

## ROCC Program: 2004 Funding Cycle Summary

- **Number of Sponsoring Agencies: 15**
- **Number of Projects: 19**
- **Number of Partnering Agencies: 17**
- **7 Planning/12 Construction Projects**
- **Total Amount Asked: \$5,365,518.00**
- **Total Cost of All Projects: \$38,434,491.50**
- **Program Geographical Breakdown by Representative:**
  - **Ed Royce: 10**
  - **Gary Miller: 2**
  - **Ken Calvert: 2**
  - **Dana Rohrabacher: 5**
  - **Loretta Sanchez: 4**
  - **Chris Cox: 5**

## ROCC Program Project Proposal Summaries

Sponsor:	City of Laguna Niguel
Title:	Laguna Niguel Gateway Specific Plan Mixed Residential Land Use Study
Partners:	None
Location:	Gateway Specific Plan Area-City of Laguna Niguel
Type:	Planning
ROCC Request:	\$144000
Total Cost:	\$180000
Representative	Chris Cox
Description	The City's Project would reevaluate the existing land use designations in the Laguna Niguel Gateway Specific Plan Area to assess the feasibility of changing existing commercial land use designations to mixed use land use designations, allowing for a combination of commercial/retail and residential uses. Additionally, Mixed Use Guidelines and Development standards, including the incorporation of Transit Oriented Design Principles, would be developed to facilitate the construction of mixed-use projects. Lastly, the project would identify, re-designate and rezone private parcels in the Gateway area, based upon the results of feasibility studies.
Sponsor:	Orange County Transportation Authority
Title:	Orange County and Southern California Goods Movement Action Plan
Partners:	Los Angeles County Metropolitan Transportation Authority, Riverside County Transportation Committee, San Bernardino Associated Governments, Southern California Association of Governments, CalTrans Districts 7, 8 & 12
Location:	Los Angeles, Orange, San Bernardino and Riverside Counties
Type:	Planning
ROCC Request:	\$200000
Total Cost:	\$875000
Representative	N/A
Description	To identify and evaluate existing and anticipated goods movement issues in Orange County in conjunction with a larger regional effort to propose operational, policy, and infrastructure improvements.
Sponsor:	City of Buena Park-1
Title:	Valley View Street Widening
Partners:	None
Location:	From Lincoln Avenue to Artesia Boulevard in the City of Buena Park
Type:	Construction

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ROCC Request:	\$200000
Total Cost:	\$728000
Representative	Ed Royce
Description	The widening of Valley View Street from Lincoln Avenue to Artesia Boulevard will provide mitigating measures for existing and future deficiencies without having to resort to costly construction work. It includes the needed third lane in each direction south of State Route 91 by reducing the landscaped median width, and the width of existing lanes, without impacting the divisional islands separating Valley View Street from the frontage roads. It will also provide adjusting signal timing at various intersections to improve traffic movement.
Sponsor:	City of Buena Park-2
Title:	Bus Turnouts Construction Project
Partners:	None
Location:	City of Buena Park
Type:	Construction
ROCC Request:	\$192000
Total Cost:	\$275000
Representative	Ed Royce
Description	The project will include the construction of 14 bus turnouts within the City of Buena Park.
Sponsor:	City of Laguna Beach
Title:	Traffic Improvement by Reducing Pedestrian Congestion
Partners:	CalTrans
Location:	Laguna Canyon Road, City of Laguna Beach
Type:	Construction
ROCC Request:	\$175000
Total Cost:	\$175000
Representative	Chris Cox
Description	The City of Laguna Beach proposes to install a traffic signal, which would be pedestrian activated, to ensure the safe passage of pedestrians across the road. Equally importantly, the signal will allow vehicle traffic to utilize Laguna Canyon Road much more effectively as pedestrians will be grouped together when crossing.
Sponsor:	City of Westminster-1
Title:	Westminster Boulevard Raised Medians from Beach to Newland
Partners:	City of Garden Grove, Westminster Redevelopment Agency
Location:	Westminster Boulevard: Beach to Newland
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$600000
Representative	Ed Royce, Dana Rohrabacher, Loretta Sanchez

Description	As part of the City's Master Revitalization Plan, Westminster proposes to construct raised medians along the Bolsa and Westminster Blvd. Corridors in order to improve and ensure efficiently access to jobs and services along these corridors.
Sponsor:	City of Westminster-2
Title:	Bolsa Avenue Raised Medians from Newland to Magnolia
Partners:	County of Orange, Westminster Redevelopment Agency
Location:	Bolsa Avenue: Newland to Magnolia
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$600000
Representative	Ed Royce, Dana Rohrabacher
Description	As part of the City's Master Revitalization Plan, Westminster proposes to construct raised medians along the Bolsa and Westminster Blvd. Corridors in order to improve and ensure efficiently access to jobs and services along these corridors.
Sponsor:	City of Westminster-3
Title:	Bolsa Avenue Raised Medians from Beach to Newland
Partners:	County of Orange, Westminster Redevelopment Agency
Location:	Bolsa Avenue: Beach to Newland
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$600000
Representative	Ed Royce, Dana Rohrabacher
Description	As part of the City's Master Revitalization Plan, Westminster proposes to construct raised medians along the Bolsa and Westminster Blvd. Corridors in order to improve and ensure efficiently access to jobs and services along these corridors.
Sponsor:	City of Westminster-4
Title:	Westminster Boulevard Raised Medians from Newland to Magnolia
Partners:	City of Garden Grove, Westminster Redevelopment Agency
Location:	Westminster Boulevard: Newland to magnolia
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$600000
Representative	Ed Royce, Dana Rohrabacher, Loretta Sanchez
Description	As part of the City's Master Revitalization Plan, Westminster proposes to construct raised medians along the Bolsa and Westminster Blvd. Corridors in order to improve and ensure efficiently access to jobs and services along these corridors.
Sponsor:	City of Tustin
Title:	Red Hill Avenue Grade Separation
Partners:	OCTA
Location:	Red Hill Avenue at the OCTA/SCRRRA Railway and at Edinger

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	Avenue
Type:	Planning
ROCC Request:	\$200000
Total Cost:	\$25400000
Representative	Chris Cox
Description	The proposed project involves the grade separation of Red Hill Avenue over/under the OCTA/SCRRA railway, and Edinger Avenue. A bridge or underpass will be constructed to cross over/under the Santa Ana-Sante Fe Channel, the OCTA/CSCRRA Railway and Edinger Avenue. This project was previously ranked high on the priority list of grade crossing improvements based on the Orange/Olive Grade Crossing Study prepared by OCTA in June 1999.
Sponsor:	County of Orange
Title:	Kids Beach Pedestrian Sidewalk
Partners:	CalTrans
Location:	Pacific Coast Highway from 12 Street to Park Avenue
Type:	Construction
ROCC Request:	\$160000
Total Cost:	\$200000
Representative	N/A
Description	This proposed project at Kid's Beach is to construct a missing gap of parkway improvements consisting of a 2.4 meters wide sidewalk including CalTrans standard curb and gutter along the easterly edge of the northbound lanes of Pacific Coast Highway (PCH/SR-1), installation of stairs and a ramp which complies with the Americans with Disabilities Act (ADA) standards for pedestrian access to the beach from the sidewalk, and installation of a standard APWA hand railing along the beach/harbor side of the sidewalk.
Sponsor:	City of Lake Forest
Title:	Bus Shelter Project-Phase 2
Partners:	OCTA
Location:	Various Locations, Lake Forest
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$254200
Representative	Chris Cox
Description	The City of Lake Forest is applying for ROCC funding for Phase 2 of the installation of bus shelters at citywide locations. The project proposes to install 32 non-advertising bus shelters throughout the city, at high ridership locations. The City is currently installing 44 non-advertising bus shelters under Phase 1 of the City's bus shelter installation project.
Sponsor:	City of Fullerton

Title:	Increasing Transit Ridership through Safety and Comfort
Partners:	OCTA
Location:	City of Fullerton
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$200000
Representative	Ed Royce, Loretta Sanchez
Description	Increase transit bus ridership of targeted populations by installing four bus shelters with inside backless benches and trash receptacles at four bus stop locations and installing benches with backs and trash receptacles at over 50 additional bus stops.
Sponsor:	City of San Juan Capistrano
Title:	Intersection Improvements Master Plan
Partners:	None
Location:	Del Obispo Street/Camino Capistrano
Type:	Planning
ROCC Request:	\$99518
Total Cost:	\$132690
Representative	Ken Calvert
Description	The Proposed Intersection Improvements Master Plan (IIMP) for the Del Obispo Street intersection with Camino Capistrano will provide a complete study of the traffic and right-of-way acquisition options at this heavily utilized location. The results of the study will lead to final design and construction of four projects that are scheduled in the City of San Juan Capistrano's list of Traffic Congestion Relief Projects (TCRP) in its Capital Improvement Program.
Sponsor:	City of Stanton
Title:	Planning for Transit in Stanton
Partners:	OCTA
Location:	Citywide and West Side of Beach Boulevard South of former Pacific Electric Right-of-Way
Type:	Planning
ROCC Request:	\$195000
Total Cost:	\$209000
Representative	Ed Royce
Description	Planning for Transit in Stanton provides tools to effectuate positive change through implementation of transit-oriented development policies. Specific tools include: inventory of underutilized and vacant parcels along major corridors to identify potential sites for transit-oriented, mixed use, infill development; preparation of citywide general plan development standards for transit-oriented development; incorporation of transit-oriented standards into the City of

	Stanton Zoning Ordinance; investigation into the use of development fees to fund parking facilities and public improvements related to transit and transit-oriented development; preparation of Beach Boulevard Transit-Oriented Development Master Plan; and preparation of required California Environmental Quality Act (CEQA) documentation on the Planning for Transit in Stanton program.
Sponsor:	City of Brea
Title:	Transit-Oriented Development Linking Transit Planning and Land Use in North Orange County
Partners:	City of Fullerton, City of La Habra, City of Placentia, City of Yorba Linda
Location:	North Orange County
Type:	Planning
ROCC Request:	\$200000
Total Cost:	\$240000
Representative	Ed Royce, Gary Miller, Dana Rohrabacher, Loretta Sanchez
Description	The five North Orange County Cities would like to take next steps following a report commissioned by the cities and conducted in conjunction with OCTA. These next steps would develop a future transit system for the area through an examination of the link between transit system planning and land use planning.
Sponsor:	City of Orange
Title:	Santa Fe Depot Specific Plan Update
Partners:	Orange Redevelopment Agency
Location:	City of Orange Metrolink Station, OCTA Transit Center and surrounding environs
Type:	Planning
ROCC Request:	\$200000
Total Cost:	\$360000
Representative	Ed Royce, Chris Cox
Description	The City seeks, by updating this Plan, to establish land use and development policies that do more to encourage the development of a transit-oriented mixed-use node in the vicinity of Orange's historic Santa Fe Depot, which functions today as a well-utilized Metrolink station and OCTA transit terminal.
Sponsor:	City of Rancho Santa Margarita
Title:	Southeast County Regional Community/Senior Center
Partners:	Bell Tower Foundation, Santiago Seniors Club, OCTA
Location:	22232 El Paseo (Central Park)
Type:	Construction
ROCC Request:	\$2000000
Total Cost:	\$7005594

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Representative	Gary Miller
Description	This project will construct an approximately 25,000 square foot Regional Community Center with a variety of conference rooms, a teen lounge, and a senior center. The Senior Center is located in the Town Center and near existing senior living facilities. The intent of this project is to promote principles of smart growth.
Sponsor:	City of San Clemente
Title:	San Clemente Pedestrian Trail
Partners:	OCTA, Southern California Regional Rail Authority, California Department of Parks and Recreation
Location:	Along Beachfront between North Beach and Calafia Beach park
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$7500000
Representative	Ken Calvert
Description	Through the development of an environmentally sound pedestrian beach trail, the San Clemente Pedestrian Beach Trail (Project) seeks to enhance safety and mobility to, from and along San Clemente's beaches within an active railroad corridor where the number of trains and beach going population have increased significantly in recent years.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** August 23, 2004

**BACKGROUND**

The recent Legislative Alerts from the California Special Districts Association and the California Library Association are contained in Agenda Item 21.

The California State Library has notified the District that the estimated Public Library Fund payment will be \$21,146. The District budgeted \$18,000 for this item. Last year the District received \$ 23,537. The fully funded allocation would be \$126,456. The District allocates all of its Public Library Fund to the library materials/book budget.

The State Library has sent a Claim Form for \$30,000 of the Literacy Grant. (Agenda Item 27) There is no estimate available about how much additional money will be assigned for matching funds and per capita distribution. Meanwhile the Literacy staff is actively searching for grants to replace the previous State funding.

The Board needs to discuss its legislative plans and whether it wants to talk with area legislators during the summer and/or election break.

The Board also needs to determine its level of support/involvement in the Constitutional Amendment issue for local governments. President Shkoler and Library Director Minter attended a meeting on this topic with the Orange County Division of the League of California Cities on August 12, 2004.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Report on development of the Association of Independent Special Library Districts  
**DATE:** August 23, 2004

**BACKGROUND:**

At the Library Board meeting on June 30, 2004 President Shkoler reported that he had agreed to serve on a committee to form an association of the independent special library districts.

President Shkoler will give a report on the meeting held on August 21, 2004 at the Buena Park Library. The Discussion Points for the August 21 meeting are Attachment A.

**RECOMMENDATION:**

Action to be determined by the Library Board of Trustees.

SUGGESTIONS FOR DISCUSSION POINTS FOR  
CREATION OF CALIFORNIA  
SPECIAL LIBRARY DISTRICTS GROUP

TITLE: Associated Independent Special Library Districts

This is my suggestion and choice. I know the word "coalition" was suggested at our last meeting. I really do not like that word. To me, it has a secret or conspiracy implication. The word "association" was turned down because it has many legal ramifications.

MISSION: To promote, by working together, the special library districts of California

PURPOSE:

To be united by working and meeting together;

To strengthen, unite and publicize the special library districts which are independently operated and funded as compared to city or county libraries;

To meet quarterly, or as needed, with peers to discuss mutual or particular situations and concerns;

When needed, to be a unit to defend or promote special library districts;

To be more effective as a whole rather than individuals;

And to assist each other through discussion and sharing of ideas and information.

GUIDELINES:

Dues: No. Minimal expenses can be borne by each library, i.e. telephone calls, teleconferencing, written communications, etc. If large expense is anticipated, all associates will determine payment method.

Bylaws: No.

Officers: ????

Meetings: Organized workshop style meetings.

Depending on who "joins", meetings would either rotate location, be at convenient location or meet by teleconferencing.

Organizing and agendizing: By officers, or if none, rotating.

Logo: ????

Stationery: If we decide to have stationery, it could be duplicated by each associate library for own use.

YOUR IDEAS, COMMENTS AND SUGGESTIONS:

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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:** Status Report on the Staff Appreciation Dinner  
**DATE:** July 26, 2004

**BACKGROUND:**

At its meeting on June 30, 2004 the Library Board of Trustees selected Thursday, September 9, 2004 at 6:30 P.M.

At its Meeting on July 26, 2004 the Library Board of Trustees selected Table 10 in Fullerton as the location for the dinner. The cost will be approximately \$900.00.

Trustee Wood will make a report on the arrangements.

**RECOMMENDATION:**

No action is recommended.



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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:** **Travel Authorizations for the clioinstitute & CALTAC workshop for Library Trustees and System Advisory Board Members, the California Literacy Conference, the California Library Literacy Services Annual Meeting and Banquet**

**DATE:** August 23, 2004

**BACKGROUND**

Get Real! Helping Libraries Survive and Thrive in Turbulent Times, clioinstitute & CALTAC, Cerritos, September 24-25, 2004

A workshop for library trustees presented by Joan Frye Williams and State Librarian Susan Hildreth. No charge for participating Trustees or System Advisory Board Members.

Information for the Trustee Seminar is Attachment A.

"Bridges to the Future: Information, Access & Action", California Literacy Conference, San Francisco, October 14-16, 2004

Library literacy programs have been invited to send one delegate to the California Literacy Conference in San Francisco with costs being reimbursed for the library. The costs to be reimbursed are approximately \$661.00. The cost for the District is approximately \$135 for some meals and miscellaneous expenses.

Toby Silberfarb has been designated as the staff member to attend this Conference.

Information for the CAL Lit Conference including the cost estimate is Attachment B.

California Library Literacy Services (CLLS) Annual Meeting and Banquet, San Jose, November 11-13, 2004

The California State Library is hosting a 20<sup>th</sup> Anniversary Conference and Banquet for CLLS. Placentia Library District was one of the charter participants in this project. Library Directors have been invited to the Banquet as guests of the State Library and Literacy Staff have been invited to the Conference and Banquet as guests of the State Library.

Jim and Toby's travel expenses need to be paid by the District but will be reimbursed by the State Library. The hotel expenses will be paid directly by the State Library. Their registration and miscellaneous expenses estimated to be \$220.00 will be paid by the District General Fund Literacy Services. The amount reimbursable will be approximately \$352.00.

The Library Director will be driving to San Jose from Avila Beach because she will be in Avila on vacation immediately before the Conference. She will attend the 20<sup>th</sup> Anniversary Banquet on the evening of November 12. She will be returning to Placentia the day after the conference and banquet. Her cost to the District General Fund will be approximately \$372.00. (Her hotel room is not provided by the State Library.)

Information about the CLLS Conference and the cost estimate are Attachment C.

Staying in Compliance, CSDA Workshop, Embassy Suites Hotel San Diego Bay,  
San Diego, December 15, 2004

A workshop for district trustees and management staff on The Ralph M. Brown Act, California Public Records Act and Conflict of Interest. Cost is \$170 per person plus mileage.

Information for the CDSA Workshop is Attachment D.

Recommend for Trustees, Minter and Administrative Assistant.

## **RECOMMENDATIONS**

1. Determine who will attend the clionstitute & CALTAC seminar in Cerritos, September 24-25, 2004 with miscellaneous travel expenses to be paid from the District General Fund.
2. Authorize Librarian Toby Silberfarb to attend the California Literacy Conference in San Francisco, October 14-16, 2004 at a cost not to exceed \$796.00 from the District General Fund Literacy Grant, of which approximately \$661.00 is expected to be reimbursed.
3. Authorize Public Services Manager Jim Roberts and Librarian Toby Silberfarb to attend the California Library Literacy Services Annual Meeting and Banquet in San Jose, November 11-13, 2004 at a cost not to exceed \$571.20 from the District General Fund Literacy Grant, of which approximately \$351.20 is expected to be reimbursed.
4. Authorize Library Director Elizabeth Minter to attend the California Library Literacy Services 20<sup>th</sup> Anniversary Banquet in San Jose, November 12, 2004 at a cost not to exceed \$372.00 and traveling by automobile.
5. Determine who will attend the California Special Districts Association Workshop, Staying in Compliance in San Diego, December 15, 2004 and authorize the payment of \$170 per person plus actual mileage, parking and meal expenses. Payment to be made from the Trustee and Staff out-of-town travel accounts in the District General Fund.





# clioinstitute

Inspiring libraries to inspire communities.

*In partnership with CALTAC, clioinstitute presents  
a special conference designed for California public library trustees and  
commissioners and system advisory board members.*

## **Get Real! Helping Libraries Survive and Thrive in Turbulent Times**

**DATE/TIME:** Friday, September 24 and Saturday September 25, 2004 (registration available from 3:00-6:00 p.m. Friday; last session ends at 4:30 p.m. on Saturday)

**LOCATION:** Cerritos Library conference center

### **FEATURED SPEAKERS:**

- Joan Frye Williams, consultant and library futurist
- Susan Hildreth, State Librarian of California

### **PROGRAM TOPICS:**

- Marginalized or Mainstream?--The Library's Place in Community Life
- Sound Bites 101--How to Make the Most Effective Case for Your Library

**INTERACTIVE EXPERIENCE:** Use a Public Value Checklist at a location near the Cerritos Library to observe and record perceptions of how public and private sector organizations reach out to win the attention and support of the community.

### **WHY YOU SHOULD ATTEND:**

- To get an update on trends that affect how your library connects with the community
- To increase your effectiveness as a planner, policy-maker and spokesperson
- To learn from other types of organizations how to meet - and exceed - your community's expectations
- To engage in an active, participatory learning experience

**HOSTED BY:** The clioinstitute (a program of the Cerritos Library)

**FUNDED BY:** The Library Services and Technology Act (LSTA) administered by the California State Librarian.

**REGISTRATION DEADLINE:** Wednesday, September 1, 2004

**PLEASE NOTE:** Space is limited to 100 participants. We encourage you to register as soon as possible -- no later than the September 1 deadline. If we receive more registrations than space available, jurisdictions with multiple applicants will be contacted to set priorities for attendance.

Registration confirmation (including travel information, a map, and agenda) will be sent no later than Wednesday, September 8, 2004

Conference tuition, lodging (Friday night) at the Cerritos Sheraton and conference-sponsored meals (Friday dinner, Saturday breakfast and lunch) will be covered as part of the LSTA grant.

The conference will also provide reimbursement for allowable travel costs to and from the conference for those who request it.

For questions contact the conference coordinator, Gail McGovern by email ([gmcgovern@macnexus.org](mailto:gmcgovern@macnexus.org)) or by phone (916-446-2411).

**Additional Note:** If you don't see the confirmation message after submitting the form online, it has not gone through. If this happens, please contact Gail by email ([gmcgovern@macnexus.org](mailto:gmcgovern@macnexus.org)) or by phone (916-446-2411).

# Get Real! Helping Libraries Survive and Thrive in Turbulent Times

## CONFERENCE REGISTRATION FORM

To register, provide responses to the questions below and return using one of the following methods:

Online at <http://www.clionstitute.info>

By email to [gmcgovern@macnexus.org](mailto:gmcgovern@macnexus.org)

By fax to Gail McGovern at 916-446-2411

By mail to Gail McGovern, 906 Q Street, Sacramento, CA 95814

Name:

Mailing Address:

City:

Zip:

Phone:

Fax:

Email:

I am a member of:

Library Board/Commission

Regional Council

System Advisory Board

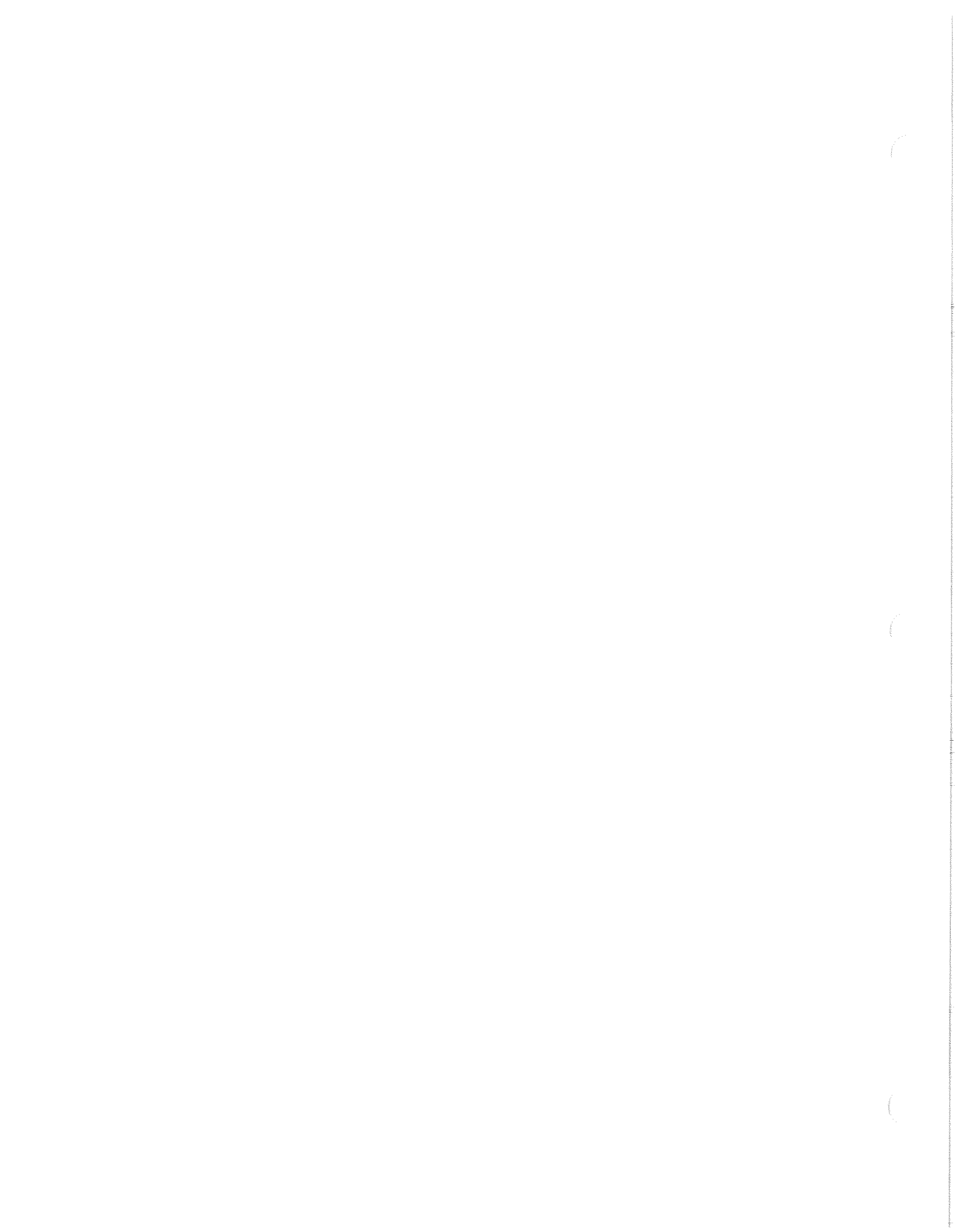
CALTAC Board

My library is (please note jurisdiction name if your library is a branch of a library system):

If you need any special accommodations (e.g. dietary restrictions, hearing, vision or mobility impaired), please specify:

Will you need reimbursement for conference transportation? yes no

Would you like to participate in an optional two-hour tour of the Cerritos Library on Friday afternoon from 4-6 p.m.? yes no



# California Literacy

**39<sup>th</sup> Annual State Literacy Conference**    **October 14 – 16, 2004**  
*"Bridges To The Future: Information, Access & Action"*



## **Hyatt at Fisherman's Wharf**

555 North Point Street

San Francisco, CA 94133

Ph: 415-563-1234

Fax: 415-749-6122

[www.fishermanswharfhyatt.com](http://www.fishermanswharfhyatt.com)

### **Make Hotel Reservations Now!**

When making reservations, make sure to mention California Literacy. We have special rates for October 13-17.

The rates are :

<b>Single/Double</b>	<b>\$110</b>
<b>Triple</b>	<b>\$135</b>
<b>Quad</b>	<b>\$160</b>

**Parking is \$12.00 a day.**



*For more information, please visit California Literacy's Web site at [www.caliteracy.org](http://www.caliteracy.org) or contact Ken David at (619) 291-7322 or email: [kendavid@caliteracy.org](mailto:kendavid@caliteracy.org).*

# California Literacy

**39th Annual State Conference  
October 14-16, 2004**

**Fisherman's Wharf Hyatt, San Francisco, CA  
REGISTRANT'S INFORMATION**

**Send form with payment to:**  
California Literacy  
133 N. Altadena Drive, Ste. 410  
Pasadena CA 91107  
www.caliteracy.org  
**FAX: 626-395-9987**  
Phone: 626-395-9989

Silberfarb Toby  
-----  
LAST NAME FIRST NAME

Placentia Library Literacy Services  
-----  
AFFILIATION - Program or Business Name

411 E. Chapman Ave. Placentia CA 92870

-----  
ADDRESS - Personal or Work CITY STATE ZIP

(714) 524-8408 ext 213 (714)528-8236 tsilberfarb@hotmail.com

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PHONE FAX EMAIL\*

(\*required to receive registration confirmation)

### Choose from A through C:

#### A. FULL CONFERENCE Package *(If postmarked by July 15, deduct \$20)*

*(Includes Continental Breakfast and Luncheons all three days & Coffee all day)*

Non-Member \$289   
Individual Member \$269

Vegetarian Meals:

Member #: \_\_\_\_\_

#### B. WORKSHOPS ONLY Package *(If postmarked by July 15, deduct \$15)*

Non-Member \$195   
Individual Member \$170

Member #: \_\_\_\_\_

#### C. DAILY REGISTRATION

Thursday Workshops and Breakfast \$95   
Thursday Workshops and Breakfast and Boxed Lunch \$120   
Friday Workshops and Breakfast \$95   
Friday Workshops and Breakfast and Luncheon \$120   
Saturday Workshops and Breakfast \$95   
Saturday Workshops and Breakfast and Luncheon \$120

Vegetarian Meals:

#### D. INDIVIDUAL MEMBERSHIP

California Literacy Membership for one year \$30

**TOTAL PAYMENT: \$ 299.00**

#### PAYMENT METHOD: (circle one)

Check  Visa  Mastercard  Purchase Order #: \_\_\_\_\_

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Name on Credit Card  
California State Library

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Card # Expiration Date

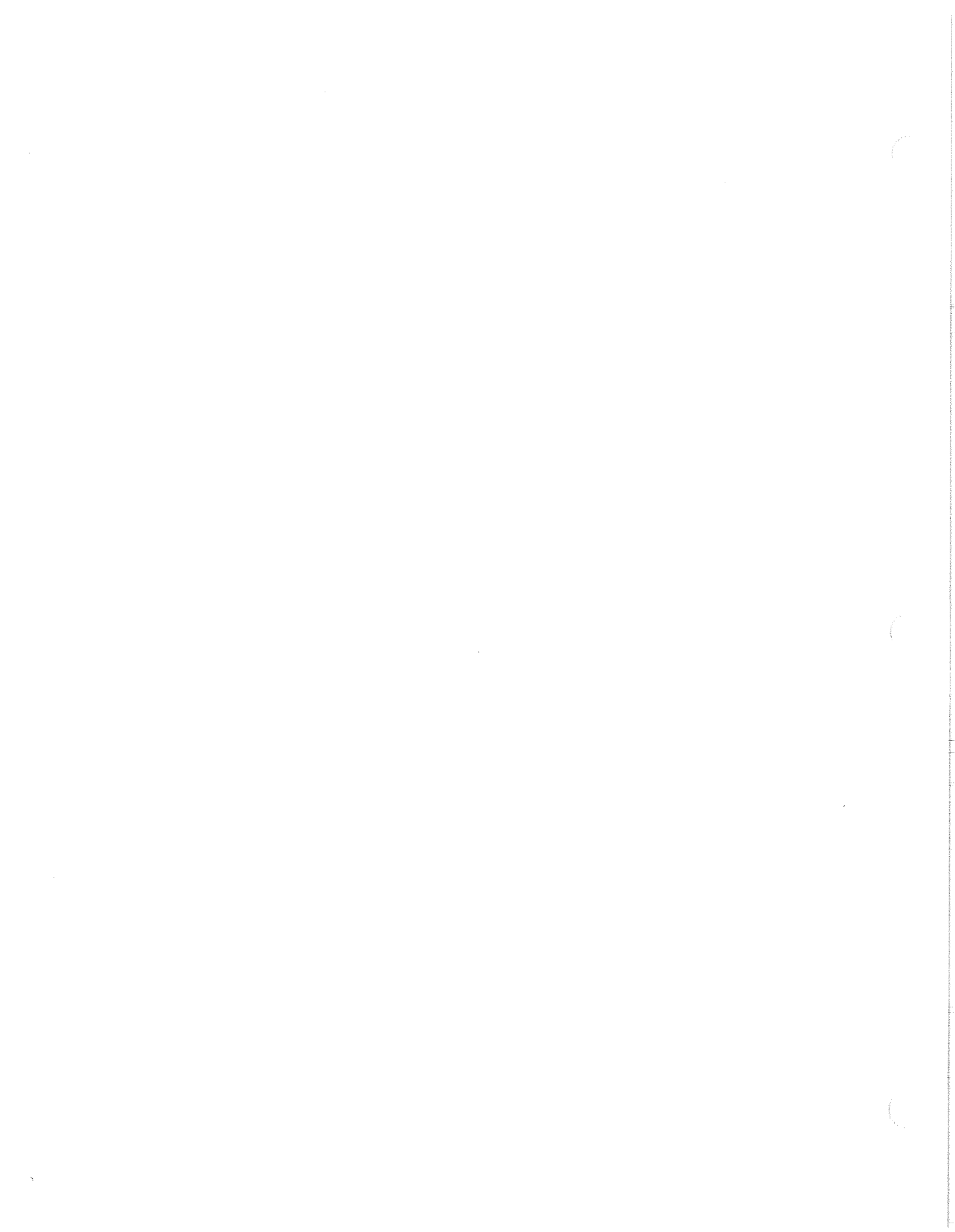
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Signature

*Refunds: Written requests for refunds must be received by Sept. 15, 2004. Phone cancellations are not accepted. After Sept. 15, a \$50 processing fee will be charged. All refunds are processed after the Conference. No meal refunds after Sept. 15.*

Placentia Library District  
Travel Estimate

Name: Toby R. Silberfarb  
Event: 39th Annual State Conference  
Location: San Francisco, CA  
fund: Californis Literacy

	Mon	Tues	Wed	Thur	Fri	Sat	Reimb by	
							CAL Lit 2400-08	Library GF 2400-08
Date			10/13/04	10/14/04	10/15/04	10/16/04		
Registration				299.00			299.00	
Hotel			125.40	125.40	125.40		376.20	
Breakfast	-						-	
Lunch							-	
Dinner			25.00	25.00	25.00			75.00
Air/Train			142.00				142.00	
Local Trans.			20.00	20.00	20.00	20.00	80.00	
Mileage @ \$ .36							-	
Parking/Tolls						80.00	80.00	
Telephone							-	
Misc.			15.00	15.00	15.00	15.00	60.00	60.00
<b>TOTAL</b>	-	-	317.00	474.00	175.00	115.00	661.00	135.00





**FAX to: Mickie Potter 916-653-8**

**E-mail to: mpotter@library.ca.gov**

**RSVP**

Due Wednesday, Sept. 1

**CLLS Annual Meeting, November 12, 2004  
CLA Annual Conference, November 12<sup>th</sup> – 15<sup>th</sup>  
Fairmont Hotel, 170 S. Market Street, San Jose**

Library Name: Placentia Library District

Participant's Name: Jim Roberts  
(One form for each participant please.)

- Literacy Coordinator       FFL Coordinator       ELLI Coordinator  
 MLLS Coordinator       Adult Learner on Staff       Other Literacy Staff \*

Mailing Address 411 E. Chapman Ave. Placentia CA 92870

Phone: (714) 524-8408 x215 E-Mail: jroberts@placentialibrary.org

\* Other literacy staff will be put on a waiting list and their attendance will be confirmed on a first-come-first-served basis after the RSVP deadline.

**Check all boxes that apply!**

**HOTEL:**

- I will attend the CLLS Annual Meeting on November 12, 2004, but do **NOT** require room reservations
- I will attend the CLLS Annual Meeting on November 12, 2004 and I will be staying at the Fairmont, San Jose the night of Friday, November 12<sup>th</sup>, courtesy of the State Library. I understand that these arrangements will be made for me upon receipt of this form. Room availability at the Fairmont, San Jose is limited and will be filled in the order that RSVP forms are received. I understand that if I RSVP after **September 1<sup>st</sup>**, it will be my responsibility to make room reservations, to pay for the room, and to seek subsequent reimbursement from the State Library.
- Non-Smoking Room       Smoking Room
- Because of extreme travel hardship, please also reserve me a room for the night of Thursday, November 11<sup>th</sup>, courtesy of the State Library.
- I will be staying additional nights at the Fairmont, San Jose. I understand that the State Library will book these rooms for me but that I will need to pay for these room nights on my own (\$110/night single or double occupancy).

Additional nights:     November 13       November 14       November 15

Participant Name: Jim Robert

### DINNER:

- Grilled Vegetable Strudel       Breast of Chicken       Grilled Filet of Salmon  
**OR**    I will NOT attend the dinner portion of the CLLS meeting

### CONFERENCE REGISTRATION:

- I will attend the CLA Conference with my registration paid by the State Library. \*\*  
 Someone else from my literacy program has opted for the one free conference registration offered by the State Library, but I would like to be put on a waiting list to receive a free conference registration if any are available after August 31<sup>st</sup>.  
 I will attend the CLA Conference but my registration will be paid by some other source (not the State Library).  
 I will not attend the CLA Conference.

\*\* The State Library will pay for one literacy staff person from each library to attend the CLA Conference, November 12 – 15<sup>th</sup> for free. If more than one literacy person from your library would like to attend, please indicate this by checking the box above and we will fill any additional availability on a first-come, first served basis after the RSVP deadline.

Preliminary information on the conference is available at:

<http://www.cla-net.org/news/confexhibition.php>. Some information on the conference and CLA workshops of special interest is provided below (pp. 5 - 7).

Special instructions for registering for the CLA conference will be sent out to the listserv separately. ***Do not register under the State Library offer until you have received these instructions.***

### TRAVEL:

Plan to arrive at the Fairmont, San Jose in time to start at 10 a.m. on Friday, November 12<sup>th</sup>.

**I am flying.**

If you're flying, we encourage you to make your own flight arrangements to San Jose International Airport and seek reimbursement from National City Public Library (the form is below, page 8). *When you make these arrangements it saves us money that can be spent in other areas of literacy services.* If you would prefer to work through a travel agent, please e-mail Monica O'Hara (<mailto:literacy@sdcoe.k12.ca.us>) and she will send instructions.

Save all shuttle receipts (you will have to pay out of pocket to get from the airport to the hotel) as you can submit for reimbursement from National City immediately after the conference. We recommend you use SuperShuttle or some other relatively inexpensive form of transport.

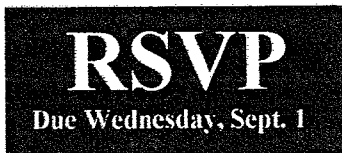
**I am driving.**

Mileage and parking reimbursement forms will also be available at the Annual Meeting. Parking at the Fairmont on November 12th will go to the master account so you will not have to pay out of pocket. In the event that you have to pay for parking (e.g. you spend additional days at the Fairmont) parking is \$22/day at the hotel or \$15-\$20/day at nearby public lots.

**Please fax or e-mail this form to Mickie Potter at the CSL:  
916-653-8443 or [mpotter@library.ca.gov](mailto:mpotter@library.ca.gov) by Wednesday, September 1**

**FAX to: Mickie Potter 916-653-8**

**E-mail to: mpotter@library.ca.gov**



**CLLS Annual Meeting, November 12, 2004  
CLA Annual Conference, November 12<sup>th</sup> – 15<sup>th</sup>  
Fairmont Hotel, 170 S. Market Street, San Jose**

Library Name: Placentia Library District

Participant's Name: Toby Silberfarb  
(One form for each participant please.)

- Literacy Coordinator       FFL Coordinator       ELLI Coordinator  
 MLLS Coordinator       Adult Learner on Staff       Other Literacy Staff \*

Mailing Address 411 E. Chapman Ave., Placentia CA 92870

Phone: (714) 524-8408 X 213 E-Mail: tsilberfarb@placentialibrary.org

\* Other literacy staff will be put on a waiting list and their attendance will be confirmed on a first-come-first-served basis after the RSVP deadline.

**Check all boxes that apply!**

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- I will attend the CLLS Annual Meeting on November 12, 2004 and I will be staying at the Fairmont, San Jose the night of Friday, November 12<sup>th</sup>, courtesy of the State Library. I understand that these arrangements will be made for me upon receipt of this form. Room availability at the Fairmont, San Jose is limited and will be filled in the order that RSVP forms are received. I understand that if I RSVP **after September 1<sup>st</sup>**, it will be my responsibility to make room reservations, to pay for the room, and to seek subsequent reimbursement from the State Library.
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- I will be staying additional nights at the Fairmont, San Jose. I understand that the State Library will book these rooms for me but that I will need to pay for these room nights on my own (\$110/night single or double occupancy).

Additional nights:     November 13     November 14     November 15

Participant Name: Toby Silberfe

### DINNER:

- Grilled Vegetable Strudel       Breast of Chicken       Grilled Filet of Salmon  
**OR**    I will NOT attend the dinner portion of the CLLS meeting

### CONFERENCE REGISTRATION:

- I will attend the CLA Conference with my registration paid by the State Library. \*\*  
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<http://www.cla-net.org/news/confexhibition.php>. Some information on the conference and CLA workshops of special interest is provided below (pp. 5 - 7).

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**Please fax or e-mail this form to Mickie Potter at the CSL:  
916-653-8443 or [mpotter@library.ca.gov](mailto:mpotter@library.ca.gov) by Wednesday, September 1**

Placentia Library District  
Travel Estimate

Name: Toby Silberfarb  
Event: CLLS 20th Anniversary Conference  
Location: San Jose, CA  
fund: CLLS

Date	Mon	Tues	Wed	Thur 11/11/04	Fri 11/12/04	Sat 11/13/04	Reimb by	
							CLLS 2400-08	Library GF 2400-08
Registration					25.00			25.00
Hotel	-	-	-	CSL	CSL	-	-	
Breakfast	-					15.00		15.00
Lunch						15.00		15.00
Dinner				25.00		-		25.00
Air/Train				142.00			142.00	
Local Trans.							-	
Mileage @ \$ .36						7.20	7.20	
Parking/Tolls				20.00	20.00	20.00	60.00	
Telephone							-	
Misc.				10.00	10.00	10.00		30.00
<b>TOTAL</b>	-	-	-	197.00	55.00	67.20	-	209.20

Name: Jim Roberts  
Event: CLLS 20th Anniversary Conference  
Location: San Jose, CA  
fund: CLLS

Date	Mon	Tues	Wed	Thur 11/11/04	Fri 11/12/04	Sat 11/13/014	Reimb by	
							CLLS 2400-08	Library GF 2400-08
Registration					25.00			25.00
Hotel	-	-	-	CLS	CLS	-	-	
Breakfast	-					15.00		15.00
Lunch						15.00		15.00
Dinner				25.00		-		25.00
Air/Train				142.00			142.00	
Local Trans.							-	
Mileage @ \$ .36							-	
Parking/Tolls							-	
Telephone							-	
Misc.				10.00	10.00	10.00		30.00
<b>TOTAL</b>	-	-	-	177.00	35.00	40.00	-	142.00

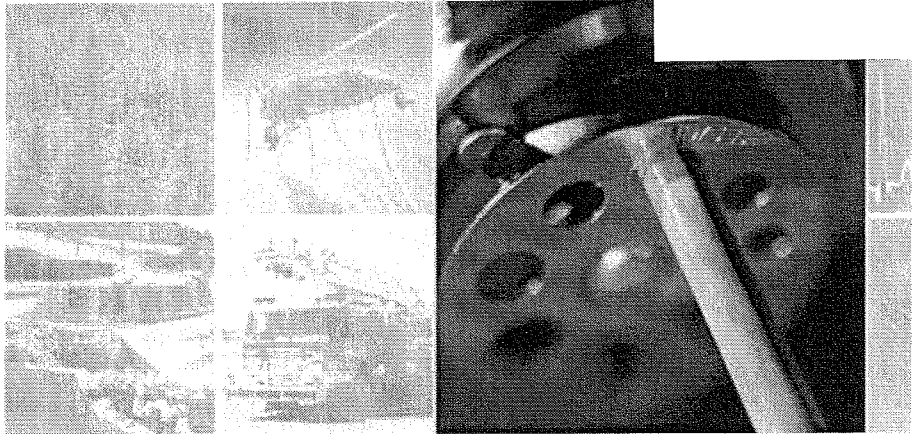
Name: Elizabeth Minter  
Event: CLLS 20th Anniversary Dinner  
Location: San Jose, CA  
fund: CLLS

Date	Mon	Tues	Wed	Thur	Fri 11/12/04	Sat 11/13/014	Reimb by	
							CLLS 2400-08	Library GF 2400-08
Registration					25.00			25.00
Hotel	-	-	-		100.00	-		100.00
Breakfast	-					15.00		15.00
Lunch					15.00	15.00		15.00
Dinner						-		25.00
Air/Train							-	
Local Trans.							-	
Mileage @ \$ .36					54.00	108.00		162.00
Parking/Tolls							-	
Telephone							-	
Misc.					10.00	10.00		30.00
<b>TOTAL</b>	-	-	-	-	204.00	148.00	-	372.00





California Special Districts Association  
1215 K Street, Suite 930  
Sacramento, California 95814  
t: 916.442.7887  
f: 916.442.7889  
toll-free: 877.924.CSDA



[About Special Districts](#) | [About CSDA](#) | [Member Benefits](#) | [Education](#) | [Home](#)

## HOTEL ACCOMMODATIONS

Embassy Suites Hotel  
San Diego Bay - Downtown  
601 Pacific Highway  
San Diego, CA 92101  
1.800.Embassy - mention  
CSDA  
Room Rate: \$119.00  
(additional \$20 for bay view  
suites)  
Room Rate Cut-off:  
November 14, 2004

## AGENDA

- 8:00am – 8:30am -  
Registration
- 8:30am – 12:00am - Course
- 12:00pm – 1:00pm - Lunch  
is included
- 1:00pm – 3:30pm - Course

## STRUCTURE OF THE DAY

- 8:30am – 11:00pm  
Ralph M. Brown Act
- 11:00am – 12:00pm  
California Public Records  
Act
- 1:00pm – 3:30pm  
Conflict of Interest

# December 15 - Staying in Compliance

- *The Ralph M. Brown Act*
- *California Public Records Act*
- *Conflict of Interest*

As times change so does the need to re-interpret and review some of the laws governing Special Districts. Today we pass information along via email while considering whether that interaction is in violation of the Brown Act or if information is considered a Public Record.

CSDA has partnered with the law firm of Meyers Nave to bring you a seminar to help your district understand the changing face of legislation that governs your district, including; The Ralph M. Brown Act, California Public Records Act and Conflict of Interest. Refresh your knowledge and learn about the new updates to these laws. This workshop is set up to be interactive, so come prepared with examples and questions that you would like addressed.

**I would like to register for this event NOW!**

## Workshop Agenda

### Ralph M. Brown Act

“The government being the people’s business, it necessarily follows that its operations should be at all times open to the public view.” – William Jenn Bryan, Secretary of State (1915) In today’s local government environment understanding the Brown Act is crucial to effectively managing the business of your district. In this session you will receive an overview of the latest updates to the Brown Act, closed session protocols, and a discussion of how the latest technology can help your district to be out of compliance with the Brown Act.

- Is your district up-to-date with the latest revisions to the Brown Act?
- What is considered a meeting in the electronic age?
- What is ok to discuss in a closed session and what does your district need to report back to the public?

### Public Records Act

Failure to disclose records in accordance with the Public Records Act may

legal action against you district. This workshop will assist your district in understanding the Act and brief you on any current legislative developments.

- What is the best manner to deal with the public's request for records?
- What is a public record in the electronic age?

- o Bid proposals
- o E-mail
- o Personnel data

**Conflicts of Interest**

Does your district struggle with what is a conflict of interest? Ethics in local government is always a difficult subject to teach. In this workshop we will discuss the Political Reform Act which will address the conflicts arising from financial interest. In addition, you will receive an overview of Government Code § 87000 which addresses contractual conflicts of interest.

**Speaker Biographies**

**RUTHANN G. ZIEGLER**

Ruthann Ziegler is a founding member of the Sacramento office of Meyer Ziegler. She joined the firm in 2003 from Kronick, Moskovitz, Tiedemann & Gira bringing over 20 years of experience in public law with municipalities and districts. Ms. Ziegler represents clients in matters affecting local government decision-making, ranging from day-to-day operations to long-term policy.

**MIKE DEAN**

Mike Dean is a member of Meyers Nave's public law department and a founding member of their Sacramento office. He joined the firm in 2003, bringing over 27 years of experience as both staff and contract city attorney for municipalities including cities of Plymouth, Dixon, Roseville and Modesto. He is currently city attorney for the City of Dixon and the City of Plymouth. During his career he also has served as special counsel to cities, counties, redevelopment agencies and school districts throughout Northern California. He also acts as a hearing officer for a variety of public agencies.

**REGISTER FOR THIS EVENT!**

Select:  December 15, 2004 -- San Diego

CSDA Status:  Member - \$170  Non-member - \$210

Name:   
Title:   
District:

E-mail:   
Address:



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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:** **Biennial Review of the Placentia Library District Conflict of Interest Code and authorize the Library Director to file a report of no amendments**

**DATE:** August 23, 2004

**BACKGROUND**

Every even numbered year local government officials are required to review the agency's Conflict of Interest Policy.

Placentia Library District's Conflict of Interest Policy is Attachment A.

The instructions for the review are Attachment B.

The Declaration of Chief Executive Officer Biennial Review is Attachment C

Chapter 18730 of the California Code of Regulations, *Provisions of Conflict of Interest Codes*, is Attachment D.

**RECOMMENDATION**

Receive & File and Authorize Library Director to File Response

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Conflict of Interest  
**POLICY NUMBER:** 1020

**1020.1** The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Trustees and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of Placentia Library District.

**1020.2** Designated employees will file statements of economic interests with the Clerk of the County of Orange.

### ATTACHMENT A – Designated Positions

Library Trustee  
Library Director  
Public Services Manager  
Technical Services Manager

#### Disclosure Categories

The above designated positions must disclose all investments, interest in real property, income and business positions.

Reviewed September 15, 1998  
Reviewed August 16, 2000  
Reviewed September 18, 2002  
Reviewed August 23, 2004



Clerk of the Board of  
10 Civic Center  
S  
(714) 834-3453 \*\*

---

Darlene J. Bloom  
Clerk of the Board

June 17, 2004

TO: Conflict of Interest Agency Contact Person

FROM: Darlene J. Bloom, Clerk of the Board

SUBJECT: Update of County Conflict of Interest Code

The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended.

Attached are copies of your agencies exhibits (listing the designated positions and disclosure categories for your department) and a "Designated Filers Report" listing the persons assigned to those positions. Please review and update your agencies exhibits for reorganizations, addition or deletion of positions, change in duties of positions, changes in titles of positions, etc.

Attached are the Fair Political Practices Commission Fact Sheets "*How to Determine Who Should be Designated In a Conflict of Interest Code*" and "*Consultants In a Conflict of Interest Code*".

Please return the "2004 Agency Biennial Notice" to Sonia Acuna at the address above **no later than October 1, 2004**, whether changes to exhibits are required or not. Your agency's Chief Executive Officer must sign the notice verifying their review of your agency's exhibits.

If you have any questions regarding updates to your code, please contact your agencies counsel. If you have any questions regarding the Conflict of Interest process, please contact Sonia Acuna at (714) 834-2206.

Thank you for your cooperation in this matter.

## APPENDIX

### Designated Positions

Library Trustee  
Library Director  
Public Services Manager  
Technical Services Manager

### Disclosure Categories

The above designated position must disclose all investments, interest in real property, income, and business positions.

Reviewed September 15, 1998



# Designated Filers List

**DATE:** 6/14/2004

**TO:** Darlene J. Bloom, Clerk of the Board of Supervisors, County of Orange

**AGENCY NAME:** Placentia Library District

**PRIMARY CONTACT:** Minter, Elizabeth D.

**SECONDARY CONTACT:**

Contact Address: 411 E. Chapman Avenue  
Placentia, CA 92870

Phone Number: 714-528-1925 x203

Email Address: [administration@placentialibrary.org](mailto:administration@placentialibrary.org)

Fax Number: 714-528-8236

**SUPERINTENDENT/ EXECUTIVE OFFICER:** \_\_\_\_\_

**ANNUAL FILING DATE: 12/31**

**FILING DEADLINE DATE: 4/1**

Name of Filer	Position/Disclosure Category Number(s)
Braun, Geoff	Board Trustee/ Not identified
DeVecchio, Richard C.	Board Trustee/ Not identified
Dinsmore, Margaret V.	Board Trustee/ Not identified
Escobosa, Lilian B.	Board Trustee/ Not identified
Minter, Elizabeth D.	Library Director/ Not identified
Roberts, James A.	Public Services Manager/ Not identified
Shkoler, Al	Board Trustee/ Not identified
Shook, Julie L.	Technical Services Manager/ Not identified
Wood, Gaetan M.	Board Trustee/ Not identified

# How to Determine Who Should be Designated In a Conflict of Interest Code

## Determining Who Makes or Participates in the Making of Governmental Decisions:

*Making* a governmental decision, means the person:

- (1) Votes on a matter;
- (2) Appoints a person;
- (3) Obligates or commits his or her agency to any course of action; or
- (4) Enters into any contractual agreement on behalf of his or her agency.

*Participating in the making* of a decision, means the person:

- (1) Negotiates, without significant substantive review, with a governmental entity or private person regarding the decision; or
- (2) Advises or makes recommendations to the decision-maker by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgment on the part of the employee and the employee is attempting to influence the decision.

## Who is a Designated Employee?

A designated employee is an officer, employee, member or consultant of an agency whose position is designated in the code because the position entails the making or participation in the making of governmental decisions which may foreseeably have a material effect on any financial interest. (*Government Code Section 82019.*)

To determine who should be designated in the code, you need to know who within the agency makes or participates in the making of governmental decisions. (*Commission Regulation 2 Cal. Code of Regs. Section 18701.*)

## Who Should Not be Designated?

The term "designated employee" does not include:

- Public officials specified in Government Code Section 87200
  - board of supervisors
  - chief administrative officers
  - district attorneys
  - county counsels
  - county treasurers
  - planning commissioners
  - city councilmembers
  - mayors
  - city managers
  - city attorneys
  - city treasurers
  - other city, county and local agency public officials who manage public investments
- Solely clerical, ministerial or manual positions
- Unsalaries members of boards or commissions which are solely advisory

## Checking Duty Statement and Job Description:

You can determine who should be designated in the code by first eliminating those positions outlined above that are not designated employees.

Next, evaluate the remaining employees, members, officers or consultants of your agency. Top level management personnel are normally broad policy makers and should be designated. Beyond that you need to look at each position to determine if it makes or participates in the making of governmental decisions. One way to accomplish this is by reviewing duty statements or job descriptions.

Some agencies rely on department supervisors to determine who within their department makes or participates in making decisions. This would be acceptable provided you set out for the supervisor what it means to make or participate in the making of decisions as set forth above.

## Consultants in a Conflict of Interest Code

### Who is a Consultant?

The Political Reform Act (Gov. Code Sections 81000-91015) provides that "no public official at any level of state or local government shall make, participate in making, or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest." (Section 87100.) In addition, the Act requires every public official to disclose those economic interests that could foreseeably be affected by the exercise of his or her duties. (Sections 87200-87313.)

The term "public official" includes consultants: "Public official at any level of state or local government" means a member, officer, employee, or *consultant* of a state or local government agency." (2 Cal. Code of Regs. Section 18701(a).)

Regulation 18701(a)(2) defines "consultant" as an individual who, pursuant to a contract with a state or local government agency:

- (A) Makes a governmental decision whether to:
  - (i) Approve a rate, rule, or regulation;
  - (ii) Adopt or enforce a law;
  - (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
  - (iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
  - (v) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
  - (vi) Grant agency approval to a plan, design, report, study, or similar item;
  - (vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof;

-OR-

- (B) Serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

### Consultants are Individuals

It is not the business or firm providing services to your agency that is considered the consultant. The *individual(s)* working for the firm who provide the services are considered the consultants. These individuals must file statements of economic interests based on their *personal* financial interests and are subject to disqualification and other laws affecting public officials.

### Serving in a Staff Capacity

The regulation includes only those individuals who are performing substantially all the same tasks that normally would be performed by staff members of a governmental entity. In most cases, individuals who work on just one project or a limited range of projects for an agency are not considered to be working in a "staff capacity." The length of the individual's service to the agency is relevant. For example, suppose an individual contracted with a city to study noise at a specified intersection. If the individual took the noise measurements in one day, and issued a report to the

## Consultants

planning commission before its next meeting, the individual normally would not be serving in a staff capacity. If, however, a firm's contract provided that it would provide all plan checking services for a city for five years, it is much more likely that individuals performing these services would be in a quasi-staff capacity. In addition, the tasks of the quasi-staff member over this period of time must be substantially the same as a position that is, *or should be*, specified in the agency's conflict of interest code. (Memorandum to the Commission dated March 28, 1994, regarding Regulation 18700, pp. 3-4.) (*Kalland Advice Letter, No. I-96-078.*)

**An individual who makes a governmental decision listed above or serves in staff capacity with the agency is considered a public official who must file a statement of economic interests. The individual is subject to the Act's gift limits and conflict of interest provisions.**

### Examples

Persons classified as Deputy Public Defenders appear to "make" or "participate in making" governmental decisions and therefore should be included in a conflict of interest code. Deputy Public Defenders are attorneys appointed by the court. Deputy Public Defenders confer and negotiate with judges and prosecution, ultimately binding the agency to a course of action in court. They also make recommendations to the Public Defender regarding requests for investigation, expert services, transcript preparation and other special services related to their cases. (*Nagel Advice Letter, No. A-97-466.*)

An attorney hired to perform ongoing legal services for an agency would usually be considered a consultant. Attorneys generally have broad powers to affect decisions which could foreseeably and materially affect their financial interests. These powers include the authority to represent and bind the agency to a course of action in litigation and contract matters. Attorneys often make governmental decisions listed in Regulation 18701(a)(2)(A) and/or serve in a staff capacity with the agency. However, an attorney hired to work on one discrete litigation matter, who was not making any governmental decisions listed above, would not be considered to be working in a "staff capacity" and, therefore, would not be a consultant.

An investment firm provides consulting services to a county employee's retirement association. Pursuant to a contract, employees of the investment firm attend all board meetings and subcommittee meetings where investment issues are discussed. Employees of the investment firm are required to perform other services and provide reports on investment issues as requested by the retirement board or staff. Because the employees of the investment advisor serve on an ongoing basis as staff for the retirement board, and in that capacity participate in the making of all investment decisions, they are considered consultants under the Act. (*Randolph Advice Letter, No. I-95-045.*)

Individual members of a consulting firm who prepare an EIS/EIR report for the Sacramento Regional Transit District's ("RT") Folsom light rail extension are consultants and should be designated in a conflict of interest code. RT hires environmental consultants on an as-needed basis to prepare extensive or technical environmental studies which cannot be completed by its staff. RT hires



## Consultants

### Listing Consultants in a Conflict of Interest Code

environmental consultants for each project. The consulting firm will be under contract with RT to provide environmental services for three projects extending over at least three years. The consultant conducts research and makes investigations that require exercise of its expertise and judgment, and prepares the report. The consultant's role also encompasses recommending to RT's board of directors approval of agreements and permits it negotiates and approval of the environmental report. Although the RT board reviews the report and related documents, because of the technical nature of the study, the consultant's conclusions and recommendations are accepted without significant intervening substantive review. In addition, members of the consulting firm have authority to negotiate contracts and recommend RT's approval without significant independent review by RT. (*Patterson Advice Letter, No. A-97-570.*)

The Commission realizes that not all consultants participate in making decisions on behalf of public agencies. Rather than amend your code each time you retain a consultant who is in a decision-making capacity, you may use a specialized disclosure category which provides that the disclosure required of consultants shall be determined on a case-by-case basis by the chief executive officer. The chief executive officer may make a determination as to what disclosure, if any, is required by any particular consultant.

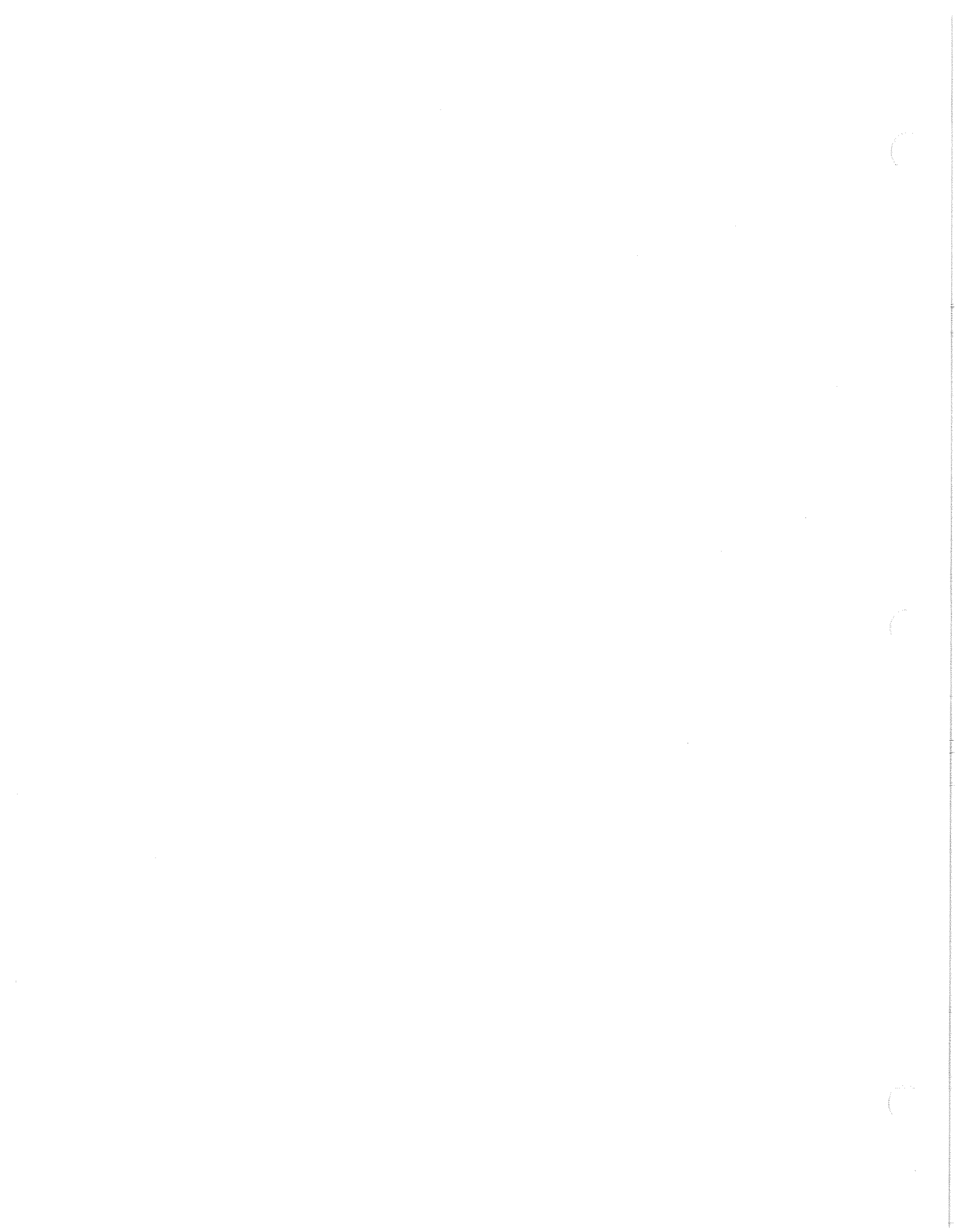
This consultant disclosure category should be part of the code. You should add the position "consultant" as a designated position in the appendix of the code with a footnote as shown in the following example:

#### Consultant\*

*\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:*

*The (executive director or executive officer) may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The (executive director's or executive officer's) determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.*

This fact sheet highlights provisions of the Act concerning consultants. You should not rely on the fact sheet alone to ensure compliance with the Act. If you have any questions, consult the Act and regulations or contact the Fair Political Practices Commission at (916) 322-5660.



## 2004 LOCAL AGENCY BIENNIAL NOTICE

Name of Agency: Placentia Library District

Mailing Address: 411 East Chapman Avenue, Placentia, CA 92870

Primary Contact Person: Elizabeth D. Minter Office Phone No: 714-528-1925 x202

Email address: administration@placentialibrary.org Fax No. 714-528-8236

This agency has reviewed its Conflict of Interest Code and has determined that:


An amendment is required. The following amendments are necessary:  
(Check all that apply)

- Include new positions (including consultants) which must be designated
- Revise the titles of existing positions
- Delete titles of positions that have been abolished
- Delete positions that manage public investments
- Revise disclosure categories
- Other \_\_\_\_\_

No amendment is required.

The agency's code accurately designates all positions which make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions; and the code includes all other provisions required by Government Code Section 87302.

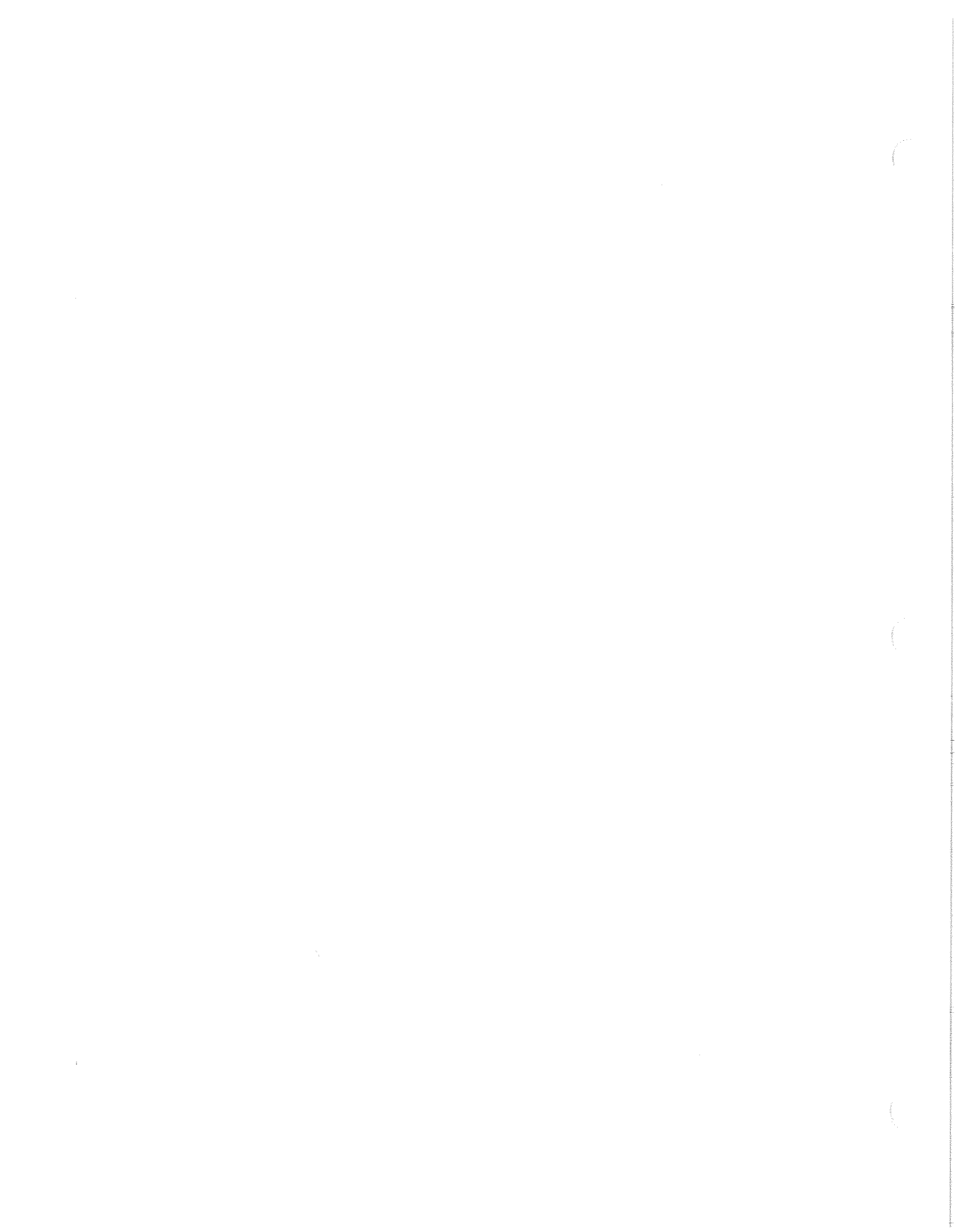
### DECLARATION OF CHIEF EXECUTIVE OFFICER BIENNIAL REVIEW

Signature of Agency Department Head:  Date: August 23, 2004

**Complete this notice regardless of how recently your code was approved or amended.**

**Please return this report no later than October 1, 2004 to:**

Sonia Acuna, Deputy Clerk  
Clerk of the Board of Supervisors  
County of Orange  
10 Civic Center Plaza  
P.O. Box 687  
Santa Ana, California 92702-0687



**TITLE 2. Administration****Division 6. Fair Political Practices Commission****Chapter 7. Conflicts of Interest****Article 2. Disclosure****§18730. Provisions of Conflict of Interest Codes.****§18730. Provisions of Conflict of Interest Codes.**• [Note](#) • [History](#)

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and

(C) The filing officer is the same for both

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.<sup>2</sup>

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12

months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property<sup>3</sup> is required to be reported,<sup>4</sup> the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported,<sup>5</sup> the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,<sup>6</sup> the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is

a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$340.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$340 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local



government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
  - a. The date the loan was made.
  - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
  - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$340 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the

public regarding the rendering of goods or services or 18705.2(c) totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000-91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

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<sup>1</sup>Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

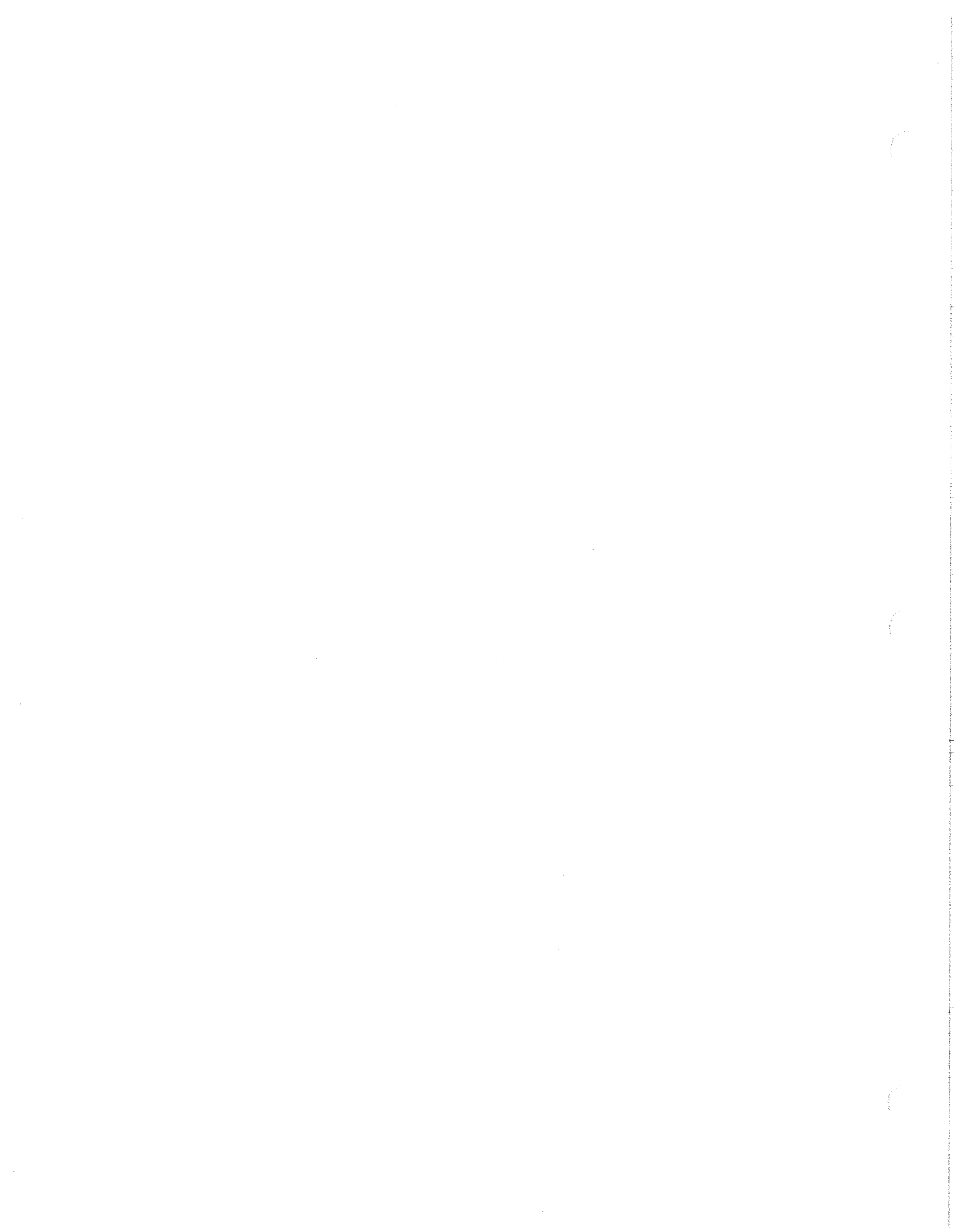
<sup>2</sup> See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

<sup>3</sup> For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.


<sup>4</sup> Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

<sup>5</sup>A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

<sup>6</sup>Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.



**Agenda Item 37**

**TO:** Elizabeth Minter, Library Director  
**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator   
**DATE:** August 23, 2004  
**SUBJECT:** **Ribbon Cutting and National Library Card Month.**

**BACKGROUND:**

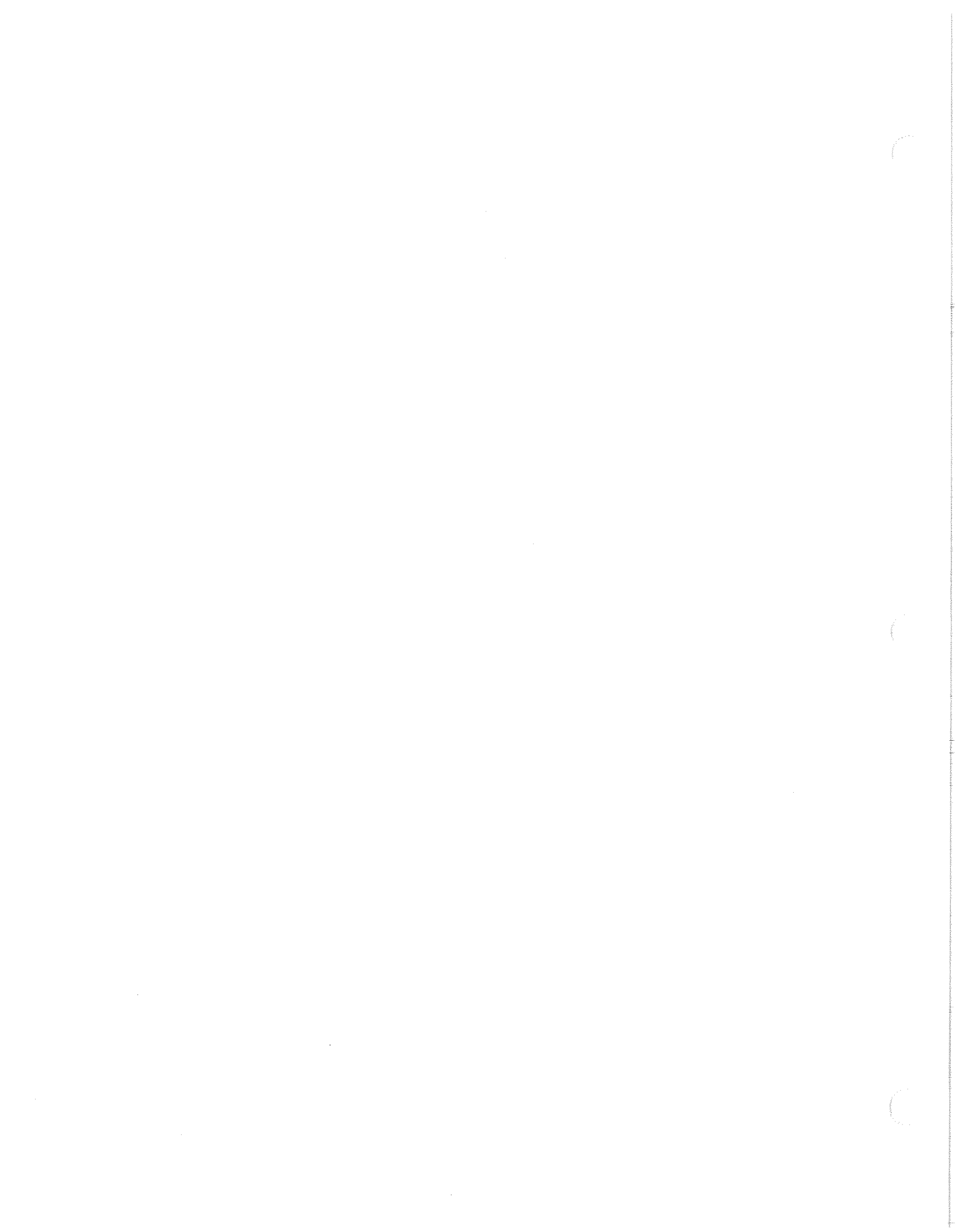
On Tuesday, September 7, at 9:00 AM, the Placentia Library District will celebrate the addition of 18 hours open to the public by having a ribbon cutting ceremony in the lobby. The Placentia Chamber of Commerce will assist in the ribbon cutting.

In conjunction with the ribbon cutting ceremony, the library will introduce September as **National Library Card Sign-up Month** and we will have promotional items for that event. We have also invited the County Supervisor, Chris Norby, and the Placentia Mayor and City Council to participate in the "The Smartest Card is @ your library: get it, use it at Placentia Library." At the end of the event, there will be light refreshments in the Meeting Room.

The Library has also invited the press to the ceremony.

**RECOMMENDATION:**

The Library Board attend the event.



**Agenda Item 38**

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator <sup>JR</sup>

DATE: August 23, 2004

**SUBJECT: Heritage Festival Parade Participation.**

**BACKGROUND:**

The Heritage Festival Parade this year will be on Saturday, October 9, 2004. Line up for the parade begins at 8:30 AM.

Placentia Library District normally participates in the Heritage Festival Parade in two ways:

1. The Library Trustees ride in cars in the parade.
2. At the direction of the Children's Librarian, Children from local schools dress up as book characters and walk in the parade.

**RECOMMENDATION:**

The Library Board of Trustees will determine who will ride in the parade cars.





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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:** Library Director's Report  
**DATE:** August 23, 2004

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

- Jul 21 Attended Chamber of Commerce Mixer at El Torito Restaurant
- Jul 28 Met with Technical Services Manager Julie Shook and Circulation Supervisor Yesenia Gomez to establish a recruitment schedule for the PT Clerk I positions. Sent advertisement to Orange County Register, listed job on CAL Jobs and prepared application materials and packets for PT Clerk I positions.
- Met with Public Services Manager Jim Roberts to discuss the recruitment process and schedule for the PT Librarian position. Determined that the position would be offered to someone on the eligibility list when that person returned from vacation on August 5<sup>th</sup>. Also determined that if the eligible person declined the position that there would be an open recruitment beginning August 8 and that substitutes would be used to fill the position until a candidate was selected.
- Jul 29 Attended Chamber of Commerce Police & Fire Breakfast.
- Made a presentation on Independent Special Library Districts at the ISDOC Meeting in Fountain Valley.
- Aug 2 Meeting with Foundation President Jean Lasley.
- Aug 3 Library Board Worksession.
- Aug 4 Foundation Donor Reception Committee Meeting.
- Aug 5 Offered PT Librarian position to candidate from the eligibility list.
- Discussed the structure of the PT Librarian position with the Public Services Manager and Technical Services Manager. We decided that I would recommend to the Board an amendment to the Librarian I job description to allow reclassification of experienced Library Assistants to Librarian I and changing the existing position from .75 FTE to 1.0 FTE in order to relieve the tightness in scheduling and allow for greater participation in the materials selection process.
- Aug 7 Passport processing.

- Aug 9 Library Board Special Meeting.
- Aug 10 Meeting with President Shkoler and Trustee Wood.  
Foundation Annual Giving Committee Meeting.
- Aug 11 Bulk mail training at Santa Ana Post Office.  
Worked with RMC to install rack and storage for emergency supplies.
- Aug 12 Worked with Laranne Millonzi and JART to arrange for correction in error in Foundation Annual Giving mailing by the mail processor – a key insert (the focal point) was left out of the mailing. As a result there will be no printing cost for the Library's change of hours notice going to the mailing list although it will be a letter instead of a post card. The Library will pay only for the postage.  
  
Attended Orange County Division CA League of Cities meeting in Tustin with President Shkoler and visited with the Placentia City Administrator appointee.
- Aug 13 Received resignation from the Administrative Assistant.  
  
Sent advertisement to Orange County Register, listed job on CAL Jobs and prepared application materials and packets for Administrative Assistant Position.
- Aug 17 Library Board Special Meeting.  
  
Met with the Librarian appointee and told him that since the Board had accepted my recommendation of changing the position from .75 FTE to 1.0 FTE, and since the original recruitment had been for a .5 FTE position, that the Board wanted an open recruitment for the new 1.0 FTE position. Until the position is filled with a permanent appointment he will continue to fill it as a substitute.  
  
Sent advertisement to Orange County Register, listed job on CAL Jobs and prepared application materials for Librarian Position.  
  
Meeting with Foundation President Jean Lasley to discuss Planned Giving activities.
- Aug 18 Foundation Investment Committee annual review meeting.

The following staff meetings were held:

- Jul 28 Discussed Cafeteria Plan and Passport Services & Brainstorming/Agenda Building for next three months of staff meetings.
- Aug 18 Discussed new staff shirts

Lunches with staff members:

- Aug 5 Caroline Gurkweitz
- Aug 12 Donna Siloti

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: August 23, 2004

**SUBJECT: Program Committee Report for the month of July**

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	15
<u>TYD Total</u>	1	15
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	0	0
Thurs. AM Story Times	5	202
3-4 year-old music times	4	180
5-6 year-old music times	4	80
Lapsits	2	280
SRP Programs	4	417
Stories from India	1	28
<b>TOTAL FOR JULY</b>	<b>27</b>	<b><u>1,224</u></b>
<b>YTD TOTAL</b>	<b>27</b>	<b><u>1,224</u></b>

**LITERACY SERVICES**                      **July 2004-05**   **FY 2004-05 YTD**


Total Tutors	145	145
Total Students	159	159
Total Hours	1,739	1,739

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



Agenda Item 41

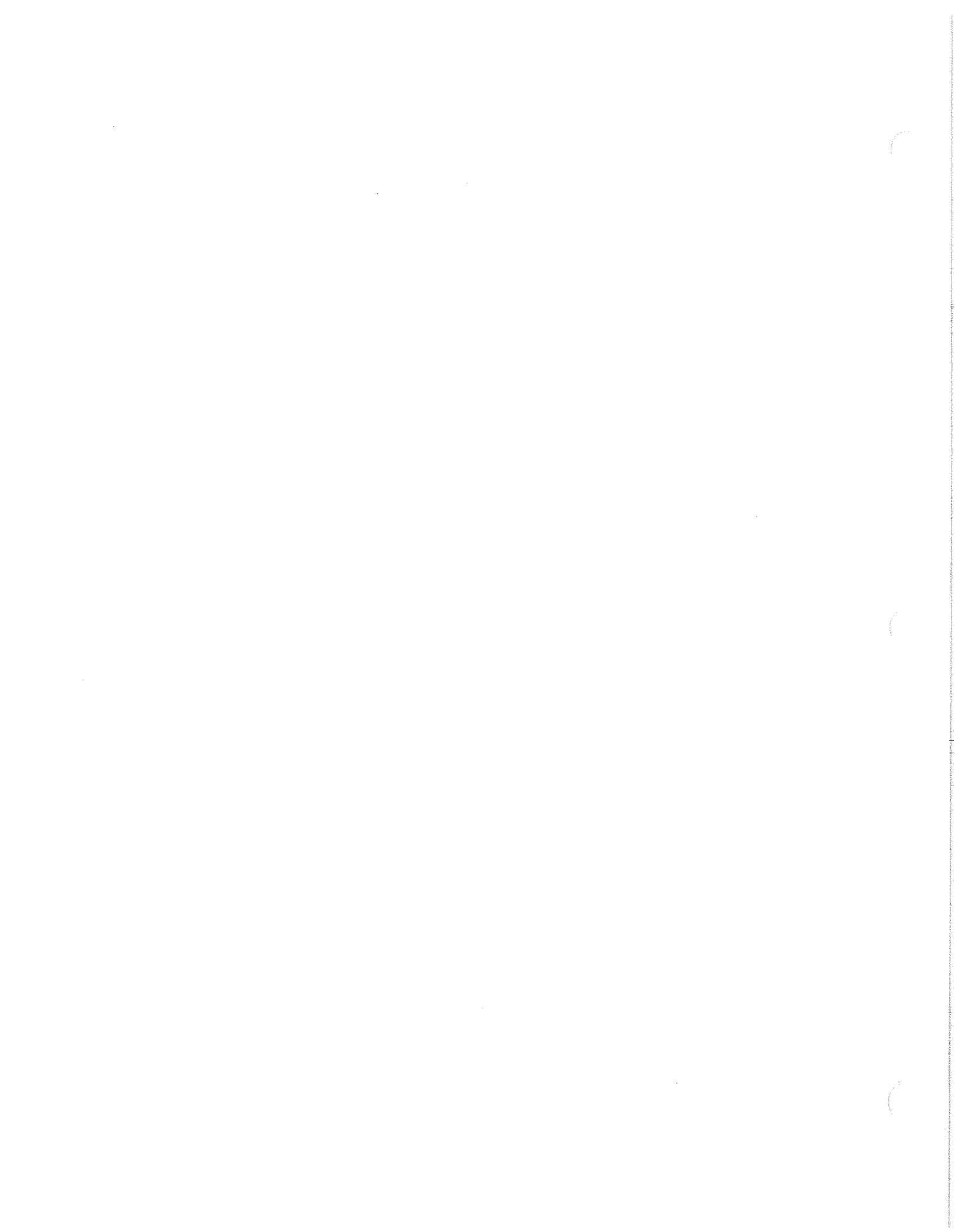
To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian 

Date: for Board Meeting August 23, 2004

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

<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lapsits 2 years and under	5	280
Story Time (a.m.) 3 - 6 year olds	5	202
Bilingual Story Time	4	37
Music Time 3 - 4 year olds	4	180
Music Time 5 - 6 year olds	4	80
Class Visits	0	0
School Visits	0	0
Summer Reading Program Events	4	417
Stories from India	1	28
<b>Total</b>	<b>27</b>	<b>1224</b>



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager

DATE: August 23, 2004

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

**Tutor Training.** The Literacy Coordinator conducted one regular workshop and two accelerated ones in July and nineteen (19) tutors were trained, seven teens and twelve adults. All new tutors are presently matched or are being matched. The next tutor training is scheduled for July 18, 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.

**Literacy statistics.** See Agenda Item 42, Pages 2 of 3, and 3 of 3.

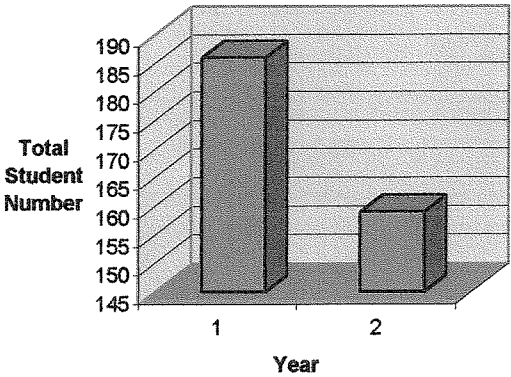
## Placenta Library Literacy Services

Report of Growth and Progress

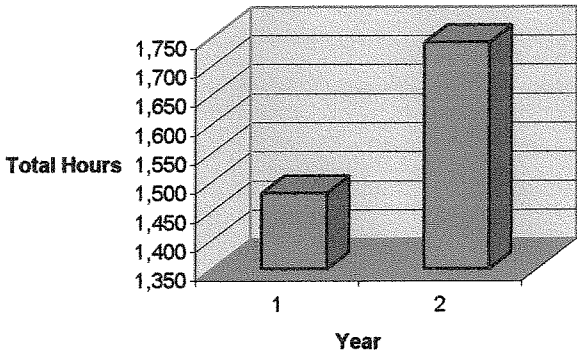
	July 03-04	July 04-05	YTD 03-04	YTD 04-05
<b>Tutors</b>				
Adult	84	90	84	90
Teen	55	55	55	55
Hours Instruction	1,480	1,739	1,480	1,739
Other Volunteer Hours	48	60	48	60
Total Hours	1,528	1,799	1,516	1,799
<b>Training Workshops</b>				
Workshops Held	2	3	2	3
Tutors Trained	10	19	10	19
<b>Students</b>				
With Adult Tutors	131	94	131	94
With Teen Tutors	55	65	55	65
In Groups	0	0	0	0
Total Active Students	186	159	186	159
<b>Families for Literacy</b>				
Family Students	32	20	32	20
Family Tutors	9	10	9	10
Hours of Instruction	120	80	120	80
<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>	139	145	139	145
<b>Total Students</b>	186	159	186	159
<b>Total Instruction Hours</b>	1,480	1,739	1,480	1,739



Change in Total Students



Increase in Instruction Hours





To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager



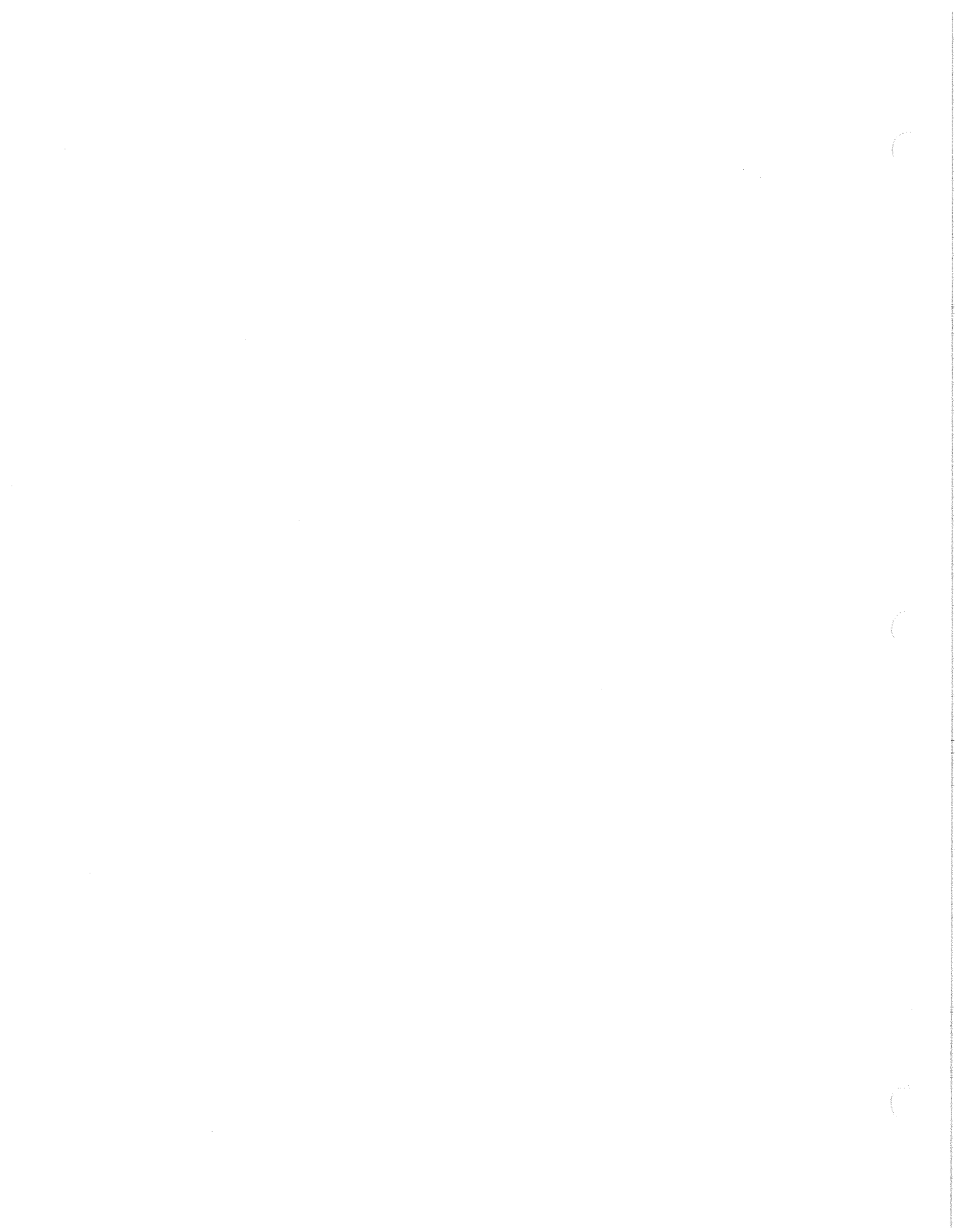
Date: August 23, 2004


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

In July, the Placentia Library District had 29,924 "hits" on the Web Site, an average of 968 a day. The following are our year to date statistics:

Pages Visited	July 04					
Borrowers	215					
Friends	147					
District	156					
Kids	230					
Foundation	118					
History Room	192					
Literacy/CLC Logo	180					
Passports	484					
Poet Laureate	498					
Total Views Most Hits	2,220					

Total Most Hits YTD      2,220



**TO:** Elizabeth Minter, Library Director  
**FROM:** Julie Shook, Technical Services Manager   
**DATE:** August 23, 2004  
**SUBJECT:** Technology Report for July 2004


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

Four new computers were ordered to replace defunct public internet computers.

Print-vending software that works in conjunction with PC Reservation was ordered.



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: August 23, 2004

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

**Information on the Placentia Library cable channel #24, updated June 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. Home Building
2. Conflict Claim Called a Smear
3. Paying Bills
4. City Council Reinstates Economic Development Position
5. Library Director to Retire
6. Hand-Me-Downs Will Help Out Others
7. OnTrac boss Under Suspicion
8. Schools
9. City Council in Placentia Plan to Build 75 Homes
10. Room to Stretch
11. History That's Right Off the Shelf

**Library Newspaper articles published:**


1. Library Might Book More Hours
2. Library's History Room Open 2 Days (2)
3. Placentia Library Seeking Volunteers
4. Tutor Training and Used Book Sale
5. Wrangling Books for Summer Reading (2)
6. Check Out Safety Talks at the Library (2)
7. Bargain Prices Set for Used Book Sale (2)
8. Nuevo Horario
9. Library Lassoing Summer Reading Fun
10. Identity Theft
11. Treasure Hunting
12. Juggling

**Flyers and Notices:**

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Book Sale Flyer
4. Free Library Tours Flyer
5. Free Library Tours Sign-Up Sheet
6. Upcoming Events Bulletin Board
7. Labor Day Closure
8. "Keep Your Cool and Save Your Life" Flyers
9. Identity Theft Program Flyer
10. *Notations*



**Welcome to Placentia Library District**



411 East Chapman Avenue  
Placentia, CA 92879-6198  
714-528-1906 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 Laranne at 528-1925, Ext. 201 for information*


**SPECIAL BACKROOM SALE**  
**BARGAINSH! BARGAINSH! BARGAINSH!**

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

**RIDE A WILD TALK**

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

**Summer Reading Program**

**Special Summer Events**

• June 21	Mon. at 6:30 P.M.	Suni Paz - Stories and music of Latin America!
• June 30	Wed. at 2:00 P.M.	Janece Flint - Cinderella Stories!
• July 7	Wed. at 1:00 P.M.	Rudy's Science - Science All Around Us!
• July 14	Wed. at 1:00 P.M.	Richard Daynes - Treasure Hunting!
• July 19	Mon. at 6:30 P.M.	David Cousin - Juggling!
• July 26	Mon. at 6:30 P.M.	Gary Francisco - Music!
• August 9	Mon. at 6:30 P.M.	Jim Gilbert - Cartooning!
• August 18	Wed. at 1:00 P.M.	Tony Daniels - 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!**




**New!!!**

**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**  
*24 hours a day / 7 days a week*

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

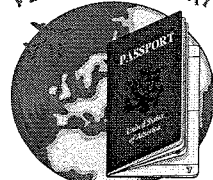


- Renew books
- Find out which titles you have checked out
- Find out which items you have on hold
- Find out which titles you have overdue
- Find out if you have any fines

**It's Here Now!**

**Bring Your Passport!**

**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 528-1906 Ext. 265 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.
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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's Newest Local History  
For Children & Adults



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



*Great Gift Idea  
For Young & Old*

**Lapsit Story Times**  
*Presented by Lin Baesler*

Ages newborn to 2 years


Thursday Mornings  
10:00 - 10:20 A.M.

in the  
Childrens Area





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

Story Times  
For Children  
Ages 3 - 6



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





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

**NEW**

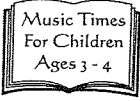
Spanish  
Bilingual  
Story Times  
Ages 6 & +



**NEW**

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

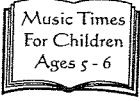





*Presented by Lin Baesler  
No pre-registration required - no charge*

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


**Tuesday Evenings  
6:00 – 6:30 P.M.**


*Featuring Lin Baesler*  
*No pre-registration required – no charge*

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


**Tuesday Evenings  
6:30 – 7:00 P.M.**


*Featuring 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**

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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**

---

**STAMPEDE TO READ**

and

**RIDE A  
WILD  
TALE**

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

**Summer Reading Program**

---

**Special Summer Events**

• June 21	Mon. at 6:30 P.M.	Suni Paz - Stories and music of Latin America!
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• July 26	Mon. at 6:30 P.M.	Gery Franctee - Music!
• August 9	Mon. at 6:30 P.M.	Jim Gilbert - Cartooning!
• August 18	Wed. at 1:00 P.M.	Tony Daniels - 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**  
*...to the special collections, news, and more...*

**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.  
*Other hours by special arrangement*

**Placentia History Room**

Displays currently featuring

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



**Placentia History Room**

Historical Collections Include

📖 Bancroft's historical series	📖 Local citrus label collection
📖 Local oral histories	📖 Spanish made cannonball – possibly from the 1769 Portola Expedition
📖 California historical fiction	📖 Adobe brick from Ontiveras 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/Louis Kraemer maps and papers	📖 Placentia Courier negative collection
📖 Articles on international student visit to Placentia, Italy	📖 Historic photograph collection
📖 West Placentia Little League	📖 Newspaper clippings, brochures, newsletters, maps of local historic interest
📖 International Kiwanis papers and scrapbook (1965-1974)	

**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

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

Placentia News  
Weekly JUL 1 - 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 all proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Lianne, (714) 528-1925, Ext. 201.

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly JUL 1 - 2004

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly JUL 1 - 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. July 11 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.

The sale was changed from its usual second Sunday of each month because of Mother's Day. Information: (714) 528-1925, Ext. 201.

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly JUL 1 - 2004

### Check out safety talks at the library

The Placentia Library will present three safety programs for adults this summer.

Polly Bowen, education specialist with the Orange County Fire Authority, will offer fire safety tips for the home from 7 to 8:30 p.m. July 13.

On Aug. 2, Nilda Patino de Berndt of the Placentia Police Department, will discuss ways to avoid identity theft. And on Aug. 17, Berndt will present information about the Community Emergency Response Team, or CERT, program.

The library is at 411 E. Chapman Ave. Information: (714) 528-1906.

Agenda Item 45  
Page 9 of 15

## pacific clippings

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

Placentia News  
Weekly JUL 1 - 2004

### Library's History Room open 2 days

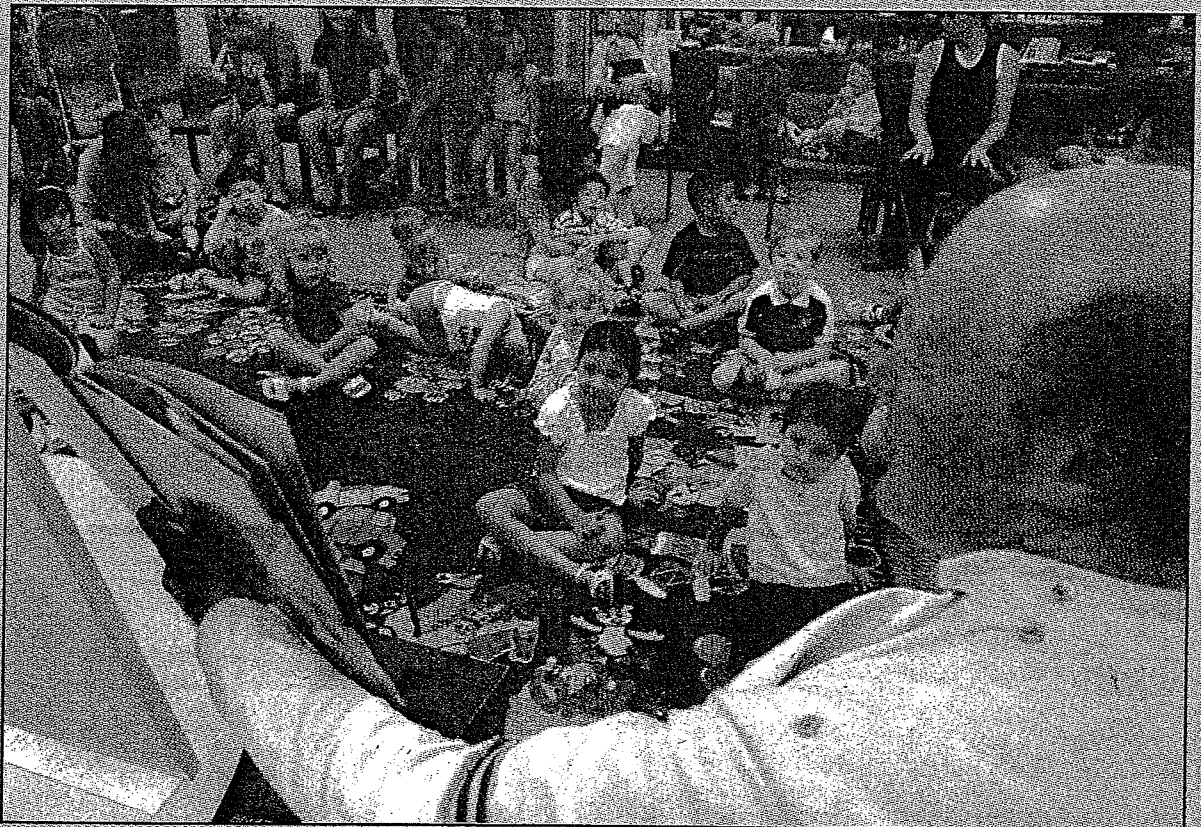
The Placentia Library's History Room is open to the public from 6 to 9 p.m. Mondays and Wednesdays.

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.

## Library might book more hours

FINANCES:  
Budget has room to reopen Saturdays, after closure 10 years ago.



STAN BIRD / Placentia News-Times

ERIC HOLMGREN reads a story to the children during the Summer Reading Program at the Placentia Library.

By Heather McRea / Placentia News-Times

The Placentia Library will reopen its doors on Saturdays if the proposed 2004-05 budget passes.

The library was forced to close on Fri-

days and Saturdays 10 years ago when the state cut half of its property-tax funding, Executive Director Elizabeth Minter said.

But with fund-raising by the library foundation, revenues from passport proc-

essing and growth in property taxes, the district could restore the one day. It would also add morning hours three days a week, Minter said.

Please see **BOOKS** Page 4

FROM 1

The Board of Trustees was expected to review the \$1.7 million budget Wednesday night and schedule a public hearing for 6:30 p.m. Aug. 18.

If the budget passes, the 10 a.m. to 5 p.m. Saturday hours would begin in September. The library would also open from 9 a.m. to 9 p.m. Mondays through Wednesdays.

With young readers piling in for summer reading programs, the extra hours would be useful now. But the library would need to hire three part-time employees, at \$60,000, to cover the additional 17 hours it would be open each week.

With expenses for utilities, an extra day of cleaning and other costs, the additional hours would cost \$100,000.

Minter said she recommended the morning hours over opening Fridays because she did not think there was enough money in the budget to add a second full day - and the morning hours had been in greater demand.

The staff will look to add Fridays and Thursday night hours in a future budget, she said.

The library is expecting revenues in 2004-05 to be up 9 percent over what was budgeted the previous year.

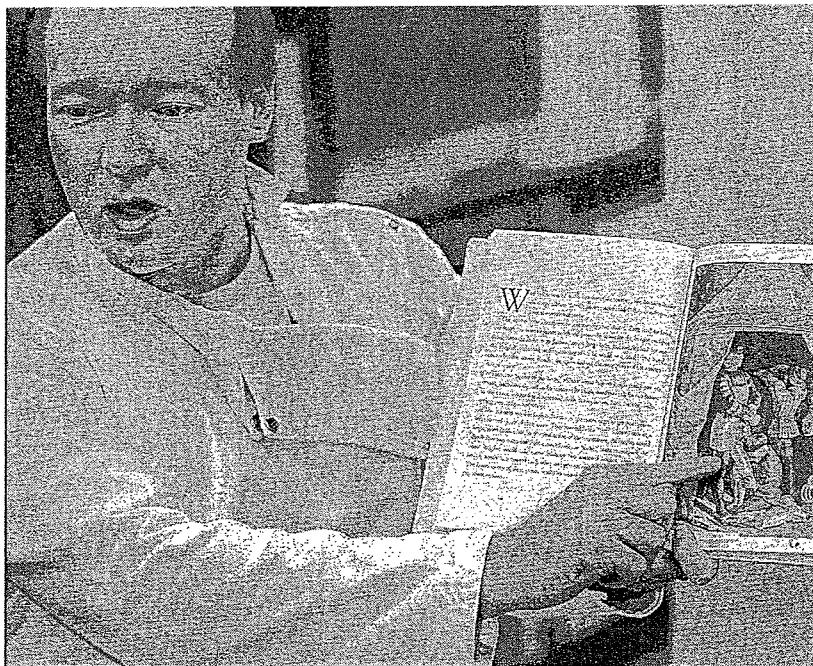
Because of the popularity of the library's passport processing, revenues from the service are expected to increase from \$125,000 to \$160,000 a year.

Most of that money will go to buying \$152,000 worth of books.

The Friends of the Library donated \$5,000 for purchasing audio books.

The library also plans to add a service that will allow patrons to check out electronic books for use on computers or handheld devices.

The proposed 2004-05 spending plan assumes the state will pass a budget that holds the line on how much property tax



JULIANNA JOHNSON / Placentia News-Times

is shifted to school districts.

Some special districts are facing big losses in tax revenue. If it weren't for a 1994 state law that protects library districts, Minter has said in the past that Placentia could lose up to \$300,000.

Gov. Arnold Schwarzenegger has said he would honor the law, and the protection has even been expanded to include fire, police and hospital districts in the proposed state budget now being debated by the Legislature, Minter said.

"I was really worried, because the libraries were hanging there by themselves," she said.

"I'll feel really comfortable when the governor signs the budget."

The Friends of the Library is also funding a revamp of the Web site, which is expected to cost between \$5,000 and \$6,000 and be completed by January.



STAN BIRD / Placentia News-Times

**STAMPEDE TO READ** summer guests include Eric Holmgren, above, who entertains with a book for children at the Placentia Library, which could add more hours under the proposed 2004-05 budget. At left, Siv Adams holds reader-to-be Tegan Holmgren, 11 months, during story time.

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The Register  
Daily JUL 5 - 2004

**PLACENTIA**

**Home building:** The City Council on Tuesday will review a 75-home development on the eastern border, consider establishing time limits for parking on Santa Fe Avenue and discuss whether to continue with an underpass project at Placentia Avenue. The council will be asked to reconsider eliminating the position of economic development manager. The council meets at 7:30 p.m. at City Hill, 401 E. Chapman Ave. Information: (714) 993-8231. **Fax items to City Editor Donna Johnson at (714) 704-3714 or e-mail to djohnson@ocregister.com.**

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Placentia News  
Weekly JUL 1 - 2004

# Library lassoing summer reading fun

The Placentia Library is corraling sign-ups for its free summer reading programs for preschoolers through teenagers, all following a Western theme.

Fifth-graders and younger may participate in the Ride a Wild Tale group, and the Stampede to Read group is open to sixth-graders and older.

To qualify for awards, children must read independently from library books for 2.5 hours a week.

Pre-readers need to have at least five books read to them each week to qualify. Children also visit the library weekly for eight weeks.

Special club programs planned this summer are:

- Science All Around Us presented by Rudy's Science, 1 p.m. Wednesday
- Treasure Hunting presented by Richard Daynes, 1 p.m. July 14
- Juggling presented by David Cousin, 6:30 p.m. July 19

- Music presented by Gary Francisco, 6:30 p.m. July 26
- Cartooning presented by Jim Gilbert, 6:30 p.m. Aug. 9
- Magic presented by Tony Daniels, 1 p.m. Aug. 18

Regular half-hour weekly reading times will also continue this summer. No pre-registration is required for these programs:

- Lapsits for children ages 2 and younger at 10 a.m. Thursdays
- Story Times for children

- ages 3 to 6 at 10:30 a.m. Thursdays
- Spanish bilingual Story Times for children 6 and younger at 6:15 p.m. Wednesdays
- Music Times Tuesdays at 6 p.m. for children 3 to 4 and at 6:30 for ages 5 to 6.

The library is at 411 E. Chapman Ave. For more information, call (714) 528-192, Ext. 212



# Conflict claim called 'a smear'

## OnTrac director rejects allegation of conflict of interest in Placentia railroad project.

332

**BY HEATHER McREA**  
THE ORANGE COUNTY REGISTER

**PLACENTIA** • OnTrac Executive Director Chris Becker on Tuesday dismissed conflict-of-interest accusations filed against him with the district attorney as a "mean-spirited" smear campaign.

The accusations stem from a 2003 city attorney's memo that said a court would likely conclude Becker broke the law by recommending in April 2000 that his consulting firm run OnTrac, the agency overseeing Placentia's \$460 million railroad-separation project.

Government Code section 090 bars employees from influencing public agencies on contract decisions in which they have a financial interest.

Becker was acting as OnTrac executive director when he advised the agency.

"All of this criticism is a smear," Becker wrote in a statement attacking his crit-

ics. "The OnTrac board approved my duties as executive director because of my qualifications, period."

Becker wrote that the city attorney, OnTrac's attorney and the OnTrac board - which includes City Council members - have reviewed and approved his contracts.

"No one informed me of any potential conflict of interest," he wrote.

Citizens for a Better Placentia member Greg Sowards filed the complaint along with City Councilwoman Connie Underhill.

Sowards called the memo the "smoking gun" his group has sought in its effort to root out suspected mismanagement and fraud.

Cash-strapped Placentia has come under fire in recent months for how much it has spent on the effort to eliminate the 11 railroad crossings

that split the town.

So far, Placentia has spent \$18 million in grants and more than \$17 million in city money.

Officials hope to recoup some of the city money from new grants, but the project has faltered due to delays in grant funding and the state's fiscal crisis.

Becker's statement said the complaint is part of an election-year smear campaign by city critics upset that Placentia discussed replacing its police department.

He said Sowards plans to run for city treasurer in the fall and that Underhill is up for re-election.

Also up for re-election are Councilman Scott Brady and Mayor Judy Dickinson.

Dickinson backed Becker on Tuesday.

"I feel like there is no merit to this. I do not feel anything intentional was done," Dickinson said.

son said.

Brady said he requested the attorney's opinion. He said the council adjusted Becker's contract after receiving the memo.

Becker began working on the railroad project in the mid-1990s, when he was the city's public works director.

In April 2000, the city and its redevelopment agency formed the OnTrac joint powers authority, and hired Becker's firm to run it.

Becker's OnTrac contract initially paid him \$150 an hour, but was revised up to \$200.

It also included a 15 percent fee for managing consultants.

After project finances foundered, Becker's hourly rate was lowered to \$150 and his firm took over rental costs for OnTrac's Brea office.

The fee, which he never billed for, was also eliminated.

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

**MORE ONLINE**

To see the 2003 city attorney potential memo, go to [www.ocregister.com](http://www.ocregister.com)

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Placentia News  
Weekly **JUL 0 8 2004**

### PLACENTIA

**Paying bills:** Directors of the city's railroad agency, OnTrac, agreed Tuesday to allow Burlington Northern-Santa Fe Railway to bill Placentia for construction work done for the county's road-widening project at Rose Drive and Orangethorpe Avenue. The city will then bill the county, which will pay for the construction, estimated at \$65,000. The funding scheme is needed to avoid delays in the project, officials said.

- Heather McRea  
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hmcree@ocregister.com

The Register  
Daily **JUL 7 - 2004**

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### BRIEFLY

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#### Gain 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. Chap-

man 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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Excelsior  
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Agenda Item 45  
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# City Council reinstates economic development position

By Heather McRea  
Placentia News-Times

<sup>332</sup>  
The City Council Tuesday night reversed a decision to eliminate the economic development manager position held by Leigh De Santis.

The council cut the job to use the salary along with another vacant position to help fund the day-to-day operations of OnTrac and save several community services on the chopping block in the 2004-05 budget. The council also created a new deputy city administrator job.

But the council decided to reinstate the position after staff explained the job's duties and importance to the planning department.

Councilman Norman Eckenrode opposed the reversal. Mayor Judy Dickinson was absent.

"We need to allow the new city administrator to handle his," Eckenrode said.

The city hopes to have a new administrator on board by September, Councilman Chris Lowe said.

De Santis's job disappeared as of July 1. The position is paid for out of the Redevelopment Agency fund so keeping the position will not impact the city's cash-strapped general fund, officials said.

By using the salary of the vacant senior administrative analyst and postponing a computer upgrade, the council can still fund OnTrac and the community programs.

De Santis was tasked with a number of responsibilities that it would be hard to get done without her, staff told the council in pleading for the position to be reinstated.

"It is our considered opinion as staff that that position is vitally necessary," Interim City

## COMMUNITY HAPPENINGS

### TODAY

The Kid & Nic Show performs for the free Concerts in the Park series at 6:30 p.m. at Tri-City Park, 2301 N. Kraemer Blvd. Call (714) 993-8232.

### SUNDAY <sup>332</sup>

Tutor training and used book sale at the Placentia Library. From 1:30 to 4:30 p.m. a training workshop for volunteers age 13 and older will be held in the library's meeting room. Volunteers need only added on training session and materials are provided for free.

For information call (714) 524-8408 ext. 213. From 1 to 4 p.m. the Friends of Placentia Library will sell used books, enter through the loading dock. For information call (714) 528-1925 ext. 201.

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The Register  
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### PLACENTIA <sup>332</sup>

**Identity theft:** Nilda Patino de Berndt, community-relations officer with the Police Department, will present a program called "Keeping Private Information Private," about how to avoid identity theft. The free presentation will be from 7 to 8:30 p.m. Aug. 2 at the Placentia Library, 411 E. Chapman Ave. Information: (714) 528-1906.

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

## JOB

FROM 1

Administrator Ray Griest said.

### Nuevo horario

#### PLACENTIA

<sup>332</sup>  
La junta de regentes de la Biblioteca de Placentia aprobó el presupuesto del año fiscal 2004-2005.

El presupuesto de 1.7 millones permitiría que la biblioteca ampliara con 18 horas su horario de servicio al público.

Hace diez años, debido a recortes en fondos estatales, la biblioteca decidió cerrar los viernes y sábados.

Si se determina que los fondos estatales necesarios estarán disponibles este año, la biblioteca abrirá de nuevo sus puertas los sábados, y también abrirá los lunes, martes y miércoles por las mañanas. La junta declarará oficial el cambio de horario a fines de julio.

- Rosalba Ruiz  
(714) 796-4367  
rruiz@ocregister.com

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Yorba Linda Star  
Weekly JUL 0 8 2004

### Library director to retire

<sup>332</sup>  
Carol Ann Tassios, who has directed the Yorba Linda Public Library for 20 years, will retire from her position Nov. 1.

Danis Kreimeier, who has a 10-year history with the library and will be the California Library Association president this winter, will replace her.

Development Services Director Ray Pascua said De Santis helped with duties in a department that is already understaffed and taking eight to 10 weeks to check plans submitted by developers.

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Placentia News  
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### Check out safety talks at the library

<sup>332</sup>  
The Placentia Library will present three safety programs for adults this summer.

Polly Bowen, education specialist with the Orange County Fire Authority, will offer fire safety tips for the home from 8:30 p.m. Tuesday.

On Aug. 2, Nilda Patino de Berndt of the Placentia Police Department, will discuss ways to avoid identity theft. And on Aug. 17, Berndt will present information about the Community Emergency Response Team, or CERT, program.

The library is at 411 E. Chapman Ave. Information: (714) 528-1906.

### Hand-me-downs will help out others

The Placentia Human Services Department is accepting donations for its annual rummage sale scheduled Sept. 18. Proceeds will be used for helping people in the community in need and supporting the department's programs.

Organizers are accepting clean, usable donations, such as clothes, toys and household items.

They may be dropped off from 7:30 a.m. to noon and 1 to 5 p.m. weekdays at the Human Services Office, 900 S. Melrose Ave. Information: (714) 986-2333.

# OnTrac boss under suspicion

<sup>332</sup>  
Memo that points to conflict of interest by Becker is in the hands of D.A.

BY HEATHER MCREA  
THE ORANGE COUNTY REGISTER

**PLACENTIA** • A confidential memo indicating OnTrac executive Director Chris Becker may have violated conflict of interest laws has been sent by a community watchdog group to the District Attorney's Office. In a four-page memo to the city administrator, City Attorney Tom Nixon says a court would "likely conclude" that Becker violated the state's conflict of interest laws when he joined the OnTrac board

of directors to hire his consulting firm, Chris Becker & Associates. Neither Becker nor Nixon could be reached for comment Monday.

OnTrac oversees the city's \$460 million railroad separation project.

Greg Sowards, a member of Citizens for a Better Placentia, sent the January 2003 memo, with a request for an investigation, to the district attorney on June 18. Councilwoman Connie Underhill and City Treasurer Carolyn Davis provided letters supporting the group's request.

"To be honest, I'm up in the air about it," Underhill said Monday. "I'm doubtful enough that I would like to see it investigated."

Becker was also the city's public-works director when he recommended the hiring of his firm. He continued as public-works director until March 2003. He reimbursed OnTrac for the salary he received from the city.

State code section 1090 says public officials, including city employees, shouldn't financially benefit from any contract made by them or a body of which they are a member.

In his memo, Nixon said Becker, acting as OnTrac's ex-

ecutive director, discussed the proposed contract in an agenda report and at the first OnTrac meeting, April 25, 2000.

Nixon did note that if the agency directed Becker to put together an agreement with those terms, it might not be a violation.

About two months after Nixon's memo, the OnTrac board changed Becker's contract and it was revised again recently.

As of January 2004, Becker & Associates had been paid \$1.5 million.

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

## PLACENTIA

**Schools:** The Placentia-Yorba Linda Unified School District board on Tuesday will discuss ne-

gotiating a contract with WLC Architects Inc. to design a middle school for Placentia. The district is negotiating the sale of the property and hopes to open the school in the fall 2006. WLC also would design the high school proposed in Yorba Linda. The board meets at 7 p.m. at 4999 Casa Loma Ave., Yorba Linda. For information, call (714) 996-2550.

- Heather McRea  
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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

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## WEDNESDAY 332

Treasure hunting for children at 1 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1925 ext. 212.

materials at the library, 411 E. Chapman Ave. Information: (714) 996-8390.

## Wrangling books for summer reading

The Placentia Library will sponsor its annual free summer reading programs for preschoolers through teenagers, all following a Western theme.

Fifth-graders and younger may participate in the Ride a Wild Tale group, and the Stam-

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## 332 MONDAY

Juggling with David Cousin for children at 6:30 p.m. at Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906 ext. 212.

pede to Read group is open to sixth-graders and above.

Registration begins June 21. To qualify for awards, children must read independently for 2.5 hours a week to win prizes.

Pre-readers need to have at least five books read to them each week to qualify.

The library is at 411 E. Chapman Ave.

Information: (714) 528-1906.

**NORTH**

**City Council in Placentia still leery of plan to build 75 homes**

Placentia's City Council on Tuesday sent a controversial plan to build 75 homes at the edge of Yorba Linda back to its Planning Commission.



**WILLIAM DIEPENBROCK**  
 (714) 704-3761

The 10-acre ETCO development has drawn heated criticism from neighbors, including those in Yorba Linda, who say it is too dense for the community. They also object to some design elements.

ETCO officials have made several changes to the project in response to neighbor concerns, but officials said they have lingering concerns about traffic, parking and landscaping.

Also in Placentia, On-Trac Executive Director Chris Becker came under fire for a possible conflict of interest.

A complaint has been filed with the District Attorney's Office questioning whether it was appropriate for Becker to advise OnTrac's board to hire his consulting firm while he was an employee. Becker has dismissed the accusations, and criticized his detractors as engaging in an election-year smear campaign.

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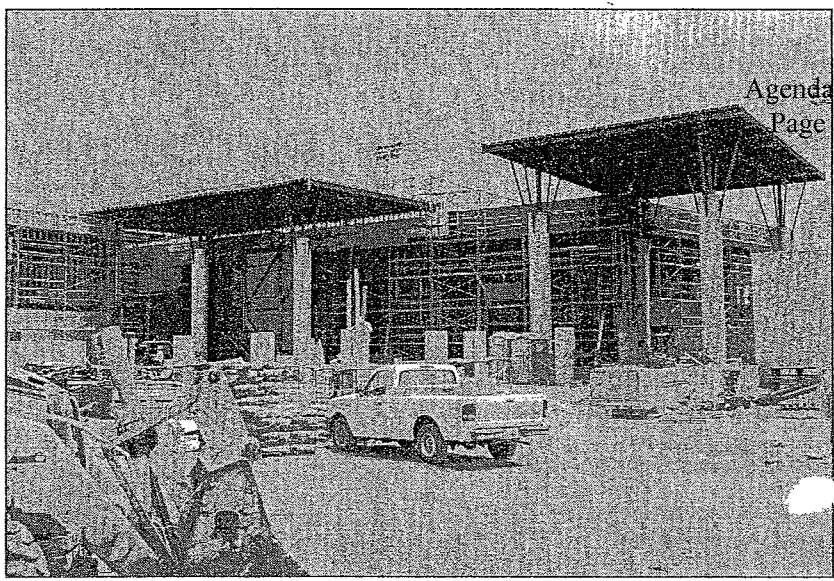
**Wrangling books for summer reading**

The Placentia Library is running its annual free summer reading programs for preschoolers through teenagers, all following a Western theme.

Fifth-graders and younger may participate in the Ride a Wild Tale group, and the Stampede to Read group is open to sixth-graders and above.

Registration began on June 1. To qualify for awards, children must read independently or 2.5 hours a week to win prizes.

Pre-readers need to have at least five books read to them each week to qualify. The library is at 411 E. Chapman Ave. Information: (714) 528-1906.



**ROOM TO S-T-R-E-T-C-H**

By Heather McRea  
 Placentia News-Times

City officials hope the newly renovated Whitten Community Center will serve as a Quicke Mart for neighborhood families in need of assistance.

The center reopened this week after a \$2 million renovation that included additional room to house the city's human services department.

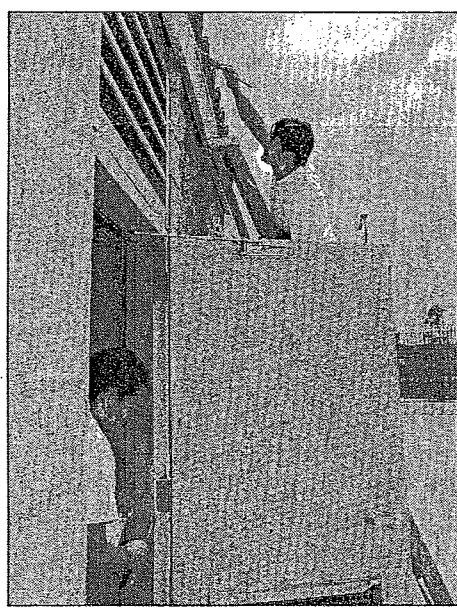
"This is going to be a great benefit to the community," said Marisa Cordova, human services manager. "A one-stop situation."

Parents coming to drop their children off at the community center will hopefully see the services offered by the Human Services and start to access those programs, she said.

Or the opposite for residents using the translation services, parenting classes, health programs or other assistance offered by the department but may not send their children to the recreation activities.

Placentia-Yorba Linda Unified School District is set to finish Melrose Elementary School next door in time for school in September and the Head Start preschool program also has new offices at the complex.

"We will have one more level when the school starts," Community Ser-



JULIANNA JOHNSON/Placentia News-Times

Top, Construction is under way at the Melrose Elementary School. Bottom, Jose Rojas, in the doorway, and Jorge Ulloa, put the finishing touches on the neighboring Whitten Community Center expansion. The center now houses a number of family services.

**Whitten Community Center**

The Whitten Community Center, with its expanded offerings, is open for children ages 5 to 15 on weekdays during the summer from 11 a.m. to 6 p.m. In September, it will start opening after school.

Human Services is open weekdays from 7:30 a.m. to noon and from 1 to 5:30 p.m.

vices Director Steve Piscel said.

"We'll do a lot of collaboration with the school district and Head Start to offer these services."

The complex, painted in a kind of southwestern peach and white, expands off the former 3,700-square-foot community center to down costs.

Termite damage in the old building was worse than expected so more of the original wood frame had to be replaced, Piscel said.

In all, the programs housed about 16 percent more room.

"Everyone just has a little more space to stretch in," Cordova said.

The new building has a large multipurpose room that can be divided into classrooms or reserved for community group meetings and events.

The game room for summer and after-school children's program is almost double what it was before, Piscel said.

One of the most important things to Cordova is the addition of more offices.

In the past, her staff would often have to work with a sensitive situation and people crying in public area, she said.

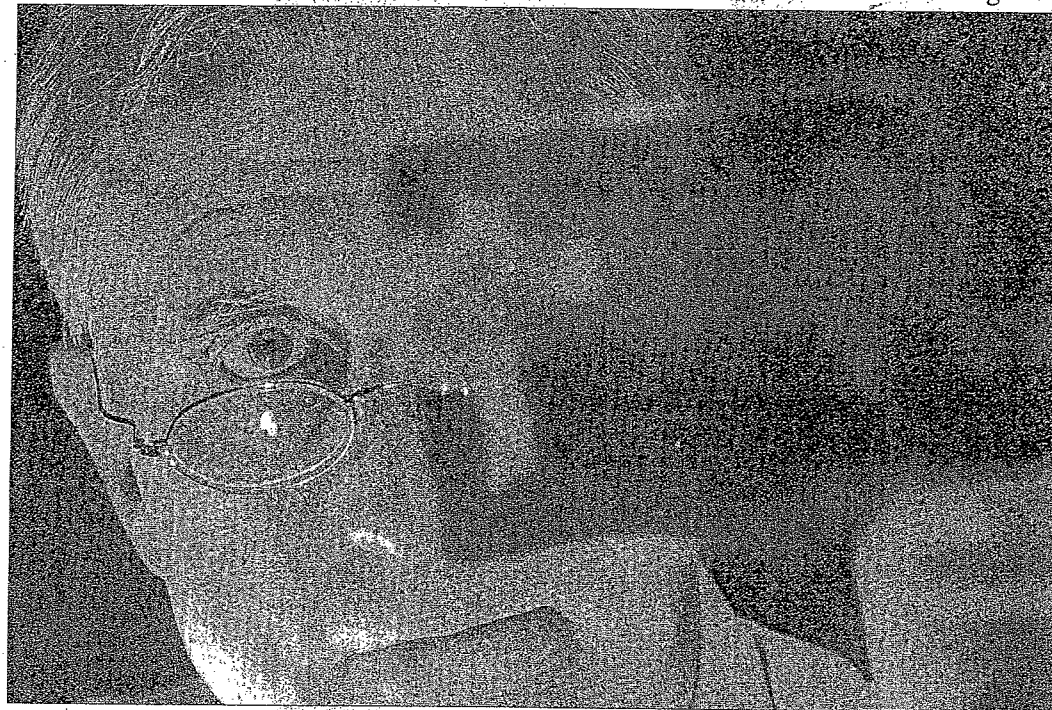
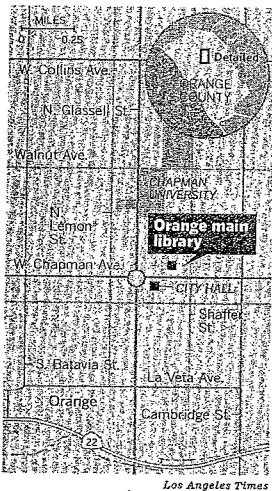
"They can take them an office and close the door," she said. "Before was out in the open."

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"Historical discards  
can be gold for us."

Douglas Westfall,  
library board president



THE PAST SPEAKS: Douglas Westfall, board president of the Orange Public Library, holds a sample from the collection of Willie McPherson, whose photos documented California and Orange County history in the first half of the 20th century.

Los Angeles Times  
Daily Edition  
JUL 19 2004  
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# History That's Right Off the Shelf

## A eccentric's 2,000-plus photos will make a library stand out

By WILLIAM LOBDELL  
Times Staff Writer

Willie McPherson is an unlikely player in the Orange Public Library's ambitious expansion of its main branch.

First of all, he's been dead for 40 years.

And second, the Orange pioneer was a recluse and packrat who spent his final years in a two-story house filled with trash, yellowed newspapers, half-eaten food, memorabilia of all sorts and 10,000 history books — the leather binding of some eaten by rats.

But McPherson, who died at 79, also left behind more than 2,000 photos he took throughout the state and the Southwest during the first half of the 20th century.

His images captured forgotten Indian rituals, ruins of the California missions, Memorial Day celebrations in Orange featuring Civil War veterans, and the great Orange County flood of 1938.

The photo collection, after passing through the hands of two parties, ended at the Orange library this year and has become a featured piece of its burgeoning regional history center.

"It's a treasure," said Douglas Westfall, a history buff and president of the board of trustees. He's also in charge of prints from McPherson's negatives in his home darkroom. "I knew about his collection, but to have it in hand..."

The library's growing history collection is helping propel expansion of the main library that will result in a tripling of space, including a history room and adding tower. The new facility will be named the Orange Library and History Center.

Groundbreaking on the expansion is set for January, with completion projected for September 2006.

The library comes by its historic character naturally. Founded in 1885, it's the oldest public library in Orange County. Now an updated brick structure, it lies a few blocks east of the traffic circle in the Old Towne Historic District, which encompasses more than 1,500 buildings and homes.

The library started gathering bits and pieces of local history even before the city incorporated in 1888. And 100 years later, the library's collection received a major boost when the Orange Community Historical Society agreed to hand over its collection — stored in a bank basement — to the library for greater public access.

"That was when we really began to focus on collecting and preserving, reaching out to the community and getting grants," said Nora Jacob, the city librarian.

The library has received a \$9-million state grant for its expansion, in part because of its history collection, and has raised \$500,000 of the \$4 million needed in private donations.

Its historical bent, which will also be reflected in architectural flourishes to the addition's exterior and interior, mirrors the desires of residents. In a city survey, residents rated a local history room at the library as their No. 2 priority for the facility, just behind a combination of more books and space.

"It speaks to how connected people are to Orange's history," Jacob said.

A \$49,000 federal grant has allowed the library to put nearly 2,700 of the 10,000 photos in its collection online ([www.cityoforange.org/localhistory](http://www.cityoforange.org/localhistory)) — a service that's especially valuable for researchers who no longer need to travel to Orange.



SPOT THE PHOTOGRAPHER: McPherson, whose photos have been given to the expanding main library, is at the lower right, holding his dog. His subjects included forgotten Indian rituals and the Orange County flood of 1938.

Computer users can see a portrait of the Fairview baseball team of 1888 that played near what is now the city of Costa Mesa, most of its mitt-less players sporting handlebar mustaches.

Or a 1900 photo of a family of farmers in eastern Orange County spreading thousands of apricots on wooden flats to dry in the sun.

Or a 1927 photo of flood waters that engulfed what's now John Wayne Airport, leaving two planes stranded next to the submerged hangar.

The library also has more than 2,000 file folders filled with ephemera — advertisements, handbills and posters meant to be of temporary interest.

One piece is a brochure from 1888 promoting the new development of Orange. Among the boasts: "Cheap Land, Rich Soil." "Best Investment in California." "Most Water and Finest Climate." "Elegant Hotel, Two Railroads, Park, Street Cars, Public Library, Good Schools, Five Churches."

When Westfall — founder of Paragon

historical books — was appointed to the library's Board of Trustees eight years ago, he pushed to add regional material to the historical collection.

And because the library's collection is of general interest, Westfall said, he hopes other institutions with a narrower historic focus will give their unused material to the Orange library.

Such was the case with the McPherson collection, which had been given last year to the San Juan Capistrano Historical Society by a nearby family.

Society archivist Don Tryon kept about 15% of the collection: photos of the mission and of San Juan Capistrano and surrounding communities. For the hundreds of remaining pictures, he knew just the place: the Orange Library and History Center.

"I heard about what they were doing in Orange, and it sounded like a great thing," Tryon said.

The windfall shows how Westfall believes the history center will continue to flourish: "Historical discards can be



SAFETY COMMITTEE MEETING  
JUNE 24, 2004  
MINUTES

I. Call to Order: 9:10 A.M.

Members Attending: Caroline Gurkweitz  
Esther Guzman  
Katie Matas  
Donna Siloti

III. Old Business

1. "Summer Safety" handouts were distributed at the July 14, 2004 staff meeting.

IV. New Business

1. On June 29, 2004, a very small trash can fire outside the Library entrance was extinguished by staff.
2. The fire extinguishers were serviced by Oxygen Service Company within two hours of the June 29, 2004 fire.
3. On July 13, 2004, the Orange County Fire Authority presented a program for the public about fire and earthquake safety.

The next meeting will be August 25, 2004 at 11:30 A.M.

Respectfully submitted,



Katie Matas









2. Adoption of Agenda

*This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).*

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the August 23, 2004 Regular Meeting and the September 7, 2004 Special Meeting

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications

*At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.*

*In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.*

*In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.*

*Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).*

REPORTS

5. Board President Report

*The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.*

6. Trustee Reports

*The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.*

7. Friends of Placentia Library Board of Directors Report



**CLAIMS (Items 8 – 11)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 8 – 11 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

8. Nonstandard Claims in excess of \$300. (Approve) *none* ✓  
No Nonstandard Claims were processed during this report period.
9. Claims forwarded by the Library Director. (Approve) ✓  
Claims 4634, 4635, 4636, 4647, 4638 and 4639 forwarded by Library Director for a total of \$40,070.94.
10. Current Claims and Payroll. (Approve) ✓  
Current Claims 4640, 4641 and 4642 for a subtotal for Current Claims of \$14,179.05; Payrolls #6 (09/15/04) for \$34,309.78 and #7 (09/29/04) for \$32,299.52 for a subtotal for Payrolls of \$66,609.30; for a total of Current Claims and Payroll of \$80,788.35.
11. FY2004-2005 Cash Flow Analysis through August 23, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

**FINANCIAL REPORTS (Items 12 - 16)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 12 – 16 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

12. Financial Reports for August 2004 (Receive & File) *Not me*
13. Office General Ledger & Check Registers for August 2004 (Receive & File) ✓
14. Acquisitions Report for August 2004 (Receive & File)
15. Collection Agency Report for August 2004 (Receive & File)
16. Gifts Report for August 2004 (Receive & File) ✓



**GENERAL CONSENT CALENDAR (Items 17 – 28)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 17 – 28 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

17. Building Maintenance Report for August 2004. (Receive & File) ✓
18. Personnel Report for August 2004. (Receive, File, and Ratify Appointments) ✓
19. Volunteer Report for August 2004. (Receive & File)
20. Circulation Report for August 2004. (Receive & File)
21. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
22. Legislative Alerts from the California Special Districts Association and the California Library Association (Receive & File)
23. Status Report on Partnerships with Community Organizations. (Receive & File)
24. Status Report on Active Grant Applications. (Receive & File)
25. Poet Laureate Report. (Receive & File)
26. Annual Public Library Statistics Report to the State Library of California. (Receive & File)
27. Final Report on the Staff Appreciation Dinner held on September 7, 2004 at Table Ten Restaurant, Fullerton. (Receive & File)
28. Report on arrangements for Library Board participation in the Heritage Festival Parade on October 9, 2004. (Receive & File)

**CONTINUING BUSINESS**

29. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.

Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees

30. Policy Manual

Presentation: Library Director  
Recommendation: Adopt as a final reading





**NEW BUSINESS**

31. Travel Authorizations

Presentation: Library Director

Recommendation:

**STAFF REPORTS (Items 32 – 39)**

*Items 32 – 39 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.*

32. Library Director's Report (Minter)

33. Program Committee Report for August 2004 (Roberts)

34. Children's Services Report for August 2004 (Gurkweitz)

35. Placentia Library Literacy Services Report for August 2004 (Roberts)

36. Placentia Library Web Site Report for August 2004 (Roberts)

37. Technology Report for August 2004 (Shook)

38. Publicity Materials Produced in August 2004. (Millonzi)

39. Safety Committee Minutes for August 2004 (Matas)

**CLOSED SESSION**

40. Closed Session to Discuss a Personnel Matter

*Pursuant to California Government Code Section 54957 a closed session will be held to discuss the evaluation of performance of an employee, the Library Director, a personnel matter.*

**ADJOURNMENT**

41. Agenda Preparation for the October Regular Meeting, which will be held on Monday, October 25, 2004 at 6:30 P.M.

42. Review of Action Items.

*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*

43. Adjourn



\*\*\*\*\*CERTIFICATION OF POSTING\*\*\*\*\*

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the September 20, 2004 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, September 16, 2004.

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