

# Placentia Library District

## **POLICY HANDBOOK**

**POLICY TITLE:** Fixed-Asset Accounting  
**POLICY NUMBER:** 3030

**3030.1** The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

**3030.2** An accounting, or inventory, of all fixed assets will be conducted on an annual basis. After the conclusion of said inventory, the Library Director will certify its completeness and report the results thereof to the Board of Directors at its regular meeting in August.

**3030.3** Applicable purchases for inclusion in said accounting will be the following:

**3030.3.1** Equipment and tools that individually have an original total cost of more than \$500;

**3030.3.2** All land and building acquisitions regardless of price; and,

**3030.3.3** Additions or major improvements to the District's service infrastructure.

**3030.4** When any item defined in Section 3030.3.1 above is received, a tag with a unique identification number will be affixed to said item, and the number recorded in the permanent inventory records.

**3030.5** Permanent inventory records will be maintained in either a paper file or electronic (computer data base) format. Said records will be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

**3030.6** Information to be maintained in said inventory records will include at least the following:

**3030.6.1** Asset number;

**3030.6.2** Description;

**3030.6.3** Manufacturer's serial number;

**3030.6.4** Storage location;

**3030.6.5** Original cost;

3030.6.6 Acquisition date;

3030.6.7 Life expectancy; and,

3030.6.8 Classification code (e.g., office equipment, electronic, etc.).

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Investment of District Funds  
**POLICY NUMBER:** 3035

### 3035.1 PREMISE

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1); and,

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)).

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of Placentia Library District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Placentia Library District's funds.

### 3035.2 SCOPE

This investment policy applies to all financial assets of Placentia Library District. These funds are accounted for in the Independent Annual Financial Report and include:

Demand Account:	Investments:
General Fund	Local Agency Investment Fund
County Exempt Fund	
Literacy Fund	
Payroll Fund	

### 3035.3 PRUDENCE

Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as

well as the probable income to be derived. The standard of prudence to be used by investment officials will be the "prudent investor" standard (CGC §53600.3) and will be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### **3035.4 OBJECTIVES**

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, will be:

**3035.4.1 Safety:** Safety of principal is the foremost objective of the investment program. Investments of Placentia Library District will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**3035.4.2 Liquidity:** The investment portfolio will remain sufficiently liquid to enable Placentia Library District to meet all operating requirements which might be reasonably anticipated.

**3035.4.3 Return on Investments:** The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

#### **3035.5 DELEGATION OF AUTHORITY**

California Education Code Section 19658 Provides that the revenue from the tax, together with all money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, will be aid into the county treasury, to the credit of the library fund of the district in which the tax is collected, subject only to the order of the library trustees of the district. If payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees will 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.

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Library Director, who will establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the

procedures established by the Library Director. The Library Director will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code §53600.3, the Library Director is a trustee and a fiduciary subject to the prudent investor standard.

### **3035.6 ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### **3035.7 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Library Director will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness that are authorized to provide investment and financial advisory services in the State of California. No public deposit will be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Library Director will select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Library Director will have received from said firm a signed Certification Form. This form will attest that the individual responsible for Placentia Library District's account with the firm has reviewed Placentia Library District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to Placentia Library District that are appropriate under the terms and conditions of the Investment Policy.

### **3035.8 AUTHORIZED AND SUITABLE INVESTMENTS**

Placentia Library District is empowered by California Government Code §53601, et seq., to invest in the following:

**3035.8.1** Bonds issued by Placentia Library District.

**3035.8.2** United State Treasury Bills, Notes & Bonds.

**3035.8.3** Registered state warrants or treasury notes or bonds issued by the State of California.

**3035.8.4** Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the

State of California, County Library Directors, other local agencies or Joint Powers Agencies.

**3035.8.5** Obligations issued by agencies or instrumentalities of the United States Government.

**3035.8.6** Bankers' acceptances with a term not to exceed 270 days. Not more than 40% of surplus funds can be invested in bankers' acceptances and no more than 30% of surplus funds can be invested in the bankers acceptances of any single commercial bank.

**3035.8.7** Prime commercial paper of U.S. corporations with assets greater than \$500 million, with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service (Moody's) or Standard & Poor's Corporation (S&P). Commercial paper cannot exceed 15% of total surplus funds, provided that, if the average maturity of all commercial paper does not exceed 31 days, up to 30% of surplus funds can be invested in commercial paper.

**3035.8.8** Negotiable certificates of deposit issued by federally or state chartered banks or associations. Not more than 30% of surplus funds can be invested in certificates of deposit.

**3035.8.9** Repurchase/reverse repurchase agreements of any securities authorized by this section. Securities purchased under these agreements will be no less than 102% of market value. (See special limits in CGC §53601.i.)

**3035.8.10** Medium term notes (not to exceed 5 years) of U.S. corporations rated "A" or better by Moody's or S&P. Not more than 30% of surplus funds can be invested in medium term notes.

**3035.8.11** Shares of beneficial interest issued by diversified management companies (money market mutual funds) investing in the securities and obligations authorized by this Section. Such funds must carry the highest rating of at least two of the three largest national rating agencies. Not more than 15% of surplus funds can be invested in money market mutual funds.

**3035.8.12** Funds held under the terms of a trust indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements.

**3035.8.13** Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.

**3035.8.14** Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years. Securities in this category must be rated AA or better by a nationally recognized rating service. Not more than 30% of surplus funds may be invested in this category of securities.

**3035.8.15** Any other investment security authorized under the provisions of CGC §5922 and §53601. (Also, see CGC §53601 for a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. CGC §53601 is included by reference in this investment policy.)

**3035.8.15.1 Prohibited Investments.** Under the provisions of CGC §53601.6 and §53631.5, Placentia Library District will not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

### **3035.9 COLLATERALIZATION**

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC §53601(i)(2).

### **3035.10 SAFEKEEPING AND CUSTODY**

All security transactions entered into by Placentia Library District will be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired will be delivered to Placentia Library District by book entry, physical delivery or by third party custodial agreement as required by CGC §53601.

### **3035.11 DIVERSIFICATION**

Placentia Library District will diversify its investments by security type and institution. It is the policy of Placentia Library District to diversify its investment portfolio. Assets will be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies will be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints will apply:

**3035.11.1** Portfolio maturities will be matched versus liabilities to avoid undue concentration in a specific maturity sector.

**3035.11.2** Maturities selected will provide for stability of income and liquidity.

**3035.11.3** Disbursement and payroll dates will be covered through maturities investments, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds.

### **3035.12 REPORTING**

In accordance with CGC §53646(b)(1), the Library Director will submit to each member of the Board of Directors a quarterly investment report. The report will include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for Placentia Library District by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC §53646 (e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy; and, (2) Placentia Library District will meet its expenditure obligations for the next six months as required by CGC §53646(b)(2) and (3), respectively. The Library Director will maintain a complete and timely record of all investment transactions.

### **3035.13 INVESTMENT POLICY REVIEW**

This Investment Policy will be reviewed on an annual basis, and the Board of Trustees must approve modifications.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Customer Payment Arrangements  
**POLICY NUMBER:** 3037

**3037.1** Upon request, the Library Director may grant approval of special arrangements to be made for payment of the following fees when an extreme hardship exists:

**3037.1.1** Fines

**3037.1.2** Lost or Damaged Materials

**3037.2** Monthly payments not to exceed 12 payments.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Expense Authorization & Petty Cash  
**POLICY NUMBER:** 3040

**3040.1** All purchases made for the District by staff will be authorized by the Library Director, and will be in conformance with the approved District budget.

**3040.2** Any commitment of District funds for a purchase or expense greater than \$10,000.00 will first be submitted to the Board of Directors for approval, or will be in conformance with prior Board action and/or authorizations.

**3040.3** A "petty cash" checking account fund will be maintained in the District office having a balance-on-hand maximum of \$10,000.00. Included in this fund will be a \$350.00 Circulation Cash Register cash fund and a \$100.00 Office Petty Cash fund.

**3040.3.1** Petty cash may be advanced to District staff or Trustees upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same will be submitted to the Library Director, and any remaining advanced funds will be returned. The maximum petty cash advance will be \$100.00.

**3040.3.2** No personal checks will be cashed in the petty cash fund.

**3040.3.3** The petty cash fund will be included in the District's annual independent accounting audit.

**3040.4** Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash will be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement will be approved by the Library Director prior to remuneration.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Employment of Outside Contractors and Consultants  
**POLICY NUMBER:** 3042

**3042.1** Placentia Library District employs outside contractors or consultants for project development, grant writing, technology management, web site management, construction or engineering projects, or for auditing purposes. The District's procedure is as follows:

**3042.1.1** Construction projects will be advertised for bid in newspapers and the Contractors Exchange. The bid opening is open to the public and will be specified in the bid documents.

**3042.2** Consultants will be selected by the Board of Trustees upon recommendation by the Library Director. The Board of Trustees will make their selection based on the consultant's experience and qualifications. The consultant will also be required to make a cost estimate for his/her services that will be used in his/her evaluation in the selection process.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Travel Reimbursement  
**POLICY NUMBER:** 3045

**3045.1** Use of a personal vehicle for performing Library business will be reimbursed at the current rate allowable by the Internal Revenue Service. Drivers are expected to use the most direct route possible.

**3045.2** Use of a personal vehicle is limited to 125 miles, one way, without specific authorization by the Library Director or the Library Board.

**3045.3** Authorization by the Library Director is required for staff use of personal vehicles.

**3045.4** Meals are authorized when they are part of the meeting or the travel involves more than a four (4) hour absence from the office.

**3045.5** Under no circumstances are alcoholic beverages to be included in meal expense reimbursement requests.

**3045.6** Travel for mileage expense up to 125 miles, one way, without an overnight stay, needs to be approved by the Library Director or Library Board in advance of the departure. A detailed travel budget is required. Any travel in excess of 125 miles, or a trip requiring an overnight stay, will be approved by the Library Board or Library Board President.

**3045.7** Transportation to and from an airport may be by personal vehicle and may consist of two round-trips to deliver and pick up the traveler rather than incurring large parking fees.

**3045.8** Airfare, hotel reservations and conference registrations will be arranged by the Administrative Office and whenever possible will be paid directly by the Library.

**3045.9** Receipts are required for all expenses except for public transportation system fares and taxi expenses under \$10.00. Tips may not be reimbursed unless they are included in the receipt. Receipts for pre-paid items, like hotel rooms, must be submitted after the trip.

**3045.10** Necessary Library business phone calls and one safe arrival call may be submitted for reimbursement or charged on a Library telephone credit card.

**3045.11** Excess baggage will be covered when needed to transport equipment for Library business. Laundry and dry cleaning expenses are authorized if a trip is in excess of five days. Emergency needs will be covered when satisfactorily explained.

**3045.12** The Library Administrative Office maintains a list of standard mileage rates that must not be exceeded for local destinations.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Purchasing  
**POLICY NUMBER:** 3080

**3080.1** To purchase small items - such as office supplies and other miscellaneous items costing less than \$500 - vendors will be asked to submit pricing information. District accounts are then awarded to those firms that provide the best prices, discounts, etc.

**3080.1.1** Placentia firms will be allowed a 10% preference margin.

**3080.2** To purchase items costing more than \$500, quotations will be solicited from vendors and received by telephone, fax or mail prior to placing an order. The Library Director must approve all orders. The MCLS discount, if offered, will be factored into all quotes.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Disposal of Surplus Property or Equipment

**POLICY NUMBER:** 3085

### **3085.1 Sale of Surplus Equipment.**

**3085.1.1** Board of Trustees takes action to declare equipment surplus.

**3085.1.2** Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

**3085.1.3** Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

**3085.1.4** Bidders are notified of Board's action.

### **3085.2 Disposition of used books and other items from the Library's collection.**

**3085.2.1** Used books and other items from the Library's collection are given to the Friends of Placentia Library to sell.

**2085.2.2** Items not wanted by the Friends of Placentia Library may be given to another governmental agency or non-profit organization at the discretion of the Library Director.

**2085.2.3** Items not taken by the Friends of Placentia Library or another governmental agency or non-profit organization will be discarded.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Records Retention  
**POLICY NUMBER:** 3090

**3090.1** The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Placentia Library District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

**3090.2** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

**3090.3** The Library Director is the designated custodian of all records of Placentia Library District. The Library Director is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

**3090.4** Pursuant to the provisions of California Government Code §§60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of Placentia Library District.

**3090.4.1** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

**3090.4.2** Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

**3090.4.3** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

**3090.4.4** Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

**3090.4.4.1** The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent

photographic records by the National Bureau of Standard, or copies to an approved electronic media;

**3090.4.4.2** The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

**3090.4.4.3** The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

**3090.4.5** Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

**3090.4.5.1** There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

**3090.4.5.2** There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

**3090.4.5.3** Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

**3090.4.5.4** Said audit or audits contain the expression of an unqualified opinion.

**3090.4.6** Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

**3090.4.6.1** Duplicated (original-subject to aforementioned requirements).

**3090.4.6.2** Rough drafts, notes or working papers (except audit).

**3090.4.6.3** Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

**3090.4.7** All payroll and personnel records will be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above. Payroll and personnel records include the following:

**3090.4.7.1** Accident reports, injury claims and settlements.

**3090.4.7.2** Medical histories.

**3090.4.7.3** Injury frequency charts.

**3090.4.7.4** Applications, changes and terminations of employees.

**3090.4.7.5** Insurance records of employees.

**3090.4.7.6** Time cards.

**3090.4.7.7** Classification specifications (job descriptions).

**3090.4.7.8** Performance evaluation forms.

**3090.4.7.9** Earning records and summaries.

**3090.4.7.10** Retirements.

**3090.4.8** Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

**3090.5** Minutes of the meetings of the Board of Trustees are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period ninety days from the date of the recorded meeting, after which they will be destroyed.

**3090.5.1** Construction records, such as bids, correspondence, change orders, etc., will not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they will be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works will be retained as long as said facility is in existence.

**3090.5.2** Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

**3090.5.3** Property records, such as documents of title, will be kept until the property is transferred or otherwise no longer owned by the District.

**Appendix A**  
**Definitions for Records Retention and Disposal Policy**

1. AUTHORIZATION. Approval from the Library Director, as authorized by the District's Board of Trustees.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
  - a. SOURCE DOCUMENTS
    - (1) Invoices
    - (2) Warrants
    - (3) Requisitions/Purchase Orders (attached to invoices)
    - (4) Cash Receipts
    - (5) Claims (attached to warrants in place of invoices)
    - (6) Bank Statements
    - (7) Bank Deposits
    - (8) Checks
    - (9) Bills
    - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
    - (1) Cash Receipts
    - (2) Accounts Receivable or Payable Register
    - (3) Check or Warrant (payables)
    - (4) General Journal
    - (5) Payroll Journal
  - c. LEDGERS
    - (1) Expenditure
    - (2) Revenue
    - (3) Accounts Payable or Receivable Ledger
    - (4) General Ledger
    - (5) Assets/Depreciation
  - d. TRIAL BALANCE
  - e. STATEMENTS (Interim or Certified - Individual or All Fund)
    - (1) Balance Sheet
    - (2) Analysis of Changes in Available Fund Balance
    - (3) Cash Receipts and Disbursements
    - (4) Inventory of Fixed Assets (Purchasing)
  - f. JOURNAL ENTRIES



g. Payroll and personnel records include but are not limited to the following:

- (1) Accident reports, injury claims and settlements
- (2) Applications, changes or terminations of employees
- (3) Earnings records and summaries
- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule

3. LIFE. The inclusive or operational or valid dates of a document.

4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, electronic media or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

5. RECORD COPY. The official District copy of a document or file.

6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.

7. RECORDS CENTER. The site selected for storage of inactive records.

8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The recreation of legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Deeds
- (7) Disposal of surplus & excess property
- (8) District insurance records
- (9) Employee accident reports, injury claims & settlements
- (10) Employee earning records
- (11) Employee fidelity bonds
- (12) Employee insurance records
- (13) Facility improvement plans
- (14) Individual claims/settlements
- (15) Inventory
- (16) Journal vouchers
- (17) Ledgers
- (18) Licenses & permits (to operate)
- (19) Loans & grants
- (20) Maps
- (21) Minutes of Board meetings
- (22) Payroll register
- (23) Policies, Rules & Regulations
- (24) Statements of Economic Interest
- (25) Warrant/Voucher register
- (26) Warrants (with backup)

## Appendix B

### Records Retention Schedule for Placentia Library District

Board of Trustees Minutes .....	Indefinitely
Board of Trustees Agendas & Agenda Documents (Books).....	Indefinitely
Audits .....	Indefinitely
Annual Reports to the State Library .....	Indefinitely
Annual Report of Financial Transactions to the State Auditor .....	Indefinitely
Personnel Records .....	Indefinitely
Payroll Records.....	Indefinitely
Monthly Financial Reports from the Orange County Auditor .....	Indefinitely
Bond Payment Records .....	Indefinitely
Pension Fund Annual Census and Report.....	Indefinitely
Library-published reports, studies, publications .....	Indefinitely
Insurance Policies .....	10 Years
Grant Reports.....	10 Years
Grant Applications – funded .....	10 Years
FPPC Conflict of Interest Statements for Staff .....	7 Years
Grant Applications – unfunded.....	5 Years
Library System Printouts.....	5 Years
Budget forms for Orange County Auditor .....	5 Years
Checks.....	5 Years
Bank Statements .....	5 Years
Board Meeting Recordings .....	90 Days



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Code of Ethics

**POLICY NUMBER:** 4010

**4010.1** The Board of Trustees of Placentia Library District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to facilitate the relationship between and among members of the Board of Trustees, the following rules will be observed.

**4010.1.1** The dignity, style, values and opinions of each Trustee will be respected.

**4010.1.2** Responsiveness and attentive listening in communication is encouraged.

**4010.1.3** The needs of the District's constituents should be the priority of the Board of Trustees.

**4010.1.4** The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**4010.1.5** Trustees should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

**4010.1.6** Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

**4010.1.7** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not to create barriers to the implementation of said action.

**4010.1.8** Trustees should practice the following procedures:

**4010.1.8.1** In seeking clarification on informational items, Trustees may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

**4010.1.8.2** In handling complaints from residents and property owners in the District, said complaints should be referred directly to the Library Director.

**4010.1.8.3** In handling items related to safety, concerns for safety or hazards should be reported to the Library Director or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**4010.1.8.4** In presenting items for discussion at Board meetings, see Policy #5020.

**4010.1.8.5** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Library Director.

**4010.1.9** When approached by District personnel concerning specific District policy, Trustees should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

**4010.2** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**4010.2.1** When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

**4010.2.2** Trustees should develop a working relationship with the Library Director wherein current issues, concerns and District projects can be discussed comfortably and openly.

**4010.2.3** Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**4010.2.4** While pursuing the Library's mission, Trustees are responsible for monitoring the District's progress in attaining its goals and objectives.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Voluntary Candidate Expenditure Ceiling  
**POLICY NUMBER:** 4015

**4015.1** In accordance with Government Code 85400§ (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Trustees of Placentia Library District, and controlled committees of such candidates, will be one dollar (\$1) per resident for each election in which the candidate is seeking election to the Board of Trustees.

**4015.2** Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

**4015.2.1** If a candidate for the Board of Trustees elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$250.

**4015.2.2** If a candidate for the Board of Trustees elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:**        **Qualifications of Library Trustees**  
**POLICY NUMBER:**    **4017**

**4017.1** Service on a Board of Library Trustees constitutes a public trust. It carries with it the responsibility to render faithful service, and to provide enlightened leadership, which will promote the best library service the community can afford.

**4017.2** The Board of Library Trustees should be composed of men and women representing the highest standards of the community. An ideal Board member is an able and dedicated person with integrity, imagination, and enthusiasm, a sense of humor, and love and respect of books. Additional qualities which will enhance the value of an individual as a board member are:

**4017.2.1** Understanding of cultural, social and economic conditions in the community.

**4017.2.2** Appreciation of the role of the Library as an educational center for the whole community.

**4017.2.3** Ability to help make the Library appreciated and respected in the community.

**4017.2.4** Availability to give the time and effort required for board and committee meetings.

**4017.2.5** Willingness to keep informed on library trends, developments and progress so that the program will constantly grow according to modern requirements.

**4017.2.5** Willingness to present the library fiscal, building and program needs to appropriating bodies and the community.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Selection & Appointment of Library Trustees  
**POLICY NUMBER:** 4018

**4018.1** Elections are governed by Section 27601 of the California Education Code.

**4018.1.1** Elections will be held biennially, in the odd numbered years, at the General Election.

**4018.1.2** The Trustees will hold office for a term of four (4) years beginning on the first Friday in December after their election, or in the case of names not appearing on the ballot, appointment by the Orange County Board of Supervisors.

**4018.2** Vacancies of Unexpired Term – Notice of Vacancy is announced to the local newspapers and posted in three (3) conspicuous locations. Applications are available in the Library Director's Office. The Library Board will screen all applications and notify the Orange County Board of Supervisors of the selected candidate. The new Trustee will take office following his/her appointment by the Orange County Board of Supervisors. (California Government Code 1780)



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Attendance at Meetings  
**POLICY NUMBER:** 4020

**4020.1** Members of the Board of Trustees will attend all regular and special meetings of the Board unless there is good cause for absence.

**4020.2** A vacancy will occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months except as authorized by the Board of Trustees.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Reimbursement of Expenses  
**POLICY NUMBER:** 4030

**4030.1** Members of the Board of Trustees will be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4090. Reimbursement for the cost of the use of a Trustee's vehicle will be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.





# Placentia Library District

## **POLICY HANDBOOK**

**POLICY TITLE:** Board President  
**POLICY NUMBER:** 4040

**4040.1** The President of the Board of Trustees will serve as chairperson at all Board meetings. He/she will have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

**4040.2** In the absence of the President, the Secretary of the Board of Trustees will serve as chairperson over all meetings of the Board. If the President and Secretary of the Board are both absent, the remaining members present will select one of themselves to act as chairperson of the meeting.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Board Secretary  
**POLICY NUMBER:** 4045

**4040.1** The Secretary of the Board of Trustees will sign the Library Board Minutes and certify all resolutions, grant applications and other documents authorized by the Library Board.

**4040.2** The Secretary of the Board of Trustees will serve as chairperson at all Board meetings in the absence of the President. He/she will have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

**4040.2.1** If the President and Secretary of the Board are both absent, the remaining members present will select one of themselves to act as chairperson of the meeting.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Members of the Board of Trustees

**POLICY NUMBER:** 4050

**4050.1** Trustees will thoroughly prepare themselves to discuss agenda items at meetings of the Board of Trustees. Information may be requested from staff or exchanged between Trustees before meetings.

**4050.1.1** Information that is exchanged before meetings will be distributed through the Library Director, and all Trustees will receive all information being distributed.

**4050.2** Trustees will at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

**4050.3** Trustees will defer to the chairperson for conduct of meetings of the Board, but will be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

**4050.4** Trustees may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

**4050.5** Trustees will abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Trustees should not abstain from the Board's decision-making responsibilities.

**4050.6** Requests by individual Trustees for substantive information and/or research from District staff will be channeled through the Library Director.



# Placentia Library District

## **POLICY HANDBOOK**

**POLICY TITLE:** Committees of the Board of Trustees  
**POLICY NUMBER:** 4060

**4060.1** The Board President will appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees will be outlined at the time of appointment, and the committee will be considered dissolved when its final report has been made.

**4060.1.1** All meetings of ad hoc committees will conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Trustees.

**4060.2** There are no standing committees of the Placentia Library District Board of Trustees.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Basis of Authority  
**POLICY NUMBER:** 4070

**4070.1** The Board of Trustees is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Trustees have no individual authority. As individuals, Trustees may not commit the District to any policy, act, or expenditure.

**4070.2** Trustees do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Duties & Responsibilities of Library Trustees  
**POLICY NUMBER:** 4075

**4075.1** The duties and powers of boards of Library Trustees are set forth in the following sections of the Education Code of California, libraries in unincorporated towns and villages, Sections 27501 – 27665.

**4075.2** The following duties and responsibilities are prescribed by law:

**4075.2.1** The Board manages the affairs of the library district. (In practice, the Board determines policy, and delegates administration to the library director.)

**4075.2.2** The Board meets at least once each month, with special meetings subject to call by request of a majority of the Board's membership, or by the president of the Board.

**4075.2.3** The Board keeps a record of its proceedings.

**4075.2.4** The Board makes and enforces rules and regulations necessary for the administration and protection of libraries and library properties.

**4075.2.5** The Board administers trusts, gifts and property received by the library, and may, in some cases, dispose of property for the benefit of the library. It also purchases, builds, or rents, and equips such real property as is necessary for library operations.

**4075.2.6** The Board prescribes the duties and powers of the library director and other employees of the library, determines the number of and appoints all officers and employees, and fixes their compensation. The officers and employees hold their offices or positions at the pleasure of the Board.

**4075.2.7** The Board purchases necessary library materials and other personal property. The Board may borrow, lend and exchange books by arrangement with other libraries, and may allow non-residents to borrow books upon such conditions as may be prescribed.

**4075.2.8** The Board delegates to the library director the rendering of an annual report to the State Librarian on the condition of the library for the period ending June 30 of each year.

**4075.2.9** The Board adopts a yearly budget with the advice and assistance of the library director, presents the budget requirements to the appropriating body, and is prepared to explain and justify the allocation of amounts to be spent for the various items in the budget.

**4075.2.10** The Board has the power to make a contract with a city or county for library service, and determine the compensation to be paid for such service.

**4075.2.11** The Board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of the Education Code relating to libraries.

**4075.3** The closest cooperation and harmony should be maintained between the Library Board and the Library Director. Each should keep the other fully informed of major decisions and actions.

**4075.4** As a body elected by the community, the Library Board maintains the ultimate authority for the Library:

**4075.4.1** It informs itself about general library objectives and makes plans for the management of the library in the light of these objectives.

**4075.4.2** It establishes policies and resolutions in regard to: (a) finances, including the acquisition of funds; (b) property; (c) library equipment and materials; (d) personnel; (e) services, including rules and regulations; and (f) public relations.

**4075.4.3** It selects and appoints a qualified library director in whom it has confidence and to whom it gives full support and encouragement to serve as the manager and administrator of the library.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Rules for Library Trustees  
**POLICY NUMBER:** 4077

- 4077.1** Each Trustee should attend Library Board meetings regularly and carry his/her full share of responsibility. (Govt. Code 1770.)
- 4077.2** All authority rests with a majority of the Board. It must never be assumed by the President or any other member or group of members.
- 4077.3** After a policy or regulation has been adopted by a majority vote of the Board, it should receive the unanimous support of all Trustees.
- 4077.4** The Board is responsible for adequate financial support of the Library and for economical and efficient use of funds.
- 4077.5** The Board should select a Library Director who will merit and receive the confidence of the Board as a satisfactory administrator of the Library.
- 4077.6** Directives and recommendations to the Library Director should emanate from a majority of the Board at a regular or duly called special meeting.
- 4077.7** The Library Director should attend Board meetings except when his/her own salary or other conditions of employment are being discussed.
- 4077.8** Complaints from the public, staff grievances, and other problems should be taken up at a regular or duly called special meeting of the Board. They should not be handled by individual Trustees.
- 4077.9** News releases and other releases of information should be made by the Library Director or a designated Board member.
- 4077.10** Confidential discussions of the board in executive session should be respected.
- 4077.11** All meetings of the board will be conducted under the laws pertaining to the Brown Act. (Govt. Code 54950 to 54961.)



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Membership in Associations  
**POLICY NUMBER:** 4080

**4080.1** The Board of Trustees will ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and will look upon such memberships as an opportunity for in-service training.

**4080.2** The Board of Trustees will maintain membership for each Trustee and the Library Director in the California Special Districts Association and will insure that annual dues are paid when due.

**4080.3** The Board of Trustees will maintain membership for the District in the Independent Special Districts of Orange County and will insure that annual dues are paid when due.

**4080.4** The Board of Trustees will maintain membership for each Trustee and the Library Director in the California Association of Library Trustees and Commissioners and will insure that annual dues are paid when due.

**4080.5** The Board of Trustees will maintain membership for the Library Board President and each full-time professional librarian in the American Library Association and will insure that annual dues are paid when due.

**4080.6** The Board of Trustees will participate in the Orange County Council of Governments and designate a Trustee to attend the monthly meetings.

**4080.7** The Board of Trustees will participate in the Orange County Special Districts Selection Committee to elect Special representatives to the Orange County Local Area Formation Commission and its committees.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Support Organizations

**POLICY NUMBER:** 4085

**4085.1** Two independent, not-for-profit organizations have been established by Library supporters to supplement the Library's revenue, public relations activities, programs, and volunteer recruitment.

**4085.1.1** Both of these organizations are certified as non-profit corporations by the California Secretary of State, and have been granted 501 (c) (3) status by the Internal Revenue Service. This means that donations to both of these organizations are tax deductible.

**4085.1.2** Both organization are managed by Boards of Directors which are self-perpetuating and operate in close cooperation with, but administratively independent of, the Library Board of Trustees.

**4085.1.3** The Library Director is an *ex officio* member of both Boards of Directors.

**4085.1.4** Placentia's public library is designated as the sole beneficiary of the activities of both of these organizations.

**4085.1.5** The Library provides administrative support to both of these organizations through the active participation of the Library Director, Administrative Assistant, and Volunteer Coordinator.

### **4085.2** Friends of Placentia Library

**4085.2.1** The Friends of Placentia Library was established in 1968. Its mission is to foster closer relations between the Placentia Library and the citizens of Placentia, and to support the functions, resources and needs of the Library.

**4085.2.2** The Friends of Placentia Library is a membership organization. It conducts day-to-day fundraising through book sales, membership contributions, and special events to fund current-year programs and projects for the Library. The Friends conducts an annual Author's Brunch in support of the Adopt-A-Book program of Placentia Library Foundation.

**4085.2.3** Friends of Placentia Library grants and gifts to the Library are coordinated through the Library Director.

**4085.2.4** The Library Board of Trustees sends a representative to each Friends of Placentia Library Board Meeting to encourage the Friends in its activities, and to keep an open channel of communication between the two boards.

**4085.2.5** The Friends of Placentia Library President or a designated representative is encouraged to attend and make a report at each Library Board of Trustees Regular Meeting.

**4085.2.6** The Board of Directors of the Friends of Placentia Library appoints one of its members to the Placentia Library Foundation Board of Directors.

### **4085.3 Placentia Library Foundation**

**4085.3.1** Placentia Library Foundation was established in 1994. Its mission is to ensure the future provision of resources and services at Placentia Library District through building and managing endowment and capital funds, and providing grants to the Placentia Library District from these funds. Specific programs supported by the Foundation include: The Library's collection of books, magazines and audiovisual materials; the Library's reference and information services; the Library's facilities and equipment; and special Library projects.

**4085.3.2** Placentia Library Foundation is not a membership organization. It raises money through an annual giving campaign for individuals and corporations, and a planned giving program. The main projects of Placentia Library Foundation are the Adopt-A-Book program for the purchase of current-year books and magazines, and the Book Endowment Program for long term financial security. The Foundation offers named endowment programs designed around each donor's specifications. The Foundation also seeks grants in support of Library programs, services, and facilities.

**4085.3.3** Placentia Library Foundation grants and gifts to the Library are coordinated through the Library Director.

**4085.3.4** The Library Board of Trustees appoints two (2) of its members to the Placentia Library Foundation Board of Directors at the Library Board's December annual meeting each year.

**4085.3.5** The Friends of Placentia Library Board of Directors appoints one (1) representative to the Placentia Library Foundation Board of Directors.

**4085.3.6** The Placentia Library Foundation Board of Directors appoints additional directors for terms of office specified in the By-laws of the Foundation.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Training, Education, and Conferences  
**POLICY NUMBER:** 4090

**4090.1** Members of the Board of Trustees are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Hence, there is no limit as to the number of Trustees attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

**4090.1.1** "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

**4090.2** It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

**4090.2.1** The Administrative Assistant is responsible for making arrangements for Trustees for conference and registration expenses and for per diem. Per diem, when appropriate, will include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Trustees, or which are billed to the District by Trustees, will be submitted to the Administrative Assistant, together with validated receipts.

**4090.2.2** Attendance by Trustees of seminars, workshops, courses, professional organization meetings, and conferences will be approved by the President of the Board of Trustees prior to incurring any reimbursable costs.

**4090.2.3** Expenses to the District for Board of Trustees' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Library Director and by:

**4090.2.3.1** Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

**4090.2.3.2** Trustees traveling together whenever feasible and economically beneficial.

**4090.2.3.3** Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

**4090.3** A Trustee will not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Trustee will not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**4090.4** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Trustees will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report will detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be available for the future use of other Trustees and staff.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 5010

**5010.1** Regular meetings of the Board of Trustees will be held on the first Monday following the eighteenth (18<sup>th</sup>) of each calendar month at 6:30 P.M. in the Conference Room of Placentia Library District, 411 East Chapman Avenue, Placentia. The date, time and place of regular Board meetings will be reconsidered annually at the annual organizational meeting of the Board.

**5010.1.1** Notification for regularly scheduled meetings of the Library Board of Trustees will be given by the delivery, by District staff, of the Agenda to the address of record as designated by each Trustee, at least seventy-two (72) hours before the meeting. A regularly scheduled meeting is one that falls on the date and time established by the Library Board of Trustees at its December meeting, or at a non-regular date and/or time that has been set by Board action at a regular Library Board meeting.

**5010.1.2** Requests to change the date and/or time of a regular meeting that occur after the previous Library Board Meeting, will be made to either the Library Board President or the Library Director. At the instruction of the Library Board President or the Library Director the Administrative Assistant will survey each of the Trustees by telephone or e-mail to check for availability for the proposed date and/or time. The survey results will be forwarded to the Library Board President who will make the final determination about the meeting date and/or time. In the absence of the Library Board President the Library Board Secretary will make this determination.

**5010.1.2.1** It is the expectation of the Trustees that there be unanimous consent to any change in date and/or time of a Board meeting. Exceptions to this expectation may be made by the Library Board President or Secretary only for extenuating circumstances.

**5010.1.3** The Administrative Assistant will notify each Trustee by telephone or e-mail about the final determination for the meeting date and/or time. The Agenda will be delivered by staff to the address of record as designated by each Trustee, at least seventy-two (72) hours before the meeting. The Agenda notebook for each meeting that was not pre-approved by Library Board action for an unusual date and/or time will use a red cover page and the meeting announcement on the Agenda will note the "Unusual Date and/or Time".

**5010.1.4** Except for emergency situations requests to change a Meeting date and/or time to an earlier date and/or time will not be honored if the Meeting date and time have been posted for the public. Posting generally occurs five to six calendar days before the Meeting. Once a Meeting has been posted it may be changed only to a later time and/or date. If an earlier time and/or date is needed a Special Meeting will need to be authorized by the Library Board President and posted and noticed to the media.

**5010.2** Special meetings (non-emergency) of the Board of Trustees may be called by the Board President.

**5010.2.1** All Trustees, the Library Director, Administrative Assistant and Public Services and Technical Services Managers will be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification will be in writing, delivered to them at least 24 hours prior to the meeting.

**5010.2.2** Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) will be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

**5010.2.3** An agenda will be prepared as specified for regular Board meetings in Policy #5020 and will be delivered with the notice of the special meeting to those specified above.

**5010.2.4** Only those items of business listed in the call for the special meeting will be considered by the Board at any special meeting.

**5010.3** Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Trustees may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Library Director, Board President or Board Secretary in the President's absence.

**5010.3.1** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) will be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Library Director, or his/her designee, will notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

**5010.3.2** No closed session may be held during an emergency special meeting, and all other rules governing special meetings will be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the Library Director or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting will be posted for a minimum of ten days in the District office as soon after the meeting as possible.

**5010.4** Adjourned Meetings. A majority vote by the Board of Trustees may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Trustees are present at any regular or adjourned regular meeting, the Library Director may declare the meeting adjourned to a stated time and place, and he/she will cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

**5010.5** Annual Organizational Meeting. The Board of Trustees will hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President and Secretary from among its members to serve during the coming calendar year, and will appoint the Library Director as the Board's Acting Secretary and Treasurer.

**5010.6** The Chairperson of the meetings described herein will determine the order in which agenda items will be considered for discussion and/or action by the Board.

**5010.7** The Chairperson and the Library Director will insure that appropriate information is available for the audience at meetings of the Board of Trustees, and that physical facilities for said meetings are functional and appropriate.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 5020

**5020.1** The Library Director, in cooperation with the Board President, will prepare an agenda for each regular and special meeting of the Board of Trustees. Any Trustee may call the Library Director and request any item to be placed on the agenda no later than 2:00 P.M. on the Sunday eight days prior to the meeting date.

**5020.2** Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Trustees, subject to the following conditions:

**5020.2.1** The request must be in writing and be submitted to the Library Director together with supporting documents and information, if any, no later than 2:00 P.M. on the Sunday eight days prior to the meeting date.

**5020.2.2** The Library Director will be the sole judge of whether the public request is or is not a "matter directly related to District business."

**5020.2.3** No topic which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

**5020.2.4** The Board of Trustees has established a five-minute limitation per person on the total time to be devoted to a public request or comment on any given issue at any meeting.

**5020.3** This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board will not discuss or take action on such matters at that meeting.

**5020.4** At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, will be posted conspicuously for public review within the District office.

**5020.4.1** The agenda for a special meeting will be posted at least 24 hours before the meeting in the same location.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Board Meeting Conduct  
**POLICY NUMBER:** 5030

**5030.1** Meetings of the Board of Trustees will be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", will be used as a general guideline for meeting protocol.

**5030.2** All Board meetings will commence at the time stated on the agenda and will be guided by same.

**5030.3** The conduct of meetings will, to the fullest possible extent, enable Trustees to:

**5030.3.1** Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

**5030.3.2** Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

**5030.4** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Trustees, will be as followed:

**5030.4.1** Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

**5030.4.2** No boisterous conduct will be permitted at any Board meeting. Persistence in boisterous conduct will be grounds for summary termination, by the Chairperson, of that person's privilege of address.

**5030.4.3** No oral presentation will include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference that tends to identify. All charges or complaints against employees will be submitted to the Board of Trustees under provisions contained in Policy #1030.

**5030.5** Willful disruption of any of the meetings of the Board of Trustees will not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

**5030.5.1** In such an event, only matters appearing on the agenda may be considered in such a session.

**5030.5.2** After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

**5030.5.3** Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, will be admitted to the remainder of the meeting.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Board Actions and Decisions  
**POLICY NUMBER:** 5040

**5040.1** Actions by the Board of Trustees include but are not limited to the following:

**5040.1.1** Adoption or rejection of regulations or policies;

**5040.1.2** Adoption or rejection of a resolution;

**5040.1.3** Adoption or rejection of an ordinance;

**5040.1.4** Approval or rejection of any contract or expenditure;

**5040.1.5** Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

**5040.1.6** Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

**5040.2** Action can only be taken by the vote of the majority of the Board of Trustees. Three (3) Trustees represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

**5040.2.1** A member abstaining in a vote is considered as absent for that vote.

**5040.2.1.1** Example. If three of five Trustees are present at a meeting, a quorum exists and business can be conducted. However, if one Trustee abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

**5040.2.1.2** Example. If an action is proposed requiring a two-thirds vote and 2 Trustees abstain, the proposed action cannot be approved because 4 of the 5 Trustees would have to vote in favor of the action.

**5040.2.1.3** Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Trustees must vote in favor of the appointment for it to be approved. If two of the four Trustees present abstain, the appointment is not approved.

**5040.3** The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Library Director.

**5040.3.1** The Chairperson will determine by consensus a Board directive and will state it for clarification. Should any two Trustees challenge the statement of the Chairperson, a voice vote may be requested.

**5040.3.2** A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the Library Director for review and recommendation, etc.).

**5040.3.3** Informal action by the Board is still Board action and will only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

# Placentia Library District

## **POLICY HANDBOOK**

**POLICY TITLE:** Review of Administrative Decisions  
**POLICY NUMBER:** 5050

**5050.1** The provisions of §1094.6 of the Code of Civil Procedure of the State of California will be applicable to judicial review of all administrative decisions of the Board of Trustees pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 will prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

**5050.2** This policy affects those administrative decisions rendered by the Board of Trustees governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

**5050.3** The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Trustees.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Minutes of Board Meetings  
**POLICY NUMBER:** 5060

**5060.1** The Library Director will keep minutes of all regular and special meetings of the Board.

**5060.1.1** Copies of a meeting's minutes will be distributed to Trustees as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes will be kept in the Library Administrative Office.

**5060.1.2** Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Trustees will be made. The device upon which the recording is stored will be kept in a fireproof vault or in fire-resistant, locked cabinet for ninety (90) days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

**5060.1.3** Motions, resolutions or ordinances will be recorded in the minutes as having passed or failed, and individual votes will be recorded. All resolutions and ordinances adopted by the Board will be numbered consecutively, starting new at the beginning of each fiscal year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) will be included in each meeting's minutes:

- Date, place and type of each meeting;
- Trustees present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Trustees;
- Time and name of early departing Trustees;
- Names of Trustees absent during any agenda item upon which action was taken;
- Summarial record of staff reports;
- Summarial record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;
- Complete information as to each subject of the Board's deliberation;
- Record of the vote of each Trustee on every action item;

Resolutions and ordinances described as to their substantive content and sequential numbering;

Record of all contracts and agreements, and their amendment, approved by the Board;

Approval of the annual budget;

Approval of all polices, rules and/or regulations;

Approval of all dispositions of District assets;

Approval of all purchases of District assets; and,

Time of meeting adjournment.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Rules of Order for Board and Committee Meetings  
**POLICY NUMBER:** 5070

### 5070.1 General.

**5070.1.1** Action items will be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

**5070.1.1.1** If a Trustee believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the chairperson. If the ruling of the chairperson is not satisfactory to the Trustee, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

### 5070.2 Obtaining the Floor.

**5070.2.1** Any Trustee desiring to speak should address the chairperson and, upon recognition by the chairperson, may address the subject under discussion.

### 5070.3 Motions.

**5070.3.1** Any Trustee, including the chairperson, may make or second a motion. A motion will be brought and considered as follows:

**5070.3.1.1** A Trustee makes a motion; another Trustee seconds the motion; and the chairperson states the motion.

**5070.3.2** Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the chairperson will call for the vote.

**5070.3.2.1** If the public in attendance has had an opportunity to comment on the proposed action, any Trustee may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

**5070.4 Secondary Motions.** Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

**5070.4.1 Motion to Amend.** A main motion may be amended before it is voted on, either by the consent of the Trustees who moved and seconded, or by a new motion and second.

**5070.4.2 Motion to Table.** A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

**5070.4.3 Motion to Postpone.** A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

**5070.4.4 Motion to Refer to Committee.** A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

**5070.4.5 Motion to Close Debate and Vote Immediately.** As provided above, any Trustee may move to close debate and immediately vote on a main motion.

**5070.4.6 Motion to Adjourn.** A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

**5070.5 Decorum.**

**5070.5.1** The chairperson will take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting or hearing.

**5070.5.2** The chairperson may also declare a short recess during any meeting.

**5070.6 Amendment of Rules of Order.**

**5070.6.1** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Materials Selection Policy  
**POLICY NUMBER:** 6010

### 6010.1 General.

**6010.1.1** Library Materials include but are not limited to books, e-books, magazines, newspapers, audio tapes, compact disks, video tapes, DVDs, photographs, maps, pamphlets and microforms.

**6010.2** Since Placentia Library District operates on a fixed annual budget and a limited library materials fund, it must emphasize standard materials and services of first importance in the broad pattern of operation. It must keep in mind first and foremost the needs of the general reader in the Placentia Library District service area. Its collection must be designed essentially for use and adaptation to new and changing conditions in the community, with wide appeal to all.

**6010.3** The selection of library material is the responsibility of the professional staff under the direction of the Library Director in accordance with the policies of the Board of Trustees.

**6010.4** The criteria listed below are to be used as guidelines by the selection staff as appropriate:

**6010.4.1** The overall purpose of the material is the chief criterion of selection.

**6010.4.2** Reputation and significance of the author.

**6010.4.3** Timeliness or permanence of the material.

**6010.4.4** Importance of the subject matter to the collection.

**6010.4.5** Authoritativeness.

**6010.4.6** Reputation and standards of the publisher.

**6010.4.7** Readability and popular appeal.

**6010.4.8** Quality of the writing.

**6010.4.9** Recommendation of title in selection aids.

**6010.4.10** Format of item.

**6010.4.11 Physical condition of material.**

**6010.5** A book or non-book material is not necessarily rejected on the basis of objectionable sections or pages, but may be rejected on the grounds of obscenity prevailing in the material as a whole. This is due to these facts:

**6010.5.1** There are few books that do not have sentences, paragraphs, or pages to which some group or individual can find objection.

**6010.5.2** It has been established in legal cases that a book must be judged as a whole and not on the basis of selections from it. The legal principle of the law pertaining to censorship established in Federal and States courts is that the question of obscenity must be determined by an appraisal of the predominant effect of a book read as a whole, and of its legitimate scientific or educational purpose.

**6010.6 Interpretation of Policy**

**6010.6.1** Questions concerning the scope and policies of an individual collection may be discussed with the Library Director. If there are complaints or comments about a specific title, one may fill out a complaint form and the matter will be discussed by the Library Board of Trustees at its next regularly scheduled meeting. Complaint forms are available at the Library Reference Desk.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Internet Access Policy

**POLICY NUMBER:** 6020

### 6020.1 General.

**6020.1.1** Electronic reference resources, including the Internet, are services provided by Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

### 6020.2 Requirements

**6020.1.1** Users of these services are required to register initially at the Reference Desk. Reservations may then be made at the reservation station, or at any unused Internet PC.

**6020.1.2** Each patron is guaranteed thirty (30) minutes of uninterrupted use per session, and will be given a ten (10) minute notice if another patron is waiting to use that machine. There is a maximum of three (3) hours use per day.

**6020.1.3** No more than two (2) people per terminal.

**6020.1.4** Only web-based email (i.e. Hotmail or Yahoo!Mail) is available.

**6020.1.5** Downloading materials from the Internet onto the computer hard drive is not allowed. Files may be printed or saved to 3½ inch floppy disks.

**6020.1.6** Patrons under the age of eighteen (18) will have access to “filtered” Internet only. Unfiltered access is available to adult patrons upon request.

**6020.1.7** Patrons using unfiltered access must use a computer with a privacy screen.

**6020.1.8** No personal peripherals may be attached to Library computers.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Public Internet Use Policy  
**POLICY NUMBER:** 6025

**6025.1** Placentia Library District does not monitor and has no control over information accessed through the Internet, and it cannot be held responsible for the Internet's content. The Internet and its available resources may contain material of a controversial nature. Placentia Library District neither censors access to materials nor protects users from information they may find offensive. Library users access the Internet at their own discretion and they are responsible for any access points they reach. Parents and guardians of minor children, not the Library or staff, are responsible for their child's use of the Internet through the Library connection.

**6025.2** Illegal activities or any other activities that are intended to interfere with or disrupt network users, services, or equipment are prohibited.

**6025.3** Materials obtained or copied on Placentia Library District's computer network may be subject to copyright laws which govern the making of reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use". Violation of the copyright law may subject the user to an action for damages and/or an injunction.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Circulation Policy  
**POLICY NUMBER:** 6030

**6030.1** Items borrowed from the Library are due on the date posted on the sign at the Circulation Desk when the items were checked-out.

**6030.2** Items are considered *returned* on the date they are checked in by the staff.

**6030.2.1** All items for the current day are checked in before the staff ends each work day.

**6030.2.2** Items returned in a bookdrop after the Library closes will be checked in the next day the Library is open.

**6030.2.2.1** In order to accommodate items left in a bookdrop after the Library closes on the due date, there is a 2-day grace period for all 3-week circulating items.

**6030.2.2.2** On the 3rd day fines are charged from the first day an item was overdue.

**6030.2.2.3.** There is no grace period for videos.

### **6030.3** Notification Process

**6030.3.1** Reminder notices are mailed to cardholders 7 days after an item's due date.

**6030.3.2** Invoices for the full cost of the item plus the processing fee are mailed 30 days after an item's due date.

**6030.3.3** If "Reminder", "Invoice" or "Fine" notices are returned by the Post Office as "undeliverable" the staff will attempt to contact the cardholder by telephone at the address in the Circulation System.

**6030.3.3.1** If the cardholder cannot be notified by telephone the account will be reported immediately to the collection agency with a \$15.00 surcharge added to the account's balance.

**6030.3.3.2** Accounts with invoices or 2nd fine notices that remain unpaid after 10 days from the date of the notice will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

**6030.3.3.3** Borrowers who return overdue/lost items in a bookdrop or at another library remain responsible for the accumulated fines and service charges. Notices are mailed for fine accounts.

**6030.3.3.4** Accounts for cardholders having more than \$10.00 in accumulated fines and who have not responded to the fines notices from the Library, will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

**6030.4** Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without the identification information and signature of the parent/guardian assuming financial responsibility for that card.

#### **6030.5** Returned Checks

**6030.5.1** Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$20.00 surcharge.

**6030.5.2** On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100, which ever is greater, and the account is immediately reported to the Collection Agency.

**6030.6** Only the Circulation Supervisor may clear accounts of any type that have been reported to the collection agency. There is a Circulation Supervisor on duty at all times when the Library is open for public service.

**6030.7** California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who wilfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

**6030.7.1** The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.

#### **6030.8** Telephone renewals and inquiries

**6030.8.1** To minimize overdue fines and/or lost item charges the Library recommends that you call the Circulation department at 714-528-1906 during the hours when the Library is open for public service to:

**6030.8.1.1** Verify the due date of an item.

**6030.8.1.2** Renew or request an extension of a loan period.

**6030.8.1.3** Report if an item is lost.

**6030.8.2** Overdue fines accumulate until each item is reported lost. Once it is reported lost the staff will search for the item for several weeks. If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.)

**6030.8.3** Notify the staff if you have received an overdue or fine notice that you believe is in error.

**6030.8.4** All calls regarding overdue or lost items should be directed to the Circulation Department at 714-528-1906. The Library Administrative Office does not have a terminal for the Circulation System. In order to assure accurate processing of circulation inquiries and requests the caller must talk with someone who can look at the account information in the circulation system.

**6030.8.5** Borrowers are responsible for paying overdue fines for items returned in the bookdrop after the due date.

**6030.9** Unpaid fines/fees in excess of \$5.00 will result in the suspension of borrowing privileges until the account is cleared.

**6030.10** Placentia Library District will loan library material to California residents with a valid driver's license or library card in accordance to Santiago Library System Interlibrary Loan Policy, Guidelines and Procedures, 1988.



# Placentia Library District

## POLICY HANDBOOK

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

### PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Reviewed July 26, 2004

#### FINES PER DAY

All Items ..... \$ .20

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

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

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

#### LOST MATERIALS DEFAULT\*

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

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

**SPECIAL SERVICES** ..... **PER ITEM**  
Library card replacement..... \$ 2.00  
Checkout with non-Library identification..... 1.00  
Laminating, per sheet ..... 1.00  
Printing, black ink, per page..... .10  
Photocopy, black ink, per page ..... .15  
Printing & Photocopy, color, per page..... 1.00  
Passport check preparation..... 2.00  
Test monitoring, per exam ..... 30.00

**MULTIPURPOSE ROOM**..... **PER DAY**

Up to four hours .....	\$ 35.00
Additional hours, in four hour increments .....	35.00
Set-up & clean-up combinatin .....	30.00
Set-up fee .....	20.00
Clean-up fee .. .....	20.00

**SURCHARGES**

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

**DAMAGES**

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



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Debit Card Policy  
**POLICY NUMBER:** 6037

**6037.1** A \$1.00 refundable deposit is charged for debit cards purchased at the vending machine. This amount is automatically added on to the vending value of the card at the time of purchase.

**6037.2** Refunds will be given at the Circulation Desk for any cards that are returned in clean, usable condition. In order to be considered "clean" and "usable" nothing may be written on the debit cards and they must not be bent or otherwise damaged.

**6037.3** Refunds will not be given for any value left on a debit card.

**6037.4** Loaner debit cards will be available for day use only upon deposit of the borrower's Placentia Library District Card, California Driver's License or ID, or another item of identification acceptable to the Circulation Supervisor on duty. The item of identification will be kept at the Circulation Desk while the borrower is using the loaner debit card.

**6037.5** Loaner debit cards must be returned to the Circulation Desk before Library closing on the day that they are borrowed. Failure to return a loaner debit card will result in the loss of future borrowing privileges.



# Placentia Library District

## **POLICY HANDBOOK**

**POLICY TITLE:** Beverage & Food Policy  
**POLICY NUMBER:** 6040

**6040.1** A beverage may be taken into the Library if it is in a sipper container and the lid is attached. Food and candy may also be eaten in the Library.

**6040.2** The lid must remain on a beverage container at all times.

**6040.3** A beverage may be kept at a table or study carrel — it may not be placed on the floor, taken into the book stacks, or kept at any computer terminal or workstation.

**6040.4** The Library user is responsible for cleaning-up any messes spills with his/her beverage or food. Clean-up supplies are available at the Circulation Desk.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Meeting Room Policy  
**POLICY NUMBER:** 6050

**6050.1** The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (businesses, realty, and energy) that are educational or cultural in nature provided that these activities are nonprofit, nonpartisan, and nonsectarian. The Board of Trustees has established the following conditions to govern the use of the Meeting Room.

**6050.2** A fee of \$35 (normally paid for the day of the meeting) is charged for each meeting or event held in the Meeting Room not exceeding four (4) hours in length. Meetings or events of more than four (4) hours will be charged an additional \$10.00 per each hour. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of Placentia Library, the City of Placentia, elected public officials for nonpartisan presentations and Red Cross First Aid classes for groups such as Girl Scouts, etc...

**6050.3** Application for use of the room will be made through the office of the Library Director on the form provided for that purpose. The office should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application without approval by the Library Director.

**6050.4** Cancellation of meetings is a mutual responsibility. Adequate advanced notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.

**6050.5** Permission to use the room is not transferable.

**6050.6** Fifty per cent of the membership of any organization granted use of the Meeting Room must be residents of the Placentia Library District. Admission will not be charged by groups using the room, except with the prior approval of the Board of Trustees, but regular fees or club dues may be collected. Exceptions to this rule may be applied to paid registrations necessary to cover expenses for institutes or special programs held in cooperation with the Library.

- 6050.7** Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for a Library function.
- 6050.8** Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after meeting. If the library staff has to set up chairs or return them an additional fee of \$15 is charged.
- 6050.9** The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.
- 6050.10** Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
- 6050.11** Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
- 6050.12** No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
- 6050.13** Meals may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posted kitchen-use rules. The Library does not have supplies available for the serving refreshments.
- 6050.14** The Library Director has the authority to require a refundable deposit for cleaning of the carpet if the planned activity has the potential of soiling the carpet beyond normal use.
- 6050.15** Alcoholic beverages are prohibited.
- 6050.16** The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes and endorsement of the policies or beliefs of the group by the Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization.
- 6050.17** The meeting Room cannot be used for music rehearsals and similar noise generating activities.
- 6050.18** Personal property brought to or into the Meeting Room by any user is done so at the user's risk.
- 6050.19** Permits may be revoked by the Library Director whenever there has been a violation of these rules.

**6050.20** The Meeting Room cannot be used for activities for personal profit, or, benefit, except in instances where the objectives of such event are related to the improvement or betterment of the Library. Vending of any article or service will not be permitted.

**6050.21** Evening meetings held in the Meeting Room must complete all closing requirements and vacate the room by midnight.

**6050.22** If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.

**6050.23** Capacity limitations: When used as one room, the maximum capacity will be 139 standing and seating will be limited to 100. When the room is divided, each side will be limited to 50 people.

**6050.24** The charge for Meeting and Conference Rooms by the same group will be \$35 for up to four hours and \$10 for each additional hour for each room used.

**6050.25** It is required when a group needs a key for the Meeting Room, that the responsible party sign the necessary form.

**6050.26** Organizations requiring the presence of a staff member, will incur the cost of that staff member's wages and benefits.

**6050.27** Equipment available for the Meeting Room

**6050.27.1** 74 Chairs

**6050.27.2** 10 Tables (6' x 2 ½')

**6050.27.3** 1 Lectern

**6050.27.4** 3 Wall Screens

**6050.27.5** 1 Laser Pointer

**6050.27.6** Piano

**6050.27.7** Television Set

**6050.27.8** 2 Flags (American and State flag)

**6050.27.9** Writing Board





# Placentia Library District

## **POLICY HANDBOOK**

**POLICY TITLE:** Patron Behavior & Latchkey Children Policy  
**POLICY NUMBER:** 6060

**6060.1** Loud, disorderly or disruptive behavior will not be tolerated. Offenders will be asked to leave the Library after two warnings.

**6060.2** Staff may call for Police assistance whenever the librarian-in-charge believes it is necessary.

**6060.3** The use of tobacco products in any form or other harmful substances will not be permitted anywhere on Library property.

**6060.4** If a child under age 14 is left unattended after hours and the parents cannot be reached, the Children's Librarian will call local law enforcement to pick-up and escort that child to the City of Placentia Police Station.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Public Behavior Policy  
**POLICY NUMBER:** 6065

The following rules help to maintain a comfortable environment for all Library users.

- 6065.1 Listening devices should not be audible to anyone but you.
- 6065.2 The Library is a no cell phone zone.
- 6065.3 No running, rowdy behavior or fighting. Video cameras are in use throughout the Library.
- 6065.4 No harassment of Library staff or patrons.
- 6065.5 There is a limit of four people at each study table. Furniture may not be rearranged or moved from one area to another.
- 6065.6 Shirts and shoes are required.
- 6065.7 Only assistive animals are permitted in the building.
- 6065.8 Bicycling, skateboarding, and roller skating on Library property are a safety hazard to others. Library users are required to carry skateboards, scooters, and roller blades while in the Library. Bicycles must be left outside at the bike racks.
- 6065.9 Snacks and covered drinks are permitted in the Library. Please place any trash in the wastebaskets provided.
- 6065.10 Patrons have the right to quietly study, read or work without interference.
- 6065.11 Library staff is not responsible for providing parental supervision.
- 6065.12 Individuals who do not respect the rights of others will be asked to leave the Library.

Adopted by the Library Board of Trustees, July 21, 2003



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Art Displays & Exhibits Policy  
**POLICY NUMBER:** 6070

**6070.1** Art objects and paintings for display must be approved by the Manager of Public Services or the Library Director.

**6070.2** Hangings should be scheduled on the Program Committee Master Calendar and are the responsibility of the exhibitors. Such activities are confined to hours when staff is scheduled to be in the Library.

**6070.3** Each displaying artist must sign a liability release agreement with the Library. This is to be coordinated by the Manager of Public Services or another member of the Staff Program Committee.

**6070.4** Art objects to be placed in the Library are not limited as to size and shape, but must not hinder the functions of the Library as defined by its Mission Statement. The art objects being displayed should enhance the surroundings and not hinder Library operations.

**6070.5** Most exhibits will be on display for one month.

**6070.6** Receptions are to be scheduled on the Program Committee Master Calendar and, if necessary, the Meeting Room Calendar.

**6070.7** No sales can be conducted in the Library and prices may not be included with individual items of art.

**6070.8** The exhibitor or organization arranging the exhibit is responsible for publicity including printing and mailing flyers or brochures and for any news releases.

**6070.9** The Library may negotiate a hiatus in the schedule of an exhibit to allow an exhibit of its own procuring to be exhibited.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Use of Facilities and Services by the City of Placentia  
**POLICY NUMBER:** 6080

**6080.1** The City of Placentia will pay no fee for the use of Library facilities when no Library personnel are required to make these facilities available. This includes both the Meeting Room and Conference Room.

**6080.2** Whenever Library staff is required to support City use of Library facilities then the City will pay the standard fee for that category of personnel.

**6080.3** Library cards may be issued to City departments when authorized to do so by the City department manager.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Travel Authorizations for the Internet Librarian 2004 Preconference Seminars and Conference

**DATE:** September 20, 2004

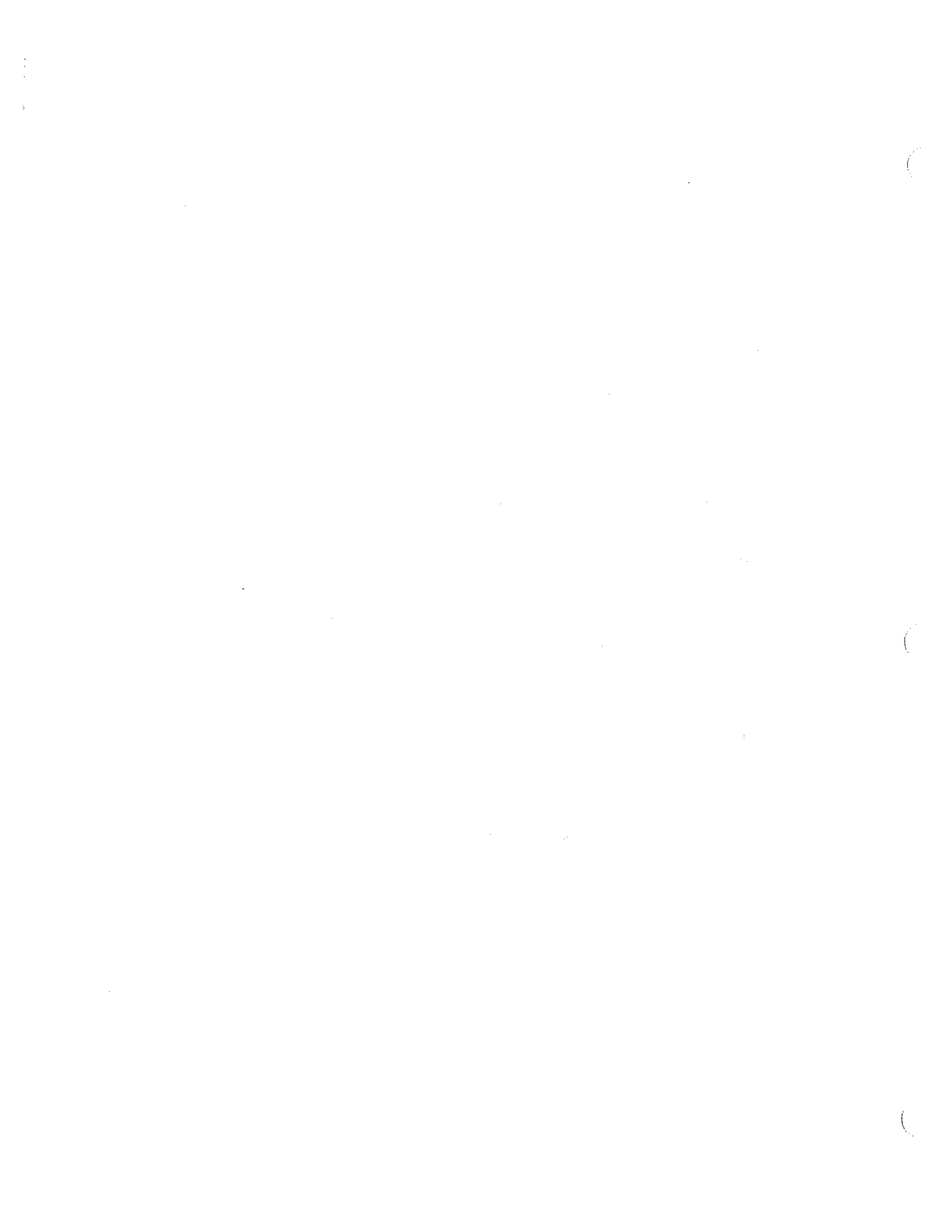
**BACKGROUND**

The Internet Librarian 2004 Conference is a national conference scheduled to be held in Monterey, CA from Saturday, November 13 through Wednesday, November 17, 2004. It includes a half-day pre-conference seminar on "Next Generation Library Web Sites" and a full day pre-conference on internet searching techniques. The general conference program contains many sessions on a wide range of internet topics including e-books, partnerships and collaborations and web design and development and search strategies. I am recommending this Conference for Technical Services Manager Julie Shook, with the registration, meal and miscellaneous expenses to be paid by the Santiago Library System (not to exceed \$1,140.50) training account and the hotel and air travel expenses being paid by the District (not to exceed \$1,257.45). The total cost is estimated not to exceed \$2,397.95.

The Travel Estimate is Attachment A.

**RECOMMENDATION**

1. Approve travel for Technical Services Manager Julie Shook to the Internet Librarian 2004 Preconferences and Conference, November 13-17, 2004 in Monterey, CA at a cost not to exceed \$2,397.95 with up to \$1,140.50 to be charged to the Santiago Library System Staff Development Account and up to \$1,257.45 to be paid by the District.



Placentia Library District  
Travel Estimate

Name: Julie Shook  
Event: Internet Librarian Conference  
Location: Monterey  
Fund: SLS Staff Development

Date	Fri 11/12/2004	Sat 11/13/2004	Sun 11/14/2004	Mon 11/15/2004	Tues 11/16/2004	Wed 11/17/2004	TOTAL
Registration		139.00	199.00	235.00			573.00
Hotel	191.49	191.49	191.49	191.49			957.45
Breakfast		10.00	10.00	10.00	10.00	10.00	50.00
Lunch	15.00	15.00	15.00	15.00	15.00	15.00	90.00
Dinner	25.00	25.00	25.00	25.00	25.00	25.00	150.00
Air/Train	300.00						300.00
Local Trans.	25.00	10.00	10.00	10.00	10.00	25.00	90.00
Mileage @ \$ .375	18.75					18.75	37.50
Parking/Tolls	15.00	15.00	15.00	15.00	15.00	15.00	90.00
Telephone							-
Misc.	10.00	10.00	10.00	10.00	10.00	10.00	60.00
<b>TOTAL</b>	<b>600.24</b>	<b>415.49</b>	<b>475.49</b>	<b>511.49</b>	<b>276.49</b>	<b>118.75</b>	<b>2,397.95</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *edm*  
**SUBJECT:** Authorization to request bids for a telephone system replacement  
**DATE:** September 30, 2004

**BACKGROUND**

The District has reached a critical problem with its telephone and voice mail system.

When the public service hours changed on September 7, 2004 the staff was able to change all of the voice mail messages to reflect the correct schedule of services. However, staff does not know how to change the programming that controls the timing of the system. The system's clock is set for our old operating hours and the phones for the public service desks get the "closed" message until NOON and all day Saturday – people can leave call back messages but they cannot directly access the public service desks. This is a major public service issue for the public and staff.

We have always had to have the manufacturer's representative come to make that type of change in programming. Now we are being told that the company no longer has any staff that knows how to change our system software and that the manufacturer is no longer in business. The District's telephone system is more than 15 years old and when the voice mail was added to the old system there were significant flaws in the operation. We have lived with those flaws for many years but now is the time to make a change.

I began collecting telephone replacement information several months ago because I was planning to incorporate the purchase into next year's budget. I am confident that we can get a replacement system for approximately \$8,000. There are adequate funds in this year's equipment budget to finance this purchase and I am recommending that we proceed with the selection process as quickly as possible.

**RECOMMENDATION**

Authorize the Library Director to request bids for the replacement of the District's telephone and voice mail system.




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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Library Director's Report  
**DATE:** September 20, 2004

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

- Aug 19 Met with Ken Hurd of CIR and Trustee Wood to look at the Meeting Room window treatment and discuss options.
- Aug 21 Attended meeting with the Independent Special Library Districts trustees and library directors at the Buena Park Library.
- Aug 23 Conducted Clerk I interviews.  
Attended Library Board Regular Meeting.
- Aug 25 Attended the Executive Director's Seminar at the Annual Conference for the Orange County Chapter of the Association of Fund Raising Professionals.
- Aug 26 Hosted a farewell breakfast at the Original Pancake House, Yorba Linda, for Donna Siloti.  
Attended the Council of Governments Annual Meeting at the Tustin Community Center.
- Aug 27 Attended the Special Districts Risk Management Authority Workshop in Ontario with Wendy Goodson. Topics were Workers' Compensation, employment practices and financial management.
- Sep 1 Met with Dinsmore Retirement Committee.
- Sep 2 Attended Planned Giving Round Table meeting in Costa Mesa with Jean Lasley. (We were late because we were rear-ended on the 55 Freeway.)  
Conducted Administrative Assistant Interviews. Position offered to Wendy Goodson.
- Sep 4 Passport duty.
- Sep 7 Ribbon Cutting and Reception for new hours.

Library Board Special Meeting.

Met with Dinsmore Retirement Committee

Sep 8 Attended Chamber of Commerce Networking Lunch and signed up to present the program on October 13

Sep 9 Attended Staff Appreciation Dinner

Sep 11 Presented book talk program for Methodist Church Women

Sep 14 Attended Chamber of Commerce Mixer at Hospice Care.

Sep 15 Met with Dinsmore Retirement Committee

Met with Foundation Donor Reception Committee

The following staff meetings were held:

Aug 25 Jim Roberts conducted meeting to set new meeting schedule (to accommodate the new public service schedule) and discuss his proposal for new staff shirts. Trustee Shkoler was present.

Sep 1 Set new meeting schedule, discussed issues around changing public service hours, introduced new staff and continued discussion of staff shirts.

Lunches with staff members:

Aug 19 Esther Guzman

Aug 24 Manny Perez



TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager  
 DATE: September 20, 2004

**SUBJECT: Program Committee Report for the month of August.**

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	15
<b><u>TYD Total</u></b>	<b>2</b>	<b>30</b>

***CHILDREN'S SERVICES***

Wed. PM Story Times	1	77
Thurs. AM Story Times	2	79
3-4 year-old music times	3	110
5-6 year-old music times	3	77
Lapsits	2	111
SRP Programs	2	214
Stories from India	1	11
Special Guest Story Time	2	164
Police Dept. Tour	1	50
Guide Dogs Visit	1	71
<b>TOTAL FOR August</b>	<b>22</b>	<b><u>1,004</u></b>
<b>YTD TOTAL</b>	<b>49</b>	<b><u>2,228</u></b>

<i>LITERACY SERVICES</i>	<i>August 2004-05</i>	<i>FY 2004-05 YTD</i>
Total Tutors	125	151
Total Students	143	159
Total Hours	936	2,735

For more detailed literacy statistics, see Agenda Item 35, pages 2 of 3 and 3 of 3.




Agenda Item 34

To: Elizabeth Minter, Library Director  
 From: Caroline Gurkweitz, Children's Librarian *CG*  
 Date: for Board Meeting September 20, 2004  
 Subject: **August Activities in the Children's Department**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	2	111
Story Time (a.m.) 3 - 6 year olds	2	79
Bilingual Story Time	4	40
Music Time 3 - 4 year olds	3	110
Music Time 5 - 6 year olds	3	77
Class Visits	0	0
School Visits	0	0
Summer Reading Program Events	2	214
Stories from India	1	11
Tuesday Night Story Time	1	77
Special Guest Story Time	2	164
Police Dept. Tour	1	50
Guide Dogs Visit	1	71
<b>Total</b>	<b>22</b>	<b>1004</b>



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: September 20, 2004

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

**Tutor Training.** The Literacy Coordinator conducted one regular workshop and two accelerated ones in August and six tutors were trained, two teens and four adults. All new tutors are presently matched or are being matched. The next tutor training is scheduled September 19, 2004.

**Families for Literacy (FFL) Program Status.** There will be no FFL programming in July and August, 2004.

**Placentia Rotary Reading Enrichment Program (PRREP).** PRREP ended in May this year and it was once again a highly successful program. This past school year, FY 2003-04, more than one hundred high school students from El Dorado and Valencia High Schools tutored more than 120 grade school students. We also had El Dorado PRREP volunteers helping after school at Brookhaven Elementary and Valencia PRREP volunteers helping again at Van Buren Elementary. We plan to start PRREP up again this coming September.

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

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI was active this past school year at three elementary schools: Rio Vista, Ruby Drive, and Tynes. We had Federal Work Study staff at all three sites and, at Rio Vista alone, they helped in 34 classrooms. ELLI will not be active this summer, but will start again in the fall.

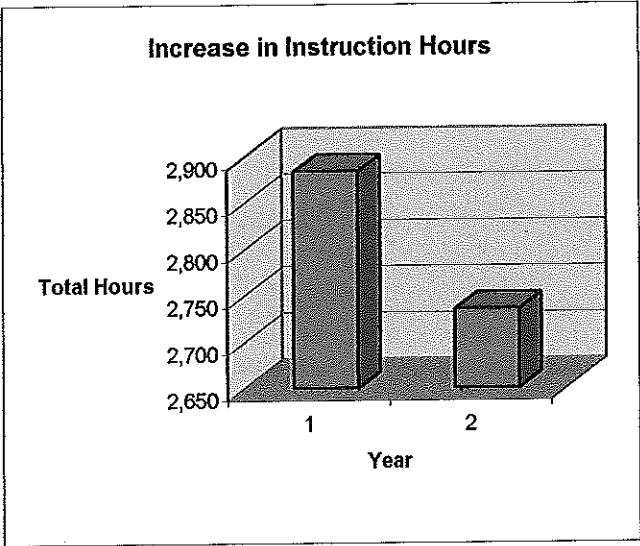
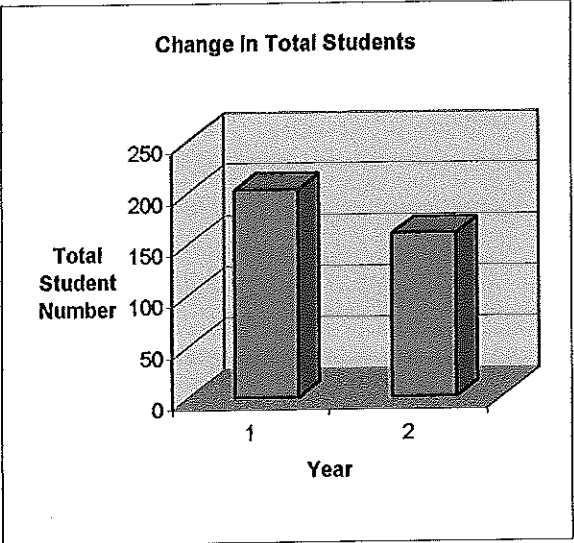
**Grant Update.** Our grant writers, Machoskie & Associates completed a Grant Tracker spreadsheet and sent letters of inquiry to the following: Starbucks Foundation; Bill & Melinda Gates Foundation; Microsoft; Barbara Bush Foundation; Hasbro Children's Foundation; Lumina Foundation for Education; Knight Foundation Community Partners; Ruddle Memorial Youth Foundation; Staples Foundation for Learning; Wallace Foundation; and George Hoag Family Foundation.

**Literacy statistics.** See Agenda Item 35, Pages 2 of 3, and 3 of 3.

## Placenta Library Literacy Services

Report of Growth and Progress

	Aug 03-04	Aug 04-05	YTD 03-04	YTD 04-05
<b>Tutors</b>				
Adult	89	73	91	94
Teen	53	52	57	57
Hours Instruction	1,404	936	1,884	2,675
Other Volunteer Hours	96	60	144	120
Total Hours	1,452	996	3,028	3,795
<b>Training Workshops</b>				
Workshops Held	2	2	4	5
Tutors Trained	11	6	18	25
<b>Students</b>				
With Adult Tutors	89	76	130	98
With Teen Tutors	59	67	61	67
In Groups	0	0	0	0
Total Active Students	148	143	191	165
<b>Families for Literacy</b>				
Family Students	8	19	8	19
Family Tutors	11	10	11	10
Hours of Instruction	15	80	30	160
<b>ELLI Program</b>				
K-6th Grade Students	0	0	0	0
Tutors for K-6th Grade	0	0	0	0
Hours of Instruction	0	0	0	0
<b>Total Tutors</b>	142	125	148	151
<b>Total Students</b>	148	143	202	159
<b>Total Instruction Hours</b>	1,404	936	2,884	2,735







To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

Date: September 20, 2004

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

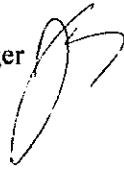
In August, the Placentia Library District had 36,287 "hits" on the Web Site, an average of 1,171 a day. The following are our year to date statistics of the most hits:

Pages Visited	July 04	Aug 04				
Borrowers	215	248				
Friends	147	129				
District	156	214				
Kids	230	220				
Foundation	118	170				
History Room	192	232				
Literacy/CLC Logo	180	182				
Passports	484	350				
Poet Laureate	498	456				
Total Views Most Hits	2,220	2,201				

Total Most Hits YTD      4,421



**TO:** Elizabeth Minter, Library Director  
**FROM:** Julie Shook, Technical Services Manager  
**DATE:** September 20, 2004  
**SUBJECT:** Technology Report for August 2004



The planned date of the upgrade of our automation system to Horizon 7.3.1a is still scheduled for September 2, 2004.

The four replacement computers were installed on the network.


The print-vending software was installed on the public computers, and after a few problems, seems to be working smoothly.

Our ebooks are now available through the library catalog. We currently have over 160 titles, with 60 more titles backordered.

Our internet access was down for 2 ½ days, from August 22 to mid-day August 24. There was a problem with our Netopia Cayman Broadband Gateway box.



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: September 20, 2004

**SUBJECT: Publicity materials produced for August 2004**

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

*Note: Animation added to slides*

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. New Library Hours Coming Soon
6. Labor Day Closure
7. Library Departments
8. Friends of Placentia Library Used Bookstore
9. Bookstore Volunteers Needed
10. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday, Hours and Dates
11. Summer Reading Program Registration
12. Summer Reading Program Events
13. Library Hours
14. New Library Hours Coming Soon
15. Labor Day Closure
16. Literacy Services Logo
17. Literacy Program Tutors Needed
18. Library Tours
19. Library Tours Schedule
20. Identity Theft Program
21. Library Hours
22. New Library Hours Coming Soon
23. Labor Day Closure
24. Telephone Renewal Instructions
25. Wi Fi Here Now
26. Apply for your passport at Placentia Library
27. Passport Hours
28. Placentia Historical Afghan Sale
29. CERT Informational Program
30. Library Hours
31. New Library Hours Coming Soon
32. Labor Day Closure
33. Placentia's Newest Local History For Children & Adults
34. Lapsit Storyhours
35. Story Times, ages 3-6
36. Bilingual Story Times
37. Music Times, ages 3-4
38. Music Times, ages 5-6
39. Story Time at Home, *Tumblebook Library*
40. Library Hours
41. New Library Hours Coming Soon
42. Labor Day Closure
43. Summer Reading Program Registration

44. Summer Reading Program Events
45. [www.placentialibrary.org](http://www.placentialibrary.org), 24/7 Reference, the Library Catalog
46. [www.placentialibrary.org](http://www.placentialibrary.org), Online Resources
47. Placentia History Room Hours
48. Placentia History Room Displays
49. Placentia History Room Collections
50. Placentia History Room Archival Resources
51. Labor Day Closure
52. New Library Hours Coming Soon

**General Newspaper articles published:**

1. Placentia Railway Project Funds OKd
2. Placentia Makes \$4.4 Million Sales
3. Placentia Fee on Hold
4. Placentia City Elections (3)
5. Placentia Accolades Stretching Across the Nation
6. Neighbor
7. A Simple Solution
8. Placentia Loan Request
9. Mixed Signals on Rail Project
10. On-Trac Spending
11. Placentia's OnTrac Off the Rails by Millions
12. Yorba Linda Water Facilities
13. Placentia Police Car
14. Placentia Considers Funding for Rail Plan
15. Placentia Rail Consultants to defer \$338,200 in Pay
16. Farewell Dominguez
17. Placentia OCTA Loan
18. Los Alamitos city Manager Makes Move to Oversee Placentia Library
19. O.C. Metro Awards & Recognition
20. New Spaces for Old Places
21. News-Times Racks Around the Town
22. Dominguez: Placentia Last Stop Before Retirement
23. Placentia OK's Additional \$6.9 Million for Rail Work
24. Placentia Teacher Cuts
25. Placentia Street Closure
26. Placentia Middle School
27. Dominguez to Take Job With City of Placentia
28. Placentia Raising Money
29. Placentia Police Promotions
30. Placentia Learning Disabilities
31. Placentia Disaster Preparedness
32. Placentia Golf Lessons


**Library Newspaper articles published:**

1. Library Board Approves 18 More Hours a Week
2. Library's History Room Open 2 Days (1)
3. Placentia Library Seeking Volunteers (3)
4. Neighbor/Foundation
5. Bargain Prices Set for Used Book Sale (2)
6. Library Lassoing Summer Reading Fun
7. Thursday Story Time
8. Sunday Used-Book Sale
9. Monday Cartooning
10. Library Elections (4)
11. Check Out Safety Talks at the Library

**Flyers and Notices:**

1. Foundation Annual Giving Campaign Solicitations (2)
2. Foundation thank you cards, new hours & save the date inserts, and ID cards are sent out
3. Friends membership thank you letters are sent out with membership cards
4. Second Sunday Book Sale Flyer
5. Upcoming Events Bulletin Board
6. Labor Day Closure
7. CERT Training Information Flyers
8. Invitations for Grand Re-Opening/Ribbon Cutting Ceremony
9. National Library Card Month Invitations

Welcome to Placentia Library District



411 East Chapman Avenue  
Placentia, CA 92670-6198  
714-518-1906 Ext. 210  
[www.placentialibrary.org](http://www.placentialibrary.org)

Placentia Library  
Board of Trustees

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

Placentia Library  
Board of Trustees

Upcoming Meeting Schedule:

Monday, Aug 23 at 6:30 P.M.  
Monday, Sep 20 at 6:30 P.M.  
Monday, Oct 18 at 6:30 P.M.  
Monday, Nov 22 at 6:30 P.M.


Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

**Watch for new  
Library hours!  
COMING SOON!!**

**The Library Will Be CLOSED**


**Sunday, Sep 5<sup>th</sup>**  
and  
**Monday, Sep 6<sup>th</sup>**  
for  
**LABOR 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](http://www.placentialibrary.org)

**USED BOOKSTORE**



☐ Staffed entirely by Volunteers  
☐ Located in the Library lobby

**GREAT BARGAINS!!**



**Bookstore Volunteers Needed!**

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


*Please call Lorraine 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: Aug 8, Sep 12, Oct 10, Nov 14

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

**Summer Reading Program**

**STAMPEDE TO READ**

and

**HIDE A WILD TALES**

**June 21<sup>st</sup> - August 18<sup>th</sup>**

**Summer Reading Program**

**Special Summer Events**

• June 21	Mon. at 6:30 P.M.	Seal Puz - Stories and music of Latin America!
• June 30	Wed. at 2:00 P.M.	Jessica Platt - Cinderella Story!
• July 7	Wed. at 1:00 P.M.	Rudy's Science - Science All Around Us!
• July 14	Wed. at 1:00 P.M.	Richard Dwyer - Treasure Hunting!
• July 19	Mon. at 6:30 P.M.	David Cowie - Juggling!
• July 26	Mon. at 6:30 P.M.	Gary Franke - Music!
• August 9	Mon. at 6:30 P.M.	Jim Gilbert - Cartwheeling!
• August 18	Wed. at 1:00 P.M.	Tony Decker - Magic!

**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

**Watch for new Library hours!**

**COMING SOON!!**

**The Library Will Be CLOSED**



**Sunday, Sep 5<sup>th</sup>**

and

**Monday, Sep 6<sup>th</sup>**

for

**LABOR DAY**

**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:  
Sep 12<sup>th</sup> & Oct 3<sup>rd</sup> & Nov 7<sup>th</sup>

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

**New!!!**

**PLACENTIA LIBRARY TOURS**

**It's EVERYTHING you ever wanted to know about the Library but were afraid to ask!**






**PLACENTIA LIBRARY TOURS**

★ 2<sup>nd</sup> Sunday of every month  
Aug 8, Sep 12, Oct 10, & Nov 14

★ 2:00-2:30 PM

★ Sign up at the Reference Desk



**Identity Theft**

**KEEPING PRIVATE INFORMATION PRIVATE!**

Nilda Berndt from the Placentia Police Department will share information on identity theft. She will be offering tips on what individuals can do to protect access to personal information.

Monday, August 2<sup>nd</sup> from 7:00 to 8:30 P.M.  
in the Placentia Library Meeting Room.  
Relax with a snack while listening to an expert.

**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

**Watch for new  
Library hours!  
COMING SOON!!**

**The Library Will Be CLOSED**


**Sunday, Sep 5<sup>th</sup>**

and

**Monday, Sep 6<sup>th</sup>**

for

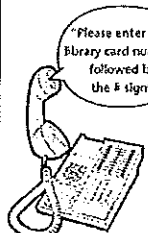
**LABOR DAY**



Renew your books  
by phone  
Using Telecirc

**714-765-1775**  
*11 hours a day 17 days a week*

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




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

**What Here Now!**


**Bring Your Library**

**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	12:00 - 8:30 P.M.
Tuesday	12:00 - 8:30 P.M.
Wednesday	12:00 - 8:30 P.M.
Thursday	10:00 A.M. - 5:30 P.M.
Friday	CLOSED
Saturday	10:00 A.M. - 2:00 P.M.

Placentia Library is an official U.S. Department of State  
Passport Acceptance Agency  
For Passport information  
call 916-1996 Ext. 263 or visit the Library Website [www.placentialibrary.org](http://www.placentialibrary.org)



**Placentia Historical Afghans**



Green X Cranberry X Blue

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

*Proceeds support the Placentia History Room*

**Community Emergency Response Training (CERT)**

Tuesday, August 17<sup>th</sup> from 7:00-8:30 P.M.

In the Placentia Library Meeting Room, Nilda Berndt of the Placentia Police Department will share information on the CERT program run by the city of Placentia. CERT training helps local citizens know the best ways to help themselves and their neighbors in case of emergency. There will be snacks available. Don't miss it!


**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED


**Watch for new  
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**Sunday, Sep 5<sup>th</sup>**  
and  
**Monday, Sep 6<sup>th</sup>**  
for  
**LABOR 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 Lix Baecker*

Ages newborn 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.



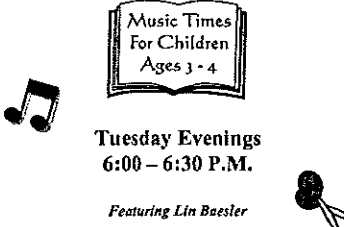
*Presented by Lix Baecker  
No pre-registration required - no charge*

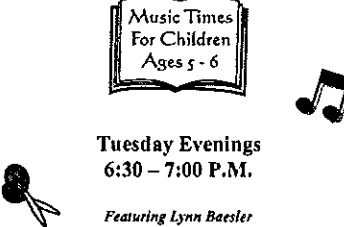
**NEW** Spanish Bilingual Story Times Ages 6 & Up **NEW**

Wednesday Evenings  
6:15 - 6:45 P.M.

*Presented by Lix Baecker  
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 Lynn Baesler*  
*No pre-registration required – no charge*


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

**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

**Watch for new  
Library hours!  
COMING SOON!!**

**The Library Will Be CLOSED**  
  
**Sunday, Sep 5<sup>th</sup>**  
 and  
**Monday, Sep 6<sup>th</sup>**  
 for  
**LABOR DAY**



**Summer Reading Program**

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**STAMPEDE TO READ**  
 and  
**RIDE A WILD TALK**

**June 21<sup>st</sup> – August 18<sup>th</sup>**

**Summer Reading Program**

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**Special Summer Events**

• June 21	Mon. at 6:30 P.M.	Soul Paz - Stories and music of Latin America!
• June 26	Wed. at 2:00 P.M.	Jascece Flint - Cinderella Stories!
• July 7	Wed. at 1:00 P.M.	Rody's Science - Science All Around Us!
• July 14	Wed. at 1:00 P.M.	Richard Dwyer - Treasure Hunting!
• July 19	Mon. at 6:30 P.M.	David Crutcher - Juggling!
• July 26	Mon. at 6:30 P.M.	Gary Ferruccio - Music!
• August 3	Mon. at 6:30 P.M.	Jan O'Brien - Crossword!
• August 10	Wed. at 1:00 P.M.	Troy Dworkin - Magic!

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

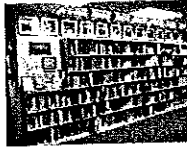
**The Library Catalog**  
 You can look up what books are available at the Placentia Library, as well as Yorba Linda Library, and all of the Anaheim Library branches. *(no library card number needed)*

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

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

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

**Placentia History Room**



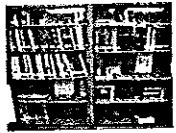
Staffed and Managed  
by Volunteers

**Hours**  
Monday & Wednesday  
6:00 -- 9:00 P.M.  
*Open hours by special arrangement*

**Placentia History Room**

Displays currently featuring

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



**Placentia History Room**

Historical Collections Include

📖 Bancroft's historical series	📖 Local citrus label collection
📖 Local oral histories	📖 Spanish made cannonball - possibly from the 1769 Portola Expedition
📖 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 Atwood Yacht Club memorabilia	📖 Virginia Carpenter photograph collection
📖 Assorted Samuel Loeb Kramer maps and papers	📖 Placentia Courier negative collection
📖 Article 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 paper and scrapbook (1945-1970)	

**The Library Will Be CLOSED**

**Sunday, Sep 5<sup>th</sup>**  
and  
**Monday, Sep 6<sup>th</sup>**  
for  
**LABOR DAY**



**Watch for new  
Library hours!  
COMING SOON!!**

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

The Register  
Daily

AUG - 3 2004

**TOPICS  
OF INTEREST**

**CITIES**

<sup>332</sup>  
**Placentia railway  
project funds OKd**

Placentia received final authorization Friday to spend a \$3.5 million federal grant on improving safety at eight railroad crossings so train operators will no longer have to blow their whistles.

The grant will pay Burlington Northern-Santa Fe Railway for installing flashers, overhead signals and other safety devices. The city will reconstruct intersections to make it harder for drivers to try to beat trains across.

The long-awaited approval lets the city seek bids for construction work.

The state Department of Transportation needs to sign an agreement with the city so the federal money can be spent. The signing is expected to take up to 10 days.

- Heather McRea  
(714) 704-3796

**pacific clippings**

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<sup>331</sup>  
**PLACENTIA**

**Fee on hold:** The city has indefinitely postponed the public hearing Aug. 17 on a proposed sewer fee that would be added to water bills. A hearing notice had been mailed to users. City Attorney Tom Nixon said it was the "consensus of the staff" to hold off so the fee plan could be fine-tuned. (714) 993-8117.

- Heather McRea  
(714) 704-3796  
hmcree@ocregister.com

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The Register  
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AUG - 4 2004

**Placentia makes  
\$4.4 million sales**

<sup>332</sup>The Placentia City Council sold three downtown properties for \$4.4 million Tuesday night, giving a much-needed injection to its depleted cash reserves.

City officials estimated that Placentia would start the 2004-05 fiscal year with about \$775,000 in cash reserves, less than 3 percent of its budget.

Two of the parcels were purchased by TOD Properties, LLC for \$3.7 million. The company has an exclusive agreement to propose a downtown redevelopment plan in the next two years.

TOD Properties wants to use one of the properties for housing. It would be the first project in a plan that includes housing, retail and office space anchored by a Metrolink station.

- Heather McRea  
(714) 704-3796

**pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly

AUG 0 5 2004

**Library board approves  
18 more hours a week**

<sup>332</sup>Starting Sept. 7, the Placentia Library will be open Saturdays and for additional hours on Mondays, Tuesdays and Wednesdays.

The library's Board of Trustees agreed Tuesday to the staff plan for additional hours, once it was sure the state budget was passed and would not take more money than expected from the spe-

cial district.  
Here are the new hours:  
▶ 9 a.m. to 9 p.m. Mondays, Tuesdays, Wednesdays  
▶ 9 a.m. to 6 p.m. Thursdays  
▶ 9 a.m. to 5 p.m. Saturdays  
▶ 1 to 5 p.m. Sundays

The library is hiring two part-time people to staff the added hours. It will continue to be closed Fridays.

- Heather McRea

**pacific clippings**  
post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly

AUG 0 5 2004

**COMMUNITY  
HAPPENINGS**

<sup>332</sup> TODAY

Story time presented by Lin Baesler for ages 3 to 6 from 10:30 to 11 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

FRIDAY

Canasta players meet at 12:30 p.m. at the Senior Center, 134 Bradford Ave. Call (714) 986-2332.

SATURDAY

Falun dafa, Chinese exercise, is offered from 8:30 to 10:30 a.m. Saturdays and Sundays at Tri-City Park, 2301 N. Kraemer Blvd. Free. Call (714) 307-9485 or see [www.falun-dafa.org](http://www.falun-dafa.org).

SUNDAY

Used-book sale from 1 to 4 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

MONDAY

Cartooning program presented by Jim Gilbert at 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

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**pacific clippings**  
post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly

<sup>332</sup> AUG 0 5 2004

**Bargain prices set  
for used-book sale**

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Sunday at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to its lobby sales and book store, the group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices. Enter from loading dock area.

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

**pacific clippings**  
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Daily

<sup>331</sup>  
**PLACENTIA** AUG 0 7 2004  
City elections: The deadline for nominating a

city treasurer was extended to 5 p.m. Wednesday because incumbent Carolyn Davis did not file by Friday. Challengers Lee Castner and Greg Sowards have filed papers to put their names on the Nov. 2 ballot. City Council members Scott Brady, Judy Dickinson and Connie Underhill filed to run for re-election, so nominations for those races are closed.

- Heather McRea  
(714) 704-3796  
hmcree@ocregister.com



# Placentia accolades stretching across the nation

**F**rom near and far, news of honors and awards bestowed upon our Placentia scholars has been received, and we'd like to recognize their accomplishments.

**Brian Valenzuela**, a student at the University of San Diego, was selected for Mor-tar Board, a national honor society recognizing students for outstanding achievement in scholarship, leadership and service. Valenzuela, who will be a senior this fall, is an ac-counting major and concu-rrently earning a master's de-



**ELEANORE RANKIN**  
NEIGHBORHOOD NEWS

gree in accounting and financial management.

His long-range goal is to start his own business, an accounting practice.

And across the country in Worcester, Mass., **Melodee H. Beals** has been named to First Honors on the Clark University Dean's List. This selection marks outstanding

academic achievement during the spring 2004 semester.

**Beals**, a graduate of El Do-rado High School, is a mem-ber of the university's Class of 2004 and studies theater arts. To be eligible for the honors, students must have a grade-point average of 3.8 or higher.

\*\*\*

**JeNiel Hebson**, newly ap-pointed Manager of the Pla-centia branch of American First Credit Union, assisted by both **Catherine Davis**, business development rela-tions officer and **Janet**



**JeNiel Hebson**

**Rombi**, business development manager, recently hosted the

mixer for the Chamber of Commerce at El Torito Res-taurant.

The event brought Cham-ber members together with several other staff members and preferred customers of American First Credit Union making for a lively gathering enjoyed by all.

Back at home, **Luis Lara** of Valencia High School was among one of 150 Southern California students awarded \$1,000 scholarships at the 15th annual Ronald McDo-nald House Charities/His-panic American Commitment to Educational Resources awards luncheon held in Los

Angeles.

This scholarship program was established 15 years ago by a group of concerned McDonald's owner/operators to address and reverse the growing drop-out rate and low college enrollment of His-panic high school students. The program assists promis-ing students in overcoming fi-nancial obstacles that may prevent them from realizing their education goals.

\*\*\*

**Wendy S. Iskendarian**, a graduate of El Dorado High School, has graduated summa cum laude from Po-mona College with a bachelor of arts degree in chemistry and music. While a student at Pomona, Iskendarian won the Pomona College Concerto Competition in 2002, per-forming Beethoven's Piano Concerto No. 3.

A Fulbright Scholar, she will spend the 2004-05 aca-demic year in Zurich, Swit-zerland, where she will join a research group at the Uni-versity of Zurich's Institute of Organic Chemistry. She has been accepted for gradu-ate studies in chemistry at Massachusetts Institute of Technology.

\*\*\*

**Peggy Hammer** served once again on the 25-member screening committee that selected the region's best and brightest graduating high school seniors entering Cali-fornia State Fullerton as

# NEIGHBOR

FROM PAGE 14

President's Scholars. This is the most prestigious status the university accords incoming students.

"Over 600 applicants vied for the scholarship," said Hammer, who has served on the screening committee since 1986. Hammer said the selection process was made all the more difficult this year because budget cuts reduced the number of applicants that could be chosen.

Fifty of the 600 applicants were interviewed, and only 10 made the final selection.

Established in 1979, the President's Scholars program recognizes and attracts a distinguished group of academically accomplished students from a wide geographic area. Full tuition fees, a \$750 stipend for up to four years' worth of books and other benefits, such as free parking and consideration for on-campus housing, are provided for as long as they are enrolled full-time, maintain a 3.5 grade-point average and contribute to university and community activities.

\*\*\*  
It's in the mail! Well, almost.

The Placentia Library Foundation's annual giving campaign brochure for the library is now under way and will soon come to rest in your mailbox.

After months of planning by foundation members, the



COURTESY OF LARANNE MILLONZI  
**PLACENTIA LIBRARY** Foundation board members, from left, Richard DeVecchio, M.A. McHenry, Michael Ebenhoch, Eleanor Rankin and Jean Lasley put finishing touches on the annual Giving Campaign.

brochure is designed and developed to make the needs of the library known to its patrons. Members of the board, including me, hope you will respond generously.

Questions may be directed to President **Jean Lasley** at the library, (714) 528-1925; Ext. 203.

\*\*\*

Firefighters and police officers mingled with the crowd of more than 100 well-wishers attending the fourth annual Chamber of Commerce Police and Firefighters Breakfast last week at the Alta Vista Country Club. Family 1 Federal Credit Union sponsored the event, with Placentia Round Table Women's Club members providing table centerpieces.

**Glenn Baldwin** introduced the featured speaker, **Pete Mitchell**, author of "Modern Day Heroes in Defense of America."

Eagle trophies for out-

standing service were given to Detective **Corinne Loomis** and Field Training Officer **Bryce Angel** with the Placentia Police Department; Capt. **Randy Adamson**, a paramedic with Placentia Engine 34; and reserve firefighter **Zachary Wells**, with Fire Station 10 in Yorba Linda.

Award presenters were Placentia Police Chief **Russ Rice** and Division Chief **Rich Witesman**, with the Orange County Fire Authority.

**Eleanor Rankin** has lived and volunteered in Placentia for more than 20 years. She would like to hear your community news about families, clubs and business. Call her at (714) 524-8337 or fax information to (714) 524-8660.

## pacific clippings

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santa ana, calif. 92711

The Register  
Daily

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### PLACENTIA 33V

**Library elections:** The filing period for the Nov. 2 election for three seats on the Placentia Library District has been extended to 5 p.m. Wednesday. Five residents had registered as candidates as of Monday morning. Information: (714) 567-7558.

- Heather McRea  
(714) 704-3796  
hmcrea@ocregister.com

## pacific clippings

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The Register  
Daily

AUG - 5 2004

### 33V A simple solution

Placentia's City Council has proved again that the shortest distance between two possibilities is not something politicians understand ["Placentia railway project funds OKd," Local, Aug. 3]. After spending tons of money to discover whether the city should build tunnels or other enclosures to soften the sound of train whistles snorting through town, out of the darkness came a quiet voice, apparently, suggesting that perhaps the easiest solution to the problem would be to make train/street intersections safer by installing lights, etc., thereby eliminating the need to "blow the whistle."

When will government ever learn?

**Robert E. Davis**  
Orange

## pacific clippings

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The Register  
Daily

AUG - 6 2004

### 33V PLACENTIA

**Loan request:** The Orange County Transportation Authority's board of directors on Monday will discuss the city's request for a \$5.7 million loan. Placentia needs the money to pay Office Depot for property that took control of to build the Placentia Avenue underpass. OCTA staff members say final loan terms need to be worked out. The board will meet at 9 a.m. at 10 Civic Center Drive in Santa Ana.

- Heather McRea  
(714) 704-3796  
hmcrea@ocregister.com

The Register  
Daily

AUG 12 2004

# Mixed signals on rail project

## OCTA moves forward on Placentia loan plan, setting dates for public hearings. Some city leaders say 'No thanks,' but one councilman sounds note of dissent.

By **HEATHER McCREA**  
THE ORANGE COUNTY REGISTER

**SANTA ANA** • The Orange County Transportation Authority will continue to work on a loan for Placentia's financially faltering railroad project, despite mixed messages Wednesday from city officials about whether they still want the money.

OCTA's board on Monday instructed its Finance Committee to work out a deal with the city, which needs \$5.7 million to pay Office Depot for property it took for a street underpass.

The OCTA staff offered two options: a \$2 million loan secured by Placentia's gas tax and Measure M money or a \$4 million loan that requires waiving a 25 percent cap on how much Measure M money can be used to pay debt.

The second option would require a public hearing and push a decision by OCTA's board to Sept 13, two days before Placentia has pledged to

pay Office Depot.

"The two options just don't work for us," City Administrator Ray Griest told the committee. "We appreciate your efforts."

"We are actively pursuing alternatives."

Besides the timing issue, neither option provides enough money; the city would still need to find other funds, Griest said.

icates of participation - which are like bonds - to raise the \$5.7 million.

As of Wednesday, Placentia had accumulated \$130,892 in penalties on the debt, which is part of its \$460 million effort to eliminate 11 rail crossings that divide the city.

OCTA members were at a loss over Eckenrode and Griest's disagreement.

"I'm in a bind here with a

property or other city land could be used as collateral, though some said they didn't want to get into the real-estate business.

Committee members agreed to ask Placentia Mayor Judy Dickinson to clarify who represents the city.

Griest said after the meeting that his intention wasn't to cut communications - and he knew the council wanted to continue talking - but he also wanted the committee to know the current options wouldn't work.

Two City Council members later said Griest represented their views.

"I don't want OCTA to spin their wheels completely," said Councilman Scott Brady.

"I think he has probably made a good assessment," said Councilwoman Connie Underhill.

### "As a council we want to keep our options open."

**NORMAN ECKENRODE**  
PLACENTIA COUNCILMAN

But Placentia Councilman Norman Eckenrode then told the committee that Griest was speaking only for himself, not the council.

"As a council we want to keep our options open," Eckenrode said. "We don't know if it is going to happen with these other avenues."

City staff members are working on a sale of certifi-

staff member and a council member giving us mixed messages," said OCTA director Shirley McCracken.

Unsure whom to take direction from, the committee set dates for public hearings should the city pursue a \$4 million loan request.

The committee also asked staff members to look into whether the Office Depot

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Yorba Linda Star

Weekly AUG 12 2004

**Placentia Library**

The library, 411 E. Chapman

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

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Yorba Linda Star

Weekly AUG 12 2004

**Check out safety talks at the library**

On Tuesday, Nilda Patino de Berndt, the Placentia Police Department's community relations officer, will present information about the Community Emergency Response Team, or CERT, program. The library is at 411 E. Chapman Ave. Information: (714) 528-1906.

AUG 05 2004

**POLITICAL BUZZ**

**Brady, Underhill  
are in the race**

**CITY COUNCIL:** Incumbents Scott Brady and Connie Underhill are running for re-election in November.

They were the only candidates to file as of Tuesday night. Community watchdog Greg Sowards is the only candidate to file for city treasurer.

Nine others, including incumbent Judy Dickinson, have pulled papers to run for city office.

**LIBRARY:** Four people filed candidate papers with the county Registrar's Office as of Tuesday morning for the Placentia Library District Board of Directors race for three seats up for election.

Richard Devecchio is the only incumbent to file a declaration. Robert Gorman, Jerry Tollefson and Jean Turner also filed. Jean Lasley has pulled nomination papers but not filed.

**SCHOOLS:** Incumbents Carol Downey and Craig Olson have filed for re-election to the Placentia-Yorba Linda Unified School District board.

**WATER BOARD:** Incumbent Michael Beverage has filed his candidate papers for the Yorba Linda Water District with the registrar's office.

Forms for all offices are due by 5 p.m. Friday, unless an incumbent fails to file and the deadline for that race is extended till Wednesday.

Political Buzz is an occasional column of news items during the campaign season. To submit items, call (714) 704-3796.

**POLITICAL BUZZ**

**Five candidates will  
vie for council seats**

**CITY COUNCIL**

Eight candidates have emerged in the City Council race for three seats in November's election.

Incumbents Scott Brady, Judy Dickinson and Connie Underhill will have to fend off bids by Joe Aguirre, Johannes Hoevers, Ron Moskowitz, Scott Nelson and former Police Chief Russ Rice.

Aguirre is a resident watchdog, Hoevers has run three times for the council, Moskowitz is a relatively new city resident and Nelson sits as a planning commissioner.

Rice retired Thursday as police chief, after 30 years with the Placentia department. He held off filing until after officially leaving his post.

**CITY TREASURER**

Residents Lee Castner and Greg Sowards have thrown their names into the ring for city treasurer. But the filing period for the seat was extended until 5 p.m. Wednesday because incumbent Carolyn Davis did not file for re-election.

As of Tuesday morning, no one else had joined the race.

**LIBRARY DISTRICT**

The deadline was also extended for the Placentia Library District because incumbent Margaret Dinsmore is not seeking re-election.

As of Tuesday morning, five candidates are set to compete for three seats on November ballots.

Incumbents Richard DeVecchio and Gaeten Wood face challenges by Robert Gorman, Jerry Tollefson and Jean Turner.

**SCHOOL BOARDS**

The election for three seats on the Placentia-Yorba Linda Unified School District Board of Education was solidified Friday.

No challengers filed to run against incumbents Carol Downey, Judy Miner and Craig Olson.

Also, the four incumbents on the North Orange County Community College District - Leonard Lahtinen and Manny Ontiveros, both Area 1; Nancy Rice, Area 3; and Molly McClanahan, Area 4 - are unopposed.

Because there are no challengers in these two school district races, the incumbents will be appointed to continue in their posts, and there will be no November elections.

**WATER DISTRICT**

Yorba Linda Water District Board of Directors member Arthur Korn did not file for re-election last week, so the nomination period for this race was extended until Wednesday.

As of Tuesday morning, only incumbent Director Michael Beverage and Yorba Linda businessman Richard Collett had filed for the two seats. If no one else filed, the two men will be named to the offices and there will be no election.

— Heather McRea

**PLACENTIA**

**Library board:** There will be a five-way race for three seats on the Placentia Library District's board of directors in the November election. Incumbents Richard DeVecchio and Gaeten Wood face challenges by Robert Gorman, Jerry Tollefson and Jean Turner. Incumbent Margaret Dinsmore is not seeking re-election.

— Heather McRea  
(714) 704-3796

**PLACENTIA**

**OnTrac spending:** The City Council on Tuesday will discuss how to fund an \$8.3 million budget request by OnTrac. Also on the agenda is hiring a real-estate broker to sell 120 S. Bradford, the "old City Hall," and extending the lease agreement with the Placentia Presbyterian Church for HIS House, a

homeless shelter. The council meets at 7:30 p.m. in City Hall, 401 E. Chapman Ave. Information: (714) 993-8231  
**Fax items to city editor**  
Donna Johnson at (714) 704-3714 or e-mail  
djohnson@ocregister.com

Federal grant for Quiet Zone	\$3.4 million
Tax revenue anticipation note proceeds	\$1.5 million
Certificates of participation bond proceeds	\$2.1 million
Property sale proceeds	\$650,000
State reimbursement for McFadden Park renovation	\$600,000
Reimbursement from Placentia-Yorba Linda Unified School District for McFadden Park renovation	\$300,000
<b>TOTAL</b>	<b>\$8.3 million</b>

**Proposed funding sources**

CONTACT THE WRITER: (714) 704-3796 or hmcrea@ocregister.com

end to the contracts. The day "It's the only solution we have to stop the cash drain," she said. "Both the Quiet Zone and the underpass are typically public-works projects and they can come back in-house." Those day-to-day expenses represent \$838,200 out of the \$8.3 million requested. "I don't think symbolically addressing 4 percent of an \$17 million budget solves the problem," Lowe said. "Between \$1.5 million and \$1 million would come from \$1 million the city borrows annually to meet cash-flow needs because property taxes arrive erratically. The money will have to be repaid in July. "We are comfortable with pulling this out," city spokesman Matt Reynolds said. The option recommended by staff uses \$1.2 million in one-time grant reinvestments and property-sale proceeds that otherwise could have bolstered the city's depleted cash reserves. Meanwhile, the city is preparing to sell certificates of participation to raise the \$5.7 million for Office Depot. Interim City Administrator Ray Griest told the council in May that the city had \$23.2 million in debt as of March and could only support about \$6 million more with the property it has available for collateral. "We will have no more borrowing," Underhill said. "That's what scares me."

The crossings project is out of money, with \$8.3 million for expenses needed. property it took for an underpass in October. The city has spent \$18 million in grants and more than \$17 million of its own funds on the project since 1997. The city ran out of grant money in March, though it is hoping two previously approved - but unfunded - state grants will materialize after the November elections. The grants - one is for \$3.3 million and the other for \$1.8 million - rely on rejection of two Indian gaming initiatives. The budget request - from OnTrac, the agency heading the rail project for the city - will pay to finish an underpass at Melrose Street, improve safety at railroad crossings in a "Quiet Zone" project aimed at silencing train whistles, and cover day-to-day and lobbying expenses and other obligations. "We can't walk away from a hole in the ground," Councilman Chris Lowe said. "The Quiet Zone is an issue that affects thousands of residents," Councilman Scott Brady agreed, adding that day-to-day operations should be scaled back or the city should expand a program for deferring payment to consultants until more grant money arrives. Underhill said the city needs to stop paying consultants to manage the programs and lobby government, including OnTrac Executive Director Chris Becker. She'll call for an

**Placentia's OnTrac off the rails by millions**

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The Register  
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**332**  
**YORBA LINDA**  
**Water facilities:** Directors of the Yorba Linda Water District will meet for a special workshop session Thursday to discuss plans for a new administrative building. The \$3 million facility will be built in Placentia, near the district's Richfield Plant and where the district's operational headquarters are. Construction is expected to run from July 2005 to June 2006. Information: (714) 777-9593.

- Amanda Beck  
(714) 704-3795  
abeck@ocregister.com

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The Register  
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On Tuesday, the City Council will be asked to choose from five options to pay the project's \$8.3 million in ongoing costs even as staff puts together a plan to borrow \$5.7 million the city pledged to pay Office Depot by Sept. 15 for 2005.

**PLACENTIA** • An ambitious, \$460 million city project to eliminate railroad crossings ran out of money Friday, forcing city leaders to scramble for new funds -- as much as \$14 million - to pay project expenses through February 2005.

BY HEATHER MCREA  
THE ORANGE COUNTY REGISTER

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The Register  
Daily AUG 1 9 2004

**332**  
**PLACENTIA**  
**Police car:** The City Council voted to buy a patrol car to replace a 3-year-old vehicle totaled in an accident on July 16. Officer Adam Gloe was responding "with lights and sirens" to a call when he was hit broadside. The California Highway Patrol is investigating the accident. A new car is expected to cost \$30,000, plus \$7,000 for equipment.

- Heather McRea  
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# Placentia considers funding for rail plan

It needs \$8.3 million to keep project running through February. Some residents call for firing of consultants.

By **HEATHER McREA**  
THE ORANGE COUNTY REGISTER

**MORE  ONLINE**

To get the latest on the Placentia City Council's OnTrac decision, see [www.ocregister.com](http://www.ocregister.com)

**PLACENTIA** • Eight residents on Tuesday called for the city to fire consultants working on a project to eliminate 11 railroad crossings, saying expensive contracts have financially hurt Placentia.

pation notes the city sells each June to keep cash flow steady until property taxes are paid.

"When will you realize we are in a dire situation?" resident Bill Zavala asked.

The sum also includes \$3.4 million in federal money the city is getting to improve rail crossings, an interim effort to silence train whistles.

The City Council was considering a plan to dedicate \$8.3 million to the \$460 million railroad project, administered by an agency called OnTrac and staffed by consultants.

Placentia has spent \$18 million in grants and more than \$17 million of its own funds on the project since 1997.

The program's first big project - an underpass at Melrose Street - ran out of grant money in spring. City money kept it going until Friday.

City officials are hoping two previously approved - but unfunded - state grants will materialize after November's election, bringing \$15.1 million.

The \$8.3 million is needed to fund the underpass, management and other project costs through Feb. 28.

Councilwoman Connie Underhill said last week that she would call for termination of OnTrac Executive Director Chris Becker and others. Consultants and management costs represent \$338,200 of the \$8.3 million requested.

Staff members presented five options for generating the money. All use at least \$1.5 million in tax-revenue anti-

# Placentia rail consultants to defer \$338,200 in pay

BY **HEATHER McREA**  
THE ORANGE COUNTY REGISTER

**PLACENTIA** • Consultants for the city's railroad projects agreed to go without pay until February unless new grant funds are received sooner.

lic-outreach firm the city has paid more than \$600,000 since May 1999.

"It's going to hurt us," said Del Smith, the city's congressional lobbyist. His company is paid \$8,000 a month and has earned \$350,992 since 2000. "But if they are out of money, they are out of money."

Tuesday night, the City Council decided to spend an additional \$7.9 million - \$4.5 million of its own money and a \$3.4 million federal grant - to keep afloat for six months its \$460 million project to eliminate railroad crossings at 11 intersections. The plan is to be finalized Sept. 7.

Mayor Judy Dickinson said she is uncomfortable with the deferment, but she supported it to keep the consultants on the job.

On the heels of another disappointing delay in promised state grant money, the council asked eight consultants to defer \$338,200 in pay until at least that much in grant money is received.

Councilwoman Connie Underhill and several residents called for OnTrac Executive Director Chris Becker and others to be terminated.

"The people who make those decisions see the merits in this project as I do," said George Young, owner of a pub-

OnTrac, the agency managing the city's railroad projects, has been cutting back consultants and expenses for more than a year. It cut an additional \$42,500 from its budget request by further reducing retainers and hours. At least three consultants were to be terminated.

# Farewell Dominguez

In September, the city of Los Alamitos will say farewell to a man who has served it honorably and faithfully for eight-and-a-half years.

City Manager Bob Dominguez has tendered his resignation in order to take a similar position with the city of Placentia.

For those who have worked with him and have some idea of how administrations work in other cities, Dominguez provided a wonderful breath of fresh air.

He was always accessible, knowledgeable and cared about the community. If he didn't have an answer to a particular question, he was always quick to find it and call back.

During his tenure in Los Alamitos, Dominguez helped put in motion many projects that improved the quality of life for residents.

At times he was unfairly targeted by those with an axe to grind, or those who didn't understand the mechanics of city government - that the city council is the decision-maker and the city manager is the one who implements those decisions.

We wish Mr. Dominguez luck in his new position and hope that the city and people of Placentia know what a prize they are getting in their new city manager. During his time here, Mr. Dominguez has done much for the community. His work will not be forgotten.

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Weekly **AUG 1 1 2004**



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**PLACENTIA**  
OCTA loan: The Orange

County Transportation Authority on Monday will consider a modified proposal for lending Placentia up to \$5.7 million, which the city must pay Office Depot by Sept. 15 for property taken for rail projects. On Tuesday, the City Council will consider selling certificates of participation - similar to bonds - to raise the money in case the OCTA loan doesn't cover the cost or isn't available in time.

- Heather McRea  
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# Los Alamitos city manager makes move to oversee Placentia

<sup>332</sup>  
by Kate Karp

Bob Dominguez, city manager for Los Alamitos, will be taking over the same position in the city of Placentia beginning September 1. Henry Taboada, retired manager for the city of Long Beach, will take over as interim manager while city staff interviews for a replacement for Dominguez.

"I thank the city councils and staff for these eight years," Dominguez said. "It was very enjoyable."

In his eight years in office, Dominguez was instrumental in implementing several key community projects. He helped carry out the Smart Street Project, which was developed to help traffic flow in the city, and assisted in working out the details for Westcom, the police dispatcher system shared by Los Alamitos, Cypress and Seal Beach.

Dominguez was a leader in fundraising and organizations such as the Rotary Club. Under his jurisdiction, the pool at the Joint Forces

Training Base was repaired and brought up to date in time for the water polo teams to practice.

"He was also diligent in maintaining our budget," said council member Marilyn Poe said. "A lot of cities don't have a reserve."

Council members recalled Dominguez' hands-on approach to the community. Council member Alice Jempsa recalled the "day-to-day things" he did.

He had Public Services Superintendent Dave Cox photograph the flood control for a record of the debris collected there and possible West Nile Virus conditions, and the personal response he gave to citizen Roy Porter when the latter was reprimanded last month by an enlisted officer for taking care of vines that grew near



Bob Dominguez  
Los Alamitos  
City Manager

the base.

"You were very accessible to people in the community," Poe said. "We could actually call you"

Retired Long Beach city man-

ager Henry Taboada will act as interim manager for Los Alamitos while the staff interviews individuals for a permanent position.

Taboada worked in his Long Beach position for three and a half years. He supervised and facilitated the major retail development project in downtown Long Beach, implemented the renovation of the Public Safety Building, and executed the installation of the North Long Beach police substation and the emergency operation center.

"Los Alamitos is a small city with a big-city impact," Taboada said. "They have traffic issues, a military base, the community of Rossmoor, which is a separate little city in the middle of everything. Having worked in a larger city, I can apply broader skills to this microcosm."

Poe jokingly said that she wanted to present Placentia with a pirate hat.

"To say we're going to miss Bob is putting it lightly," Poe said. "Placentia's gain is our loss."

## Awards & Recognition

Quality Telemessaging Services, Inc., an Anaheim-based company, received the 2004 Award of Excellence for outstanding service to customers by the Association of TeleServices International. Sukut Construction was ranked the 297th largest contractor in the U.S. by Engineering News Record. Sukut's growth in the past five years has prompted the company to expand into new regions. Jessica Gomel and Karen Perell, both Cal State Fullerton scholars, have been named fellows in a program sponsored by the Hispanic Association of Colleges and Universities designed to help grant development and improve the health of minorities. Nick Pavlovsky and Joshua Sapp, Radio/TV/Film majors at Cal State Fullerton, received second place for their promotional video about the university from the National Association of Programming Executives. Mission Hospital awarded five Orange County residents with the Spirit of Giving Awards for their outstanding work in the community. The recipients were: Phil Munsey, Laurie Zagon, Dixie Bullock, Raymond Merchant, and Father Ernest Sillers. Jorge Sanchez, the administrative director of Educational Services for the Coast Community College District,

has been named district-site Manager of the Year for his contributions. The MERIT Companies has been awarded Orange County United Way's 2004 Community Excellence Award for its involvement with the organization and the South Community Outreach Council. Jill Flaherty, a 2004 graduate of the George F. Argyros School of Business and Economics at Chapman University, has been selected to receive the second Future Women in Business scholarship from The Waltos Group of Northwestern Mutual Financial Network, headquartered in Newport Beach. The \$2,000 scholarship rewards female college-level students based on academic achievement, business acumen and community involvement. R.J. Noble Co., an asphalt paving and engineering contractor, received the Mayor's Award from the city of Orange for its pledge to build and pave the 156-space parking lot of the Main Library expansion currently under way downtown, work that is valued at \$100,000. Jim Palmer was recognized by the Governors' Office on Service and Volunteerism for his work with the Orange County Rescue Mission, one of the largest homeless service providers in Orange County.

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**NEWS-TIMES RACKS AROUND TOWN**

Here's where you can pick up copies of the Placentia News-Times on Thursdays:

Placentia City Hall	401 E. Chapman Ave.
Placentia Main Library	411 E. Chapman Ave.
Senior Center	143 S. Bradford Ave.
Chamber of Commerce	201 E. Yorba Linda Blvd.
El Dorado High School	1651 N. Valencia Ave.
Valencia High School	500 N. Bradford Ave.
Placentia Fire Station	1530 N. Valencia Ave.
Pl-YL school district HQ	1301 E. Orangethorpe Ave.
Pl-YL education center	4999 Casa Loma Ave., YL
YMCA	18333 Lemon Dr, YL
Tlaquepaque Restaurant	111 W. Santa Fe Ave.
Cobblestone Liquor	2093 E. Orangethorpe
Fairway Ford	1350 E. Yorba Linda Blvd.
Placentia-Linda Hospital	1301 Rose Drive
Sumerset Apartments	310 S. Jefferson St.

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# New spaces for old places

**JOSE ZEPEDA** and his family have deep roots in Old Town Placentia.

STAN BIRD /  
 PLACENTIA NEWS-TIMES

## Jose Zepeda aims to upgrade large chunk of Old Town that he owns.

By **HEATHER McREA**  
 PLACENTIA NEWS-TIMES

**J**ose Zepeda untwisted a strand of metal holding a gate in place and pushed his way inside.

He opened the door - which had no handle or lock - to a first-floor apartment under construction and walked inside, turning to the right to look out an open window to the street below.

Zepeda owns the property in the 300 block of Santa Fe Avenue but says he doesn't worry about locking up the construction site.

"Everybody is honest unless they prove otherwise," he said. "Give them the benefit of the doubt and people appreciate it."

He said he feels a connection to the neighborhood and that is why people respect his property.

In a couple of months, Ze-

peda will open a four-unit complex on the site, with apartments for lower-income families. He owns several key Old Town properties, including four of the first brick buildings built in Placentia.

He owns everything in the north 100 block of Santa Fe Avenue that is west of the Tlaquepaque Restaurant. On the south side of the block, he owns the middle buildings. He also holds title to the building at the corner of Bradford

Street, which houses the Fiesta Imperial Meat market.

Last week, the Planning Commission denied his request to build 12 apartment units and a retail space next to market because of inadequate parking space.

Zepeda said he had planned to use the parking lot next door, but the city sold that land to TOD Properties LLC without telling him. He said he



# NEW

FROM PAGE 1

will try to get approval for a smaller-scale project.

His aim is to help break up the city's poverty-stricken areas.

"My idea is to put small groups of people in apartments throughout the city, to bring these people out of the neighborhoods," he said. "It is kind of our fault to leave these people behind us."

"He's a good landlord," said Mario Navarrete, owner of Old Town Hair Salon in one of Zepeda's buildings. "He's always been so generous to us. He gives us a little lift, saying, 'Don't worry it will get better.'"

When the City Council recently considered reinstating its eminent domain authority, Navarrete said that Zepeda told tenants "he would take care of us."

Zepeda is an immigrant like many of the folks he talks about helping out of the city's poorest neighborhoods.

He moved from Mexico for the first time with his wife in

1968. Because he had a college education, he was able to get a good job with a cardboard company, he said.

He also met a Jewish man, who gave him good advice when he asked why European immigrants seemed to generally be more successful than those from Latin America. The man told him to save everything he earned, not to spend it right away on new riches.

So he and his wife worked several jobs each and spent little. They moved back to Mexico, but in the early 1980s the couple's savings was lost in the country's bank crisis.

The couple returned to the United States in 1983 and he started a grocery business, first in Los Angeles and then in Orange County. He started buying properties and in 1988 - while having lunch with a friend - he saw a for sale sign on a market in Placentia.

"I liked the character of the building," he said about the 235 Bradford St. site.

Upstairs from the market were 22 rooms that shared a single bathroom, so he renovated the space. He also upgraded the old hotel on the

no. side of Santa Fe, turning it into 18 units with bathrooms and kitchens. Its bright hallway has a black and white tile floor and white walls.

"We went through a lot of struggle, money and emotion to get those buildings back to life," he said. "Those tenants are family."

TOD Properties, the master developer chosen by the city to create a proposal for redevelopment in the area, once eyed that part of Santa Fe Avenue but has since shifted its plans to south of the railroad tracks.

Zepeda said he doesn't want to sell his buildings to TOD, but that doesn't mean he's against the project, and that's what he's told the developer: "I can work with you, but I am never going to work for you," he said.

He sees a benefit to the mix of housing that TOD wants to bring to the area. If children see an upscale neighborhood next door with the cars they want to drive, Zepeda said, "They will think, 'Why don't I go to school and be like him?'"

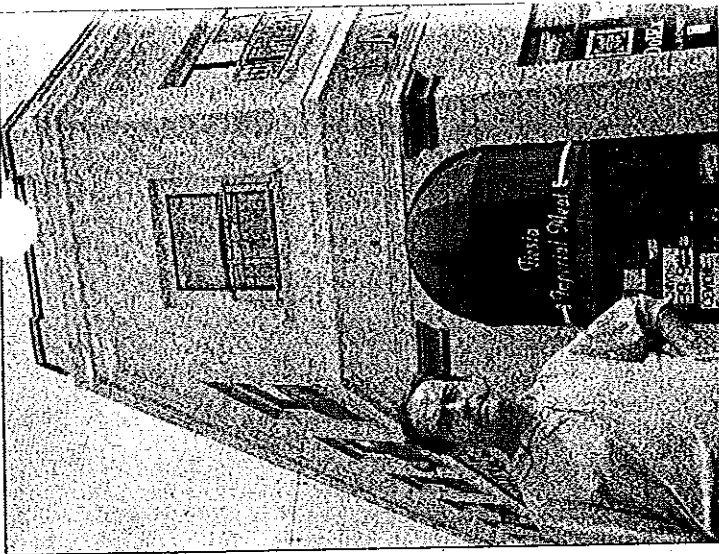
John Walcek, president of the Downtown Merchants Association - of which Zepeda is

the vice president - said he takes comfort from the fact that Zepeda owns such a large chunk of downtown and has resisted selling.

"He seems to be very community minded," Walcek said.

But he added that others in the association are suspicious Zepeda might end up being more interested than in the neighborhood.

Walcek, also chairman of the city's Historical Commission, is particularly excited that Zepeda has sought protective status for his historic buildings. "That, I think, just really can contribute to our



STAN BIRD / PLACENTIA NEWS-TIME

**CORNER OF Santa Fe Street and Bradford Avenue is among buildings Jose Zepeda owns.**

sense of community."

"I kind of move to the charm of the old buildings," Zepeda noted, adding that owners don't start preserving the vintage buildings. "We are going to run out of history."

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Placentia News  
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## Library's History Room open 2 days

The Placentia Library's History Room is open to the public from 6 to 9 p.m. Mondays and Wednesdays.

The library is also inviting residents with historical items to discuss the preservation of materials at the library, 411 E. Chapman Ave. Information: (714) 996-8390.

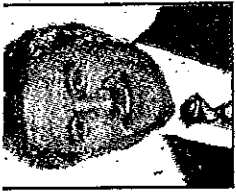
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Placentia News  
Weekly AUG 19 2004

## Placentia Library

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

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Bob Dominguez  
City Manager

three times the problems," he said. "I see it as a challenge and I also see as a last stop. I will make before I retire."

A resident of Long Beach, Dominguez will have to drive a little further to work in Placentia, but he said one of the things he negotiated was that he could continue to serve as an adjunct faculty member at the Cal State Long Beach Graduate Center for Public Policy and Administration.

# Dominguez: Placentia Last Stop Before Retirement

From Page 11

Dominguez said his experience working in Los Alamitos will serve him well in Placentia, though he admits that city does have some issues it needs to work out.

He has served in that position since 1987 and holds a Bachelor of Arts Degree in Political Science and a Master of Science Degree in Public Administration from CSULB.

During his tenure in Los Alamitos, Dominguez oversaw the completion of the Katella Smart Street project, landscaped medians for Los Alamitos Boulevard and Katella Avenue, and a partnership with the cities of Cypress and Seal Beach to establish the Westcomm police dispatch service.

"Westcomm is an outstanding service that has improved our service for police dispatch and saved us some money," he said.

Other projects on his watch include the renovation of most of the parks in Los Alamitos, the conversion of the abandoned swimming pool on the Joint Forces Training Base to the National Aquatics Center and home to the U.S. Women's and Men's Olympic Water Polo team, as well as the creation of the McAuliffe Sports Field which is shared by the city and the Los Alamitos Unified School District.

"We're currently negotiating for long-term leases with the school district at Laurel Park, McAuliffe, Oak Field and joint use of Oak gym," he said.

But Dominguez does not take all of the credit for any of those things.

"You can't get anything done by yourself," he said. "It's the effort of the entire city family: the city council, city commissions, city staff and the citizens themselves," Dominguez said. "The community has been extremely supportive of some of the things we've done including their patience during the road construction, and the construction of the medians. You can see the participation we've got in some of our recreation programs, and we have a great staff. Those are some of the things that make it a pleasure to work here."

Dominguez has also seen his share of controversy, two of which stand out the most: the citizen outcry when the city considered combining the police departments of Cypress and Los Alamitos; as well as the Katella Smart Street program which was initially only approved by a 3-2 vote of the council.

Dominguez took it all in stride saying that a certain amount of debate is healthy.

"Even though there are disagreements from time to time - that's good things should be disagreements."



PHOTO COURTESY OF CYPRESS RECREATION AND COMMUNITY SERVICE DEPARTMENT  
The Cypress "Pops" Orchestra will play "All That Jazz" music on August 14 at 8 p.m. at the Cypress Civic Center Green at 5275 Orange Ave., two blocks west of Valley View. Free parking is available at the Civic Center parking lot, the 5400 block parking lot and at the Church of Jesus Christ. Concertgoers are encouraged to bring lawn chairs, picnic blankets and other outdoor accessories to enjoy the music under a canopy of shade trees. Refreshments are available from local community service organizations for a small charge.

everyone from the City Council to the staff always wants to improve the quality of life for the city: traffic, police and maintaining quality of housing... People may come at all of those things from different perspectives, but they all want the same thing and that's to maintain the outstanding community we've got," he said.

Dominguez also acknowledges the Los Alamitos Joint Forces Training Base and the partnerships the military has formed with the community over the years.

The base is home to the annual Los Alamitos Race on the Base 5K/10K Run, the Los Alamitos Area Chamber of Commerce Wings, Wheels, Rotors and Expo, the Youth Center Gymnastic Program, the National Aquatics Center and the Liberty Theater, all of which are open to the public.

"The city has had an excellent relationship with the military."

been a real pleasure to work with them and have them allow city and community activities on the base," Dominguez said. "They're a very community-minded base and that's very unusual. I hope they remain here a long time, and an asset to the community."

Los Alamitos Mayor Alice Jempson said finding a replacement for Dominguez will not be easy.

"I've been here through a lot of city managers in the community," she said. "And they all have had their own style, but it doesn't always fit as well in the community as Bob did."

City Councilmember Freeman said he hopes the city officials realize how lucky they are to have Dominguez.

"I think that he's provided a terrific service for the community for the past eight years that he's been here," Freeman said. "I think that our loss is a big one."

# Placentia OKs additional \$6.9 million for rail work

<sup>332</sup>  
The City Council votes to authorize the borrowing.

BY HEATHER McREA  
THE ORANGE COUNTY REGISTER

PLACENTIA • City Council members on Tuesday authorized borrowing \$6.9 million more for their financially strapped railroad project, bringing Placentia's debt to \$29 million and raising concerns about the city's ability to borrow further.

The money, raised from Certificates of Participation, will pay \$5.7 million for Office Depot property taken for the \$4 million effort to eliminate rail crossings.

The city is borrowing about \$1.1 million extra to cover selling costs, a first-year payment and a required deposit.

The action will bring spending on the railroad project to nearly \$43 million - about \$25 million of that in city money.

The city had expected state grants to pay for the land and other costs, but the state budget crisis froze the grants.

"This really gets us into a nice footing as we wait for the state funds to reappear," Councilman Scott Brady said.

Resident Craig Green said project overspending forced the city into a financial corner.

"We really shouldn't be here," Green said.

Councilwoman Connie Underhill agreed. She was the sole "no" vote on the sale.

"I just feel there hasn't been enough economizing over the last year and a half," she said.

Underhill said the sale would max out the city's borrowing ability, echoing an informal audit issued in May.

The audit said the city's debt - \$23.2 million on March 31 - could grow only by \$6 million given its property holdings.

This year, Placentia will make \$1.3 million in payments on its debt.

But Jim Preusch, the city's financial adviser for the railroad project, said debt-service payments were nominal compared with the city budget.

Interest on the certificates should be less than 6 percent. They will be sold Sept. 9.

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**PLACENTIA**

**Street closure:** Tustin Avenue will be closed at the railroad tracks south of Orangethorpe Avenue from 8 p.m. Friday to 5 a.m. Monday and again the following weekend. The street needs to be closed for work on the railroad tracks that is associated with the county's project to widen Tustin Avenue.

- Heather McRea  
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<sup>332</sup>  
**PLACENTIA**

**Teacher cuts:** The Placentia-Yorba Linda Unified School District has been able to reverse all but three teacher layoffs that had been needed to balance the budget. Retirements, resignations and growth in enrollment has allowed the district to call back 68 teachers for the start of the school year. The remaining three are physical-education teachers and can't be recalled unless a position opens in that department.

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**PLACENTIA**

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**Middle school:** The Placentia-Yorba Linda Unified School District board on Tuesday will consider several actions regarding the proposed middle school on La Jolla Street next to Melrose Elementary School, including the awarding of contracts for preparing environmental reports and real estate services. The board meets at 7 p.m. in Room 100 of district offices, 1301 E. Orangethorpe Ave. (714) 996-2550.  
**Fax items to City Editor Donna Johnson at (714) 704-3714 or e-mail to djohnson@ocregister.com.**

# Dominguez To Take Job With City Of Placentia

<sup>332</sup>  
By BRIAN BRANNON  
News-Enterprise

LOS ALAMITOS — For more than eight years, City Manager Bob Dominguez has overseen the day-to-day operations of the city of Los Alamitos.

Last week, he announced his resignation, effective September 1, when he will take on the role of city manager for the city of Placentia.

Placentia, with a population of about 45,000, is more than three times larger than Los Alamitos, which has a population of 12,000.

The Los Alamitos City Council met Monday and selected the recruiting firm of Bob Murray and Associates to fill the city manager position. The council also discussed the possibility of hiring a qualified retiree to serve as

interim city manager until someone permanent is selected.

With the departure of Assistant City Manager Gerard Goedhart in early April, who left Los Alamitos to serve as General Manager for Orange County Vector Control District, Dominguez said there is no one left of the city staff to take over his position.

"Since Gerard left we are really, really light," he said.

Dominguez, 58, submitted his application to Placentia in March. He said the decision to move on had nothing to do with politics in Los Alamitos.

"It had more to do with a decision I wanted to make about how many more years do I want to work," he said. "I kind of concluded, and my wife did as well, that I would drive nuts if I was home."

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### PLACENTIA

**Raising money:** The city has chosen to pursue selling Certificates of Participation - much like bonds - to raise the \$5.7 million needed to pay Office Depot by Sept. 15 for property taken for an underpass. On Monday, Mayor Judy Dickinson withdrew the city's request to the Orange County Transportation Authority for a loan because of time constraints. Instead, the City Council will meet at noon today to vote on selling the certificates.

- Heather McRea  
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### PLACENTIA

**Police promotions:** Gary Sprague has been promoted to captain of the police department, filling the post left vacant by Capt. David Taylor's retirement in May. The department's second captain position has been vacant for more than a year. Money was not available in the budget to fund the position.

- Heather McRea  
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#### Disaster preparedness:

The city's emergency-services team is holding another seven-week training course for community

members interested in helping out during a disaster. Community Emergency Response Team members learn how to do light search and rescue, first aid, fire suppression and terrorism response. Training starts Sept. 29. Information: (714) 993-8117.

- Heather McRea  
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**Learning disabilities:** A free community workshop on learning disabilities will be presented at 7 p.m. Tuesday at the Placentia-Yorba Linda Unified School District's Educational Service Center, 4999 Casa Loma Ave. in Yorba Linda. Led by Rick Lavoie, the session geared for parents will cover the topic "On the Waterbed: The Impact of Learning Disabilities in the Family." Information: Erika Hall at the center, (714) 323-1451.

Fax items to City Editor Donna Johnson at (714) 704-3714 or e-mail to djohnson@ocregister.com.

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### Bargain prices set for used-book sale

<sup>332</sup> Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Sept. 12 at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to its lobby sales and book store, the group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices. Enter from the loading dock area.

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

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### Placentia Library

<sup>332</sup> The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Laranne, (714) 528-1925, Ext. 201.

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### PLACENTIA

**Golf lessons:** The new Boys & Girls Clubs of Placentia-Yorba Linda hosted about 100 at-risk Placentia kids Thursday for free golf at the Black Gold Golf Club. The day included lessons in golf and self-esteem.

- Amanda Beck  
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TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Librarian *KM*  
DATE: September 20, 2004  
SUBJECT: **Safety Committee report for August**

There was no safety committee meeting in August. The next meeting is scheduled for Wednesday, September 29, 2004.

