencies, as defined, in the county by the countywide housing bonus amount, as specified. This bill would define a qualified city, qualified county, and qualified city and county as an entity that has exceeded 80% of the Regional Housing Needs Allocation established for the entity, as provided, as certified by the Department of Housing and Community Development.

(2) By changing the manner in which ad valorem property tax revenues are allocated by county auditors, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

(3) This bill would change the pro rata shares in which ad valorem property tax revenues are allocated among local agencies in a county, within the meaning of paragraph (3) of subdivision (a) of Section 25.5 of Article XIII of the California Constitution, and thus would require for passage the approval of $\frac{2}{3}$ of the membership of each house of the Legislature.

~~Existing law also determines the pro rata shares in which ad valorem property tax revenues are allocated among local agencies in a county, within the meaning of paragraph (3) of subdivision (a) of Section 25.5 of Article XIII of the California Constitution, which requires for any change the approval of $\frac{2}{3}$ of the membership of each house of the Legislature.~~

~~This bill would declare the Legislature's intent to enact legislation that would reward cities and counties that exceed 80% of their Regional Housing Need Assessment (RHNA) goals over a 5-year period with an increased share of the annual tax increment that is allocated among local agencies in a county.~~

~~Vote: majority $\frac{2}{3}$. Appropriation: no. Fiscal committee: no yes. State-mandated local program: no-yes.~~

The people of the State of California do enact as follows:

1 *SECTION 1. Section 96.85 is added to the Revenue and*
2 *Taxation Code, to read:*

3 *96.85. Notwithstanding any other provision of law, in*
4 *allocating ad valorem property tax revenues for the 2006-07*
5 *fiscal year and for each fiscal year thereafter, all of the following*
6 *apply:*

7 *(a) (1) The auditor shall increase the total amount of ad*
8 *valorem property tax revenue otherwise required to be allocated*
9 *to each qualified city, qualified county, and qualified city and*
10 *county by the housing bonus amount. The housing bonus amount*
11 *may be used by the qualified city, qualified county, and qualified*
12 *city and county for any public purpose.*

13 *(2) (A) The auditor shall decrease the total amount of ad*
14 *valorem property tax revenue otherwise required to be allocated*
15 *to all local agencies in the county that are not a qualified city, a*
16 *qualified county, or a qualified city and county by the countywide*
17 *housing bonus amount.*

18 *(B) The reduction required by subparagraph (A) shall be*
19 *apportioned among each local agency in the county that is not a*
20 *qualified city, a qualified county, or a qualified city and county.*
21 *The reduction for each of these local agencies shall be the*
22 *percentage share of the total reduction that is equal to the*
23 *proportion that the total amount of ad valorem property tax*
24 *revenue that is otherwise required to be allocated to the local*
25 *agency bears to the total amount of ad valorem property tax*
26 *revenue that is otherwise required to be allocated to all local*
27 *agencies in a county that are not a qualified city, a qualified*
28 *county, or a qualified city and county.*

29 *(b) For purposes of this section:*

30 *(1) (A) "Housing bonus amount" means an amount*
31 *determined by the county auditor that is equal to the difference*
32 *between the following two amounts:*

33 *(i) The difference between the following two amounts:*

34 *(I) The total amount of ad valorem property tax revenue*
35 *derived, for the current fiscal year, from the application of the*
36 *rate described in subdivision (b) of Section 93 to the value of a*
37 *qualified parcel designated pursuant to subparagraph (B) of*
38 *paragraph (4).*

AB 1259

— 4 —

- 1 (ii) *The total amount of ad valorem property tax revenue*
2 *derived, for the immediately preceding fiscal year, from the*
3 *application of the rate described in subdivision (b) of Section 93*
4 *to the value of a qualified parcel designated pursuant to*
5 *subparagraph (B) of paragraph (4).*
6 (i) *An amount equal to that portion of the amount determined*
7 *under clause (i) that is otherwise required by law to be allocated*
8 *to school entities, as defined in subdivision (f) of Section 95, in*
9 *the county for the current fiscal year.*
10 (B) *A housing bonus amount shall be paid to a qualified city, a*
11 *qualified county, and a qualified city and county for 10*
12 *consecutive fiscal years, beginning with the fiscal year that*
13 *immediately follows a fiscal year in which a city, county, or city*
14 *and county designates qualified parcels within its jurisdiction*
15 *pursuant to subparagraph (B) of paragraph (4).*
16 (2) *“Countywide housing bonus amount” means the total sum*
17 *of the amounts described in paragraph (1) for a fiscal year*
18 *within a county or a city and county for all of the qualified cities*
19 *in the county or city and county and, if applicable, the qualified*
20 *county or qualified city and county.*
21 (3) (A) *“Qualified city” means a city, “qualified county”*
22 *means a county, and “qualified city and county” means a city*
23 *and county that has exceeded 80 percent of its share of the*
24 *Regional Housing Needs Allocation for any five-year planning*
25 *period, as determined by the Department of Housing and*
26 *Community Development, a council of governments, or a city, a*
27 *county, or a city and county pursuant to Sections 65584 to*
28 *65584.2, inclusive, of the Government Code. If that share*
29 *includes housing at an affordable cost, as defined in Section*
30 *50052.5 of the Health and Safety Code, and housing at an*
31 *affordable rent, as defined in Section 50053 of the Health and*
32 *Safety Code, the deeds of the housing at an affordable cost shall*
33 *contain a covenant restricting the housing to that use for 45*
34 *years, and the deeds of the housing at an affordable rent shall*
35 *contain a covenant restricting the housing to that use for 55*
36 *years.*
37 (B) *The Department of Housing and Community Development*
38 *shall certify whether a city, county, or city and county is a*
39 *qualified city, qualified county, or qualified city and county and*

1 shall notify the auditor of each applicable county or city and
2 county of these entities.

3 (4) (A) "Qualified parcel" means a parcel of real property
4 upon which housing was constructed to fulfill the Regional
5 Housing Needs Allocation described in paragraph (3).

6 (B) A qualified city, qualified county, and qualified city and
7 county that seeks to receive a housing bonus amount shall
8 designate the qualified parcels within its jurisdiction from which
9 a housing bonus amount will be determined and shall notify the
10 county auditor of the assessor's parcel number of these parcels
11 on or before July 1 of the first fiscal year for which a housing
12 bonus amount is due to that entity. A qualified city, qualified
13 county, and qualified city and county shall not designate a
14 qualified parcel located in a redevelopment area for a housing
15 bonus amount. The percentage of qualified parcels that a
16 qualified city, a qualified county, and a qualified city and county
17 may designate for a housing bonus payment shall not exceed the
18 percentage by which the entity exceeded 80 percent of its
19 Regional Housing Needs Allocation.

20 (c) For the 2007-08 fiscal year and each fiscal year
21 thereafter, the amounts determined under subdivision (a) of
22 Section 96.1, or any successor to that provision, shall not reflect,
23 for a preceding fiscal year, any portion of any allocation
24 required by this section.

25 SEC. 2. If the Commission on State Mandates determines that
26 this act contains costs mandated by the state, reimbursement to
27 local agencies and school districts for those costs shall be made
28 pursuant to Part 7 (commencing with Section 17500) of Division
29 4 of Title 2 of the Government Code.

30 ~~SECTION 1. It is the intent of the Legislature to enact~~
31 ~~legislation that would reward cities and counties that exceed 80~~
32 ~~percent of their Regional Housing Need Assessment (RHNA)~~
33 ~~goals over a five-year period with an increased share of the~~
34 ~~annual tax increment that is allocated among local agencies in a~~
35 ~~county.~~



Elizabeth Minter

From: gneill@csga.net
Sent: Monday, April 11, 2005 12:21 PM
To: eminter@placentalibrary.org
Subject: CSGA Update - Oppose AB 1259 Property Tax Takeaway



Oppose AB 1259 □ Send a Letter Today!

As amended on March 31, Assembly Bill 1259 by Assembly Member Lynn Daucher (R-Brea) would reward qualified cities and counties with a property tax □housing bonus,□ which would reduce property tax revenues for special districts and all other agencies countywide by the same amount.

AB 1259 will be heard in the Assembly Local Government Committee next Wednesday, April 20. We need to flood the mailboxes of the Committee Chair, Assembly Member Simsn Salinas, and other Committee members to make sure they know the negative effects this bill would have on the services districts provide.

Letters must be received no later than this Wednesday, April 13, to be included in the committee analysis. You can alter and use the sample letter provided below; add any specifics you would like, as a personalized letter often works best. In addition to Mr. Salinas, please fax and/or mail copies of your letter to Assembly Member Daucher, the committee consultant, other members of the Committee on Local Government, and CSGA (so we can track statewide response). You can find all of the necessary contact information at the end of the sample letter below.

It is critical for special districts to protect the gains of last year□s Proposition 1A, and this bill is a direct assault on those protections. Please send your letter today.

April 11, 2005

Honorable Simon Salinas, Chair
Assembly Committee on Local Government
State Capitol, Room 2175
Sacramento, CA 95814

Re: Assembly Bill 1259 (Daucher) □ O P P O S E
Hearing: 04/20/05 before Assembly Committee on Local Government

Dear Assembly Member Salinas:

On behalf of the <<Insert District Name Here>>, I am writing in strong opposition to Assembly Bill 1259 by Assembly Member Daucher, relating to property tax allocation.

Assembly Bill 1259 would require county auditors to increase property tax revenues to specified "qualified cities and counties" by a "housing bonus" amount and correspondingly

4/15/2005

reduce a like amount of property tax revenues from special districts. While we understand and support the need for more housing and the goals and objectives of cities and counties housing elements, we respectfully oppose shifting additional scarce property tax revenues from special districts to attain those goals and objectives.

<<Please provide details about possible service impacts if your agency were to lose more property tax revenue under this law.>>

We urge your "NO" vote on Assembly Bill 1259 when the Committee considers it on April 20th.

Sincerely,

<<Your Name Here>>

<<Your Title Here>>

<<Your District Here>>

Cc: Honorable Lynn Daucher
Honorable Members, Assembly Committee on Local Government
Committee Consultant (via fax @ 916/319-3959)
CSDA

Use the following contact information to send copies of your letter to those listed above:

Honorable Lynn Daucher
Room 2158
Fax: 916/319-2172

Honorable Bill Emmerson, Vice Chair
Room 3149
Fax: 916/319-2163

Honorable Hector De La Torre
Room 4162
Fax: 916/319-2150

Honorable Guy Houston
Room 2130
Fax: 916/319-2115

Honorable Sally Lieber
Room 3091
Fax: 916/319-2122

Honorable Joe Nation
Room 5119
Fax: 916/319-2106

Honorable Lois Wolk
Room 6012
Fax: 916/319-2108

4/15/2005

Committee Consultant
Fax: 916/319-3959

CSDA
Fax: 916/442-7889

April 11, 2005

Honorable Simon Salinas, Chair
Assembly Committee on Local Government
State Capitol, Room 2175
Sacramento, CA 95814

Re: Assembly Bill 1259 (Daucher) – O P P O S E

Hearing: 04/20/05 before Assembly Committee on Local Government

Dear Assembly Member Salinas:

On behalf of the Council of Independent Special District Libraries, I am writing in strong opposition to Assembly Bill 1259 by Assembly Member Daucher, relating to property tax allocation.

Assembly Bill 1259 would require county auditors to increase property tax revenues to specified "qualified cities and counties" by a "housing bonus" amount and correspondingly reduce a like amount of property tax revenues from special districts. While we understand and support the need for more housing and the goals and objectives of cities and counties housing elements, we respectfully oppose shifting additional scarce property tax revenues from special districts to attain those goals and objectives.

Property tax makes up 80%-95% of the revenue of special district libraries. We are already losing thousands a year to ERAF. Any further erosion of our property tax would require serious cuts in essential service to the residents of many California communities. Communities that will be growing, due to the increased housing encouraged by this bill. Especially hurt would be young children who need reading readiness in preparation for entering school and students of all ages who come in for assistance with their schoolwork.

We urge your "NO" vote on Assembly Bill 1259 when the Committee considers it on April 20th.

Sincerely,

Louise S. Mazerov, Chair
Council of Independent Special District Libraries

Cc: Honorable Lynn Daucher
Honorable Members, Assembly Committee on Local Government
Committee Consultant (via fax @ 916/319-3959)
CSDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Strategic Planning
DATE: April 18, 2005

BACKGROUND

Library and Local Government Consultant Susan Berk is preparing a proposal for the Library District's strategic planning process. It includes:

- ☐ Meeting with the Library Board and representatives from the Friends and Foundation on Monday, May 23 at 3:00 P.M. (immediately prior to the Library Board Meeting) to determine the content and format of the retreat to be held on Friday, July 15. At this meeting we will also set target dates for the activities after the retreat to complete the Plan.
- ☐ Conducting a retreat on Friday, July 15 for Library Trustees, Friends Board of Directors, Foundation Board of Directors and full time library staff.
- ☐ Staff preparation of goals and action steps for the various areas of identified strategic intent and presenting those to the Library Board for adoption and integration into the budget.

I am recommending that the retreat be held at the Kellogg West Conference Center at Cal Poly Pomona. The information is Attachment A. In this setting all of our physical needs will be met by the Center staff and Library staff will be able to focus on participating in the discussions. The cost for 30 participants at Kellogg West will be approximately \$1,860.

I am also recommending separating out from the Retreat a facilitated discussion among the Library Board, Friends Board and Foundation Board about the Comparative Responsibilities as adopted on April 27, 1994 (Attachment B) and a review of each of the organizations' mission statements and operating practices. This discussion will give the groups an opportunity to better understand each other's roles and expectations, to explore their relationships with each other and to have an opportunity to set new directions. I have asked Jeffrey Wilcox, President/CEO of Executive Consulting for the Non-Profit Sector, Long Beach to serve as the facilitator and I am asking the Friends and Foundation to share his expenses. At the Foundation Board Meeting on April 14 we discussed having this session the week of May 16-20, with Tuesday, May 17 being the first choice. I should have additional information at the Library Board Meeting.

RECOMMENDATION

1. Authorize the use of Kellogg West Conference Center at Cal Poly Pomona University on Friday, July 16, 2005 at a cost of \$62 per participant.

2. Authorize the Library Director to sign the contract with Kellogg West Conference Center for an estimate of 30 participants.

Meetings, Conferences, Trainings, Seminars, Retreats, Board Meetings, and more!

Welcome to Kellogg West Conference Center & Lodge

Located on the campus of Cal Poly Pomona University, just forty minutes from Los Angeles and a fifteen minute drive from Ontario International Airport, Kellogg West offers a conference center and lodge that is a step beyond the competition.

Our attractive, contemporary meeting facilities, superior accommodations, and state-of-the-art audio/visual equipment is the right mix for accomplishing your conference and meeting goals. Our conference center easily accommodates groups up to 500 people. The auditorium holds 300 per seating. We have as many as 20 separate conference rooms offering you maximum flexibility. Your conference room is available to you 24 hours a day.

Let us do the work!! Our variety of Complete Meeting Packages make the planning process easy and at a very affordable price! Lodging, breakfast, lunch, dinner, refreshment break, meeting room, taxes, gratuities, and standard audio visual equipment are all included.
No more worrying over those small details.

Our lodge has 85 guest rooms of king size and double beds, in addition to four suites. Each room consists of in-room coffee makers serving Starbuck's coffee, irons and ironing boards, mini-bars, pay-per-view movies, data ports, cordless telephones, and private balconies or patios with a view of the lush surroundings at Kellogg West.

Meeting rooms consist of floor to ceiling windows for the best lighting and eight-hour lumbar support chairs with specially designed conference tables provide for a greater learning experience. Computer controlled air conditioning and heating assures your group's comfort in each conference room. A continuous refreshment break station is provided throughout the day and includes coffee, tea, hot chocolate, assorted juices, assorted soft drinks, and snack items. We also include standard audio visual equipment in the Complete Meeting Package.

Our Ropes Challenge Course designed for effective team building provides a stimulating experience and learning adventure. Our center and lodge meets with the Americans with Disabilities Act standards.

At Kellogg West you will enjoy a beautiful restaurant, with beverage and bar service. A gourmet menu is created and supervised by our master executive chef daily and a friendly, professional staff is at your service. Breakfast and luncheon buffets are plentiful, while elegantly served dinner meals and gourmet desserts are a signature of Kellogg West. We also offer a la carte dining each evening. Dining facilities can accommodate groups of 10 to 300 people per seating.

We offer complimentary shuttle service to and from Ontario International Airport on a 48 hour reservation basis, along with complimentary parking on site.

To add a day of fun, ask about our Golf Package, which includes your lodge room, breakfast, green fees, golf cart, a bucket of range balls, and shuttle to and from the golf course.

Site tours are available at any time by contacting our Sales Department at 909-869-4146. Feel free to visit our website at www.kelloggwest.org.

Placentia Library Foundation
Comparative Responsibilities
April 27, 1994
(Revised)

Library Board

- Elected officials.
- Manage all tax revenues, local revenues (fines & fees), and grants.
- Approve budget and all programs for Library services.
- Set all Library policies.
- Approve all expenditures.
- Hire and evaluate the Library Director.
- Appoints 2 of its members to sit on the Board of Directors of the Placentia Library Foundation.

Friends of the Placentia Library

- Independent of the Library Board of Trustees
- Day to day fundraising through booksales and special events for current year projects.
- Has an annual membership drive with dues ranging from \$5.00 for an individual to \$50 for a lifetime membership.
- Grants and gifts to the Library are coordinated through the Library Director. A Library Board member attends the Friends Board Meetings.
- Appoints 1 of its members to sit on the Board of Directors of the Placentia Library Foundation.

Placentia Library Foundation

- Independent of the Library Board of Trustees.
- Long term funding resource
- Creation and management of endowment, capital and operating funds.
- Annual fund drive, special gifts, directed appeals, bequests, charitable remainder trusts.
- No activities to be in competition with the Friends of the Library.
- Grants and gifts to the Library are to be coordinated through the Library Director.



SUSAN BERK

MANAGEMENT AND STAFF DEVELOPMENT
4234 Noeline Avenue, Encino, California 91436
Phone 818-990-7459 Fax 818-990-9230
email susanberk@pobox.com

April 18, 2005

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

Dear Elizabeth,

This letter will serve as my proposal to design and facilitate the strategic planning process for the Placentia Library District. We have discussed this as a three step process.

1. May 23rd, Pre-planning session for the Board of Trustees:
This would include an orientation to the planning process and discussion and input to map out the planning retreat.
2. July 15, Planning Retreat at Cal Poly Pomona:
This day will include participants from the Library Board of Trustees, Foundation Board, Friends Board, and key staff. This session will determine areas of strategic intent for setting Placentia Library direction for the future. It will create the structure for moving the planning and implementation process forward.
3. By telephone conference I will consult with the Library on the implementation and monitoring processes.

The cost for the three days as described above, are \$4,800.00. This includes all planning, facilitation, design of training materials, travel and follow-up.

Susan Berk

Susan Berk

SUSAN BERK is a business and management consultant who has gained national recognition for her work with cities, government agencies, major corporations, libraries, hospitals, small business, HMO's, education, non-profit boards of directors, and professional associations. Her experience, insight and humor have made her a sought after speaker.

Her appointments have included: Chairperson of the L.A. County Productivity Investment Board; Pepperdine University Alumni Board; Board of Directors for the Foundation for Effective Government; 1st Vice-chair of the Quality & Productivity Commission for L.A. County; Board of Directors for the HELP Group; Planning Committee of the American Diabetes Association; Los Angeles County Economy and Efficiency Commission.

Susan Berk received her masters degree from Pepperdine University and her bachelors degree from UCLA. She has directed her own successful consulting firm for over thirty years, designing timely, reality-based systems and programs for her clients. She has written four books on healthcare reform and continuous quality improvement for the California Association of Hospitals and Health Systems. She has coordinated the Women's Business and Management Programs at UCLA Extension, and served as advisor to the Hotel and Restaurant Management programs at Loyola Marymount University. She has served as faculty for both the bachelors and masters management programs for the University of Redlands, and has been a guest lecturer for UCLA, USC, Cal State L.A. , and Pepperdine University.

She works extensively on helping organizations to actualize strategic goals and to bring their operations and management processes into alignment with those goals. She emphasizes achieving visibility and superior "customer" relations through the management of Continuous Quality Improvement, service scripting, service reengineering and values-based team service systems-- especially during "tough" times. She works with executive teams to build productive work environments. Her broad expertise includes the following:

- Strategic Management for the Changing Public Environment:
- Management and Supervisory Skills for Improving Performance
- Managing Transitions Of Cutbacks, Downsizing and Organizational Restructuring
- Making Dynamic Presentations
- Executive Teambuilding Retreats
- Individualized management "coaching"
- Service, Quality and the Boltom Line: How Can We Have It All?
- Rebuilding the Team Environment
- Preventing Harassment in the Workplace
- Achieving Excellence in Customer (client, patient, user) Service and Systems
- Nonprofit Board/Council Development: Visioning, Strategic Planning, Board-Staff Relationships
- Results-oriented Meetings: Getting Listening To Around the Conference Table
- Influencing Decisions Making and Managing the Politics of the Organization

Clients include:

Los Angeles County Public Health	California Joint Powers Insurance Authority
Cedars Sinai Medical Center	Office of the Inspector General, DHHS, OEI
Toshiba America Information Systems, Inc.	City of Santa Barbara Police Department
California Municipal Business Tax Association	Association of Community College Administrators
City of Hope	J. Paul Getty Museum
Quality and Productivity Management Association	Santa Barbara Police Department
Center for Nonprofit Management	St. Jude Hospital, Fullerton
Denny's Inc.	Saint Joseph Health System
Los Angeles Dodgers	Personnel and Industrial Relations Association
PacificCare Health Systems	Southern California City Clerk's Association
TRW	Jet Propulsion Laboratories
Mattel Toy Company	City of Oxnard Police Department
Los Angeles Board of Education	ARCO Petroleum Products Company
S.W. Fisheries Research Center	County of Los Angeles Public Library
American Heart Association	American Society of Association Executives
Municipal Managers Association	California Assoc. of Hospitals and Health Systems
Army and Navy Academy	California Institute of Technology
Los Angeles City Libraries	Los Angeles County Department of Beaches and Harbors
Los Angeles County Sheriff's Department	El Pollo Loco

Beyond designing customer programs for such organizations Cedars Sinai Medical Center, City of Hope, and e, she has designed and delivered the acclaimed WOW service training for the Cerritos Library and has on outstanding n for helping libraries and other public agencies develop techniques for improving customer service even during times of us change that may include cutting back on services and having to bring their customers "bad news". She designed mer service programs for both Los Angeles County Libraries and Los Angeles Public Library. Susan has worked ily on service scripting, setting library service standards, continuous quality improvement, managing service, and rting customer focused service improvements.

ntiago Library System	Cerritos Millenium Library	Serra Cooperative Library System
nty of Los Angeles Public Library	Los Angeles Public Library	South State Cooperative Library System
ittier Public Library	San Marino Public Library	Metropolitan Cooperative Library System
sadena Public Library	Fresno County Libraries	San Joaquin Valley Information Services
adia Public Library	Oxnard Public Library	Placentia Library District
ng Beach Public Library	Anaheim Public Library	Palos Verdes Library District

: Susan has created customer services systems and programs for the cities of :

- | | |
|-------------|---------------------------------|
| akewood, | Long Beach, |
| Del Mar, | Newport Beach, |
| El Monte, | Thousand Oaks, |
| ventura, | Simi Valley, |
| Alhambra, | Cerritos, |
| Commerce, | South Gate, |
| Arcadia, | Norwalk, |
| a Palma, | Santa Clarita, |
| Fullerton, | Whittier, |
| nglewood, | Santa Paula, |
| awndale, | Oxnard, |
| orba Linda, | Town of Prescott Valley Arizona |

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director's Goals
DATE: April 18, 2005

BACKGROUND

At a meeting with President Shkoler and Trustee Wood on March 12, 2005 I was asked to prepare some goals for the Library Director for the next performance period. I was given no direction on the number or scope of the goals to be recommended.

At the Library Board Meeting on March 21 the Board discussed my proposed goals in Closed Session and I was asked to rephrase the goals. Subsequently Trustee De Vecchio met with me to discuss the format and recommend changes.

At the Library Board Special Meeting on April 4 the Board discussed my revised proposed goals in Closed Session and I was asked to expand and rephrase the goals.

Potential Goals are:

During the next Library Director Performance Review Period, April 4, 2005 through April 30, 2006 the Library Director's goals are as follows:

1. That she will have managed the strategic planning process:
 - a. Propose a strategic plan development process by April 18, 2005.
 - b. Identify potential facilitators for various elements of the strategic planning process by April 18, 2005.
 - c. Arrange a retreat for the Library Board of Trustees, full time staff, Friends Board of Directors and Foundation Board of Directors representatives of the public to be held on July 15, 2005.
 - d. Facilitate staff preparation of the goals and objectives by September 30, 2005.
 - e. Make a presentation of the Proposed Strategic Plan to the Library Board of Trustees of the Plan on October 17, 2005.

- f. Make a presentation of the Proposed Strategic Plan to a Public Hearing (if one has been set by the Library Board) on November 15, 2005.
 - g. Have print and electronic copies of the Strategic Plan available for public distribution within 30 days of the adoption of the Plan by the Library Board of Trustees.
 2. The Library Director will identify, prepare and recommend revisions or new policies for the Placentia Library District Policy Manual when a new development arises. The next formal review of the entire document is not scheduled to begin until December 2006, but individual policies may be revised in a timely fashion as issues are identified.
 - a. The Reserve Policy will be completed by April 18, 2005.
 3. The Library Director will implement public and technical services programs funded by the Fiscal Year 2005-2006 Budget. All program changes brought about by the budget will be coordinated with library managers, staff, volunteers, support organizations, vendors, news media and the public.
 - a. Increase in public service hours to include Thursdays from 6:00 to 9:00 P.M. and Fridays from 9:00 A.M. to 6:00 P.M. by September 6, 2005. (if funded by the Library Board of Trustees in the Fiscal Year 2005-2006 Budget)
 - b. Coordinate selection of consultant, supervise the collection of data for a wage, salary and benefits study and present the result to the Library Board of Trustees by December 19, 2005 so that the recommendations may be adopted for the Fiscal Year 2006-2007 Budget. (if funded by the Library Board of Trustees the Fiscal Year 2005-2006 Budget)
 - c. Coordinate the selection of an RFID vendor and the initiation of RFID conversion for the collection by March 20, 2006. (if funded by the Library Board of Trustees the Fiscal Year 2005-2006 Budget)
 - d. Select, purchase, install and introduce to the public a self-service check-out unit by March 20, 2006. (if funded by the Library Board of Trustees the Fiscal Year 2005-2006 Budget)
 4. The Library Director will encourage staff to create and strengthen partnerships with community organizations and Library support organizations to continue existing collaborative opportunities for the Library and develop new ones that will strengthen the Library's relationship with the community and enable larger, more effective programs through the use of shared resources.
 - a. Continue to encourage staff use of the Federal Work Study Programs at Western State College of Law and California State University Fullerton to supplement personnel budgets by providing staff for literacy and children's activities.
 - b. Continue to assist the Friends of Placentia Library on a day-to-day basis with its fund raising and membership development activities by attending its Board meetings and events, managing its database and membership records and advising them about general non-profit management issues.

- c. Promote the new Placentia Legacy brochure (a collaborative project of H.I.S. House, Placentia/Yorba Linda Boys and Girls Club, Placentia Founders Society and Placentia Library Foundation that I initiated) with local attorneys, accountants, financial planners and insurance brokers by making office visits and networking at professional meetings.
 - d. Continue to assist the Placentia Library Foundation on a day-to-day basis with its fund raising activities by attending its Board meetings and events, managing its database and donor records, visiting with donors about major and planned gifts, working on the Donor Reception Committee and advising the Foundation Board about general non-profit management issues.
 - e. Continue to work with Placentia Round Table Women's Club to increase the volunteer support and financial contributions of its members to Library activities by supporting its activities and soliciting gifts from its Board of Directors.
 - f. Continue to work with the Placentia Chamber of Commerce to increase the Library's visibility with the business community by attending the Breakfasts and Mixers and by having staff rotate participation in the Networking Lunches.
5. The Library Director will expand the Library's local revenue through entrepreneurial activities by Library staff and supporting the fundraising and membership activities of the support organizations.
- a. Initiate Notary Service to the public by July 1, 2005.
 - b. Identify the speaker, identify and invite the celebrity waiters, coordinate the ticket sales and financial arrangements and generally organize the Author's Luncheon on March 4, 2006.
 - c. Assist the Foundation Gifts Committee with the design, organization and implementation of the Annual Giving Campaign by July 31, 2005.
 - d. Initiate a CD/CVD repair service by September 30, 2005. (if funded by the Library Board of Trustees the Fiscal Year 2005-2006 Budget)
6. The Library Director will enhance the Library's visibility in the community.
- a. The Library Director will have the new web site completed and online by December 31, 2005.
 - b. The Library Director will select and hire a contractor to prepare news releases and increase the Library's presence in local newspapers by September 30, 2005. (if funded by the Library Board of Trustees the Fiscal Year 2005-2006 Budget)
 - c. The Library Director will work with the cable TV franchise to increase the capabilities of the Library's cable television channel by September 30, 2005.
 - d. The Library will have a new public services brochure by July 1, 2005 and it will be inserted in the next issue of Notations and distributed with the first issue of the Newsletter for Teachers.

- e. The Library will re-institute its Newsletter for Teachers and have the first issue distributed by September 6, 2005.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director ^{rdm}
SUBJECT: Reserve Policy
DATE: April 18, 2005

BACKGROUND

At its meeting on February 22, 2005 the Library Board of Trustees requested that the Library Director prepare a reserve policy to meet the requirements of the California Legislature. At its meeting on March 21, 2005 the Library Board adopted reserve guidelines and authorized the Library Director to prepare a Reserve Policy.

Attachment A is proposed Placentia Library District Policy 3025: Reserves. Since the reserve guidelines were discussed and adopted at the March 21 Library Board Meeting the policy may be adopted at this meeting without scheduling a second reading.

RECOMMENDATION

Adopt Placentia Library District Policy 3025, Reserves.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Reserves
POLICY NUMBER: 3025

- 3025.1** The purpose of this policy is to define the purpose and use of undesignated retained earnings.
- 3025.2** At the end of each fiscal year the Library Director will review fund balances in all District accounts. The Library Director will then recommend to the Library Board of Trustees a transfer of funds into reserves in compliance with this policy.
- 3025.3** The first priority is the Fund Balance for Placentia Library District General Fund 707 on deposit with the Orange County Auditor. It will include an amount equal to seventy-five percent (75%) of the current year's operating budget. This allows for a six month operating reserve as required by California Government Code Section 53646 (B)(3) and 5% of total operating revenue to protect against unplanned events such as emergency purchases, special project and situations such as a loss of revenue due to an economic down-turn.
- 3025.4** Funds in excess of those needed to maintain General Fund 707 will be allocated to one of the other funds as recommended by the Library Director and authorized by the Library Board of Trustees during the budget process.
- 3025.5** Placentia Library District Fund 702 on deposit with the Orange County Auditor will be used for structural repair. Fund 702 will have a maximum balance of \$1,500,000.
- 3025.6** Placentia Library District Fund 703 on deposit with the Orange County Auditor will be used for automation replacement or upgrades. Fund 703 will have a maximum balance of \$250,000.
- 3025.7** Placentia Library District Fund 706 on deposit with the Orange County Auditor will be used for bond redemption and debt management. Fund 706 will have a maximum balance of \$250,000.
- 3025.8** Placentia Library District Fund 708 on deposit with the Orange County Auditor will be used for employee sick leave payoff. Fund 708 will have a maximum balance of \$75,000.
- 3025.5** Placentia Library District Emergency Payroll Fund on deposit with a financial institution located in the City of Placentia as selected by the Library Board of Trustees will be used for meeting payroll expenses whenever funds are not available from the Orange County Treasurer. The

Emergency Payroll Fund will have a maximum balance of three payroll transfers for the current fiscal year or \$100,000, whichever is greater.

3025.6 Placentia Library District County Exempt Fund on deposit with a financial institution selected by the Library Board of Trustees will be used for managing gifts, meeting room, passport check processing, test proctoring and other miscellaneous income and expenses. Tax revenues will not be deposited into the County Exempt Fund. The County Exempt checking and savings accounts combined will have a maximum balance of \$50,000. County Exempt Funds in excess of the maximum balance may be invested by the Library Board of Trustees to be used for the purpose designated at the time of the investment.

3025.7 Placentia Library District Literacy Fund on deposit with a financial institution selected by the Library Board of Trustees will be used for managing gifts and miscellaneous income and expenses for the Placentia Library District Literacy Program. The Literacy Fund will have a maximum balance of \$50,000. Literacy Funds in excess of the maximum balance may be invested by the Library Board of Trustees to be used for the purpose designated at the time of the investment.

3025.8 In cases of financial emergency the Placentia Library District Library Board of Trustees may transfer funds from any of the reserve funds to Placentia Library District General Fund 707.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: Preview of Fiscal Year 2005-2006 Budget
DATE: April 18, 2005

BACKGROUND

I have no new information to report at this time. The Los Angeles/Riverside Consumer Price Information for March is scheduled to be available on April 20. The personnel cost projections can be prepared at that time.

Revenue

- 📖 Property tax projections from the Orange County Auditor are not yet available. I will be estimating a 4% growth since there is very little new construction in Placentia.
- 📖 Passport revenue will remain fairly even. The loss in Passport volume will probably be made up with the photo revenue. So far this year we are experiencing a 10% loss in Passport volume because of the addition of 4 Post Office agencies within 2 to 3 miles.
- 📖 Notary Service will probably begin mid-summer so it will not be factored in to the revenue flow for next year.
- 📖 State Library revenue will be decreasing yet again. It is really important to lobby as heavily as possible for both Public Library Fund and Transaction Based Reimbursements.
- 📖 I propose that the grant writing contract be continued if it has produced a minimum of \$25,000 by May 31, 2005.

Expenditures

- 📖 The amount for the staff COLA adjustment will not be available until mid-April so the personnel estimate will be available at either the April or May Library Board Meeting.
- 📖 I propose that the first priority of any growth in the budget be used to increase the public service hours to include Thursday evenings and Fridays from 9 A.M. to 6:00 P.M. This will complete the restoration of public service hours to 1992 levels.

- 📖 I propose that the second priority of any growth in the budget be used for a wage, salary and benefits study so that the personnel budget may be allocated in a way more competitive with the other libraries and local government agencies in Orange County. Any changes as a result of the study would be implemented in the Fiscal Year 2006-2007 Budget.
- 📖 I propose that the third priority of any growth in the budget be used for additional staff for the public service desks so that coverage may be increased during peak hours.
- 📖 I propose that the fourth priority of any growth in the budget be used for RFID conversion.
- 📖 I propose that the fifth priority of any growth in the budget be used for self-service check-out units.

RECOMMENDATION

Action to be determined by the Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director's Report
DATE: April 18, 2005

Activities Report:

- Mar 19 Attended the California Association of Library Trustees and Commissioners annual continuing education workshop for members at the City of Commerce Civic Center Community Room. The theme for the day was "Blow Your Own Horn" and the main topics discussed were collaborative activities and fund raising. Throughout the day trustees were given the opportunity to "brag" about relevant activities at their libraries. Jean Lasley talked about the Placentia Library Foundation's project with the Boeing Employee's Group.
- Mar 20 Attended the Anaheim Library Foundation Author's Luncheon with Eleanore Rankin, Laranne Millonzi and Pat Irot. It was an opportunity to preview some potential speakers for the Friends of Placentia Library's Author's Luncheon.
- Mar 21 Library Board Meeting.
- Mar 24 Met with Richard De Vecchio to discuss the format for the Library Director's goals.
- Mar 25 Made a presentation on "What's New at Placentia Library" to the Methodist Men's Breakfast Club at the United Methodist Church.
- Saturday manager at the Library.
- Mar 29 Attended Placentia Legacy Brochure Committee meeting to finalize the copy of the brochure.
- Mar 30 Lunch with library directors from Anaheim and Yorba Linda to discuss current concerns. We had a particularly interesting discussion about vending machines as more facilities are using them.
- Mar 31 Breakfast meeting with Jean Lasley, Laranne Millonzi and Susan Petrella to recruit Susan for the Foundation Board of Directors.
- Attended the quarterly luncheon meeting of the Independent Special Districts of Orange County. The Executive Directors of the Municipal Water District of Orange County and Irvine Ranch Water District gave a presentation on their concerns with the Prop 1A budget transfers. Water districts lost a lot more money than they had

originally been promised and they are quite agitated about it. Fiscal Year 2005-2006 will be the second year of the transfers. The presentation was an excellent review of the history of this situation although I had a very hard time getting too sympathetic with them because they barely noticed the shifts back in 1992 and 1993 when we lost 50.41% of our operating funds with no capability to establish or raise rates. They are correct, however, in portraying the Prop 1A shifts as a form of tax increase.

Apr 4 Library Board Special Meeting.

Friends Board Meeting.

Apr 7 Attended Planned Giving Round Table Breakfast Meeting with Jean Lasley to hear a presentation by an attorney on a case study on a contested bequest benefiting six local agencies and the problems encountered by the agencies who did not get actively involved in the process of settling the issues.

Hosted the quarterly meeting of the Santiago Library System Council. Our guest was State Librarian Susan Hildreth. Changes in the Summer Reading Program and the State Library's funding of it were discussed at length and it was decided to hold a joint meeting with the System's children's librarians on June 2 to make some decisions about future years. Ms. Hildreth announced that the State Library will be conducting a number of focus groups throughout the state to discuss the structure and format of higher level reference services. The Council talked with Ms. Hildreth about increasing State Library grants and services in Southern California.

Apr 11 Met with Jean Lasley to prepare the Foundation agenda for April 14.

Participated in the Friends of Placentia Library Annual Meeting, Volunteer Recognition and Author's Presentation.

Apr 14 Foundation Board Meeting

Staff Meetings:

Apr 6 I showed the staff the presentation I made to the Methodist Men's Breakfast Club on Mar 25 and we discussed the importance of everyone being conversant about the links and services on the Placentia Library District web site.

Staff/Volunteer welfare issues:

Nothing to report. Everyone is healthy.

Special Projects:

Employee sign-up for Notary Service Training closed on April 7 and training/testing is scheduled at Fullerton College in April, May or June. Yesenia Gomez, Alex Hernandez and Beatrice Quintanar applied for certification.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager
 DATE: April 18, 2005

SUBJECT: Program Committee Report for the month of February.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	2	69
<u>TYD Total</u>	8	163

CHILDREN'S SERVICES

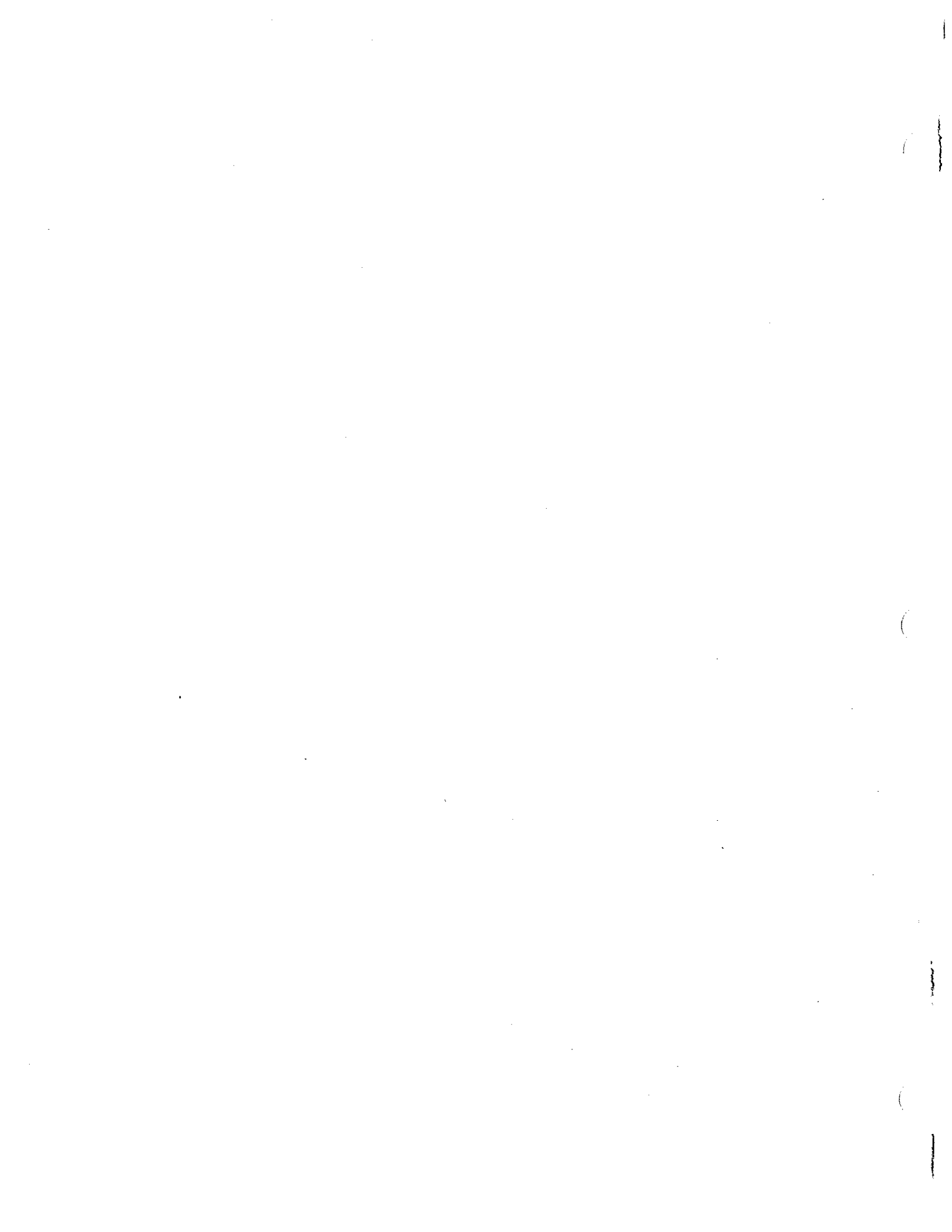
Wed. PM Story Times	0	0
Thurs. AM Story Times	5	323
3-4 year-old music times	4	135
5-6 year-old music times	4	108
Lapsits	5	302
Class Visits	3	70
School Visits	3	360
Read to Dogs event	1	18
TOTAL FOR JANUARY	<u>25</u>	<u>1,316</u>
YTD TOTAL	<u>155</u>	<u>6,584</u>

LITERACY SERVICES

Mar 2004-05 FY 2004-05 YTD

Total Tutors	176	291
Total Students	232	319
Total Hours	1,060	11,135

For more detailed literacy statistics, see Agenda Item 42, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

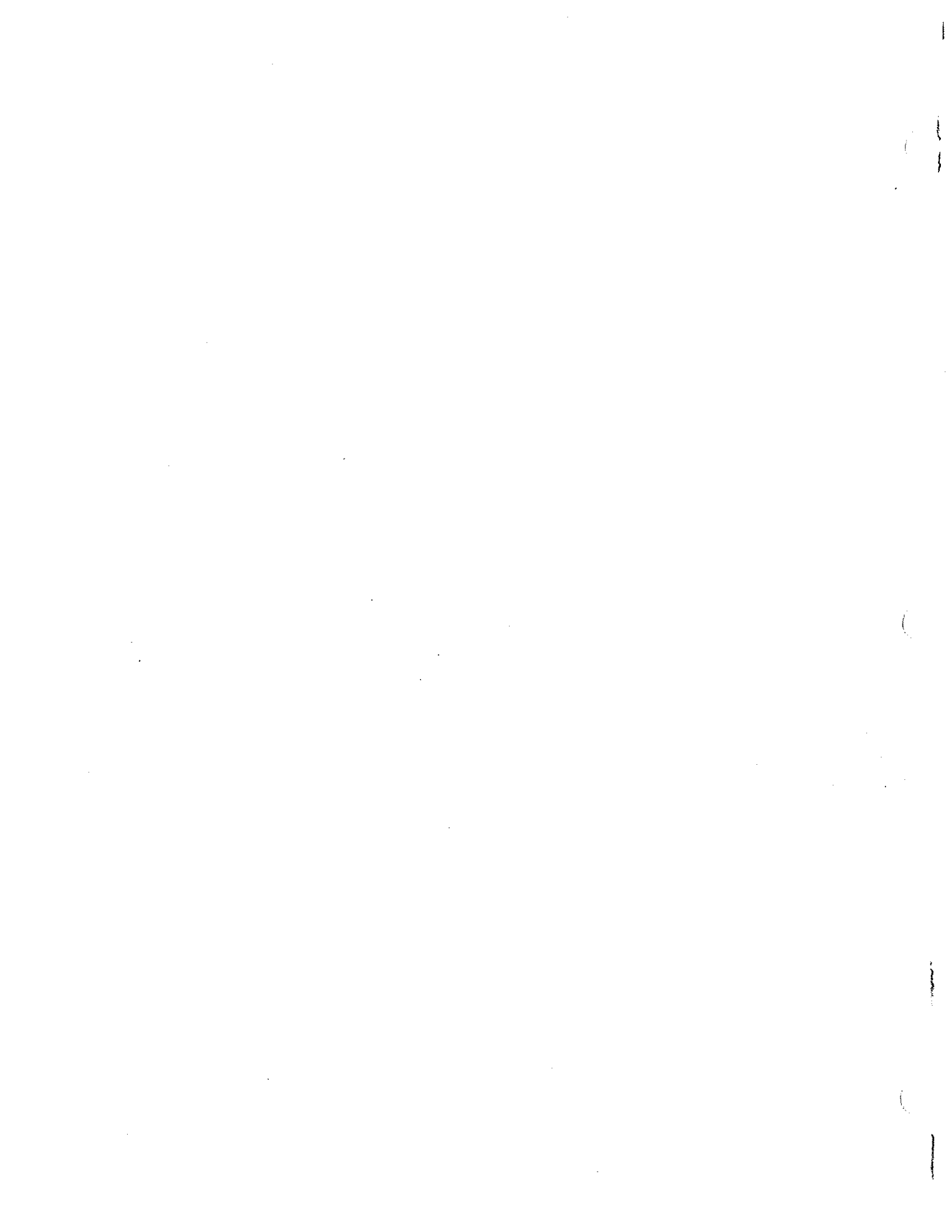
From: Caroline Gurkweitz, Children's Librarian

Date: for Board Meeting April 18, 2005




Subject: March 2005 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 2 years and under	5	302
Story Time (a.m.) 3 - 6 year olds	5	323
Music Time 3 - 4 year olds	4	135
Music Time 5 - 6 year olds	4	108
Class Visits	3	70
School Visits	3	360
Read to the Dogs event	1	18
Total	25	1316



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: April 18, 2005

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

Tutor Training. The Literacy Coordinator conducted a regular workshops in March and eight tutors were trained, three teens and five adults. All new tutors are presently matched or are being matched. The next tutor training is scheduled for March 6, 2005.

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

Placentia Rotary Reading Enrichment Program (PRREP). We presently have more than 100 PRREP volunteers from both El Dorado High School and Valencia High School who have been trained and matched or pending match this Fiscal Year.

Drop-in Homework Club. In October 2004, under the direction of Toby Silberfarb, Assistant Literacy Coordinator, the Placentia Library Literacy Services began a drop-in homework club. The homework assistance is available for students in grades K-12, and is held on Monday-Wednesday from 4-6 PM. Also called Placentia Achieves School Success (PASS), the homework club has been tremendously successful. To date, more than 400 students have received homework help from about 20 tutors.

English Language and Literacy Intensive (ELLI) Program Update. We have ELLI active this school year at Melrose, Ruby Drive, and Tynes. We are staffing all sites with Federal Work Study staff and volunteers, and we have a total of fifteen ELLI staff assigned to the schools.

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

Classes on hold at WTLC . Still being held at Vita-Herb. Grace Lopez, completed her internship in March, and we're still searching for a replacement to teach the two classes at WTLC. Classes are going very well at Vita-Herb where we have seventeen students in two classes.

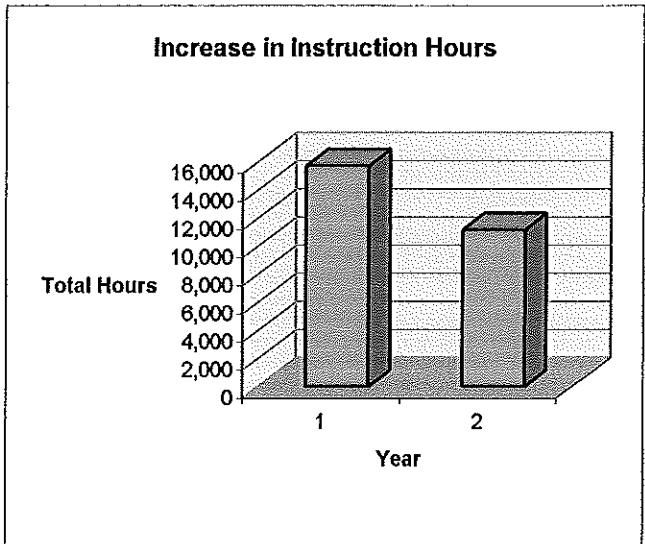
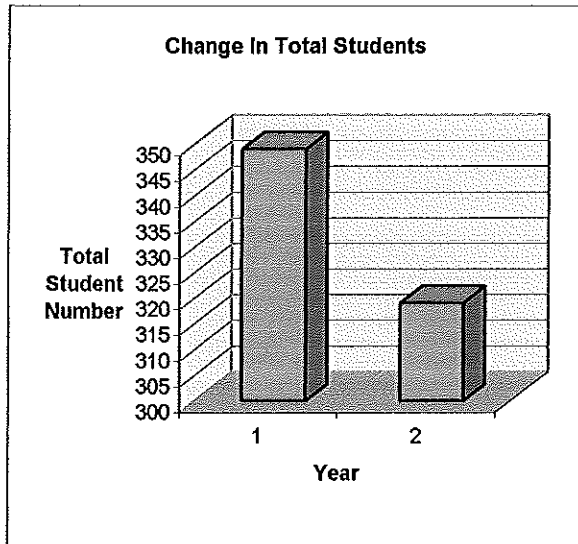
Great Books Discussion Group. The Great Books Discussion group has about 4-5 members and meets the 4th Tuesday of each month. An example of books that the group discuss is "Five Easy Pieces."

Literacy statistics. See Agenda Item42, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Mar 03-04	Mar 04-05	YTD 03-04	YTD 04-05
Tutors				
Adult	106	103	109	163
Teen	71	73	98	118
Hours Instruction	1,691	1,060	15,694	11,135
Other Volunteer Hours	60	72	598	840
Total Hours	1,751	1,132	16,292	11,935
Training Workshops				
Workshops Held	1	1	18	22
Tutors Trained	18	8	161	174
Students				
With Adult Tutors	152	142	217	143
With Teen Tutors	92	64	132	130
In Groups	0	26	15	28
Total Active Students	244	232	349	319
Families for Literacy				
Family Students	54	6	74	10
Family Tutors	15	6	31	10
Hours of Instruction	200	80	1,934	480
ELLI Program				
K-6th Grade Students	300	45	300	45
Tutors for K-6th Grade	14	15	22	15
Hours of Instruction	450	450	2,274	2,754
Total Tutors	177	176	288	281
Total Students	244	232	349	319
Total Instruction Hours	1,691	1,060	15,694	11,135



TO: Elizabeth Minter, Library Director
FROM: Mary Strazdas, Librarian *MCS*
DATE: April 7, 2005
SUBJECT: Reference and Adult Services report for March, 2005

- There were two Program Committee meetings during the month.
- Darin Martineau performed classical guitar on Monday, March 21.
- Ursula T. Gibson presented the second poetry workshop in a series of three on March 12 (Michael Kramer presented the first February 26; Mark States will do the third on April 16.)
- Mary Strazdas attended an SLS meeting with Gary Bell about digitization of historical materials on March 8
- Mary Strazdas attended a meeting of the Placentia-Yorba Linda Unified School District library clerks on March 16 to share what the library offers students.
- Money and income taxes are the topics of a library display.
- FAFSA materials were also available in the library for people interested in funding college educations.
- Another display included books by the authors for the 2005 Author's Luncheon (Thom Racina) and the Friends' Meeting (Denise Hamilton.)
- A "teaser" display for *California Connected* is in the trough. The book discussions will occur in April.
- There is a display of the Placentia books found in *Outstanding Books for the College Bound and Lifelong Learners* from the American Library Association.

REFERENCE DESK STATISTICS

Month: Reference Desk Statistics March, 2005

Date	Phone Ref ?s	Desk Ref ?s	Email Ref ?s	Ready Ref	Instruction	Computer Use	Ref Books: In Lib Use	Patron Database
1	18	115	1	5	3	139	4	11
2	10	70	0	0	1	132	0	8
3	15	52	0	1	4	99	0	9
4								
5	3	103	0	0	2	81	0	11
6	4	55	0	0	1	60	0	6
7	11	131	0	0	1	139	0	16
8	8	88	0	1	1	116	0	7
9	12	112	0	2	1	132	1	13
10	8	50	0	1	1	91	0	7
11								
12	10	78	0	1	0	93	0	2
13	4	53	3	0	2	72	0	5
14	5	94	0	2	4	146	0	13
15	8	80	0	1	2	137	0	11
16	9	77	1	3	0	130	0	10
17	6	60	0	0	2	116	11	19
18								
19	18	99	0	0	0	117	0	10
20	5	43	0	1	0	60	0	5
21	10	102	0	2	2	153	0	7
22	4	128	0	0	1	136	0	6
23	4	84	0	2	4	145	0	19
24	6	47	0	0	3	111	2	8
25								
26	3	55	0	0	0	61	0	2
27								
28	11	92	0	0	3	149	0	15
29	5	61	0	5	4	52	1	5
30	7	65	0	2	4	125	0	12
31								
TOTAL	204	1994	5	29	46	2792	19	237

TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian *GB*
DATE: April 18, 2005
SUBJECT: **History Room report for March**

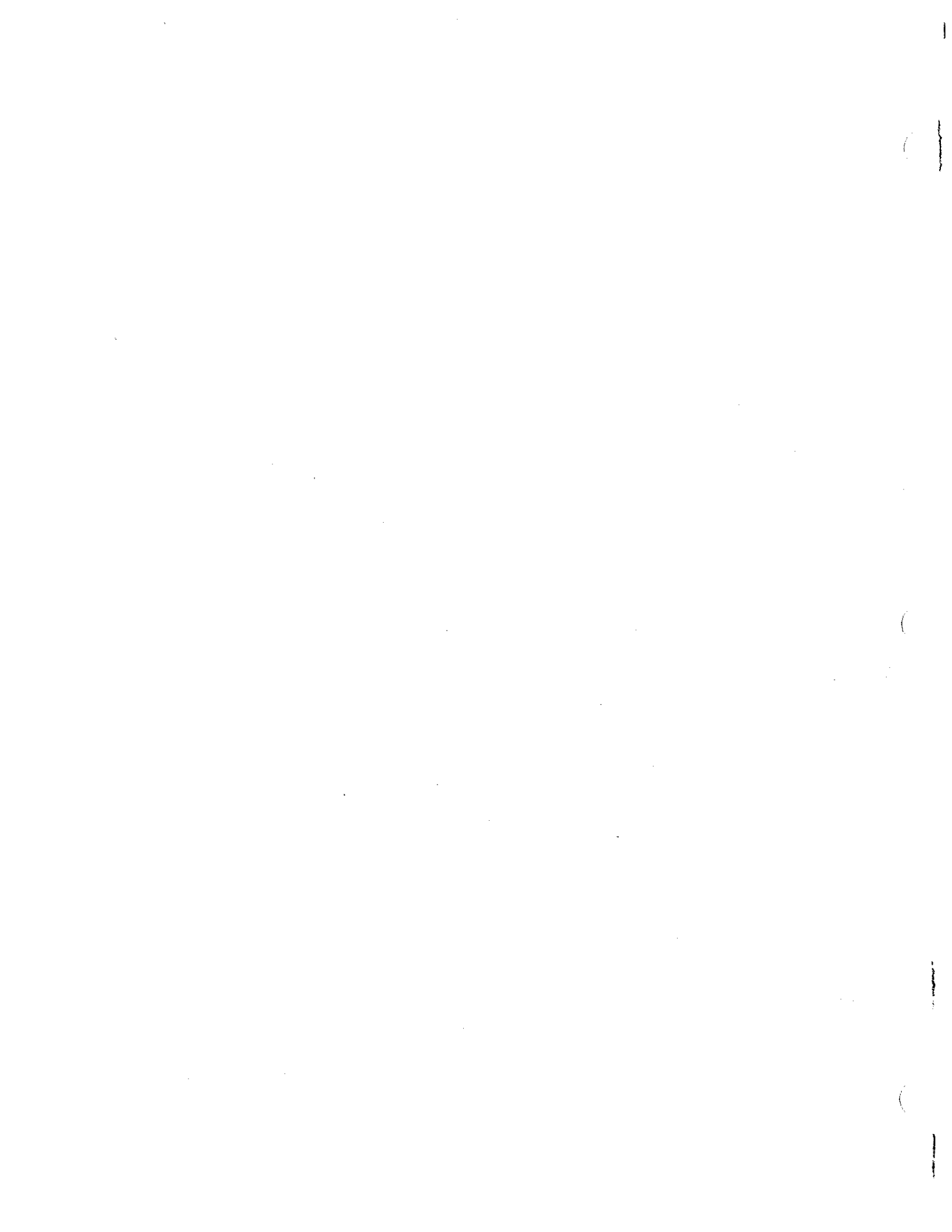
Attended SLS meeting at Yorba Linda Public Library. Mike Germroth of MCLS gave an update of Reference services and resources available to librarians.

Attended Chamber of Commerce Luncheon and discussed various Library events and activities.


Several volumes added to local history collection, as well as several items ordered for the local history collection.

Met with historical committee and brainstormed various issues relating to history room future projects.

Credits were assigned and attributed to "Fire in the Morning" video for archival in the history files.



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

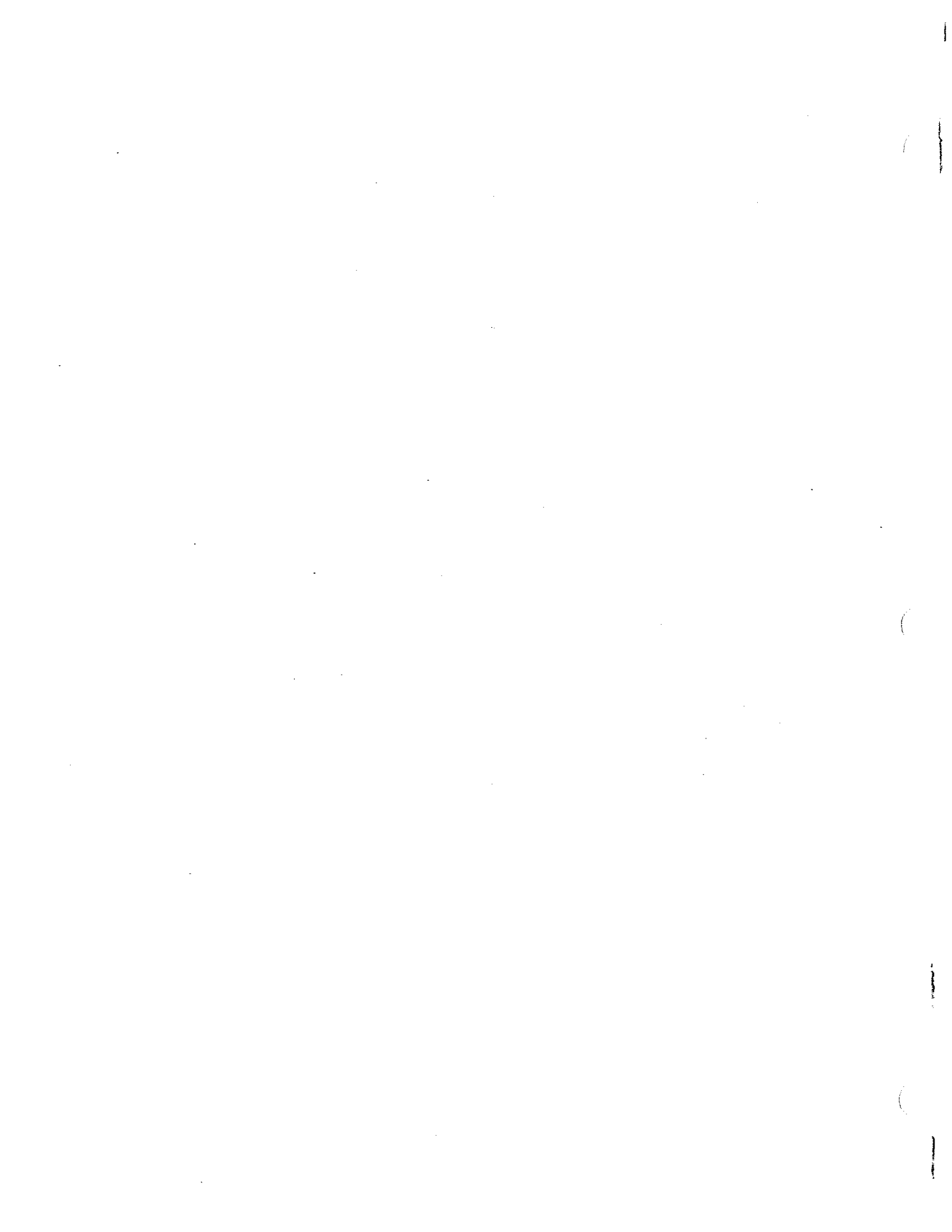
Date: April 18, 2005

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

We did not receive the Web statistics from Cosmoslink for the month of March. We will include March statistics in the April report.

Pages Visited	Jan -05	Feb-05				
Borrowers	202	230				
Friends	129	114				
District	162	187				
Kids	277	216				
Foundation	106	193				
History Room	249	96				
Literacy/CLC Logo	154	154				
Passports	704	376				
Poet Laureate	514	154				
Total Views Most Hits	2,497	1,624				

Total Most Hits YTD 16,372 17,996

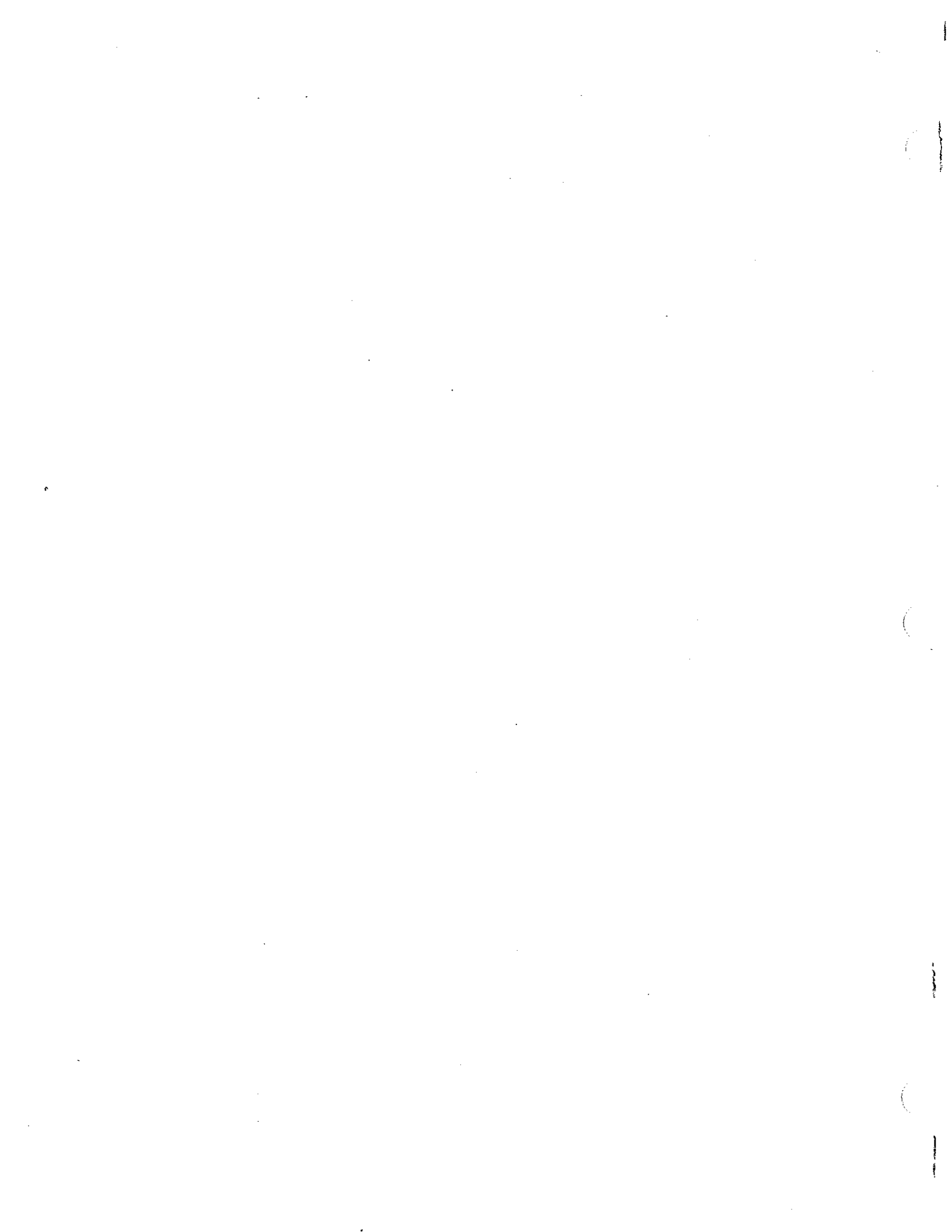


TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Technical Services Manager
DATE: April 18, 2005
SUBJECT: **Technology Report for March 2005**




One of the workroom computer's hard drive had to be wiped because of a nasty spyware/adware infestation.

The InFocus projector with the red-tint was taken in for a repair estimate. The part to fix it cost \$1200, and it was decided not to repair it, as the Library has another projector.



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: April 18, 2005

SUBJECT: Publicity materials produced for March 2005

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

Note: Animation added to slides

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. President's Day Closures
6. Library Departments
7. 2005 Author's Luncheon
8. Friends of Placentia Library Used Bookstore
9. Bookstore Volunteers Needed
10. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
11. Dr. Charles Frazee on Ireland and Scotland
12. Library Hours
13. President's Day Closures
14. Drop-in Homework Help
15. Adult Poetry Workshop Series
16. Literacy Services Logo
17. Literacy Program Tutors Needed
18. Eastern Baltic Program
19. Placentia Historical Afghan Sale
20. Library Hours
21. President's Day Closures
22. Telephone Renewal Instructions
23. Wi Fi Here Now
24. 2005 Author's Luncheon
25. Apply for your passport at Placentia Library
26. Passport Hours
27. Now Doing Passport Photos
28. Library Hours
29. President's Day Closures
30. Placentia's Newest Local History For Children & Adults
31. Lapsit Storyhours
32. Story Times, ages 3-6
33. Music Times, ages 3-4
34. Music Times, ages 5-6
35. Story Time at Home, *Tumblebook Library*
36. Library Hours
37. President's Day Closures
38. www.placentialibrary.org, 24/7 Reference, the Library Catalog
39. www.placentialibrary.org, Online Resources
40. Placentia History Room Hours
41. Placentia History Room Displays

42. Placentia History Room Collections
43. Placentia History Room Archival Resources
44. 2005 Author's Luncheon
45. Holiday Closures

General Newspaper articles published:

1. Speaking out:Hispanic community connects
2. Seats at Round Table
3. Environment and sports
4. New greenery


Library Newspaper articles published:

1. Friends volunteer gathering
8. Ireland and Scotland trip featured (1)
3. Musictime for ages 3-4
3. Musictime for ages 5-6
5. "Fire in the Morning" (3)
6. Placentia Library seeking volunteers
7. Classical Guitar
9. Donors of wood char are needed (3)
10. Library teen tutors (3)
11. Orange County IBM PC Users' Group
12. Tutor training
13. Lapsit stories

Flyers and Notices:

1. *Notations*
2. Foundation thank you cards and ID cards are sent out
3. Adopt-a-Chair Campaign postcards
4. Email request forms
5. Friends membership thank you letters are sent out with membership cards
6. Second Sunday book sale flyers
7. Poetry Workshop III flyers
8. Classical Guitar flyers
9. Charles Frazee flyers
10. Friends ballots
11. Friends Annual Meeting notices
12. Volunteer invitations for Annual Meeting

Welcome to Placentia Library District



411 East Chapman Avenue
Placentia, CA 92870-6198
714-528-1906 Ext. 210
www.placentialibrary.org

**Placentia Library
Board of Trustees**

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

**Placentia Library
Board of Trustees**

Upcoming Meeting Schedule:
Tuesday, Feb 22 at 6:30 P.M.
Monday, Mar 21 at 6:30 P.M.
Monday, Apr 18 at 6:30 P.M.
Monday, May 16 at 6:30 P.M.

Placentia Library Hours



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

LIBRARY CLOSED

Sunday, February 20th
&
Monday, February 21st

for

President's Day





**Placentia Library
528-1906**



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

2005 Authors Luncheon
Saturday, March 5, Alta Vista Country Club


Featuring



Thom Racina
TV Writer & Author
Tickets go on sale January 31st





USED BOOKSTORE



☐ Staffed entirely by Volunteers
☐ Located in the Library lobby

GREAT BARGAINS!!



Bookstore Volunteers Needed!


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

Please call Laraine 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: Feb 13, Mar 13, Apr 10, May 15

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

Program by
Dr. Charles Frazee
"Ireland & Scotland"





- ❖ Monday, Mar 14th from 7:00-8:30 P.M.
- ❖ Placentia Library Meeting Room
- ❖ Program is free
- ❖ Refreshments will be served


Placentia Library Hours

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

LIBRARY CLOSED
Sunday, February 20th
&
Monday, February 21st
for
President's Day

Drop-In Homework Help @ Placentia Library!




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

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

For more information, please contact
Toby at 714-235-8418 ext. 213 or Jim at ext. 212.


Adult Poetry Workshop Series

Michael Kramer



"From the Mundane to the Sublime:
How to Take the Stuff of Ordinary Lives and Make it Poetry"

Saturday, February 26, 1 - 4 P.M.



Placentia Library Literacy Services

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

524-8408 Ext. 213

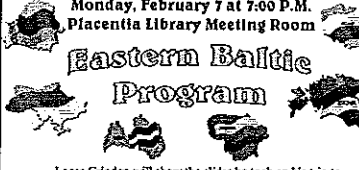
Placentia Library Literacy Services

- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 -- 4:30 P.M.
- The next scheduled workshops are:
Feb 6th & Mar 6th & Apr 3rd

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

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

Eastern Baltic Program



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

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

Placentia Historical Afghans



Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$63.00

Proceeds support the Placentia History Room

Placentia Library Hours



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

LIBRARY CLOSED

Sunday, February 20th
&
Monday, February 21st

for

President's Day





Renew your books by phone
Using **Telecirc**

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

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


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



With More Now!



Bring Your Laptop!

2005 Authors Luncheon
Saturday, March 5, Alta Vista Country Club
Featuring

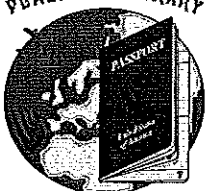


Thom Racina
TV Writer & Author

Tickets go on sale January 31st

PLACENTIA LIBRARY




Passport Application Acceptance Agency

Passport Services Available at the Library

Passport hours at the Library are:

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

Placentia Library is an official U.S. Department of State
Passport Acceptance Agency.
For Passport Information:
call 949-266-2661 or visit the Library Website www.placentialibrary.org



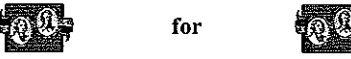
NOW DOING PASSPORT PHOTOS!

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.

LIBRARY CLOSED
Sunday, February 20th
&
Monday, February 21st
 for
President's Day





Placentia's Newest Local History
For Children & Adults



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


*Great Gift Idea
For Young & Old*

Lapsit Story Times
Presented by Lin Baesler
 Ages newborns to 2 years
Thursday Mornings
10:00 - 10:20 A.M.
 in the
 Childrens Area





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

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




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




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

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




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


Featuring Lin Baesler
No pre-registration required - no charge



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



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



Featuring Lin Baesler
No pre-registration required - no charge



Story Time at Home
 Use the *Tumblebook Library*
 at
www.placentialibrary.org
 Click on: Just for Kids
 Click on the Tumblebooks icon
 An on-line collection of animated, talking picture books

Placentia Library Hours

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LIBRARY CLOSED
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&
Monday, February 21st

for
President's Day

www.placentialibrary.org

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

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

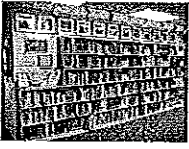
Additionally, you can reserve books, check on your library account, and renew your books. *(library card number needed)*

www.placentialibrary.org

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

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

Placentia History Room







Staffed and Managed
by Volunteers

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

Placentia History Room








Displays currently featuring

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












Placentia History Room

Historical Collections Include

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


Placentia History Room

Archival Resources Include



 West Alwood Veach Club memorabilia	 Virginia Carpenter photograph collection
 Assorted Stained Glass Kremer 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 Kiwanis papers and scrapbook (1855-1976)	

2005 Authors Luncheon
 Saturday, March 5, Alta Vista Country Club

Featuring





Thom Racina
 TV Writer & Author
 Tickets go on sale January 31st

LIBRARY CLOSED
Sunday, February 20th
&
Monday, February 21st

for
President's Day

SANTA ANA ZOO AT PRENTICE PARK, 1801 E. Chestnut Ave., Santa Ana, (714) 647-6568; www.santa-anazoo.org.

Daily: Maze Rainforest Adventure. Descend into four layers of Mesoamerican rainforest. Every trip through is a different and unique experience. The Santa Ana Zoo and the American Zoo and Aquarium Association present this exhibit highlighting the importance of rainforests to the health of our planet. Now to help protect the rainforest while gaining a deeper understanding of this critical habitat and its diverse inhabitants. Thru April 30. Free with admission (\$5).

SIERRA CLUB, various locations; angeles.sierraclub.org. Every Thurs. & Tues.: **Conditioning Hikes on Signal Hill.** Slow, moderate- and tiger-paced hikes of three to five miles with 600 to 800 feet of elevation gain, 7 p.m. Hill St. & Redondo Ave., Long Beach, (562) 492-9401. Sat.: **Conditioning Hike on Signal Hill.** Moderate-paced four-mile hike with 700 feet of elevation gain, 7 a.m. Hill St. & Redondo Ave., Long Beach, (562) 596-1568.

IVINE, Long Beach: to five-mile, beach walk; 7 p.m. Belmont Pier parking lot (near Belmont Pool side), end of Terminal St., Long Beach, (714) 842-2055.

Wed.: Mile Square Park Conditioning Walk. Moderate-paced four-mile walk on flat terrain. Fit beginners welcome. Bring water and money for optional post-walk snacks or dinner, 6 p.m. Brookhurst & Heil (parking lot behind basketball courts), Fountain Valley, (949) 768-3610.

SIERRA SINGLES, various locations; angeles.sierraclub.org/ocss.

Every Thurs.: **Irvine Conditioning Hike.** Slow, moderate- and tiger-paced hikes of four to seven miles on trails, 6:30 p.m. Turtle Rock Community Park, Sunnyhill & Turtle Rock drs., Irvine, (714) 963-6345.

Sat.: **Long Beach Nature Walk.** Moderate-paced four-mile walk around the El Dorado Nature Center. Learn about native birds, flora and fauna. Rain cancels, 7:50 a.m. El Dorado Library parking lot, Leebaker Rd. & Spring St., Long Beach, (714) 2404; **Peters Canyon Conditioning Hike.**

Fast-paced six-mile conditioning hike with 700 feet of elevation gain. Not for beginners, 8 a.m. Parking, \$2. Peters Canyon parking lot, 8548 E. Canyon View Ave., Orange, (714) 761-8761; if park is closed, meet in the Taco Bell parking lot, corner of Chapman Ave. & Jamboree Rd.

Tues.: **Irvine Conditioning Hike.** See description and location info above; 6:30 p.m.

UPPER NEWPORT-BAY REGIONAL PARK, Newport Mesa, 600 Shellmaker, Newport Beach, (949) 640-1751.

Sat.: **Canoe Tour.** Join a naturalist for a two-hour guided canoe tour of the bay, 8:30 a.m. \$10. RSVP to (949) 923-2269.

Sun.: **Kayak Tour.** Embark on a kayak tour led by a naturalist, 10 a.m. \$20. Meet at Newport Dunes Resort. RSVP to (800) 585-0747.

WINTER TRAIL RUNNING SERIES, Blue Jay Campground, Long Canyon Rd. & Ortega Hwy, 21 miles east of 5 Hwy. at San Juan Capistrano, Cleveland National Forest, (949) 857-1055; www.rndrunning.com. Compete on trails in the Santa Ana Mountains.

Sat.: **Team Event.** Bring a group of friends and race as a four-person team or sign up as an individual and be placed on a team. Participants will be rewarded with a post-race barbecued salmon feast, 8 a.m. \$25.

pacific clippings

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Placentia News

Weekly MAR 17 2005

TUESDAY 332

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

pacific clippings

post office box 11789
santa ana, calif. 92711

Yorba Linda Star

Weekly MAR - 3 2005

► "Fire in the Morning":

Running indefinitely, Placentia Library, 411 E. Chapman Ave. Photography exhibit created by Yolanda Morelos Alvarez, president of the Orange County Mexican American Historical Society. Depicts the lives of Mexican Americans in Orange County from the early 1900s through World War II. Hours are 1 to 5 p.m. Sundays, 9 a.m. to 9 p.m. Mondays through Wednesdays, 9 a.m. to 6 p.m. Thursdays and 9 a.m. to 5 p.m. Saturdays. Free. Call (714) 528-1925.

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Placentia News

Weekly MAR - 3 2005

Placentia Library

The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Information: (714) 528-1925, Ext. 201.

pacific clippings

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Placentia News

Weekly MAR 17 2005

► **Classical guitar:** 7 p.m. Monday, Placentia Library, 411 E. Chapman Ave. Cal State Fullerton senior Darin Martineau will perform works by Milan, Sor, Mangore, Pujol, Giuliani and Gow, as well some traditional pieces. Free; refreshments served. Call (714) 528-1906, Ext. 209.

pacific clippings

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Placentia News

Weekly MAR - 3 2005

Ireland and Scotland trip featured

Charles Frazee will present a slide show of his trips to Ireland and Scotland from 7 to 8:30 p.m. March 14 at the Placentia Library, 411 E. Chapman Ave.

The armchair travel presentation is free and open to the public. Refreshments and snacks will be provided.

Information: (714) 524-8408.

pacific clippings

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Placentia News

Weekly MAR 10 2005

Donors of wood chairs are needed

The Placentia Library Foundation Board of Directors is working to replace 44 wood veneer chairs in the Children's Department with 44 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: Laranné Millonizi (714) 528-1925, Ext. 201.

pacific clippings

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Placentia News

Weekly MAR 31 2005

TUESDAY

Musictime for ages 5-6 meets from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Agenda Item 47

Page 9 of 12

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The Register

Daily MAR 30 2005

PLACENTIA 332

New greenery: The city will plant trees in April on the center island of Bastanchury Road, between Gilman Circle and Valencia Avenue, to replace the diseased eucalyptus trees removed this month. The replacements are Canary Island pines and a reddish-flowering tree known as a flame tree, city spokesman Matt Reynolds said. The \$32,000 project should be completed by June.

- Amy-Taxin

(714) 704-3777

ataxin@ocregister.com

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Placentia News
weekly
MAR - 3 2005

Seats at Round Table honor 17 past presidents

Placentia, Virginia, there is such a thing as a free lunch, and there are 17 women of the Placentia Round Table Women's Club who can attest to that.

These ladies - all past presidents of this year-old club - enjoyed a lunch at the February meeting honoring past presidents. Two of the honorees live some distance: one in Dana Point and the other from Sun City; others live locally.

Those honored were: Peggy Barnes, Brenda Bennett, Doris Black, Jill Botha, Inne Christensen, Sheila Closson, Joan Dressel, Shirley Fishel, Marge Horvath, Pat Matteson, Jane Merrill, Maureen Plegel, Eleanore Rankin, Marilyn Reading, Jan Steinbrenner, Jean Vorderkunz and Penny Wojcik. The freebies didn't end there, though.



ELEANORE RANKIN
NEIGHBORHOOD NEWS

Tommie Kalman, owner of Tommie's Pharmacy, brought a medical team that provided free blood-pressure screenings for all who wished

to take advantage of the procedure. High blood pressure is deemed to be one of the prominent risk factors for women experiencing sudden heart attacks.

The Go Red for Women health program, sponsored by the American Heart Association, will continue all year long; however, February was the month earmarked for a concentrated effort to make women more aware of their heart health.

Speaking at the meeting was Paulette Meadows, president of the California



COURTESY OF ELEANORE RANKIN

PLACENTIA ROUND TABLE Women's Club President Elena Maffa, seated fourth from left, gathers with 17 past presidents of the 103-year-old club.

Federation of Women's Clubs, making her first appearance before the club during her 2004-06 term of office.

Friends of Placentia Library members took advantage of the St. Valentine's Day theme to show their affection for the many volun-

teers who sort, price and display used books donated to

SEE NEIGHBOR • PAGE 17

NEIGHBOR

FROM PAGE 16

the organization for subsequent resale.

The coffee time chairmen were Pat Irot and Nancy Tollefson.

While the decorations displayed hearts galore, none were as heartfelt as the thanks expressed by Library Director Elizabeth Minter to all who attended. Proceeds from the sales of these books go toward the purchase of new stock for the library's shelves, as well as upgrades to library furniture and fixtures.

With extended hours recently allowing the library to open its doors Saturdays, the need for more volunteers to man the bookstore must also be expanded, said Tollefson, who is in charge of scheduling volunteer time.

There are still a few time slots open for volunteer opportunities on Saturdays. If you are interested in helping fill a spot in the Friends' bookstore, call Laranne Mil-



TOMMIE KALMAN, of Tommie's Pharmacy in Placentia, addresses Placentia Round Table Women's Club members at the American Heart Association's Go Red for Women program focusing on women's heart health.

lonzi at (714) 528-1906, ext. 201. Substitute volunteers are also needed.

Oct. 8 is the date set for Placentia's Heritage Festival. And Chairman Becky Lightfoot, tells me that all sub-



PHOTOS COURTESY OF ELEANORE RANKIN

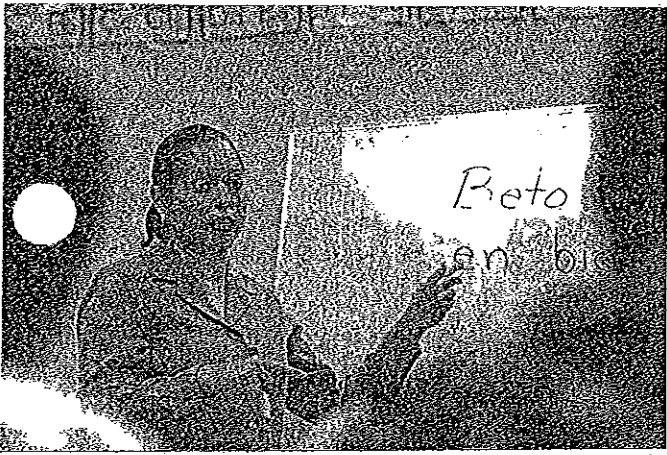
DISTRIBUTING PRIZES to lucky winners are Ginny Sanatar, from left, and Nadine Biansett, both directors of the Friends of the Library; and Nancy Tollefson, Book Store manager; with Pat Irot, vice president of Friends of Placentia Library.

committees are hard at work fulfilling their various and mounting duties.

"It's Country Time!" is the theme for this year's parade and festival at Tri-City Park.

There is still a need for more sponsors, so if you're interested in lending your name and financial support to this annual fun day, call Becky at (714) 524-9691.

Eleanore Rankin has the latest about families, clubs and business. Call her at (714) 524-8337 or fax information to (714) 524-8660. "Neighborhood News" appears every other week.



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 Placentia News
 Weekly
 MAR 24 2009

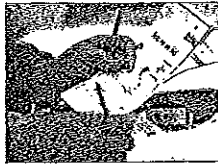
PHOTOS BY LIANNE MILTON/PLACENTIA NEWS-TIMES
SANDRA CHAVEZ leads a literacy class last week for Spanish-speaking adults learning to read-write in their native language at the Whitten Community Center.

Speaking out

Placentia's Spanish-speaking residents are expanding language and parenting skills by enrolling in classes.

By **AFSHA BAWANY**
 PLACENTIA NEWS-TIMES

Frowing up in Guatemala, Isabel Perez didn't have the opportunity to read or write in her native language. She wasn't allowed to go to school in her town, and her parents didn't want her to receive an education. Instead, they needed her to work. Thousands of miles away from the home she left 13 years ago, 33-year-old Perez is back to school, where she learned the ABCs of Spanish. Through the help of Spanish Literacy Classes offered periodically over the past two



MARIA GALLEGOS takes notes in literacy class.

years by the city's Human Services Division and Placentia Head Start, Perez and other Spanish-speakers are completing life-long goals. According to the 2000 U.S. Census, 31 percent of Placentia's population is of Hispanic origin. And 23.3 percent of Placentia residents speak Spanish, according to the Cen-

sus Bureau. Police Chief John Schaefer said his staff works with Community Services Department, Human Services and other organizations to reach out to the Hispanic community. And the city can provide bilingual translators as needed, including six employees at City Hall who speak Spanish and 10 at the Police Department. Other outreach includes classes and programs to expand language skills. The Human Services Division has offered the 12-week, three-hour literacy sessions once or twice a year since



LIANNE MILTON/PLACENTIA NEWS-TIMES

ISMAEL CEJA practices reading aloud in Spanish last week in a free literacy class at the Whitten Community Center in Placentia, one of several programs offered Spanish-speaking residents.

SEE OUT • PAGE 4

OUT: Hispanic community connects

FROM PAGE 1

2000, depending on funding, said Maribel Cervantes, the program's coordinator.

But it's not enough, she said.

Marisa Cordova, Human Services manager, agreed. Human Services is under the city's umbrella; however, Placentia does not fund its programs. That makes it harder to obtain grants since it is not a nonprofit group, Cordova said.

Each 12-week session costs close to \$2,000 to run. In the past, the local charitable group Altrusa International Inc., the Placentia Library and other organizations have helped pay for some of the expenses, including baby-sitting, teacher salaries and supplies.

In addition, Cervantes organizes fund-raisers to help cover costs for the literacy class and a parenting class for Spanish-speakers. Proceeds also help provide Head Start care for children of students. But it has been a struggle to show the literacy classes' benefits to others, Cordova said.

"It's hard to explain the program and purpose," she added, explaining, "If they don't know their own language, how are they going to learn English?"

At a literacy class held last week at the Whitten Center, six students listened as their

teacher, Sandra Chavez, reviewed basic Spanish grammar.

Perez - a mother of three ranging from ages 11 to 20 - sees the program as a way to improve her communication with teachers and doctors, as well as to help her learn how to drive.

Chavez said her students are eager to accelerate their Spanish and English skills; however, she often has to repeat lessons because students tend to forget what they have learned - since the sessions are not held continuously through the year.

"It's frustrating to not be consistent," Cordova agreed.

Also, students in the parenting and Spanish programs said they would like to see more classes related to job training, nutrition and health.

Cervantes and Cordova would like to see an organization come forward that would work with the Hispanic community to help pass on information or relay the residents' needs to the department.

In addition to city Human Services, other agencies are reaching out to the Hispanic community.

The Placentia Library offers a free literacy and tutoring program for immigrants from many nations, and the

Programs in Placentia for Spanish-speakers

The city Human Services Division and Placentia Head Start offer a free Spanish literacy class from 6 to 8:30 p.m. Tuesdays at the Whitten Center, 900 S. Melrose Ave.

The 12-week class is meeting through April 19 and is designed for Spanish-speaking adults who are unable to read or write in their language. New members are welcome at any session. Information: (714) 986-2333.

The two departments also offer parenting classes in Spanish to help moms and dads make positive behavioral changes in their children. The current session ends today, and a date is yet to be set for the next class. Information: (714) 986-2333.

Placentia Library Literacy Services offers free one-on-one tutoring for students and adults. Information: Jim Roberts, (714) 524-8408, Ext. 215.

A community-based English Tutoring Program is offered through the Placentia-Yorba Linda Unified School District. It is open to parents and community members. Here are the schools where classes are held: Kraemer, Melrose, Rio Vista, Ruby, Topaz and Tynes. Information on meeting schedules: district Assessment Center, (714) 528-1007.

Placentia's Linda Gomez School District holds a Community-Based English Tutoring Program, which is provided through state funds at six district schools.

School readiness classes are also provided for 3- to 4-year-old children, while parents attend the tutoring classes. Baby-sitting service are provided for their children.

For example, there are at least 50 adults in Melrose Elementary School's morning class and another 60 in the evening, Principal Vivian Cuesta said. The classes are offered twice a week throughout the school year.

Nasaria Garzon is one of the English-learners at Melrose and she also takes part in Placentia Library's tutoring program.

At a parenting class last Thursday, the mother of three said she thinks there are many programs available for the Hispanic community - but the organizers lack a way to pass on the information.

If more school fliers and city documents were printed in Spanish, Garzon said more people would be willing to join classes.

For instance, the city's seasonal newsletter, The Placentia Quarterly, is written only in English, including the literacy program notice.

Placentia spokesman Mar Reynolds said the city has an English-only newsletter to avoid offending other culture because it can't print The Quarterly in every language.

Part of the problem lies in the Hispanic culture, because it's hard to pull people into class, said Nancy Mory, who teaches the parenting class.

Maria Castro, a student in Mory's class, blamed limited attendance on the timing of some classes, which are offered in the daytime when people are working.

Castro, 40, a mother of three, took classes at the Placentia Library for two years. The lessons she learned have helped her move on to Whittier Continuing Education Center in Fullerton, where she is working on a high school diploma.

Next, she'd like to go to college to work with computers.

"All the programs in Placentia, I think as a Hispanic should be taken advantage of. The more prepared we are, the more opportunities we have," Castro said.

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Placentia News
Weekly **MAR 1 7 2005**

Donors of wooden chair are needed

³³²
The Placentia Library Foundation Board of Directors working to replace 44 wood veneer chairs in the Children's Department with 44 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 Millozzi (714) 528-1925, Ext. 201.

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Placentia News
Weekly **MAR 3 1 2005**

Library teen tutors

³³²
The Placentia Library's tutor training workshops will be offered from 1:30 to 4:30 p.m. Sunday and May 1. Volunteers need to attend only one workshop and must be 13 or older. Information: Toby Silberfarb, (714) 524-8408, Ext. 213 or Jim Roberts, at Ext. 215.

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Placentia News
Weekly **MAR 2 4 2005**

Library teen tutors

³³²
The Placentia Library's tutor training workshops will be offered from 1:30 to 4:30 p.m. April 3 and May 1. Volunteers need to attend only one workshop and must be 13 or older.

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

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Placentia News
Weekly **MAR 3 1 2005**

► **"Fire in the Morning":** Running indefinitely, Placentia Library, 411 E. Chapman Ave. Photography exhibit created by Yolanda Morelos Alvarez, president of the Orange County Mexican American Historical Society. Depicts the lives of Mexican Americans in Orange County from the early 1900s through World War II. Hours are: 1 to 5 p.m. Sundays, 9 a.m. to 9 p.m. Mondays through Wednesdays, 9 a.m. to 6 p.m. Thursdays and 9 a.m. to 5 p.m. Saturdays. Free. Call (714) 528-1925.

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The Register
Daily **MAR 2 8 2005**

12 TUESDAY

Orange County IBM PC Users' Group, 6:30-9:30 p.m. Placentia Library, 411 E. Chapman Ave. Free. No reservations needed. Information and directions: www.orcopug.org.

Orange County Multimedia Association, Digital Video Group meeting and project review. 7 p.m. Electric Pictures, Irvine Media Group, 2691 Richter, Suite 104, Irvine. Free. Reservations: Corliss, (714) 778-5336 or e-mail DV/3D SIG at dv@ocmma.org. Information: www.ocmma.org.

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Placentia News
Weekly **MAR 3 1 2005**

SUNDAY

³³²
Tutor training from 1:30 to 4:30 p.m. at the Placentia Library, at 411 E. Chapman Ave. Volunteers must be 13 or older and are asked to tutor a minimum of one or two hours a week. Call (714) 524-8408, Ext. 214 or Ext. 215.

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Placentia News
Weekly **MAR 2 4 2005**

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Placentia News
Weekly **MAR 2 4 2005**

TODAY

³³²
Holy Cross Melkite-Greek Catholic Church, 451 West Madison Ave. will hold Maundy Thursday communion service at 6 p.m. The washing of the feet and crucifixion service will begin at 8:30 p.m. Call (714) 985-1710 or see holycrossmelkite.org '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.

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Placentia News
Weekly **MAR - 3 2005**

Library teen tutors

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Placentia News
Weekly **MAR 3 1 2005**

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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 Millozzi (714) 528-1925, Ext. 201.

SAFETY COMMITTEE MEETING
MARCH 23, 2005
MINUTES

I. Call to Order: 2:05 P.M.

Members Attending: Esther Guzman
Katie Matas
Wendy Goodson
Caroline Gurkweitz

III. Old Business

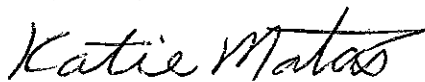
1. The fire extinguishers were checked by Katie Matas on March 23, 2005.

IV. New Business

1. The annual fire inspection was completed February 14, 2005.
2. The annual risk management questionnaire was submitted.

The next meeting will be April 20, 2005 at 2:00 P.M.

Respectfully submitted,



Katie Matas

Safety Training Courses Completed by Placentia Library Staff

Safety Courses	# of courses taken to date
General First Aid	11
Office Safety	10
Sexual Harrassment	12
Workplace Violence	3
Ethnic Diversification	5
Workplace Stress	4
Health & Welness	7
Diet & Nutrition	7
Computer Security	0
Back Injury	2
Slips/Trips/Falls	4
Hearing Conservation	1
Eye Safety	3
CPR Academic	7
Drug Free Workplace	1
Alcohol Free Workplace	5
Electrical Safety	1
General Office Ergonomics	2
Disaster Preparedness	5
Fire Extinguisher	2
Fire Prevention	0
Driving Safety	6
Workplace Violence	1
Building Evacuation	5
First Responders to Terrorist Incidents	2
TOTAL COURSES TAKEN	105

Staff who have completed the 3 core + 8 electives:

Gary Bell

LIBRARY DISTRICTS

(Education Code Title 1, Division 1, Part 11, Chapter 8, Articles 1- 6, Sections 19400-19532)

ARTICLE 1. FORMATION, ANNEXATION, DISSOLUTION

Sec. 19400. Organization and powers.

A library district may be organized, as provided in this chapter. The library district may establish, equip, and maintain a public library for the dissemination of knowledge of the arts, sciences, and general literature and may exercise the powers granted or necessarily implied pursuant to this chapter.

Sec. 19401. Territory.

The library district may include incorporated or unincorporated territory, or both, in any one or more counties, so long as the territory of the district consists of contiguous parcels and the territory of no city is divided.

Sec. 19402. Petition for formation.

Whenever the formation of a library district is desired, a petition which may consist of any number of instruments, may be presented at a regular meeting of the board of supervisors of the county in which is located the largest proportionate value of the lands within the proposed district as shown by the last equalized county assessment roll. The petition shall specify whether the proposed library district shall be governed by a three-member board of library trustees or by a five-member board of library trustees. The board of supervisors to whom the petition is presented is designated in this chapter as the supervising board of supervisors.

Sec. 19403. Petition: signatures.

The petition shall be signed by registered voters residing within the proposed library district equal in number to at least 5 percent of the number of votes cast in the territory comprising the proposed district at the last preceding general state election at which a Governor was elected.

Sec. 19404. Petition: filing and hearing.

The proceedings for the filing and hearing of the petition are governed and controlled by the provisions of Sections 58032, 58033, 58034, 58060, and 58061 of the Government Code.

Sec. 19405. Petition: final hearing.

The proceedings for final hearing of the petition and the formation of the district are governed and controlled by the provisions of Article 4 (commencing with Section 58090), Article 5 (commencing with Section 58130), and Article 7 (commencing with Section 58200) of Chapter 1 of Title 6 of the Government Code.

Sec. 19406. Protests.

On the filing of written protests by registered voters residing in the proposed district equal in number to at least 50 percent of the number of votes cast in the territory comprising the proposed district at the last preceding general state election at which a Governor was elected, the proceeding for the formation of the district shall be terminated as provided in Sections 58103 and 58104 of the Government Code.

Sec. 19407. Districts in more than one county.

No library district including territory in more than one county shall be organized under this chapter without the concurrent consent by resolution of each board of supervisors involved, as well as the consent of the governing body of each city to be included.

ARTICLE 2. TRUSTEES

Sec. 19420. Appointment and number.

Within 30 days after the filing with the clerk of the board of supervisors or county board of supervisors of the resolution declaring the organization of the district, the supervising board of supervisors shall appoint the required number of library trustees from the district at large.

Sec. 19421. Name of board of trustees.

The governing board of the district shall be called "the Board of Library Trustees of _____ Library District" (inserting the name of the particular district).

Sec. 19422. Terms of office.

The trustee shall hold office for the term of four years beginning on the last Friday in November next succeeding their appointment or election.

Sec. 19423. Terms for members of first board.

The first board of library trustees appointed or elected in a district shall at their first meeting so classify themselves by lot that their terms shall expire:

- (a) For three-member boards, one on the last Friday in November of the first odd-numbered calendar year next succeeding his or her appointment or election, and two on the last Friday in November of the second succeeding odd-numbered calendar year.
- (b) For five-member boards, two on the last Friday in November of the first odd-numbered calendar year next succeeding his or her appointment or election, and three on the last Friday in November of the second succeeding odd-numbered calendar year.

Sec. 19424. Board officers.

At its first meeting called after the original appointment of the board, and annually thereafter at its first meeting called after the last Friday in November in odd-numbered years, the board shall organize by electing one of its number president, and another one of its number secretary. They shall serve as such for one year or until their successors are elected and qualified.

Sec. 19425. Minutes, notification to State Librarian.

The board shall cause a proper record of its proceedings to be kept, and at the first meeting of the board of trustees of the library district, it shall immediately cause to be made out and filed with the State Librarian a certificate showing that the library district has been established, with the date thereof, the names of the trustees, and the officers of the board chosen for the current fiscal year.

Sec. 19426. Vacancies.

A vacancy in the board of library trustees shall be filled for the unexpired term by appointment of the supervising board of supervisors.

Sec. 19427. Holding office until successor is qualified.

Each library trustee shall hold office until his successor is elected and qualified.

Sec. 19428. Regular meeting.

The board of library trustees shall meet at least once a month, at such time and place as it may fix by resolution.

Sec. 19429. Special meetings.

Special meetings may be called at any time, as follows:

- (a) A special meeting of a three-member board of library trustees may be called by two trustees, by written notices served upon each member at least 12 hours before the time specified for the meeting.
- (b) A special meeting of a five-member board of library trustees may be called by three trustees, by written notices served upon each member at least 12 hours before the time specified for the meeting.

Sec. 19430. Quorum.

- (a) For three-member boards, two members constitute a quorum for the transaction of business.
- (b) For five-member boards, three members constitute a quorum for the transaction of business.

Sec. 19431. Increase in number of trustees from three to five.

A proposal to increase the number of seats on the board of library trustees from three to five may be initiated in either of the following alternative ways:

- (a) By a petition signed by registered voters residing within the library district equal in number to at least 5 percent of the total number of votes cast in the library district at the last preceding general state election at which a Governor was elected, and filed with the supervising board of supervisors of the library district.
- (b) By a resolution adopted by the board of trustees and filed with the supervising board of supervisors.

Sec. 19432. Public hearing on increased number of trustees from three to five.

- (a) The supervising board of supervisors, at its option, may conduct a public hearing on a petition or resolution filed pursuant to Section 19431. Notice of the hearing shall be published pursuant to Sections 6060 and 6061. At the hearing, any interested person shall be given an opportunity to present his or her views on the proposal. At the conclusion of the hearing, the supervising board of supervisors may increase the board of library trustees to a five member board.
- (b) If the board of library trustees is increased from three to five members, the supervising board of supervisors shall appoint the two additional trustees from the district at large, and the trustees shall classify themselves by lot so that their terms shall expire as provided in subdivision (b) of Section 19423.

ARTICLE 3. POWERS

Sec. 19460. Rules, regulations, and bylaws.

The board of library trustees shall make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the library under its management, and all property belonging to the district.

Sec. 19461. Administration of trust and property.

The board of library trustees shall administer any trust declared or created for the library, and received by gift, devise, or bequest, and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

Sec. 19462. Officers and employees.

The board of library trustees shall prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library, determine the number of and appoint all officers and employees, and fix their compensation. The officers and employees shall hold their offices and positions at the pleasure of the board.

Sec. 19463. Purchase of personal property.

The board of library trustees shall purchase necessary books, journals, publications, and other personal property.

Sec. 19464. Purchase or other acquisition of real property.

The board of library trustees shall purchase real property, and erect or rent and equip, such buildings or rooms, as in its judgment are necessary properly to carry out the provisions of this chapter.

Sec. 19465. State publications.

The board of library trustees shall require the Secretary of State and other state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

Sec. 19466. Interlibrary and non-resident loans.

The board of library trustees shall borrow books from, lend books to, and exchange books with other libraries, and may allow nonresidents of the district to borrow books upon such conditions as the board may prescribe.

Sec. 19467. General authority of board.

The board of library trustees shall borrow money, give security therefor, purchase on contract, and do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter.

Sec. 19468. Annual report to State Librarian.

The board of library trustees shall file, through the librarian, on or before the last day of August of each year, a report with the State Librarian at Sacramento giving the condition of its library and the number of volumes contained therein on the 30th day of June preceding. The report shall, in addition to other matters deemed expedient by the board of trustees or the district librarian, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose the State Librarian may send to the several district librarians instructions or question blanks so as to obtain the material for a comparative study of library conditions in the state.

Sec. 19469. Public hours.

The board of library trustees shall designate the hours during which the library shall be open for the use of the public.

Sec. 19470. Annual estimate of costs.

Annually, at least 15 days before the first day of the month in which county taxes are levied, the board of library trustees of each library district shall furnish to the board of supervisors of the county in which the district or any part thereof is situated, an estimate in writing of the amount of money necessary for all purposes required under this chapter during the next ensuing fiscal year.

Sec. 19473. Library district fund.

The tax shall be computed, entered upon the tax rolls, and collected in the same manner as county taxes are computed, entered, and collected. All money collected shall be paid into the county treasury to the credit of the particular library district fund and shall be paid out on the order of the district board, signed by the president and secretary.

Sec. 19475. Deposit of money to credit of library fund.

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be paid into the county treasury to the credit of the library fund of the district, subject only to the order of the library trustees of the district.

Sec. 19476. Safety, preservation, and application of fund not payable into treasury.

If the payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest.

Sec. 19477. Warrants.

Upon the receipt by the county auditor of an order of the library trustees of the district, he shall issue his warrant upon the county treasurer for the amount stated in the order.

Sec. 19478. Nonpayment for want of funds.

When any warrant is presented to the treasurer for payment and it is not paid for want of funds, the treasurer shall endorse thereon "not paid for want of funds" with the date of presentation and sign his name thereto, and from that time the warrant bears interest at the rate of 6 percent per annum until it is paid or until funds are available for its payment and the county treasurer gives notice to the warrant holder that funds are available for the payment. The giving of the notice is deemed complete upon deposit thereof in the United States mail in a sealed envelope addressed to the warrant holder at his address given by him at the time of presentation of the warrant to the treasurer, with postage thereon fully prepaid and registered.

Sec. 19479. Library free to inhabitants; violation of rules, regulations and bylaws.

Every library established under this chapter shall be forever free to the inhabitants and nonresident taxpayers of the library district, subject always to such rules, regulations, and bylaws as may be made by the board of library trustees. For violation of any rule, regulation, or bylaw a person may be fined or excluded from the privileges of the library.

Sec. 19480. Title of property.

The title to all property acquired for the purposes of the library, when not inconsistent with the terms of its acquisition, or not otherwise designated, vests in the district in which the library is or is to be situated.

Sec. 19481. Name of district.

Every library district shall be designated by the name and style of _____ Library District (using the name of the district) of _____ County (using the name of the county or counties in which the district is situated). In that name the trustees may sue and be sued, and may hold and convey property for the use and benefit of the district. A number shall not be used as a part of the designation of any library district.

Sec. 19482. Contracts with other libraries.

The board of library trustees and the boards of trustees of neighboring library districts, or the governing bodies of neighboring cities, or boards of supervisors of counties in which public libraries are situated, may contract to lend the books of libraries created under this chapter to residents of the counties, neighboring cities, or library districts, upon a reasonable compensation to be paid by the counties, neighboring cities, or library districts.

Sec. 19483. Property liable to taxation for county free library.

Anything in Sections 19100 to 19179, inclusive, to the contrary, notwithstanding, the property in any library district created under this chapter subsequent to the establishment of a county free library is subject to taxation for county free library purposes as though the library district had not been created. This section shall not apply to any adjustments in property tax allocations made pursuant to Section 19116.

ARTICLE 4. CLAIMS

Sec. 19500. Claims for money or damages.

All claims for money or damages against the district are governed by Part 3 (commencing with Section 900) and Part 4 (commencing with Section 940) of Division 3.6 of Title 1 of the Government Code except as provided therein, or by other statutes or regulations expressly applicable thereto.

ARTICLE 5. BIENNIAL ELECTION OF TRUSTEES

Sec. 19510. Biennial election of trustees.

An election shall be held biennially in each library district for the election of one or more library trustees who shall hold office for four years beginning on the last Friday in November next succeeding his election. This election shall be held in the district on the same day as the school district election as specified in Section 5000 in the odd-numbered years. Trustees shall be nominated in the manner prescribed in Section 5012.

Sec. 19511. Qualifications of electors.

To be qualified to vote at any library district election a person shall be registered to vote in the library district, at least 29 days before the election.

Sec. 19514. Appointment to vacancies by Board of Supervisors.

If pursuant to Section 5327 a district election is not held, the board of supervisors of the county in which the district, or the largest part thereof in area, is situated shall at its next regular meeting appoint to the positions of trustee those persons nominated, and such persons shall qualify, take office, and serve exactly as if elected at a general district election. If no person has been nominated, the board of supervisors shall appoint any qualified voter of the district to the position.

Sec. 19515. Conduct of elections.

Except as otherwise provided in this article, Chapter 3 (commencing with Section 5300) of Part 4 of this division shall govern and control the conduct of elections pursuant to this chapter.

ARTICLE 6. BONDS

Sec. 19520. Petition and purposes.

The board of trustees of any library district may, when in their judgment it is deemed advisable, and shall, upon a petition of 50 or more taxpayers and residents of the library district, call an election and submit to the electors of the district, the proposition of whether the bonds of the district will be issued and sold for the purpose of raising money for any or all of the following:

- (a) The purchase of suitable lots.
- (b) Procuring plans and specifications and erecting a suitable building.
- (c) Furnishing and equipping the building and fencing and ornamenting the grounds, for the accommodation of the public library.
- (d) Any or all of the purposes of this chapter.
- (e) Liquidating any indebtedness incurred for the purposes.
- (f) Refunding any outstanding valid indebtedness, evidenced by bonds or warrants of the district.

Sec. 19521. Election.

The bond election shall be called and conducted and the results thereof canvassed, returned, and declared in the manner provided in Chapter 3 (commencing with Section 5300) of Part 4 of this division.

Sec. 19522. Resolution for election.

The board of trustees shall set forth in the resolution calling for a bond election the amount and denomination of the bonds, the rate of interest, and the number of years that all or any part of the bonds are to run.

Sec. 19524. Required majority.

If it appears that two-thirds of the votes cast at the election were cast in favor of issuing the bonds, the board shall enter the fact upon its minutes and shall certify all the proceedings to the supervising board of supervisors. Thereupon the board of supervisors shall issue the bonds of the district, in the number and amount provided in the proceedings, and the district shall be named on the bonds. The bonds shall be paid out of the building fund of the district.

The money for the redemption of the bonds and the payment of interest thereon shall be raised by taxation upon the taxable property in the district.

Sec. 19525. Limitation on total amount issued.

The total amount of bonds issued shall not exceed 5 percent of the assessed value of the property of the district, prior to the 1980-81 fiscal year and shall not exceed 1.25 percent of the assessed value of the district beginning after the 1981-82 fiscal year, as shown by the last equalized assessment roll of the county or counties in which the district is situated.

Sec. 19526. Form and term.

The supervising board of supervisors by an order entered upon its minutes shall prescribe the form of the bonds and of the interest coupons attached thereto, and shall fix the time when the whole or any part of the principal of the bonds shall be payable, which shall not be more than 40 years from the date thereof.

Sec. 19527. Interest, price and use of proceeds.

The bonds shall not bear a greater amount of interest than 6 percent, to be payable annually or semiannually. The bonds shall be sold in the manner prescribed by the board of supervisors, but for not less than par, and the proceeds of the sale thereof shall be deposited in the county treasury to the credit of the building fund of the library district, and shall be drawn out for the purposes for which the bonds were issued as other library money is drawn out.

Sec. 19528. Tax levy for debt service.

The board of supervisors of each county in which any part of the district is situated, at the time of making the levy of taxes for county purposes, shall levy a tax for that year upon the taxable property in the district, at the equalized assessed value thereof for that year, for the interest and redemption of the bonds. The tax shall not be less than sufficient to pay the interest of the bonds for that year, and such portion of the principal as is to become due during the year. In any event the tax shall be high enough to raise, annually, for the first half of the term the bonds are to run, a sufficient sum to pay the interest thereon, and during the balance of the term, high enough to pay the annual interest and to pay, annually, a proportion of the principal of the bonds equal to a sum produced by taking the whole amount of the bonds outstanding and dividing it by the number of years the bonds then have to run.

Sec. 19529. Deposit and use of debt service levy.

All money levied, when collected, shall be paid into the county treasury to the credit of the library district, and shall be used for the payment of principal and interest on the bonds, and for no other purpose. The principal and interest on the bonds shall be paid by the county treasurer, upon the warrant of the county auditor, out of the fund provided therefore. The county auditor shall cancel and file with the county treasurer the bonds and coupons as rapidly as they are paid.

Sec. 19530. Petition for cancellation of unsold bonds.

Whenever any bonds issued under this article remain unsold for the period of six months after having been offered for sale in the manner prescribed by the supervising board of supervisors, the board of trustees of the library district for or on account of which the bonds were issued, or of any library district composed wholly or partly of territory which, at the time of holding the election authorizing the issuance of the bonds, was embraced within the district for or on account of which the bonds were issued, may petition the supervising board of supervisors to cause the unsold bonds to be withdrawn from the market and canceled.

Sec. 19531. Notice of hearing on petition.

Upon receiving the petition, signed by a majority of the members of the board of trustees, the supervising board of supervisors shall fix a time for hearing the petition, which shall be not more than 30 days thereafter, and shall cause a notice, stating the time and place of hearing, and the object of the petition in general terms, to be published as provided in this chapter.

Sec. 19532. Hearing and order for cancellation.

At the time and place designated in the notice for hearing the petition, or at any subsequent time to which the hearing is postponed, the supervising board of supervisors shall hear any reasons that are submitted for or against the granting of the petition, and if they deem it for the best interests of the library district named in the petition that

the unsold bonds be canceled, they shall make and enter an order in the minutes of their proceedings that the unsold bonds be canceled. Thereupon the bonds, and the vote by which they were authorized to be issued, shall cease to be of any validity whatever.

