

**2040.12** Exempt or non-exempt staff with a sick leave balance in excess of 800 hours, or the pro-rated number for part-time employees, may exchange two sick days for one vacation day.

**2040.12.1** These requests must be in daily increments based on the number of hours worked per week.

**2040.12.2** A request may be submitted on June 1 and December 1 of each year. Requests will not be considered at other times.

**2040.12.3** A request will not be granted if it brings the sick leave balance under 800 hours.

**2040.13** A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

**2040.13.1** A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

**2040.13.2** At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

**2040.13.3** The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

**2040.13.4** An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

**2040.14** Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

**2040.14.1** When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.



**2040.14.2** The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

**2040.14.3** An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Health and Welfare Benefits  
**POLICY NUMBER:** 2110

**2110.1 Medical Expense Insurance.** The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular probationary and full time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

**2110.1.1 Exempt Employees Premium.** The District pays the premium for all exempt employees and family, if applicable, for medical, dental, and vision coverage with a required employee monthly co-pay of \$54.00. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

**2110.1.2 Non-Exempt Employees Premium.** The District pays the premium for the non-exempt employee only on medical, dental, vision, accidental death and dismemberment coverage for full-time and a pro-rata payment for regular part-time employees. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.

**2110.1.3 Deductible/Co-Pay Reimbursements.** All employees enrolled in medical and/or dental coverage are eligible to receive deductible/co-pay reimbursements for the following conditions. Regular part-time employees enrolled in medical and/or dental coverage are eligible to receive pro-rata reimbursements. The maximum reimbursement for full-time employees is \$500 per medical plan year (January to December).

### **2110.0.3.1 Medical Insurance Reimbursement of:**

(a) \$300 annual deductible. The Employee must submit receipt(s) from the care provider(s) that include the name and address of the provider, the date of the care and the amount paid to the provider.

(b) \$15.00 co-pay for physician office visit. The Employee must submit a receipt from the physician's office that includes the name

and address of the provider, the date of the visit and the amount paid to the provider.

(c) \$15.00 co-pay for physical therapy. The Employee must submit a receipt from the physical therapist's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.

**2110.1.3.2** Dental Insurance Reimbursement of 50% of employee's portion for "Major" procedures. Employee must submit "Explanation of Benefits" statement from Plan Provider and an itemized receipt from the dentist's office. Orthodontia, cosmetic and/or any elective work is not reimbursable.

**2110.2** Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

**2110.3** Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

**2110.4** Social Security and Medicare. Placentia Library District participates in Social Security and Medicare for all employees.

**2110.5** Money Purchase Pension Plan.

2110.5.1 Upon achieving eligibility as defined in the Plan, employees will be enrolled in the District's Money Purchase Pension Plan.

2110.5.2 The District contributes eight per cent of an employee's annual salary to the Plan. There is no employee contribution to the Money Purchase Pension Plan.

2110.5.3 Employees are vested in the Money Purchase Pension Plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

**2110.65** Deferred Compensation/457 Plan.

2110.6.1 Probationary and regular employees in all job classifications are eligible to participate in one of the Deferred Compensation Plans /457 Plans designated by the Library Board of Trustees.

2110.6.2 The Library does not make any contributions to a Deferred Compensation/457 Plan on the employee's behalf.

2110.6.3 Participation in the Deferred Compensation/457 Plan program is voluntary and the employee must process the application and manage the investments.

2110.6.4 Contributions to the Deferred Compensation/457 Plan are made with pre-tax dollars through payroll deduction.

2110.6.5 Individual staff members may request through the Library Director that the Library Board of Trustees approve additional 457 Plans.

2110.6.6 Information about all of the 457 Plans currently approved by the Library Board of Trustees is available from the office of the Manager of Administrative Services.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Volunteer Workers' Compensation Insurance  
**POLICY NUMBER:** 2115

**2115.1** Placentia Library District encourages the services and contributions of volunteers as literacy tutors, general library volunteers and Placentia Library Friends Foundation Board of Directors members.

**2115.2** Persons volunteering time and services will do so in accordance with descriptions developed outlining their function(s) as filed with the Volunteer Coordinator.

**2115.3** District staff and/or the Placentia Library Friends Foundation will conduct appropriate orientation and training of volunteers.

**2115.4** Persons volunteering time and services on behalf of the District will comply with all policies of the Board of Trustees that apply to employees, including policies related to safe working habits, policies relating to driving personal vehicles on District-related business, and other such policies.

**2115.5** Persons volunteering time and services on behalf of the District will be guided and supervised by appropriate employees of the District or a designated representative of the Board of Directors of the Placentia Library Friends Foundation, to ensure that services are performed in a safe and appropriate manner.

**2115.6** The District will ensure that volunteers are, to the extent applicable, provided with workers' compensation coverage.

**2115.7** The District recognizes that it may be liable for third party losses caused by the acts and/or omissions of volunteers performing on behalf of the District.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Educational Assistance  
**POLICY NUMBER:** 2120

**2120.1** Employees of the District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the District, or that will prepare them for future career advancement in librarianship. To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Library Director.

**2120.2** The District will reimburse regular employees for approved courses of study up to \$2,500 per calendar year by the following criteria:

**2120.2.1** The District will refund the entire cost of tuition and required class materials will be made if the employee received a grade of "B" or higher for the class.

**2120.2.2** The District will refund one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

**2120.2.3** The District will make no refund to employees who receive a grade below "C" for the class.

**2120.2.4** Educational reimbursement is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

**2120.2.5** Class time will not be considered part of the work week.

**2120.3** Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

**2120.4** Upon completion of the class(es) the employee is responsible for providing copies of the grade slip(s) and expense receipt(s) to the Library Director.

**2120.5** Two types of classes are generally eligible for reimbursement per this policy:

**2120.5.1** Classes that are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

**2120.5.2** Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

**2120.5.3** Campus-based or web-based courses are eligible for reimbursement.

**2120.6** If an employee leaves Placentia Library District within twelve months after receiving tuition reimbursement, then he/she must reimburse the District.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Notary Public Training and Services  
**POLICY NUMBER:** 2125

**2125.1** Employees of the District are encouraged to become State of California certified Notary Publics and to use that certification at Placentia Library.

**2125.2** The District will pay for the training, testing and supply costs for staff willing to perform Notary functions for the District. All full time and regular part-time staff in the classifications of Library Clerk I and Library Clerk II must complete Notary certification prior to the end of their probationary period.

**2125.2.1** Employees must be working a minimum of twenty hours per week.

**2125.2.2** Employees must be willing to perform their Notary duties as part of their Library job assignments.

**2125.2.3** Staff other than Library Clerk I or Library Clerk II who would like to become a Notary will be considered if he/she will be able to perform Notary duties as part of their job assignment.

**2125.2.4** Staff who fail to pass the certification test on the second attempt will become ineligible to participate in the program. Library Clerk I and Library Clerk II who do not pass the certification test on the second attempt will be ineligible to complete their probationary period.

**2125.2.5** Class and testing time will not be considered part of the work week.

**2125.2.6** Staff may use their Notary certification and equipment for personal use on their own time.

**2125.2.7** Staff members other than Library Clerk I and Library Clerk II, who leave District employment, or discontinue Notary certification or services, in less than thirty-six months, will be responsible for reimbursing the District for the pro-rata balance of their training, exam(s), equipment and supplies. The reimbursable amount will be deducted from their final paycheck. If a Notary

stays certified and active for thirty-six (36) months or more that he/she will not be responsible for reimbursing the District for their training, exam(s), equipment and supplies.

**2125.3** Requests for Notary Public training should be submitted to the Library Director in writing. The employee will be notified of approval, or the reasons for disapproval.

**2125.4** Upon completion of the Notary certification the employee is responsible for providing a copy of the Certificate to the Library Director. The Certificate is required before the equipment and supplies may be ordered.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Pay Periods and Distribution of Pay Checks  
**POLICY NUMBER:** 2130

**2130.1** The salaries and wages of all District employees will be paid every other Wednesday.

**2130.1.1** In the event a payday falls on a day the library is closed, the payday will be the previous work day.

**2130.2** All full-time, part-time and temporary employees are encouraged to participate in the direct deposit program.

**2130.3** Paychecks are available in the Administrative Office from 9:00 A.M. until 4:30 P.M. each payday.

**2130.3.1** Paychecks not picked-up in the Administrative Office by 4:30 P.M. will be placed in the mail.

**2130.4** Paychecks will be issued only to the employee.

**2130.4.1** No one may remove a paycheck from the Administrative Office that doesn't belong to him/her.

**2130.4.2** Paychecks may not be given to parents, spouses, siblings, other staff members or friends unless there is a written, dated and signed directive from the employee.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Authorized Leave  
**POLICY NUMBER:** 2160

**2160.1** With the approval of the Library Director, an employee may be granted a leave of absence without pay for a period of up to ninety (90) days. This leave may not be used in combination with the Family Medical Leave Act.

**2160.2** Such a leave of absence must be taken in conjunction with, and at the conclusion of, an authorized use of vacation if any is available.

**2160.3** At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

**2160.4** The term of an authorized leave of absence without pay cannot be guaranteed beyond thirty (30) days. Employees returning from a leave of absence will be reinstated with the first available job classification for which they are qualified.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Performance Evaluation  
**POLICY NUMBER:** 2170

**2170.1** This policy will apply to all employees.

**2170.2** The Manager of Public Services, the Manager of Technical Services or the Manager of Administrative Services will conduct a scheduled performance review of each employee prior to the merit advancement date. If the employee's immediate supervisor is not the evaluator, he/she will be consulted during the preparation of the evaluation.

**2170.3** Performance evaluations for employees not eligible for merit advancement will be conducted during the month of July.

**2170.4** Performance evaluations will be in writing on forms prescribed by the Library Director. Said evaluation will provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

**2170.5** Performance evaluations will be reviewed by the Library Director prior to being discussed with the employee.

**2170.6** The performance evaluation will be signed by the evaluator and will be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

**2170.7** Unscheduled performance evaluations may be made at the discretion of the Library Director or his/her designated representative.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Equal Employment Opportunity  
**POLICY NUMBER:** 2220

**2220.1** Placentia Library District is an equal employment opportunity employer and makes employment decisions on the basis of merit.

**2220.1.1** The Library policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation or medical condition including genetic characteristics.

**2220.1.2** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is employed with a person who has or is perceived as having any of those characteristics.

**2220.1.3** All such discrimination is unlawful.

**2220.1.4** Placentia Library District considers the attainment of equal employment a major agency objective and is committed to providing equal employment opportunities to all qualified persons.



# Placentia Library District

## POLICY HANDBOOK

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

**2325.1** A non-exempt clerical classification under the general direction of the Library Director, Manager of Administrative Services, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials, monitors all public service areas including library furnishings, equipment and patron activities, and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

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

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

**2325.1.4** Works in the Public Service staff monitoring library furnishings, equipment and patron activities with the authority to enforce written Library policies and report problems to the librarian or manager-in-charge.

**2325.1.5** Prepares library materials for public use.

**2325.1.6** He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

**2325.1.7** He/she seeks to carry into effect the expressed policies of the Board of Trustees.

**2325.1.8** If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

### **2325.2** Typical Tasks

**2325.2.1** Checks-in library materials on the computer.

- 2325.2.2** Empties the book drop.
- 2325.2.3** Sorts and shelves incoming books, audio-visual materials and periodicals.
- 2325.2.4** Processes new and gift library materials for public use.
- 2325.2.5** Repairs damaged library materials.
- 2325.2.6** Patrols the public service areas and enforces the provisions of Placentia Library District Policies regarding patron behavior: 6025 – Public Internet Use Policy; 6040 – Beverage & Food Policy; 6060 – Patron Behavior & Latchkey Children Policy; 6065 – Public Behavior Policy; and any additional behavior policies that may be adopted by the Library Board of Trustees.
- 2325.2.7** Inspects the public rest rooms on a regular basis and reports problems to the Circulation Supervisor or the Librarian-in-Charge.
- 2325.2.8** Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
- 2325.6.9** Searches for library materials on the shelves as assigned by Library staff.
- 2325.2.10** Runs errands for Library staff.
- 2325.2.11** Retrieves newspapers and magazines from storage areas.
- 2325.2.12** Assists public with unloading gift books and magazines from their cars.
- 2325.2.13** Re-stocks the vending machines.
- 2325.2.14** Sets up and breaks down tables and chairs in the Meeting Room.
- 2325.2.15** Works in Technical Services in support of professional staff.
- 2325.2.16** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2325.2.17** Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

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



**2325.4 Knowledge and abilities:**

**2325.4.1** Ability to file accurately according to library filing rules.

**2325.4.2** Ability to meet the public with tact and courtesy.

**2325.4.3** Ability to follow oral and written instructions.

**2325.4.4** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

**2325.4.5** Ability to follow Library policies and procedures.

**2325.4.6** Ability to organize and manage work flow for self.

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

**2325.5 Physical Demands**

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

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

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

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

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

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

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

**2325.6** Work Environment

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

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



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

## MEMORANDUM

TO: Public Library Directors

cc: Fiscal Officers  
System Coordinators

FROM: Susan Hildreth *Susan Hildreth*  
State Librarian of California

DATE: January 15, 2008

SUBJECT: Public Library Fund Allocations, 2007-08

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The certification process of local revenue for the allocation of the 2007-08 Public Library Fund (PLF) has been completed and allotment payment to local libraries has been initiated at the level of \$14,360,000, as appropriated in the FY 2007-08 enacted state budget.

The list of public libraries qualifying, together with their PLF allocations for 2007-08, is attached. Four (4) libraries did not qualify in this cycle for a PLF allotment due to non-submission or inability to meet the required maintenance of effort. Allocations for those libraries are shown as "0" in columns 4 and 5.

If you have questions or need further information, please contact Ira Bray at (916) 653-0171, email [ibray@library.ca.gov](mailto:ibray@library.ca.gov).

Attachment



PUBLIC LIBRARY FUND  
FY 2007/2008  
(Payment Based on Population)

Public Library	1	2	3	4	5
	Population FY 07/08	Local Appropriation	Meets MOE Y/N	At 100% Funding Total Cost of PLF Program 1 x \$2.686	Proportionally Funded Allocation 1 x .38413849359
Alameda	75,254	3,212,991	Y	202,132	28,908
Alameda Co.	527,926	26,190,338	Y	1,418,009	202,797
Alhambra	89,488	2,383,338	Y	240,365	34,376
Alpine Co.	1,261	356,071	Y	3,387	484
Altadena L.D.	55,205	2,275,704	Y	148,281	21,206
Amador Co.	38,435	910,677	Y	103,236	14,764
Anaheim	345,556	11,228,762	Y	928,163	132,741
Arcadia	56,556	2,918,489	Y	151,909	21,725
Azusa City	48,640	1,278,095	Y	130,647	18,684
Banning Library District	30,816	1,035,466	Y	82,772	11,838
Beaumont L.D.	52,893	750,000	Y	142,071	20,318
Belevederè-Tiburon	11,031	1,292,931	Y	29,629	4,237
Benicia	27,916	1,196,186	Y	74,982	10,724
Berkeley	106,347	13,217,248	Y	285,648	40,852
Beverly Hills	36,084	9,269,399	Y	96,922	13,861
Brawley	25,694	484,357	Y	69,014	9,870
Buena Park L.D.	82,452	2,099,533	Y	221,466	31,673
Burbank	107,921	5,903,942	Y	289,876	41,457
Burlingame	36,801	3,397,286	Y	98,847	14,137
Butte Co.	218,069	2,680,193	Y	585,733	83,769
Calabasas	23,652	1,374,600	Y	63,529	9,086
Calaveras Co.	46,028	591,115	Y	123,631	17,681
Camarena (Calexico)	37,552	789,853	Y	100,865	14,425
Carlsbad City	101,337	9,354,275	Y	272,191	38,927
Carmel (Harrison)	4,053	879,465	Y	10,886	1,557
Cerritos	54,943	5,634,650	Y	147,577	21,106
Chula Vista	227,723	7,448,499	N	0	0
Coalinga-Huron U.S.D.	28,496	1,018,000	Y	76,540	10,946
Colton	51,797	1,407,267	Y	139,127	19,897
Colusa Co.	21,951	565,738	Y	58,960	8,432
City of Commerce	13,494	3,002,685	Y	36,245	5,184
Contra Costa Co.	938,513	26,032,478	Y	2,520,846	360,519
Corona	146,164	3,008,951	Y	392,597	56,147
Coronado	22,957	2,132,420	Y	61,663	8,819
Covina	49,720		N	0	0
Daly City	106,160	3,264,036	Y	285,146	40,780
Del Norte Co.L.D.	29,341	174,992	Y	78,810	11,271
Dixon Public Library District	25,907	1,032,499	Y	69,586	9,952
Downey City	113,587	2,630,099	Y	305,095	43,633
El Centro	42,071	545,116	Y	113,003	16,161

PUBLIC LIBRARY FUND  
FY 2007/2008  
(Payment Based on Population)

Public Library	1	2	3	4	5
	Population FY 07/08	Local Appropriation	Meets MOE Y/N	At 100% Funding Total Cost of PLF Program 1 x \$2.686	Proportionally Funded Allocation 1 x .38413849359
El Dorado Co.	178,674	3,012,408	Y	479,918	68,636
El Segundo	17,076	1,992,600	Y	45,866	6,560
Escondido	141,788	4,081,910	Y	380,843	54,466
Folsom	70,835	2,239,450	Y	190,263	27,210
Fresno Co.	889,019	29,919,814	Y	2,387,905	341,506
Fullerton	137,367	3,797,460	Y	368,968	52,768
Glendale	207,157	8,537,330	Y	556,424	79,577
Glendora	52,557	2,268,242	Y	141,168	20,189
Hayward	147,845	3,744,373	Y	397,112	56,793
Hemet	71,705	2,225,585	Y	192,600	27,545
Humboldt Co.	131,959	2,537,676	Y	354,442	50,691
Huntington Beach	202,250	6,322,817	Y	543,244	77,692
Imperial	11,852	16,500	Y	31,834	4,553
Imperial Co.	55,503	706,000	Y	149,081	21,321
Inglewood	119,212	3,662,828	Y	320,203	45,794
Inyo Co.	18,383	902,486	Y	49,377	7,062
Irwindale	1,655	458,119	Y	4,445	636
Kern Co.	801,648	12,737,134	Y	2,153,227	307,944
Kings Co.	151,381	2,007,526	Y	406,609	58,151
Lake Co.	64,276	802,343	Y	172,645	24,691
Larkspur	12,121	675,559	Y	32,557	4,656
Lassen District	36,375	132,429	Y	97,703	13,973
Lincoln	37,410	1,096,725	Y	100,483	14,371
Livermore	82,845	4,807,370	Y	222,522	31,824
Lodi	63,395	1,653,990	Y	170,279	24,352
Lompoc	72,152	1,060,350	Y	193,800	27,716
Long Beach	492,912	16,929,452	Y	1,323,962	189,346
Los Angeles	4,018,080	114,133,734	Y	10,792,563	1,543,499
Los Angeles Co.	3,673,313	123,772,000	Y	9,866,516	1,411,061
Los Gatos	29,407	66,985	Y	78,987	11,296
Madera Co.	148,721	1,648,876	Y	399,465	57,129
Marin Co.	140,989	10,423,942	Y	378,696	54,159
Mariposa Co.	18,254	428,526	Y	49,030	7,012
Mendocino Co.	90,291	1,196,491	Y	242,522	34,684
Menlo Park	31,146	1,991,218	Y	83,658	11,964
Merced Co.	251,510	2,965,697	Y	675,556	96,615
Mill Valley	13,822	1,699,420	Y	37,126	5,310
Mission Viejo	98,483	3,203,222	Y	264,525	37,831
Modoc Co.	9,721	299,500	Y	26,111	3,734
Mono Co.	13,985	965,750	Y	37,564	5,372
Monrovia	39,309	1,467,295	Y	105,584	15,100
Monterey	30,121	2,802,957	Y	80,905	11,571

PUBLIC LIBRARY FUND  
FY 2007/2008  
(Payment Based on Population)

Public Library	1	2	3	4	5
	Population FY 07/08	Local Appropriation	Meets MOE Y/N	At 100% Funding Total Cost of PLF Program 1 x \$2.686	Proportionally Funded Allocation 1 x .38413849359
Monterey Co.	226,803	6,764,831	Y	609,193	87,124
Monterey Park Buggermeyer	64,508	1,638,564	Y	173,268	24,780
Moorpark	36,150	739,162	Y	97,099	13,887
Moreno Valley	180,466	2,529,000	Y	484,732	69,324
Mountain View	73,262	4,515,000	Y	196,782	28,143
Murrieta	97,257	1,925,671	Y	261,232	37,360
Napa City-Co.	129,976	6,580,467	Y	349,116	49,929
National City	61,115	2,558,767	Y	164,155	23,477
Nevada Co.	99,766	2,805,715	Y	267,971	38,324
Newport Beach	84,218	5,326,779	Y	226,210	32,351
Oakland	435,710	26,354,601	Y	1,170,317	167,373
Oceanside	176,644	5,247,872	Y	474,466	67,856
Ontario City	172,701	3,172,273	Y	463,875	66,341
Orange	138,640	4,747,339	Y	372,387	53,257
Orange Co.	1,532,758	41,288,444	Y	4,116,988	588,791
Orland Free	14,817	425,080	Y	39,798	5,692
Oxnard	192,997	5,437,787	Y	518,390	74,138
Pacific Grove	15,444	994,499	Y	41,483	5,933
Palm Springs	46,858	2,941,425	Y	125,861	18,000
Palmdale City	145,468	3,636,040	Y	390,727	55,880
Palo Alto City	62,615	7,874,839	Y	168,184	24,053
Palo Verde Valley L.D. (Blythe)	44,186	146,850	Y	118,684	16,974
Palos Verdes L.D.	67,286	6,496,200	Y	180,730	25,847
Pasadena	147,262	11,178,199	Y	395,546	56,569
Paso Robles	29,514	1,799,800	Y	79,275	11,337
Placentia L.D. ←	55,065	3,448,408	Y	147,905 ←	21,153 ←
Placer Co.	180,819	5,420,740	Y	485,680	69,460
Pleasanton	68,755	4,122,985	Y	184,676	26,411
Plumas/Sierra Co.	24,613	514,093	Y	66,111	9,455
Pomona	162,140	3,112,303	Y	435,508	62,284
Porterville	51,467	843,254	Y	138,240	19,770
Rancho Cucamonga	172,331	4,340,112	Y	462,881	66,199
Rancho Mirage	21,886	2,631,677	Y	58,786	8,407
Redlands (A.K. Smiley)	71,375	2,362,887	Y	191,713	27,418
Redondo Beach	67,495	3,589,221	Y	181,292	25,927
Redwood City	77,025	6,088,951	Y	206,889	29,588
Richmond	103,828	5,702,574	Y	278,882	39,884
Riverside	291,398	9,629,901	Y	782,695	111,937
Riverside Co.	1,047,996	16,589,835	Y	2,814,917	402,576
Roseville	106,266	4,805,940	Y	285,430	40,821
Sacramento	1,335,969	35,302,659	Y	3,588,413	513,197
Salinas	149,539	3,636,200	Y	401,662	57,444

14.39%

PUBLIC LIBRARY FUND  
FY 2007/2008  
(Payment Based on Population)

Public Library	1	2	3	4	5
	Population FY 07/08	Local Appropriation	Meets MOE Y/N	At 100% Funding Total Cost of PLF Program 1 x \$2.686	Proportionally Funded Allocation 1 x .38413849359
San Anselmo	12,518	445,620	Y	33,623	4,809
San Benito Co.	55,978	670,100	Y	150,357	21,503
San Bernardino	205,010	2,794,100	Y	550,657	78,752
San Bernardino Co.	1,177,092	16,426,320	Y	3,161,669	452,166
San Bruno	42,145	1,945,900	Y	113,201	16,190
San Diego	1,316,837	38,788,198	Y	3,537,024	505,848
San Diego Co.	1,049,868	17,311,228	Y	2,819,945	403,295
San Francisco	808,844	77,149,713	Y	2,172,555	310,708
San Jose	973,672	48,167,022	Y	2,615,283	374,025
San Juan Bautista	1,825	50,008	N	0	0
San Leandro	81,466	5,473,164	Y	218,818	31,294
San Luis Obispo City-Co.	235,386	7,863,240	Y	632,247	90,421
San Marino	13,507	1,043,763	Y	36,280	5,189
San Mateo	99,217	5,086,824	Y	266,497	38,113
San Mateo Co.	278,388	22,455,569	Y	747,750	106,940
San Rafael	58,047	2,221,944	Y	155,914	22,298
Santa Ana	353,428	5,229,900	Y	949,308	135,765
Santa Barbara	233,434	6,194,535	Y	627,004	89,671
Santa Clara	114,238	6,628,280	Y	306,843	43,883
Santa Clara Co.	419,141	27,832,774	Y	1,125,813	161,008
Santa Cruz	205,669	12,506,590	Y	552,427	79,005
Santa Fe Springs	17,849	1,796,200	Y	47,942	6,856
Santa Maria	118,839	2,270,574	Y	319,202	45,651
Santa Monica	91,124	9,566,827	Y	244,759	35,004
Santa Paula (Blanchard) Dist.	29,182	603,765	Y	78,383	11,210
Sausalito	7,454	602,953	Y	20,021	2,863
Shasta Public Libraries	181,401	1,648,550	Y	487,243	69,683
Sierra Madre	11,039	754,637	Y	29,651	4,241
Signal Hill	11,229	365,750	Y	30,161	4,313
Siskiyou Co.	45,953	941,210	Y	123,430	17,652
Solano Co.	371,000	18,011,292	Y	996,506	142,515
Sonoma Co.	481,765	15,567,710	Y	1,294,021	185,064
South Pasadena	25,824	1,508,795	Y	69,363	9,920
So. San Francisco	62,614	4,151,254	Y	168,181	24,052
St. Helena	5,993	1,006,471	Y	16,097	2,302
Stanislaus Co.	521,497	10,396,675	Y	1,400,741	200,327
Stockton-San Joaquin Co.	616,292	13,708,999	Y	1,655,360	236,741
Sunnyvale	135,721	6,679,293	Y	364,547	52,136
Sutter Co.	93,919	1,189,989	Y	252,266	36,078
Tehema Co.	61,774	524,907	Y	165,925	23,730
Thousand Oaks	127,739	9,334,263	Y	343,107	49,069
Torrance	148,558	7,190,102	Y	399,027	57,067



PUBLIC LIBRARY FUND  
FY 2007/2008  
(Payment Based on Population)

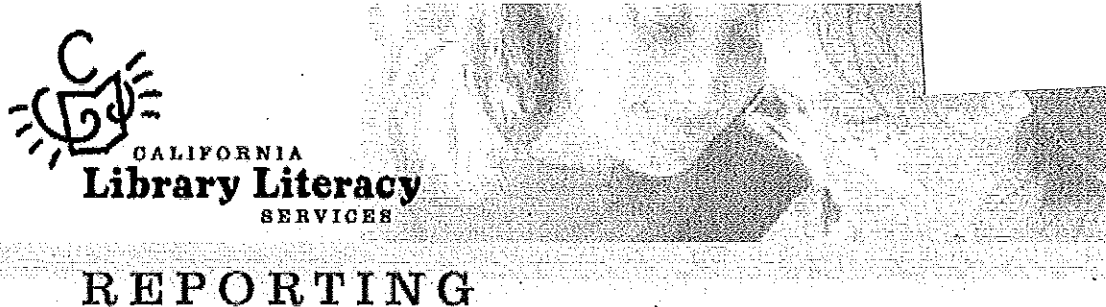
Public Library	1	2	3		4	5
	Population FY 07/08	Local Appropriation	Meets MOE	Y/N	At 100% Funding Total Cost of PLF Program 1 x \$2.686	Proportionally Funded Allocation 1 x .38413849359
Trinity Co.	14,171	266,619	Y		38,063	5,444
Tulare	55,935	829,953	Y		150,241	21,487
Tulare Co.	321,604	2,490,279	Y		863,828	123,540
Tuolumne Co.	57,223	1,153,863	Y		153,701	21,982
Upland	75,169	2,004,650	Y		201,904	28,875
Ventura Co.	439,444	10,623,585	Y		1,180,347	168,809
Vernon	95		N		0	0
Victorville	102,538	1,154,631	Y		275,417	39,389
Watsonville	58,456	2,729,428	Y		157,013	22,455
Whittier	87,190	3,155,333	Y		234,192	33,493
Willows	14,098	272,682	Y		37,867	5,416
Woodland	54,060	1,446,537	Y		145,205	20,767
Yolo Co.	139,923	4,073,168	Y		375,833	53,750
Yorba Linda	67,904	4,322,950	Y		182,390	26,085
Yuba Co.	70,745	720,798	Y		190,021	27,176
	<b>37,661,714</b>				<b>\$100,408,993</b>	<b>\$14,360,000</b>

Total Number of Public Libraries: 181

To arrive at Col. 5 percent - divide \$14,360,000 by 37,382,351 (Total Population Minus those Ineligible/denied) = \$.38413849359

Total Population	37,661,714
Ineligible/Denied Population : Chula Vista, Covina, San Juan Bautista, Vernor	279,363
	<u>37,382,351</u>





**California State Library  
California Library Literacy Services (CLLS)**

Main Menu

Thank you for submitting your Mid-Year Report for 2007/2008

**California State Library  
Midyear Report FY 2007/2008**

Name of Library: **Placentia Library District**

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[Back](#)

1. Applicant name and jurisdiction: Placentia Library District
2. Applicant contact: Jim Roberts Phone: 714 524 8408  
Fax: 714 528 8236 E-mail: jroberts@placentialibrary.org
- 3 Address: 411 E. Chapman Ave, Placentia CA 92870

Check here if your contact information has changed since last report submitted (including email address).

- 0 Number of Library sites in your jurisdiction that provide direct literacy services (e.g. dedicated literacy staff and office) and/or literacy support services (e.g. literacy referral/materials collection/training site/tutor-student meeting place/etc.)
- 4 Number of other literacy sites in your jurisdiction not in libraries

**Comments:**

REPORT NAME	COMMENT
Family Literacy Survey	We had no new family literacy students during this reporting period. We had new students but have not completed both Pre and Post surveys by the end of the reporting period.

**Adult Learner Activity Report:**

SEMI-ANNUAL SUMMARY		Last Year	Mid-Year	Final				
1.	Continuing Adult Learners from prior reporting period	99	55	0				
2.	Adult Learners who began instruction during this reporting period. (July 1 - December 31)		9	0				
3.	Total Adult Learners who received instruction during this reporting period.		64	0				
4.	Adult Learners who left during this reporting period.		40	0				
5.	Adult Learners remaining at the end of this reporting period.	84	24	0				
6.	Cumulative total Adult Learners who received instruction this fiscal year. Includes students that were instructed but who left before the end of filing periods.	129	64	0				
<b>Adult Learner Demographics</b>								
7.	<b>Ethnicity</b>		<b>Mid-Year</b>	<b>Final</b>	<b>Age</b>		<b>Mid-year</b>	<b>Final</b>
	Asian	40	0	16-19	0	0		
	Black	0	0	20-29	12	0		
	Latino	23	0	30-39	42	0		
	Native American	0	0	40-49	10	0		
	Pacific Islander	0	0	50-59	0	0		
	White	1	0	60-69	0	0		
	Other	0	0	70+	0	0		
	Unknown	0	0	Unknown	0	0		
	<b>Total:</b>	<b>64</b>	<b>0</b>	<b>Total:</b>	<b>64</b>	<b>0</b>		
	<b>Gender</b>							
	Male	3	0	Female	61	0		
	Unknown	0	0	<b>Gender Total:</b>	<b>64</b>	<b>0</b>		
			<b>Mid-Year</b>	<b>Final</b>	<b>Total</b>			
8.	Adults referred to other programs (never instructed) this reporting period	0	0	0				
9.	Adult Learners awaiting instruction or rematch at end of this reporting period	35	0					
10.	Total number of Adult Learner instruction hours for this reporting period (can include one-on-one tutoring, small group, computer instruction, etc.)	624	0	624				
11.	Number of books given to Adult Learners.	84	0	84				

**Family Literacy Report:**

The number of Families participating (families can participate in a number of different ways; attending special FFL programs is just one way to participate): An Adult Learner Family must have at least one child under the age of 5.

Note: These are unduplicated counts (except where noted)		Mid-Year	Final	Total
1.	Total Number of Adult Learner Families Served *	4	0	4
2.	Total Number of Children under 5 served in these families.	4	0	4
3.	Total Number of Children age 5 and older served in these families.	6	0	6
4.	Number of books given to FFL families	40	0	40

Volunteer hour information for family literacy is on following page.

**ELLI Report:**

Note: These are unduplicated counts(except where noted)		Mid-Year	Final	Total
1.	Total number of ELLI Children served.	60	0	60
2.	Total number of ELLI Parents served.	30	0	30
3.	First or Home Language of ELLI Children served:			
	Spanish	55	0	55
	Vietnamese	5	0	5
	Hmong	0	0	0
	Chinese	0	0	0
	Other:	0	0	0
	Other:	0	0	0
	Other:	0	0	0
	<b>Total</b>	60	0	60
4.	Number of Group Meetings held with just ELLI Children.	3	0	3
5.	Number of Group Meetings held with just ELLI Parents.	0	0	0
6.	Number of Group Meetings held with ELLI Families.	1	0	1
7.	Number of ELLI Attendees as of <i>report date</i> . (cumulative count)	60	0	60
8.	Number of books given to ELLI participants.	180	0	180

Volunteer hour information for ELLI program is on following page.

**MLLS Report:**

Note: These are unduplicated counts(except where noted)		Mid-Year	Final	Total
1.	Number of Children under 5 served.	0	0	0
2.	Number of Children age 5 and older served.	0	0	0
3.	Number of Parents/Caregivers served.	0	0	0
4.	Number of MLLS Site Visits	0	0	0
5.	Number of books given to MLLS families.	0	0	0

Volunteer hour information for MLLS program is on following page.

**ESL Report:**

Note: If you have already counted these as adult learners do not count them here. These are unduplicated counts(except where noted)		Last Year	Mid-Year	Final	Total
1.	Number of ESL Adults served.	0	0	0	0
2.	First or Home Language of ESL Adults served:				
	Spanish	0	0	0	0
	Vietnamese	0	0	0	0
	Hmong	0	0	0	0
	Chinese	0	0	0	0
	Other:	0	0	0	0
	Other:	0	0	0	0
	Other:	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
3.	Number of books given to ESL learners		0	0	0

Volunteer hour information for ESL program is on following page.

**"Other Services:" Report:**

**Include outreach and educational programming to at-risk population provided through your literacy services office and not funded by CLLS.**

Note: These are unduplicated counts(except where noted)		Last Year	Mid-Year	Final	Total
1.	Program #1 Name: Spanish Literacy	12	0	0	0
	Program #1 Service Recipients				
	<input checked="" type="checkbox"/> Other at risk Children under 5	0	0	0	0
	<input checked="" type="checkbox"/> Other at risk Children ages 5-17	0	0	0	0
	<input checked="" type="checkbox"/> Other at risk Adults	12	0	0	0
	Briefly describe this service. A three hour Spanish Literacy class is held on Friday mornings at a local elementary school for Spanish speaking adults				
2.	Program #2 Name: Topaz-Tuffree Homework Club	121	25	0	25
	Program #2 Service Recipients				
	<input checked="" type="checkbox"/> Other at risk Children under 5	0	0	0	0
	<input checked="" type="checkbox"/> Other at risk Children ages 5-17	121	25	0	25
	<input checked="" type="checkbox"/> Other at risk Adults	0	0	0	0
	Briefly describe this service. Provide homework assistance at Topaz Elementary for graduates attending Tuffree Middle School.				
3.	Program #3 Name: Placentia Achieves School Success (PASS)	435	225	0	225
	Program #3 Service Recipients				
	<input checked="" type="checkbox"/> Other at risk Children under 5	0	0	0	0
	<input checked="" type="checkbox"/> Other at risk Children ages 5-17	435	225	0	225
	<input checked="" type="checkbox"/> Other at risk Adults	0	0	0	0
	Briefly describe this service. An on-site homework club that serves at risk k-12 students between the hours of 4 and 6PM M-TH.				
4.	Program #4 Name: Kraemer-Placentia Library Homework Club	166	90	0	90
	Program #4 Service Recipients				
	<input checked="" type="checkbox"/> Other at risk Children under 5	0	0	0	0
	<input checked="" type="checkbox"/> Other at risk Children ages 5-17	166	90	0	90
	<input type="checkbox"/> Other at risk Adults	0	0	0	0

Briefly describe this service. Provides homework assistance to students in grades 6-8 at Kraemer Middle School M-TH from 3:45-5:45PM							
5.	Program #5 Name: HIS House Homework Club		0	21	0	21	
	Program #5 Service Recipients	■	Other at risk Children under 5	0	0	0	
		■	Other at risk Children ages 5-17	0	21	0	21
		■	Other at risk Adults	0	0	0	0
Briefly describe this service. Provide homework help to the school aged residents of the Homeless Intervention Shelter House							
6.	Number of books given to people not part of the CLLS target group.		0	0	0	0	



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Volunteer Hours - All Programs		Mid-Year	Final	Total
1.	All Volunteer Adult Literacy Instruction (ALS/FLL/MLLS) (Can include one-on-one tutoring, small group, computer instruction, etc. provided by volunteer)	624	0	624
2.	ELLI Volunteer Tutor instructional hours for adults & children	2400	0	2400
3.	ESL Volunteer Tutor Instructional Hours (Not State Library grant supported)	0	0	0
4.	All Other Volunteer Hours In Literacy Services (Non-instructional hours volunteered. Includes training and prep time.)	250	0	250
5.	Families for Literacy (Non-instructional hours volunteered) #5 is a subset of #4	0	0	0
6.	MLLS Volunteer Hours (Non-instructional hours volunteered) #6 is a subset of #4	0	0	0
7.	Total of Volunteer Hours	3274	0	3274
8.	How many non-tutor volunteers do you have in your literacy program?	0	0	0

Volunteer Tutor Activity Report - Adult Literacy:

SEMI-ANNUAL SUMMARY		Last Year	Mid-Year	Final	Total
1.	Continuing Volunteer Tutors instructing from prior reporting period.	85	85	0	
2.	Volunteer Tutors who began instructing during this reporting period. (July 1 - December 31)		45	0	
3.	Total Volunteer Tutors who instructed during this reporting period.		130	0	
4.	Volunteer Tutors who left during this reporting period.		75	0	
5.	Volunteer Tutors remaining at the end of this reporting period.	74	55	0	
6.	Cumulative total Volunteer Tutors who instructed this fiscal year to date (YTD)	180	130	0	

Volunteer Tutor Demographics

7.	Ethnicity				Age		
	Mid-Year	Final	Mid-Year		Final		
	Asian	44	0	16-19	65	0	
	Black	3	0	20-29	40	0	
	Latino	50	0	30-39	0	0	
	Native American	0	0	40-49	10	0	
	Pacific Islander	0	0	50-59	10	0	
	White	33	0	60-69	0	0	
	Other	0	0	70+	5	0	
	Unknown	0	0	Unknown	0	0	
	<b>Total:</b>	<b>130</b>	<b>0</b>	<b>Total:</b>	<b>130</b>	<b>0</b>	
	Male	75	0	Female	55	0	
	Unknown	0	0	<b>Gender Total:</b>	<b>130</b>	<b>0</b>	

	Mid-Year	Final	Total	
3.	Volunteer Tutors trained during this reporting period	45	0	45
9.	Volunteer Tutors awaiting training/matching/re-matching at end of this reporting period.	0	0	

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10.	Number of Tutor trainings conducted during this reporting period.	5	0	5	
11.	Number of in-service workshops offered for tutors during this reporting period.	0	0	0	
12.	New tutors are required to complete ____ # tutor training hours before beginning to tutor.	3	0		

**Staff Commitment**

Library Personnel (staff is city or county or district employee)

Position/Job Title	Report as FTE					
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other
Literacy Coordinator	1	0	0	0	0	0
Literacy Assistant	0	0.5	0.5	0	0	0
Support Staff	1	0	0	0	0	0
Support Staff	0.5	0	0	0	0	0.5
Literacy Assistant	0	0	1	0	0	0
<b>Total:</b>	2.5	0.5	1.5	0	0	0.5

Contract Personnel (not a city/county/district employee)

Position/Job Title	Report as FTE					
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other
<b>Total:</b>						
<b>FTE Grand Totals:</b>	2.5	0.5	1.5	0	0	0.5

**Financial Mid-Year Report for Fiscal Year 2007/2008**

Budget Categories	Approved Budget								Funding Source	
	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total	State Revenue	Local Revenue
	CLLS	Local								
1. Salaries and Benefits	\$33,729.00	\$128,385.00	\$30,000.00	\$10,000.00	\$0.00	\$0.00	\$20,000.00	\$222,114.00	\$53,729.00	\$168,385.00
2. Contract Staff	\$0.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$120,000.00	\$0.00	\$120,000.00
3. Operations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,345.00	\$19,345.00	\$0.00	\$19,345.00
4. Literacy Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Equipment (\$5K+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Indirect Costs (not to exceed 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	\$33,729.00	\$128,385.00	\$30,000.00	\$70,000.00	\$0.00	\$0.00	\$99,345.00	\$361,459.00	\$53,729.00	\$307,730.00
<b>Total ALS:</b>	\$162,114.00							<b>Grand Total:</b>	\$361,459.00	

Budget Categories	Expenditures for Year to Date								Funding Source for Mid-Year Report YTD	
	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total	State Revenue	Local Revenue
	CLLS	Local								
1. Salaries and Benefits	\$17,000.00	\$62,000.00	\$15,000.00	\$500.00	\$0.00	\$0.00	\$10,000.00	\$104,500.00	\$26,000.00	\$78,500.00
2. Contract Staff	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$60,000.00	\$0.00	\$60,000.00
3. Operations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
4. Literacy Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Equipment (\$5K+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Indirect Costs (not to exceed 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*	\$17,000.00	\$62,000.00	* Portion of expenditures that will be matched in the funding formula for CLLS							
<b>Total Expended:</b>	\$79,000.00	\$15,000.00	\$30,500.00	\$0.00	\$0.00	\$50,000.00	\$174,500.00	\$26,000.00	\$148,500.00	
<b>Grand Total Expended:</b>									\$174,500.00	

See how your stats compare

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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:** February 19, 2008

Activities Report:

- Jan 11-14 Attended the American Library Association Midwinter Meeting in Philadelphia. I attended several CONTENTdm trainings and user group meetings, talked with Envisionware officials about our issues with PC Reservation and Point of Sale hardware and software and brought back recommendations to our staff, I purchased a number of Oxford University Press reference books and spent most of my time in the exhibits learning about new services and software.
- Jan 15 Library Board Meeting
- Jan 19 PLFF Board of Directors strategic planning session with Carol Stone from Executive Consulting.
- Jan 21-25 Vacation
- Jan 29 The Staff Pension Fund Committee (Goodson, Matas, Quintanar and Minter) met with Kevin Murphy from PARS to discuss possible changes to the District's pension program to recommend to the Library Board. The changes are to be presented at the February 19 Library Board Meeting
- Jan 30 Attended a presentation ceremony at St. Joseph School honoring community organizations and received a collection of thank you letters from the second grade class.
- Jan 31 Participated in a Web Seminar with SirsiDynix on technology options for public library services.
- Feb 1 Made a brief presentation to Cal State Fullerton Marketing Class students who are doing a class project with the Placentia Library Friends Foundation.
- Feb 5 Participated with Vernon Napier in a conference call with Ralph Shoffner, Ringgold Management Systems, to learn about their RFI/RFP services. This could be extremely useful for us for our RFID project. Ralph is a contact that I know through American Library Association and other consulting projects over the years.

- Feb 6 Met with the Placentia History Room Committee to plan the Atwood Yacht Club Reunion at the Library on Friday, April 5, 2008.
- Feb 7 Conducted the Santiago Library System Executive Council Meeting at the Mission Viejo Public Library.
- The Managers met with Valerie Poole to hear her report about the recent round of group staff meetings.
- Feb 9 Met with Dixie Shaw to learn about an author and potential program project for Placentia Library.
- Feb 11 Participated in the PLFF Legacy Committee and PLFF Board of Directors Meeting where they had Bill & Millie Heaton speaking about planned giving.
- Feb 14 Attended the North Orange County Legislative Alliance meeting at Brea City Hall. The speaker was from the Los Angeles Office for the Governor.
- Feb 15 Participated in the PLFF Bookstore Committee semi-annual reception for the Book Store Volunteers. They are in the process of selecting a name for the Book Store.
- Feb 16-17 Holiday weekend as Manager.
- On Saturday I attended the meeting of the independent special library district trustees at the Buena Park Library.

Staff Meetings:

- Jan 16 All Staff (Roberts & Napier) -- Minutes of Department Updates only are Attachment A.
- Acquisitions (Matas) -- Minutes are Attachment B.
- Children's Staff (Gurkweitz) -- Meeting scheduled was not held
- Reference Staff (Strazdas) -- Minutes are Attachment C
- Jan 17 Web Site Advisory Group (Napier) -- Meeting scheduled was not held
- Jan 23 Program Committee -- Meeting scheduled was canceled
- Jan 29 Passport (Hoffman) -- while Minutes were not prepared Kristen posted 7 articles on the wiki announcing the various aspects of the changes being implemented by Passport Services and conducted a 30-minute training program for Passport Agents. Unfortunately no one represented the Public Services staff at this workshop so two additional workshops for existing Passport Agents will be scheduled for February. Training for Public Services staff not yet certified will also begin in February.

Feb 6            Program Committee (Roberts) – this meeting was held in lieu of January 23 and February 13. Minutes are Attachment D

Managers Meetings:

Jan 16            Briefed the Managers on my experiences at the ALA Midwinter Meeting. No minutes were taken.

Jan 23            Managers did not meet during my vacation

Jan 30            Minutes are Attachment E

Feb 6            Minutes are Attachment F





## Department Updates at January 16 Staff Meeting

### Public Services

#### 1. Adult (Mary, Kathy) All Staff Meeting 1-16-08 **Public Services/Adult Reference Update**

- o Four Book Displays are currently set up. They include two ongoing displays of Willard Wyman's book *High Country* and Suzanne Enoch's paperback romances, which are publicity for the Spring Author's Luncheon that features Enoch. Two of the book displays are new. The one featuring Jane Austen is a tie-in with a PBS Masterpiece Theater Series of movies based on Austen's six novels that will be broadcast through April 2008. The other new book display is on Family Fitness, which is a *Chase Calendar of Events* theme for January, that connects with an Adult program called *Weighing Your Options*.
  - o *Weighing Your Options* is a nutrition and healthy living series that is being held at the Library two Tuesdays a month from 10:30 a.m. – 12 p.m., during January, February, and March. It is presented by Placentia Linda Hospital, Prospect Medical Group and our library. It is offered free of charge and is taught by Paul Montanchez, MPH, CHES, CDE, Health Educator for Prospect Medical Group.
2. Children's (Caroline, Phyllis)
  3. Literacy (Jim, Toby, Nadia, Hilda)
  4. Volunteer Services (Lois)

### Technical Services

#### 1. Web/Technology (Vernon)

*Working on revised Website, contentDM and History Room database*

#### 1. Acquisitions (Katie)

*Any material purchase suggestions welcome. 1/16/08 meeting minutes are available.*

1. Circulation (Kristen)
2. Safety Committee

### Administrative Services

1. Development (Yesenia)
2. Admin (Wendy)

### · Next Meeting

We meet next on February 20 at 1:30pm. Please advise Elizabeth or Wendy of any items you wish to have on the agenda.



Acquisitions Meeting  
 Agenda / Minutes  
 January 16, 2008

Staff attending: Katie, Vernon, Kathy, Gary, Caroline, Elizabeth

1. **Book budget status.** 37% of adult budget still available. 70% of children's budget still available. Add a column on the budget handout for % of budget available. Book ordering is going well. Gary could use input on science fiction titles. The country history area is weak. Kathy will survey the country history collection to determine the biggest areas of need.
2. **Booklist online subscription.** The Library now has a 2 year subscription to Booklist online. We should receive login and use information in the next week or so. The subscription includes unlimited staff access and can be put on our website for public use. Elizabeth purchased \$500 worth of ½ price books from Oxford Univ. Press at ALA. This summer, ALA will be in Anaheim. Exhibit passes will be made available to all interested staff members.
3. **Weeding progress.** Do we still have areas that have not been weeded in the last year? Kathy will help Gary finish the 700s. Vernon is weeding the biographies. Have we weeded the collection enough to remove the books on the bottom shelves? Could the 100s – 900s be tightened up to allow room at the beginning or end to shelve the foreign language books? Katie and Vernon will look into this idea.

Adult Materials Budget 2007-2008

Name	Area	Budgeted Amount	On Order	Spent	Available
Vernon	000	\$2,706.00	\$75.88	\$476.73	\$2,153.39
Kathy	100	\$2,706.00	\$952.18	\$786.10	\$967.72
Mary	200	\$1,624.00	\$245.64	\$675.05	\$703.31
Mary	300	\$8,118.00	\$1,156.95	\$2,484.26	\$4,476.79
Katie	400	\$1,623.00	\$0.00	\$361.38	\$1,261.62
Katie	500	\$2,706.00	\$171.75	\$1,220.62	\$1,313.63
Kathy	600	\$10,824.00	\$4,841.38	\$3,252.84	\$2,729.78
Gary	700	\$5,412.00	\$1,789.73	\$2,139.90	\$1,482.37
Gary	800	\$2,165.00	\$791.80	\$1,085.02	\$288.18
Mary	900	\$10,283.00	\$958.74	\$2,096.89	\$7,227.37
Gary	Biography	\$5,953.00	\$840.66	\$2,865.20	\$2,247.14
Gary	Fiction	\$29,040.00	\$8,069.74	\$14,021.55	\$6,948.71
	Reference	\$13,200.00	\$5,161.16	\$4,799.08	\$3,239.76
	Music CDs	\$3,000.00		\$103.71	\$2,896.29
	Audio Books	\$18,000.00	\$0.00	\$8,254.79	\$9,745.21
	Educ. DVDs	\$7,320.00		\$1,747.20	\$5,572.80
	Ent. DVDs	\$7,320.00		\$5,076.29	\$2,243.71
	Magazines	\$7,500.00		\$7,296.67	\$203.33
	Databases	\$50,000.00		\$34,853.41	\$15,146.59
<b>Total Regular</b>		<b>\$189,500.00</b>	<b>\$25,055.61</b>	<b>\$93,596.69</b>	<b>\$70,847.70</b>

Charged to Adopt a Book

<b>Area</b>	<b>Spent</b>
Nonfiction	\$6,749.99
Fiction	\$2,697.73
Music CDs	\$0.00
Audio Bks	\$834.06
DVDs	\$545.26
<b>Total</b>	<b>\$10,827.04</b>

Updated: Jan. 16, 2008  
Juvenile Materials Budget 2007-2008

	<b>Area</b>	<b>Budgeted Amount</b>	<b>On Order</b>	<b>Spent</b>	<b>Available</b>
	000	\$2,870.00	\$0.00	\$59.04	\$2,810.96
	100	\$2,870.00	\$0.00	\$192.23	\$2,677.77
	200	\$2,870.00	\$0.00	\$50.10	\$2,819.90
	300	\$2,870.00	\$0.00	\$481.34	\$2,388.66
	400	\$2,870.00	\$0.00	\$82.56	\$2,787.44
	500	\$2,870.00	\$28.50	\$1,267.12	\$1,574.38
	600	\$2,870.00	\$0.00	\$1,771.58	\$1,098.42
	700	\$2,870.00	\$0.00	\$729.30	\$2,140.70
	800	\$2,870.00	\$0.00	\$0.00	\$2,870.00
	900	\$2,870.00	\$239.58	\$1,569.58	\$1,060.84
	Biography	\$2,870.00	\$0.00	\$273.17	\$2,596.83
	Fiction	\$1,000.00	\$174.41	\$848.49	(\$22.90)
	Mystery	\$312.00	\$0.00	\$72.88	\$239.12
	Paperbacks	\$0.00	\$58.54	\$2,136.95	(\$2,195.49)
	Picture Book	\$3,000.00	\$166.84	\$2,218.73	\$614.43
	Easy	\$1,000.00	\$0.00	\$251.11	\$748.89
	Concept	\$1,000.00	\$0.00	\$0.00	\$1,000.00
	YA Fiction	\$1,000.00	\$0.00	\$355.23	\$644.77
	Reference	\$3,705.00	\$0.00	\$1,618.79	\$2,086.21
	Music CDs	\$500.00	\$0.00	\$60.16	\$439.84
	Audio Books	\$1,000.00	\$0.00	\$166.00	\$834.00
	Educ. DVDs	\$3,313.00	\$0.00	\$0.00	\$3,313.00
	Ent. DVDs	\$3,000.00	\$0.00	\$50.27	\$2,949.73
	<b>Total Regular</b>	<b>\$50,400.00</b>	<b>\$667.87</b>	<b>\$14,254.63</b>	<b>\$35,477.50</b>

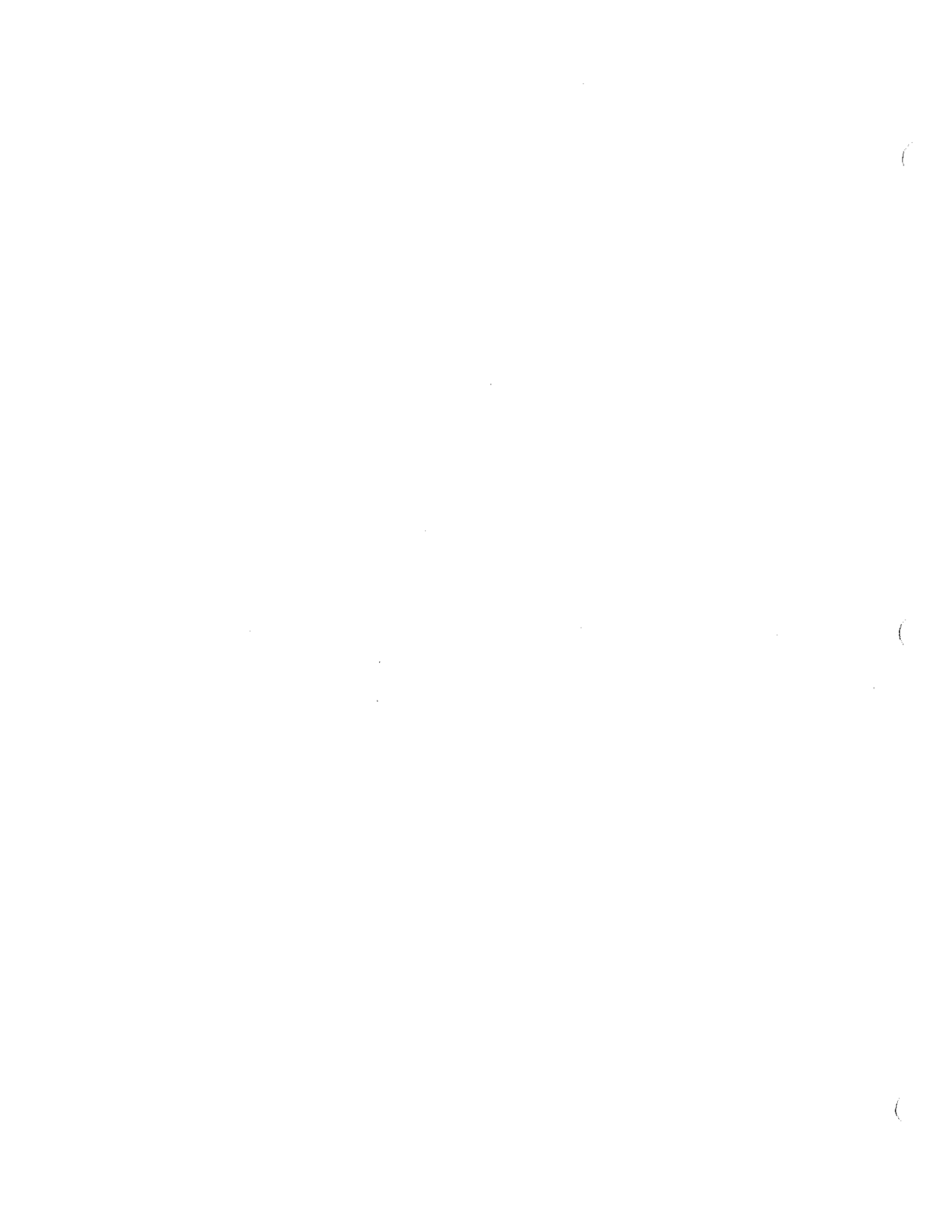
Charged to Adopt a Book

<b>Area</b>	<b>Spent</b>
Nonfiction	\$2,617.47
Fiction	\$1,498.87
Music CDs	\$0.00
<b>Total</b>	<b>\$4,116.34</b>

# Reference

1-16-08 Adult Reference Committee Meeting Minutes Prepared by Kathy Staymates Those in attendance: Gary, Kathy, Katie, Nadia

- It was decided to postpone discussion of rovers at the Reference Desk until a future meeting until after all of the Reference Librarians have watched the archived online program "Guide to Roving: An essential Service for Library 2.0."
- The new self-service PC Reservation Station is working out well. It frees up time for Reference Librarians to answer actual reference questions.
- We unanimously agreed that patrons who only come to the library to use computers (and don't use their library card to check out materials) should have a card for this purpose. The Anaheim libraries have a "computer use only" card. We could model ours after theirs.
- Problems with the print station are ongoing. It would help if Jesus were more visible on the floor of the library, so that the Librarians don't have to leave the Reference Desk (and the patrons that are left waiting there) to go find him for help with printer problems. Often paging can't be heard when he's in the nether reaches of the back rooms. SUGGESTION: Set Jesus up with a work station located close to the print station. He could have a laptop that he could use for other purposes from that station when he's in between helping patrons and take with him when he vacates the work station.
- Nadia brought up the point that the privacy screens on #6, 7, and 8 aren't really doing the job. Just the other day an adult patrons was viewing pornography on one of these computers, with the privacy screen in place, and anyone who walked next to him or behind him could see what he was viewing. A patron complained to Nadia about this. SUGGESTION: Research and then purchase more effective privacy screens for these 3 computers.

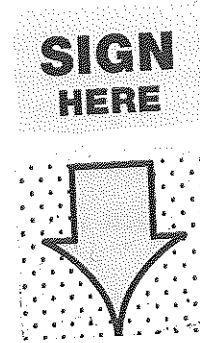


# Program Committee

Meeting Minutes: Program Committee / February 6, 2008

Members attending:

Caroline  
Dixie  
Gary  
Lois  
Mary  
Meredith  
Nadia  
Toby  
Yesenia.



Meeting brought to order at 1:35 p.m.

## I. Children's Programming

- Pocket Tales: on Wednesday evenings is going well. First 30 minutes is dedicated to stories. Second 30 minutes is music and instruments; no stories.
- Lunch @ the Library: this is a partnership between the Children and Families Commission of Orange County, a Placentia-Yorba Linda School District nurse, and the library. We've had 2 lunches, and both were well attended. Four more are scheduled between now and the end of the school year.
- Performer's Showcase: took place January 31st. Children's Librarians meet to see 45 performers audition, and to speak with other performer's not auditioning this year. Most of the performers for our Summer Reading Program are booked within one week of the showcase.
- Summer Reading Program: Preparations are underway for this year's SRP. Performers will be booked, flyers and posters designed, incentives purchased, most other tasks completed between now and the end of March. SRP begins June 16th.
- English Conversation Club: An ESL instructor from Cal State Fullerton will conduct an English Conversation Club program on February 11th. Continuing the program is contingent on good attendance and funding to pay the instructor.
- In-N-Out: Food for Thought -This is the read-books-get-certificates-for-free-hamburgers that In-N-Out sponsors. It begins on March 8th.
- Puppet Workshop: The president of the Orange County Puppetry Guild will be doing a workshop for children April 19th.
- Imagination Celebration: April 21st. This is our third year with the county-wide program. Attendance has been high in the past, and I'm expecting a big turn-out again.

## II. Adult Programming

- Adult Puppetry Workshop scheduled for April 26th, 2008.
- Pre-Memorial Day program tentatively set for May 19th.
- Charlie Frazee will do a program on the Greek Islands in June.
- Plans are being made to do a program on women's health with Placentia Linda Hospital. Date to be announced.

- A movie night is in the works. The day may be a Thursday, from 6:00 to 8:30 p.m. No firm date yet. Possible genre is anime. Toby suggested the movie, "Spirited Away".
- A small "going-away" party is being planned for Susan Farrell. It will be held Tuesday, Feb. 12, after 5:00 p.m.

### **III. History Room**

- The Placentia Authors event recently took place. Six authors attended, and approximately 30 members of the community, as well.
- The Open House for Veterans was also a success. Veterans from World War II, Korea, and Vietnam attended.
- There will be a going-away/birthday party for Larry on Wednesday, Feb. 27 from 6:00 to 8:00 p.m. in the History Room.
- The History Committee and Elizabeth Minter will have a meeting on Feb. 6 at 6:30 p.m. to discuss the West Atwood Yacht Club event.

### **IV. Other Programming - Dixie**

- Dixie discussed the book and workshop, "A Whole New Mind" by Dan Pink. She would like Placentia Library to look into some type of programming having to do with "right brain" creativity. The workshop she will be attending is March 19.
- The North Orange Community College District has some interesting programming. Would it be possible for Placentia Library to serve as a venue for some classes?

### **V. Poetry Programming**

- The Poetry for Pleasure event will take place Saturday, Feb. 9 from 1:00 to 3:00 p.m.
- Meredith will present "Poetry Favorites & Random Readings" on April 5th in observance of National Poetry Month.
- The California Arts Council has invited all of California's community poets laureate to a first-ever convening April 2 and 3 in Sacramento. Meredith will attend and read a selection of her poetry.

### **VI. Volunteer Coordinator**

- Lois spoke on a partnership with Santa Ana Community College.
- California State University Fullerton students will assist in marketing projects at the library.
- The program for delivering books to homebound residents may be expanded to the city of Yorba Linda.

### **VII. Tutoring and Homework Clubs**

- Nadia reported the attendance at the school site Homework Clubs had not significantly changed. H. I. S. House and the Homework Clubs are currently in decline. Attendance tends to fluctuate widely.
- There is a long waiting list for tutors, especially for adult students.



## **VIII. Development**

- Yesenia discussed the marketing project to be conducted with the CSUF students. They will assist with planning marketing for the Author's Luncheon, advise the Friends Foundation, and plan on ways to have previous donors continue to donate to the library.
- Information for the Placentia Quarterly will be due at the end of February. Date will be announced.
- Authors Luncheon tickets are available.
- Mary commented on the average age of past attendees of the Authors Luncheon. She has observed that they tend to be seniors. Yesenia indicated that it may be the choice of author is not appealing to younger people.
- Dixie suggested different ways to for the public to give money or materials to the library. Mary, Lois, Meredith, and Caroline offered suggestions.

## **IX. Discuss plan for National Library Week**

- Toby recommended giving gift certificates for the Friends Bookstore to patrons when they check out books.
- Mary discussed making a display in the empty case and putting selected pictures around the library on easels.
- Gary reported that other libraries he has worked for in the past did a overdue fines amnesty during National Library Week.

## **X. Next meeting**

### **Scheduled for Feb. 27. Meeting after that date will be March 12th**

There was a great deal of discussion regarding the cancellation of program meetings without notice, or with very little notice from the Public Services Manager. The Program Committee decided to return meetings to the 2nd and 4th Wednesdays of the month, and to hold the meetings whether or not the convener was able to attend. It was felt that work schedules were unduly disrupted by the cancellations, and that non-staff committee members had been inconvenienced.

## **XI. Adjourn**

- Meeting was adjourned at 2:55 p.m.

Minutes submitted by Caroline Gurkweitz



# Managers

Placentia Library District  
Managers Meeting Agenda  
January 31, 2008

Vernon Napier, Recorder

## 1. Communications

A. Passport training for public service staff – basic & new rules

a. *Kristen to repeat yesterday's session (perhaps twice) for the benefit of those staff unable to attend yesterday's meeting. At the session(s) she will distribute packets containing the documents being discussed.*

b. *Kristen to find out when the Passport Office has scheduled its next training session.*

c. *Jim to arrange training for new staff in Public Services*

B. Newsletter for Teachers – what is the status

*Will be out next week*

C. Building signage

a. Status of Placentia History Room correction.

*Done*

b. Status of "15 Minute Internet Computers" – ceiling sign, 2 sided

c. Status of "15 Minute Online Catalog Computers" – ceiling sign, 2 sided

*Both of these are on order*

d. Video surveillance in use notices – wording is still outstanding from EDM.

*Noted*

D. Status of performer's contract master -- Wendy

*Jim to send final text to Vernon for adding to the Wiki.*

E. Staff participation in SDRMA online safety training modules. Has anyone completed it/are we ready to order shirts?

*No activity so far. Managers to encourage staff to participate.*

F. Literacy schedule not posted as of Jan 31, 2008. Jim

*Noted.*

G. Web site issues – Arnie Pike has expressed an interest in working on this with us – Vernon

*Noted*

H. Envisionware vending. Status report.

*Vernon to send details to Envisionware*

I. Discuss PC Reservation and pc location issues.

*A self-registration station has been put in place so that Ref Staff no longer need to reserve PCs for patrons.*

**2. Budget Implementation**

A. Janitor's contract supplement – Wendy, status on discussion with Easter Seals  
*Easter Seals declined our request. Wendy investigating other possibilities*

B. Status report on fire alarm system issues – Wendy  
*Wendy gathering more information*

C. Status on filling the Clerk I and Library Aide positions – Vernon  
*Interviews are scheduled for Feb 4, 2008*

**3. Placentia History Room**

A. Status on the Placentia History Room 2007-2008 video project  
*Work on the script continues*

B. Status on Celebrating Placentia's Authors – Jim  
*Proceeding on schedule*

C. Dinner event at Alta Vista requested by the Atwood Yacht Club for Friday, April 4 or Saturday, April 5, 2008 – this will be a History Room Project.  
*Noted*

**4. Staff Meetings (items carried from last meeting)**

A. Agenda issues for February meeting. Elizabeth & Wendy  
*Next meeting is February 20th*

B. Safety Committee – status of re-organization  
*Representatives from all departments- working well*

**5. PLFF update – Elizabeth gave a brief summary of events**

A. Author's Luncheon tickets now on sale

B. Annual meeting plans

C. Report on Strategic Planning workshop on Saturday, January 19.

**6. Jim on vacation next week.**

**7. Status report on Departmental Projects & Staff Meetings**

A. Administration

*Standard forms and staff calendar now on the Wiki*

B. Public Services

*Gang Awareness Program scheduled for Friday, 15 Feb*

Status on the Early Childhood Computer order – are we ready to install/furniture?  
*Arrangements underway*

**C. Technical Services**

- a. Links to the Wiki and In-Out Board are now on the kitchen PC*
- b. Jesus is labelling AV equipment with a location sticker*
- c. Vernon and Katie are planning to relocate the foreign language material*



Placentia Library District  
Managers Meeting Minutes  
February 13, 2008

Wendy Goodson, Recorder

1. Communications

***Effective immediately, Manager's meeting will be occur every Wednesday, regardless of absence of one or more managers.***

- A. Passport training for public service staff – schedule for new staff & refresher for librarians – Vernon's proposal  
***\*Effective Jan 24, 2008, all passport agents will observe passport processing 2X/week and will process at least 1 passport/week. Vernon will facilitate this requirement.***
- B. Reference Desk schedule changes – I will be meeting again with Mary this week to ensure smooth transition – also discussing Children's interim staffing issues  
***\*Minter working w/scheduling supervisor.  
\*Direction given to post Children's PT position to close February 19, 2008 @ 5pm.***
- C. Building signage  
  
Status of Placentia History Room door correction  
Status of "15 Minute Internet Computers" – ceiling sign, 2 sided  
Status of "15 Minute Online Catalog Computers" – ceiling sign, 2 sided  
Video surveillance in use notices – EDM has submitted wording  
***\*Ordered. Goodson to schedule installation.***  
  
Signage for public printer  
***\*Napier/Minter to forward text to Goodson to order proof.***
- D. Status of performer's contract master – sent to Vernon by EDM, signature required by a Manager, not delegated to additional staff.  
***\*Revised text is posted on WIKI.***
- E. Staff participation in SDRMA online safety training modules – Wendy – has anyone completed it/are we ready to order shirts?  
***\*Goodson to do overview at next all staff meeting.  
Safety Committee to select proof for incentive shirts.***
- F. Web site issues – has Vernon been in touch with Arnie Pike?  
***\*Napier working on ongoing issues. Estimate of late March.***
- G. Envisionware vending. Status report.  
***\*Napier working on ongoing issues.***

- H. Status Report Discuss PC Reservation and pc location issues -- Vernon.
  - \*Napier to work on ongoing issues with Reference staff.*
  - \*Guest Passes implementation scheduled for Feb 24, 2008.*
  
- 2. Budget Implementation
  - A. Janitor's contract supplement – Wendy, status on discussion with Developmental Workshops – can you discuss this with staff at meeting
    - \*Goodson has appointment with potential lead on Feb. 19, 2008.*
  
  - B. Status on filling the Clerk I and Library Aide positions -- Vernon
    - \*Laura Mitchell, Library Clerk I, start date Feb 10, 2008.*
    - \*Wendy Sun, Library Aide, start date on or about Feb 14<sup>th</sup>, 2008.*
  
- Placentia History Room
  - A. Atwood Yacht Club Reunion plans, Friday, April 4 – this will be a History Room Project.
    - \*Event in main library on April 4, 2008. All managers will attend.*
  
- 4. Staff Meetings (items carried from last meeting)
  - A. Agenda issues for February meeting. Elizabeth & Wendy
    - \*Wiki issues, safety training website, telephone system training, Network Lunch calendar, policies, library security, new hires, Passport changes, Guest passes.*
  
  - B. Safety Committee – status of re-organization
    - \*Ferrari will report on status at All Staff Meeting*
  
- 5. PLFF update – Elizabeth
  - A. Author's Luncheon tickets now on sale
    - \*Tickets sales are slow.*
  
  - B. Annual meeting plans
  
- 6. Status report on Departmental Projects & Staff Meetings
  - A. Administration
    - \*Budget preparation for 08-09*
    - \*Board prep week, finishing up reports*
  
  - B; Public Services – review of covering activities until Feb 20
    - \*Minter overseeing Public Services/Literacy & timesheets.*
    - \*Minter to cover test proctor scheduled for Feb 16.*
  
  - C. Technical Services
    - \*Replacement cables purchased for audio visual system.*
    - \*Tech Clerk to tag all audio/electronic equipment.*
    - \*Looking at WIKI replacements/improvements.*



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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:** Program Committee Report for January 2008  
**DATE:** February 19, 2008

**BACKGROUND:**

The Program Committee Report for January 2008 is not yet available. It will be presented at the March 17, 2008 Library Board meeting.

**RECOMMENDATION:**

Receive & File.



To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian



Date: for Board Meeting, February 19th, 2008

**Subject: January 2008 Activities in the Children's Department**

<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lap Sit 24 months & younger	5	125
Story Time I: 6 years & younger	4	112
Story Time II: 6 years & younger	4	169
Pocket Tales: Stories & Music	4	123
Read to the Dogs event	1	38
After School Craft	1	22
Garnet Community Center Parents	1	12
Lunch @the Library	1	29
School Outreach Visits	8	283
<b>Total January 2008</b>	<b>29</b>	<b>913</b>
<b>Total January 2007</b>	<b>27</b>	<b>682</b>
<b>Current FY to date</b>	<b>203</b>	<b>7309</b>
<b>Previous FY to date</b>	<b>169</b>	<b>5887</b>

<b>CHILDREN'S DEPT. REFERENCE STATS</b>			
<b>FOR JANUARY 2008</b>			
<b>BOARD MEETING FEB. 19, 2008</b>			
<b>AGENDA ITEM 33</b>			
<b>PAGE 2 OF 2</b>			
<b>DATE</b>	<b>IN-PERSON</b>	<b>PHONE</b>	<b>TOTAL</b>
closed 1			
2	40	6	46
3	39	5	44
closed 4			
5	36	2	38
6	26	0	26
7	44	3	47
8	40	3	43
9	41	8	49
10	45	0	45
closed11			
12	31	0	31
13	28	3	31
14	57	3	60
15	48	3	51
16	45	3	48
17	33	0	33
closed18			
19	30	3	33
20	26	1	27
closed21			
22	50	5	55
23	48	5	53
24	56	3	59
closed25			
26	38	3	41
27	25	1	26
28	54	4	58
29	48	6	54
30	52	7	59
31	45	5	50
<b>TOTAL</b>	<b>1025</b>	<b>82</b>	<b>1107</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Placentia Library Literacy Services Report for January 2008  
**DATE:** February 19, 2008

**BACKGROUND:**

The Placentia Library Literacy Services Report for January 2008 is not yet available. It will be presented at the March 17, 2008 Library Board meeting.

The Semi-Annual Report on the California Library Literacy Services Grant was completed by Toby Silberfarb and submitted to the State Library on February 14, 2008. It is Agenda Item 30A.

**RECOMMENDATION:**

Receive & File.



TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian *MS*  
DATE: February 19, 2008  
SUBJECT: Reference and Adult Services report for January, 2008

- There was one Program Committee meeting during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. The trough featured romance books written by Suzanne Enoch, who will be featured at the March 1, 2008 author's luncheon. Playaways have been temporarily moved to the area near our recorded books. Also set out for patrons were multiple copies of *High Country* by the western author Willard Wyman with other related materials in preparation for the Thursday, January 10 off-site activity. There was a book display of Jane Austen materials (to tie in with the PBS series on her work) and one called "Family Fit Lifestyles."
- Almost 90 people enjoyed the Thursday, January 10 dinner and entertainment program featuring Willard Wyman, the western author of *High Country*, and the poet Rhonda Sedgwick Stearns. It was held at the Placentia Round Table and sponsored by the Placentia Library Friends Foundation.
- On January 12 our poet laureate, Meredith Laskow, was hostess to Ms. Stearns and about 30 people in the literacy area of the library when this cowboy poet presented a workshop.
- There were two programs about nutrition done in the library's meeting room on Tuesday morning by Paul Montanchez, Health Educator for the Prospect Medical Group. Their dates were January 15 and 22, and the times were from 10:30 a.m. to noon. We did these in partnership with the Placentia-Linda Hospital, which currently lacks classroom space because of remodeling, and each program drew about 15 people, primarily seniors. (These were the first two of a series of six programs over a three-month period, and were advertised both by us as well as the hospital. This was the first time Adult Programming has become involved in a series of programs.) Reception of the programs was enthusiastic, especially because Mr. Montanchez made samples for everyone of smoothies in his first class and tacos in his second. Two additional programs in the series will occur in February and two more in March. I believe it is succeeding because, other than advertising, setup, and cleanup, there is minimum participation on the library's part, making things easier for our very small staff.
- Upcoming confirmed programs include "Buying on eBay" with Deborah Miller on Tuesday, February 12; "True Stories and Other Lies", with Dr. Joseph Arnold, Monday, March 24; and "Money Basics" on Tuesday, April 22; a puppet workshop for adults is scheduled on Saturday, April 26. Monday, May 5 there will be a workshop with Paul Montanchez called "Laugh Away Your Stress;" Charlie Frazee will do another history/travel program for the library on Monday, June 16.
- The Senior Yoga classes being taught by the YMCA every Tuesday and Thursday morning moved to another venue in January. The students felt awkward on the occasions classes had to be held in the more public literacy area when the meeting room had already been reserved months in advance. The classes may return at a later date should their new facilities prove inadequate.

Statistical Comparisons at the Reference Desk  
January FY 2007/2008

	2006	2007	YTD 06-07	YTD 07-08
Phone Reference Questions	206	226	1,271	1,593
Desk Reference Questions	3,306	3,547	14,874	21,929
E-Mail Reference Questions	0	0	3	1
Ready Reference	31	19	172	202
Instruction	109	209	1,331	1,453
Computer Use	3,281	3,840	25,833	28,022
Reference Books: In-Library Use	3,276	3,415	20,542	27,686
Patron Database Signups	N/A	N/A	933	N/A



TO: Elizabeth Minter, Library Director

FROM: Gary Bell, Librarian *GB*

DATE: February 19, 2008

**SUBJECT: History Room report for January**

History Room visitors in January: fiscal year: 2006-2007: 6  
History Room visitors in January fiscal year: 2007-2008: 21

The portrait of Martin Van Buren for Van Buren School went to the enlarger for enlarging and framing. It will then be formally presented to the school.

Response to the Open House for veterans was strong with approximately 14 veterans attending the reception on January 23<sup>rd</sup>. The 1938 Flood DVD was shown and the evening was enjoyed by all.

A reporter from Experience Magazine requested information on the Placentia water tower for an upcoming article.

We received photos from John Walcek of the Gualberto Valadez oral history presentation.

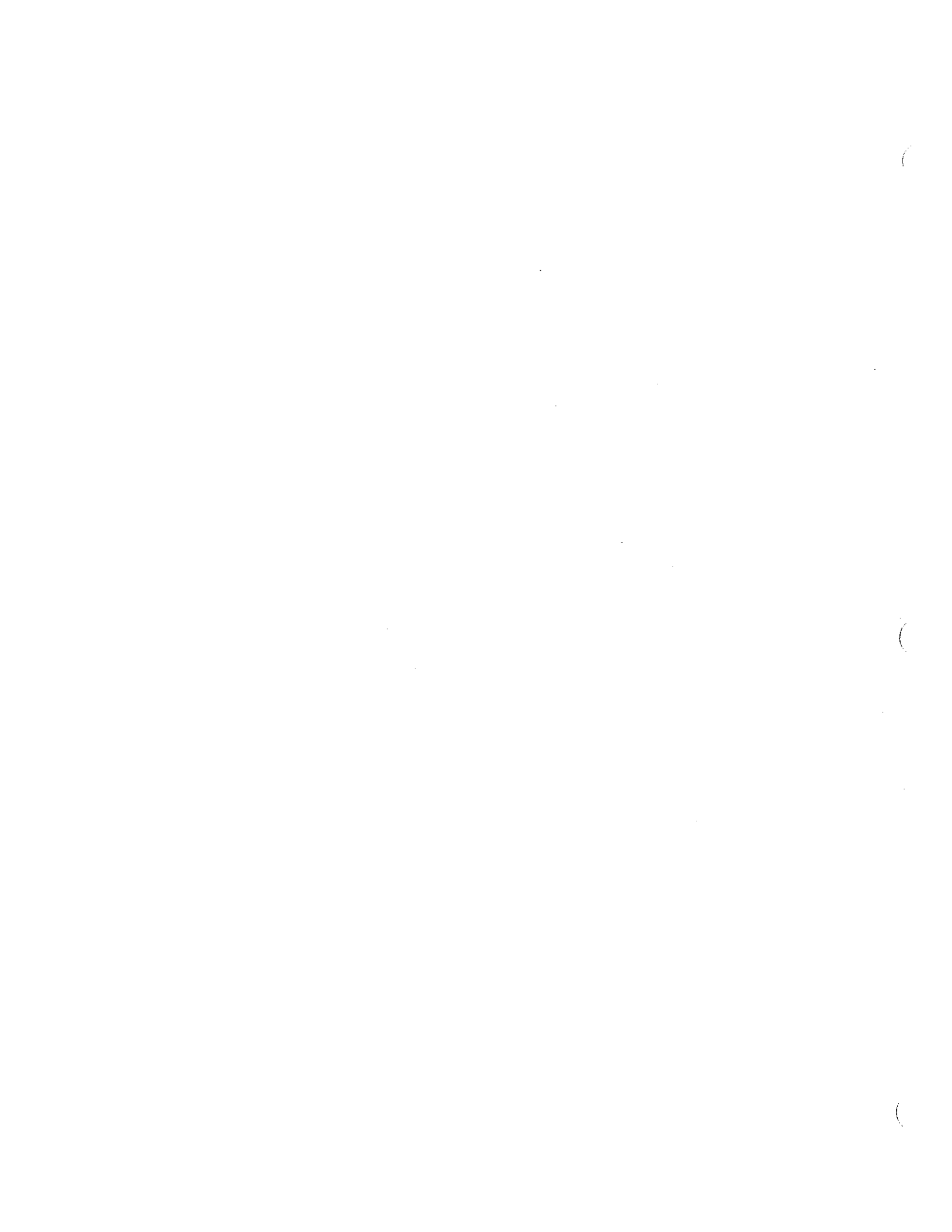
An obituary search was conducted from our resources and the patron was referred to the Santa Ana Public Library and their Death Index.

Local author interest is growing in our community. We have received numerous responses from all over north Orange County. Visitors to our History Room in January include Margo Palmgren and Barbara Pronin, both of whom participated in our second event.

Ongoing plans and future projects include the next DVD; the Piacenza Reunion; the Girl Scout Reception; the West Atwood Yacht Club Reunion; and the third celebration of local authors.

We continue to create a uniformity of listing of our holdings in the Excel Program.

I attended the January meeting of the Heritage Coordinating Committee at Chapman University's Leatherby Libraries on January 8<sup>th</sup>. The meeting included a tour of the archives there with many items from the C. C. Chapman estate.



Placentia Library District  
On-line database usage – January 2008

	January 2008	January 2007		Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D change
Chilton Library (Automobiles)	4	-		35	0	35
General Reference Center	36	39		451	528	-77
Opposing Viewpoints	69	51		489	358	131
Newsbank -Newspaper search	125	12		489	184	305
Newsbank -Magazine search	0	0		3	4	-1
L.A Times	16	0		60	25	35
Wall Street Journal	16	8		45	657	-612
Heritage Quest	1,623	9211		26,359	37,922	-11,563
Learning Express (Learn a test)	7	13		89	15	74
Novelist	13	9		23	224	-201
Tumblebooks	470	441		2,866	1,826	1,040
MorningStar	295	39		1,001	192	809
Value Line	93	-		3,495	0	3,495



**Library website traffic for the period February 2007 through January 2008**

	Feb'07	Mar'07	Apr'07	May'07	Jun'07	Jul'07	Aug'07	Sep'07	Oct'07	Nov'07	Dec'07	Jan'08	Y-T-D	Monthly Average
Unique visitors	n/a	2,569	2,388	2,301	2,218	2,336	2,246	2,455	2,587	2,533	2,150	2,709	26,492	2,408
Number of visits	n/a	4,317	4,000	3,925	3,742	3,864	3,836	4,037	4,327	4,220	3,636	4,644	44,548	4,050
(visits per visitor)	n/a	1.68	1.67	1.70	1.68	1.65	1.70	1.64	1.67	1.66	1.69	1.71	227,074	1.68
Pages visited	n/a	20,338	18,835	19,422	17,373	22,980	23,934	20,064	22,537	21,417	18,530	21,644	227,074	20,643
(pages per visit)	n/a	4.71	4.70	4.94	4.64	5.94	6.23	4.97	5.20	5.07	5.09	4.66	5,647	5.10
Pages most viewed														
Application for library card	n/a	0	57	44	99	27	18	45	57	0	35	29	411	37
Borrowing library materials	n/a	164	135	117	110	130	109	119	117	55	80	114	1,250	114
Calendar	n/a	174	122	109	226	170	161	145	128	124	83	128	1,570	143
Catalog	n/a	491	604	301	468	5,603	340	375	423	367	337	376	9,685	880
Community links	n/a	66	57	59	64	44	72	58	57	84	23	48	632	57
Contact Us	n/a	150	162	169	159	167	126	181	151	188	157	215	1,825	166
Frequently Asked Questions	n/a	242	261	233	235	254	201	237	272	238	163	229	2,565	233
Home page	n/a	14,543	13,008	13,856	12,760	17,236	18,994	14,875	16,589	15,805	13,682	16,361	167,709	15,246
Kids page	n/a	206	178	199	317	209	206	205	202	215	137	218	2,292	208
Literacy services	n/a	77	83	72	58	76	116	172	201	174	136	141	1,306	119
Passport applications	n/a	546	444	311	317	324	245	234	226	179	181	331	3,338	303
Photos (pick of the pics)	n/a	159	115	85	92	126	103	68	121	107	112	92	1,180	107
Searching for information	n/a	670	626	728	424	451	493	489	492	483	353	438	5,647	513



## Placentia Library District

**TO:** Elizabeth Minter, Library Director  
**FROM:** Vernon Napier, Technical Services Manager  
**DATE:** February 12, 2008  
**SUBJECT:** Technology Report for January 2008

- Reviewed procedure for issuing Guest Passes to use the Library's computers.
- Continued work on the Library's revised website.
- Began rearrangement of adult non-fiction in order to gain additional shelf space for the International Collection





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Placentia News  
Weekly JAN - 3 2008

### Open house for 332 veterans

There will be an open house for veterans in the History Room at the Placentia Library on Jan. 23 from 6 to 8 p.m.

Veterans are invited to get acquainted with staff and learn about the resources provided by the library.

Information: 714-528-1925, ext. 224.

Information: 714-528-1906, ext. 209.

### Western dinner event will benefit library

The Placentia Library Friends Foundation is holding a midwinter western round-up to raise money for the Public Library.

The event will feature Willard Wyman, author of the award-winning novel *High Country*, Rhonda Sedgwick Sterns, cowboy poet and storyteller, and David Bourne, a saloon pianist featured in the HBO series *Deadwood*.

The dinner is \$45 per person plus a cash bar, and it is being held from 5:30 to 9 p.m. Jan. 10 at the Placentia Round Table at 901 N. Bradford Ave.

Tickets are available at the library circulation desk, or online at [www.placentialibrary.org](http://www.placentialibrary.org).



## KEEPING THE KIDS OFF THE TRACKS

PLACENTIA • A walkway connecting two elevator towers was dropped into place Saturday, adding a significant piece to a pedestrian bridge over railroad tracks at Bradford Avenue.

The 50-foot-long structure will connect Old Town with Growth Avenue, helping to solve a dangerous situation because it's a turn (in the tracks), and people might not be able to see the train coming," City Engineer Andy Muth said.

"It doesn't seem like there'd be a lot of people crossing there, but we put up a fence and it's put aside every time," Muth said. "So we know there's a need for that crossing."

The bridge likely won't be usable until spring at the earliest, Muth said, and the remainder of the \$4 million project won't be completed until late summer.

The bridge - which was approved along with construction of a rail underpass at nearby Melrose Street and closure to pedestrians and traffic of the Bradford Avenue rail crossing - is particularly important for students because they cross the tracks from their homes to go to Valencia High School and the downtown area, Muth said.

"Now there's no intersection between cars, trains and pedestrians," he said.

- Eric Neff, The Register

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Placentia News  
Weekly JAN - 3 2008

**Library District  
offers readings to  
homebound  
residents**

The library is offering a reading and book delivery program for homebound residents of Placentia.

The library has volunteers who will come to the participant's home to read aloud or deliver books that are of interest to the participant.

The volunteers are available Mondays through Thursdays 9 a.m. to 3 p.m. for two, one-hour visits a month. Information: 714-528-1906, ext. 219.

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Daily JAN 0 9 2008

**PLACENTIA**  
**Staff update:** City Administrator Bob Dominguez met with city staffers on Monday to discuss the pending Caltrans audit and keep the staffers updated on the negotiations. The Caltrans audit is a two-year auditing project by the state meant to assess city spending of state funds on the OnTrac project, which was aimed at addressing railroad issues.  
Eric Neff  
714-704-3782 eneff@ocregister.com

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**PLACENTIA**  
**Closed session:** The City Council has scheduled a special closed session for 5 p.m. today. The meeting will give the council a chance to discuss with consultants the qualities desired in a replacement for City Administrator Bob Dominguez, who is leaving within the next couple of months. The two other issues on the agenda will be a discussion of the Caltrans audit and labor negotiations between the city and the Placentia Police Management Association. The public is free to address the council at the start of the meeting.  
Eric Neff  
714-704-3782 eneff@ocregister.com

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Placentia News  
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**Open house for  
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Veterans are invited to get acquainted with staff and learn about the resources provided by the library. Information: 714-528-1925, ext. 224.

Information: 714-528-1906, ext. 209.

**HOME & GARDEN CALENDAR**

**GARDEN EVENTS**

**"Award-winning" worm composting.** Sponsoring cities are Brea, Buena Park, Fullerton, Orange and Santa Ana. 10 a.m. today, Fullerton Arboretum, 1900 Associated Road, Fullerton. Free with proof of residence for residents of participating cities, or \$5/members, \$7/person.

**Hart Park rosarians.** Volunteers are needed to help preserve Orange's history by providing care to the historic Hart Park roses. 8 a.m. today, Hart Park, 701 S. Glassell St., Orange. Free. 714-532-6468.

**Bromeliad care and use in container gardening.** Learn how to care for bromeliads. 12 p.m. today, The Plant Stand, 2972-A Century Place, Costa Mesa. Free. 800-698-1077. [www.plant-stand.com](http://www.plant-stand.com).

**EDITOR'S TOP PICK** **Native plant hike.** Laguna Canyon Foundation volunteer naturalist and native plant expert Nadine Nordstrom leads this intermediate, three- to five-mile hike through the James Dilley Preserve, 8 a.m. today, Laguna Coast Wilderness Park, James Dilley Preserve, Laguna Canyon Road and 73 toll road, Laguna Beach. Free. Parking \$3. 949-923-2235. [www.lagunacanyon.org](http://www.lagunacanyon.org)

**Southern California Orchid Species Society.** Monthly meeting at the Placentia Public Library, 411 E. Chapman Ave., Placentia. Social hour at 1 p.m., meeting starts at 2 p.m. Sunday. Free. 714-991-8661.

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The Register  
Daily JAN 12 2008

# Building on character

Placentia's new police chief returns to the department he left 25 years ago.

By ERIC NEFF  
THE ORANGE COUNTY REGISTER

**PLACENTIA** - In 1983, Jim Anderson left the Placentia police force as a patrolman. In November, he returned as the chief of the department.

Anderson comes over following seven years as a captain with the Orange Police Department, where he started as a patrol officer.

Placentia officials hope for some stability from its new chief. The department had three chiefs in 2007 - Anderson, John Schaefer, who resigned amid internal complaints; and interim chief Vincent Giampa.

Anderson, the father of two and an active church member, said his biggest goals are to unify the department, reduce crime and increase professionalism - all of which will come from "building on a foundation of character."

"I'm guided by my character," he said.

Anderson has run in 15 marathons, completed two half-ironman competitions and intends to run in the famous Boston Marathon in April.

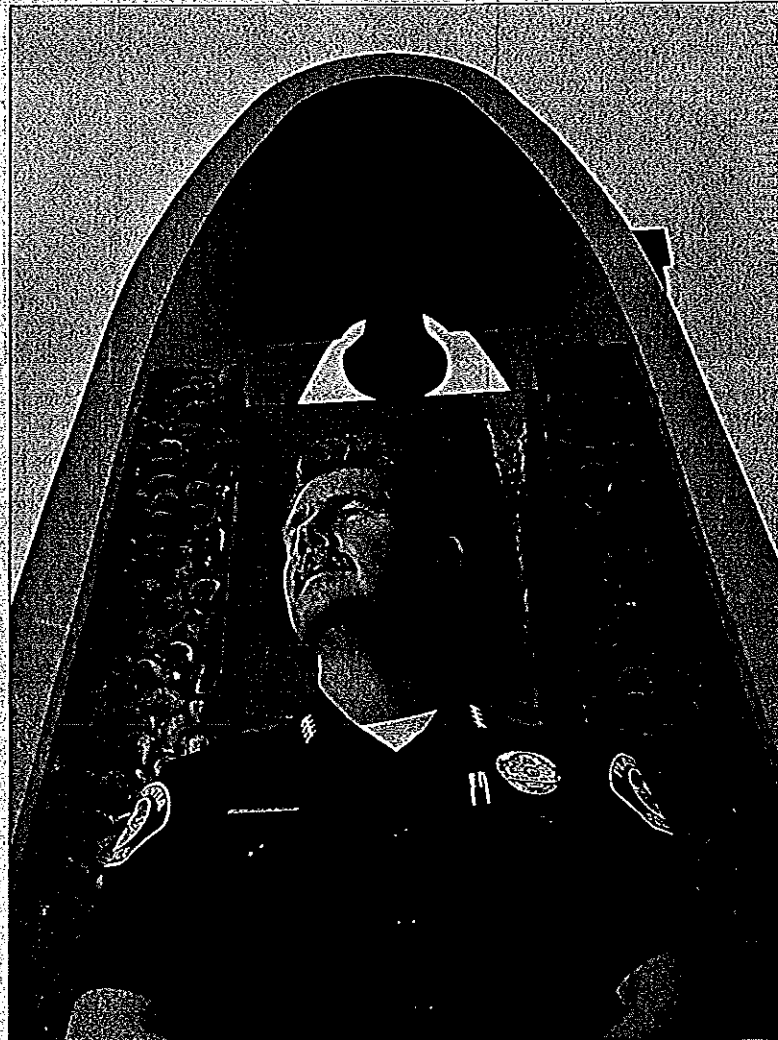
**Q. How will you reduce crime?**

**A.** The first strategy is to implement Comstat. Comstat uses our computer database and mapping software to determine where crimes are occurring, when the crimes are occurring and who the suspects are.

We'll use the data to track trends, and we'll meet monthly to collaborate on strategies to attack crime trends.

**Q. Why is this kind of crime analysis needed?**

**A.** The majority of crime that occurs is done by repeat offenders. When we have a crime spree, like auto thefts or auto burglaries, the majority of the people committing those crimes have committed those crimes before, have been arrested and convicted and sentenced for those crimes, and they're out of cus-



ROD VEAL, THE ORANGE COUNTY REGISTER

**NEW CHIEF:** Placentia Police Chief Jim Anderson in front of the fountain at the Civic Center.

today, and they continue to do the crime they were convicted for.

**Q. What was the biggest obstacle you overcame on your way to being police chief?**

**A.** Not following in [my father's] footsteps; he was a heroin addict. I grew up in an environment where you didn't have anything, because he was a heroin addict.

**Q. What do you think about when you reflect on that?**

**A.** When you're growing up during those real key devel-

opmental stages, I think you either become like that person or you become just the opposite of that person. When you see the damage that has occurred to all your siblings and your mom - being evicted from your house, having your cars repossessed, having people from the church bring groceries by because there's no money... So for years I grew up in that. I guess the way I responded to it was I was going to be just the opposite of what he was.

**Q. What motivated you to come to Placentia?**

**A.** A career goal of finishing my career as a chief. I'm a goal setter. (And Placentia's unique. It's not like Fullerton or Orange or Anaheim; Placentia's just this kind of quaint community that's very family oriented. And I like that.)

**CONTACT THE WRITER:**  
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eneff@ocregister.com

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The Register  
Daily JAN 14 2008

**332 PLACENTIA**  
**Checking out:** The library is offering a reading and book delivery program for home-bound residents. Volunteers will go to the participant's home to read aloud or deliver books that are of interest to the participant. Volunteers are available 9 a.m. to 3 p.m. Mondays through Thursdays for two one-hour visits a month. Information: 714-528-1906, ext. 219.  
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The Register  
Daily JAN 16 2008

# Repayment on OnTrac sought

## State Transportation Department wants Placentia to fork over \$11.8 million.

By ERIC NEFF  
THE ORANGE COUNTY REGISTER

**332- PLACENTIA** • The California Department of Transportation wants this financially struggling city to repay \$11.8 million in grants tied to the troubled OnTrac agency.

Mayor Scott Nelson announced the number during his opening comments at Tuesday's City Council meeting.

He also said that the city plans to fight the audit figure "vigorously" and that he, City Administrator Bob Dominguez and Councilman Greg Sowards will travel to Sacramento today to meet with Caltrans officials.

OnTrac was an agency created by the city to pursue railroad projects, the largest of which was to separate roads

from train tracks at key intersections. Some projects were completed, some were not.

Assemblyman Todd Spitzer, R-Orange, said in July that he learned from Caltrans that the audit was launched at the behest of the Federal Highway Administration and focused on \$36 million in state and federal funds for OnTrac.

Caltrans and city officials have steadfastly declined discussing the audit in recent weeks. The audit is to be released to the public on Friday.

Further, by a 4-1 vote Tuesday night, with Councilwoman Constance Underhill dissenting, the council approved a \$5,000 expenditure to hire Thomas DeLapp, a firm specializing in public-sector crisis management. The move was to "refine" the city's message, said Councilman Joe Aguirre.

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Placentia News  
Weekly JAN 17 2008

### **332 Open house for veterans Jan. 23**

There will be an open house for veterans in the History Room at the Placentia Library on Jan. 23 from 6 to 8 p.m.

Veterans are invited to get acquainted with staff and learn about the resources provided by the library. Information: 714-528-1925, ext. 224.

Information: 714-528-1906, ext. 209.



BRUCE CHAMBERS, THE ORANGE COUNTY REGISTER  
RAIL TRAFFIC: A freight train rolls through downtown Placentia at the Bradford Avenue crossing. A large Caltrans sign promotes the reconstruction of rail crossings.

# CALTRANS SEEKS MILLIONS

The state agency wants the city of Placentia to show how it spent funds on transportation projects — or repay the money.

BY ERIC NEFF  
THE ORANGE COUNTY REGISTER

PLACENTIA — The California Department of Transportation wants not only \$11.8 million related to the troubled OnTrac projects — but also documents justifying what happened to an additional \$24 million, Assemblyman Todd Spitzer, R-Orange, said on Wednesday.

At Tuesday night's City Council meeting, Mayor Scott Nelson said that Caltrans wanted the city to repay \$11.8 million tied to grants. Officials of the financially struggling city have said Placentia shouldn't have to repay anything and will file a lawsuit if necessary to reduce that amount. But Spitzer said in a Wednesday interview that the city is in far worst shape than that with Caltrans.

Will Kempton, the agency's director, told the assemblyman in a Jan. 9 meeting that the \$11.8 million figure is non-negotiable, Spitzer said. The assemblyman said that if Caltrans is not satisfied with the documents, it would demand up to an additional \$24 million. Caltrans' case will be laid

out in an audit set for public release Friday. Until Tuesday night, city and Caltrans officials had been mum on possible Caltrans' demands. Caltrans representatives on Wednesday declined to discuss audit details.

OnTrac was an agency created by the city to pursue railroad projects, the largest of which was to separate roads from train tracks at key intersections. A few projects were completed, such as the Melrose Street underpass and the blocking of Bradford Avenue; others, such as a trench that would carry trains beneath roadways, were not.

"The auditors were there for 2½ years. The city has known about these allegations for four years and they haven't produced the documents," said Spitzer, a former county supervisor and Orange County Transportation Authority member.

Nelson insisted that the city has the documents and will prove to Caltrans' satisfaction by a June deadline that the \$24 million was appropriately spent.

"All the bills and invoices

were approved, and Caltrans wrote the checks, and now Caltrans is essentially disallowing all billings because they don't like the presentation (of the documents)," Nelson said.

Spitzer said Caltrans has a plan on how to get back the federal and state funding: by keeping Placentia's share of gas-tax revenue that typically flows from the state to municipalities. Placentia's usual take is \$500,000 a year.

Of the \$11.8 million Caltrans is demanding, Nelson said, \$7 million of it was in contracts issued by former Public Works Director Chris Becker, who was also OnTrac's executive director. Becker has been indicted by a grand jury on conflict-of-interest charges. Caltrans contends that any contract issued by him constituted an illegal conflict of interest, Spitzer said.

Tuesday night, the city hired a lobbying firm with strong ties to Caltrans, for more than \$90,000, to try and whittle down any repayments.

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Los Angeles Times  
OC Edition JAN 1 9 2008  
Daily

# Placentia fights claim by state

## Mayor says city needn't refund millions from OnTrac program.

By DAN WEIKEL and DAVID REYES  
Times Staff Writers

Placentia officials vowed Friday to fight claims by Caltrans that the small north Orange County city owes the state more than \$36 million. The money was spent for a controversial rail corridor project that devastated the town's finances. "Our understanding of the contract is that the state has no legal right to ask for money back unless there is an erroneous or mistaken payment," Mayor Scott Nelson said during a news conference at City

Hall. Placentia officials, he said, are meeting with Caltrans attorneys to dispute a new state audit concluding that the city improperly spent \$36,255,632 in state funds to pay for the now-defunct OnTrac project.

The state, Nelson said, was at least partly responsible because Caltrans approved work orders, disbursed funds and neglected its oversight duties.

"This is not good news for Placentia or for any small city doing business with Caltrans," Nelson said of the state's claim. "Why should the city be held hostage?"

The \$650-million OnTrac project was shelved in 2006 after it failed to receive federal funding, dragging Placentia deeply into debt and forcing city officials to cut services and sell park land to recoup some of

their losses. Planners had wanted to build 11 overpasses and lower five miles of railroad tracks into a concrete trench to help revitalize the city's Old Town district.

Former Public Works Director Christopher Becker and former City Manager Robert D'Amato are facing felony conflict-of-interest charges involving their work on the project. Both have denied wrongdoing.

In addition to claiming \$36 million in questionable expenditures, Caltrans auditors designated Placentia a "high risk recipient of state and federal transportation funds." As a result, Caltrans will increase its oversight and restrictions on any Placentia transportation project that receives state and federal funding.

Of the total being sought by the state, auditors say

\$7,063,818 is due to the alleged conflicts of interests involving Becker and other consultants.

Caltrans says another \$4,305,379 in state funds was misused to purchase right of way for OnTrac. Among other things, auditors said the city overpaid for property, bought land it didn't need and made payments to property owners based on inaccurate or incomplete valuations.

The state says it is owed the \$36,255,632 for a variety of reasons, including poor record-keeping and a lack of supporting documentation for billings and payments to subcontractors. Nelson said the city was trying to provide more documents to Caltrans to justify OnTrac's expenditures. He said he hoped Placentia and the state agency could reach a compromise.

"Caltrans has offered to work with us," he said, "though we don't feel this has been a fair process."

Caltrans Director Will Kempton has assured the city of the agency's desire not to disrupt daily operations. In a letter to officials, he said Caltrans would set a repayment schedule that would not overburden already strained finances, and would convene a team of accounting experts to help Placentia take corrective actions and adequately document how OnTrac used state funds.

"I hope this reconciliation effort will lead to a reduced amount of reimbursement to Caltrans for disallowed costs," Kempton said.

dan.wei@latimes.com  
david.reyes@latimes.com

**pacific clippings**  
p m b 1 1 7 8 9  
santa ana, calif. 92711  
Placentia News  
Weekly JAN 1 7 2008

**Readings to the homebound**  
The library is offering a reading and book delivery program for homebound residents of Placentia. The library has volunteers who will come to the participant's home to read aloud or deliver books that are of interest to the participant. The volunteers are available Mondays through Thursdays 9 a.m. to 3 p.m. for two, one-hour visits a month. Information: 714-528-1906, ext. 219.

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p m b 1 1 7 8 9  
santa ana, calif. 92711  
The Register  
Daily JAN 1 8 2008

**PLACENTIA**  
Appointed: Community activist Craig Green was elected 8-2 by the City Council to replace Mayor Scott Nelson on the audit oversight committee at Tuesday's City Council meeting. Started in November 2006, the audit oversight committee assists the city and City Council in making sure that audits of city finances are done correctly. The committee meets quarterly and will have its next meeting Jan. 28.  
Eric Neff  
714-704-3182  
eneff@ccregister.com

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p m b 1 1 7 8 9  
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The Register  
Daily JAN 2 1 2008

**PLACENTIA**  
Panel of authors: The Placentia Library History Room is hosting a panel of six local authors who will talk about their writing and publishing experiences. David Baumann, Margo Palmgren, Meredith Lasko, Larry deGraaf and Jim Armstrong will also be available to answer questions and autograph their books at the event. It runs from 1 to 3 p.m. Feb. 2 at the Public Library, 411 E. Chapman Ave.  
Eric Neff  
714-704-3182 eneff@ccregister.com

**pacific clippings**  
p m b 1 1 7 8 9  
santa ana, calif. 92711  
The Register  
Daily JAN 2 2 2008

**PLACENTIA**  
Day for veterans: There will be an open house for veterans in the History Room at the Placentia Library from 6 to 8 p.m. Wednesday. Veterans are invited to get acquainted with staff and learn about the library's resources. Information: 714-528-1925, ext. 224.  
Eric Neff  
714-704-3182 eneff@ccregister.com

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santa ana, calif. 92711

Placentia News  
Weekly JAN 17 2008

# ALFRED AGUIRRE DIES AT 87

337

Community leader,  
WWII vet, and first  
Hispanic member of  
Placentia council fought  
for desegregation in city  
schools.

By ERIC NEFF and HEATHER McREA  
STAFF WRITERS

PLACENTIA • About 400 people attend-  
ed services Tuesday for one of Placentia's leading community patriarchs.

Alfred Aguirre - a Placentia native, community leader and World War II veteran - died of renal failure Jan. 9 at age 87.

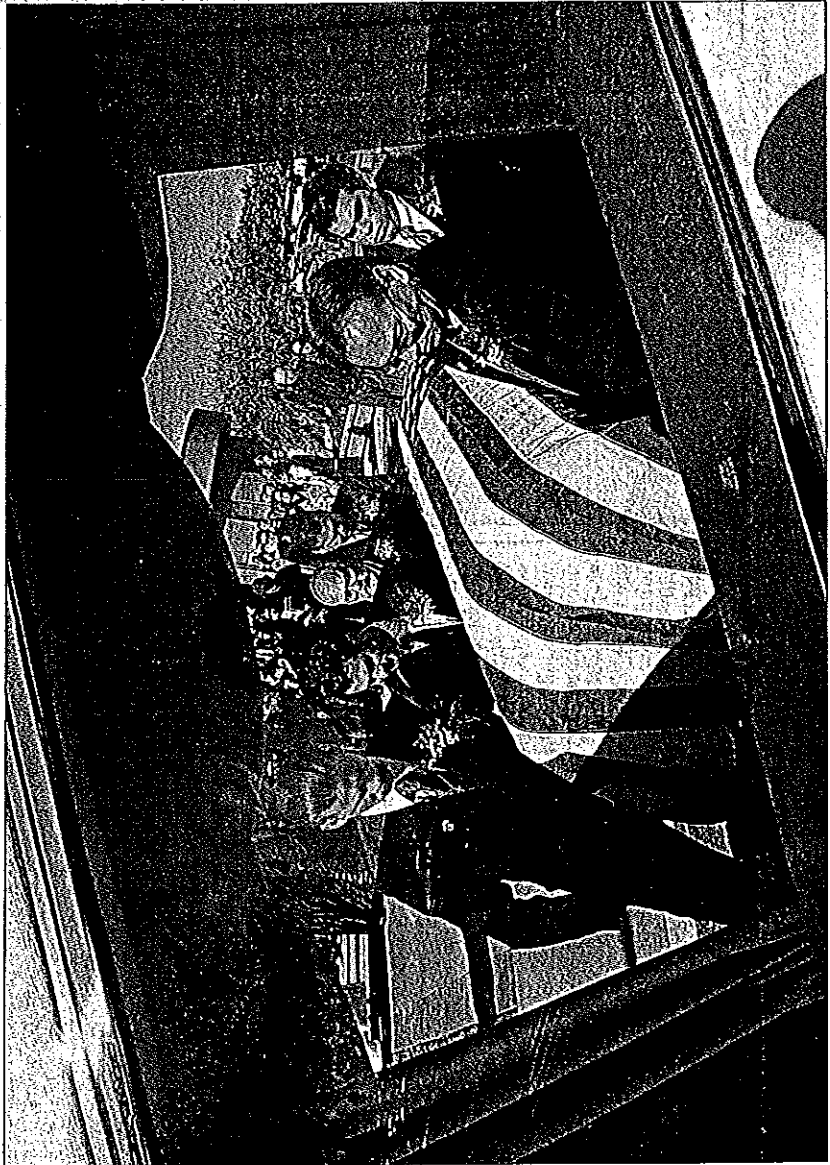
At St. Joseph's Catholic Church in Placentia, one of the eulogies was by an Aguirre son, Frederick, an Orange County Superior Court judge.

"The legacy that he leaves can be summed up in three words: devotion, dedication and patriotism," Rick Aguirre said of his dad.

Born in Placentia in 1920, Aguirre lived through the community's growth from a small town amid orange groves to a modern city.

As a teen he scrambled up and down ladders picking Valencia oranges. His

SEE AGUIRRE • PAGE 2



ROD VEAL, STAFF PHOTOGRAPHER

INTO THE HEARST: Pallbearers carry the body of Alfred Aguirre to a hearse after the funeral Tuesday.



ROD VEAL, STAFF PHOTOGRAPHER

**AGUIRRE FAMILY:** Family members including OC Superior Court Judge Rick Aguirre, front row left, visits St. Joseph's Catholic Church for the funeral of his father Alfred Aguirre.

## AGUIRRE

FROM PAGE 1

future wife, Julia, worked in the packing houses.

They married in 1944 before he left with the Army for Okinawa.

He was awarded the Bronze Star for valor in the Battle of Okinawa.

In 1946 - when he learned that the Placentia Unified School Board grouped Hispanic students in certain schools because they didn't want the children to lose confidence when they couldn't keep up with the white children - the WWII veteran said he had no problem keeping up with whites in the military and he was sure the students would do just fine.

"I said, 'It's about time we let the school board know we are not happy about it,'" Aguirre said in a 2004 interview. "We were born here; we are Americans."

More returning Mexican-American veterans were saying the same thing, and they banded with others in the community to create the Veterans and Citizens of Placentia.

For months, the group pleaded with trustees to let their children join in classrooms with white students, even threatening a lawsuit.

Aguirre's seven children - five boys and two girls - benefited from the group's successful lobbying.

"We never would have been able to pursue studies in law



FILE PHOTO

**PATRIARCH:** Alfred Aguirre with his longtime wife Julia and a picture of their seven children.

to go through the Placentia public school system in an integrated setting," Rick said in his eulogy.

In 1958, Aguirre became the first Hispanic elected to Placentia's City Council, and the second Hispanic elected to any city council in Orange County, following Victor Zuniga, who was elected to Stanton's first city council in 1956.

He also helped with the formation of the city's library and was active with the American Legion.

Alfred was preceded in death by his wife of 62 years, Julia; and a son, Alan.

He is survived by his brothers, Joe and Frank; his sister, Aileen Olivas; children, Frederick, Cory, Dina, Roy, Leo and Monica; and 12 grandchildren.

Alfred was buried immediately after the service at Holy Sepulcher Cemetery in Orange.

In lieu of flowers, the family requests donations to the Cal-



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The Register  
Daily JAN 19 2008

# State audit increases pressures on Placentia

## Caltrans wants city to repay \$36 million.

<sup>332</sup>  
**S**tate transportation officials are demanding that Placentia return more than \$36 million in road funds, accusing the city of gross mismanagement, conflicts of interest and questionable land purchases.



Two former city officials have been indicted, and a state audit released Friday raises questions about consultants.

City officials are fighting the state over the audit results and debating each other over how to deal with the crisis - which could cost local taxpayers more than a half-million dollars each year in lost gasoline-tax revenue for decades.

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The Register  
Daily JAN 24 2008

<sup>331</sup> **PLACENTIA**  
**Queen of service:** Barbara Hemmerling was named the Citizen of the Year by the Placentia Chamber of Commerce Jan. 17. Hemmerling, a retired schoolteacher, gives her time to a number of community organizations, including the Placentia Round Table Women's Club, the Placentia Library Friends Foundation and the Philanthropic Education Foundation.

Eric Neff  
714-704-3782      eneff@ocregister.com

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santa ana, calif. 92711

The Register  
Daily JAN 23 2008

<sup>330</sup> **PLACENTIA**  
**Honored:** Robert Perez was named Placentia's employee of the quarter at last week's city council meeting. Perez was recognized by Mayor Scott Nelson at the meeting and was presented with a plaque, a \$50 gift card and a parking spot at City Hall. Perez started working for the city in 1970. He became a mechanic two years later and has been serving in that role for the Vehicle Maintenance Division ever since.

Eric Neff  
714-704-3782      eneff@ocregister.com

# On the hook for \$36 million

**Caltrans audit released Friday says Placentia mismanaged funds for a train project.**

By ERIC NEFF and ROBERTO SANTANA JR., THE ORANGE COUNTY REGISTER

**PLACENTIA** • A quiet two-year tug of war between state transportation officials and the city of Placentia went public Friday — with the state demanding the return of \$36 million in grants that it says city officials mismanaged.

The city formed an agency, OnTrac, to manage a public works project that sought to muffle the noise of freight trains by rerouting tracks through a trench.

But a California Department of Transportation audit of Placentia city finances released Friday tells a story of past conflicts of interest, incompetent accounting and questionable land acquisitions.

"Those elected officials were asleep at the switch," said state Assemblyman Todd Spitzer, R-Orange, who pressed for the state audit when residents started questioning management.

Two city officials — a former public works director and a former city administrator, charged with running the projects — have been indicted by a grand jury on conflict of interest charges.

The District Attorney's Office expects trial proceedings to begin in April.

While Caltrans officials would not discuss involvement of other law enforcement agencies, the audit said, "We also noted other potential conflict of interest violations involving other OnTrac/city consultants that have been referred to the appropriate authorities for further investigations."

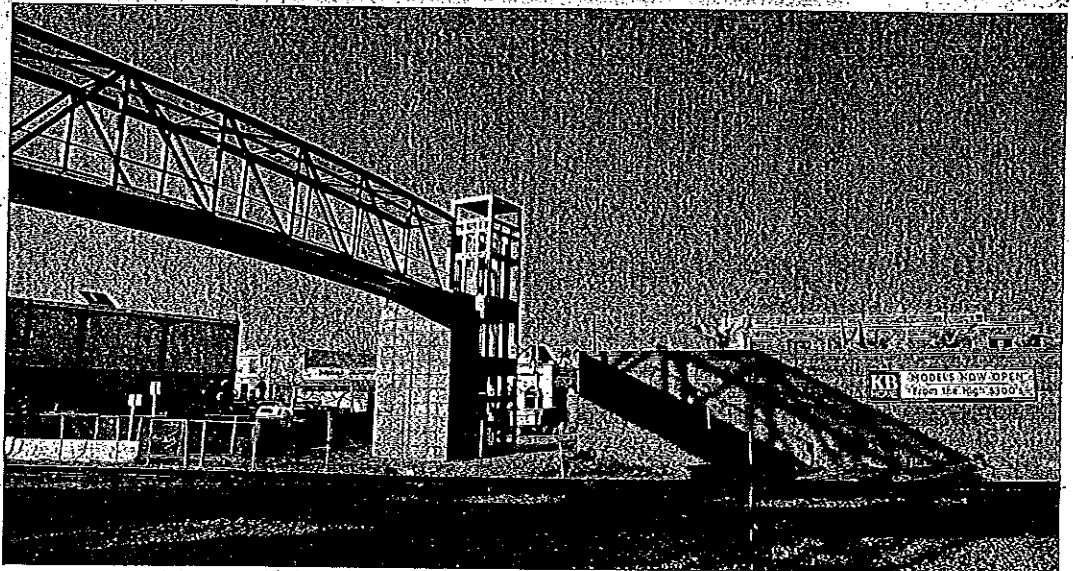
City officials held a news conference Friday denying any wrongdoing, but what became clear afterward is that the city is divided on how it ought to approach the crisis.

In the audit, Caltrans says the city has until June 1 to better account for \$24 million to reduce what the state says is owed.

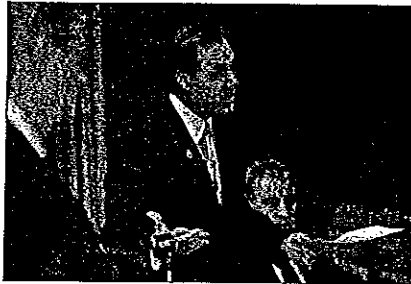
Mayor Scott Nelson and City Administrator Bob Dominguez said the city will find the necessary documents. But city officials say such a search will cost hundreds of thousands of dollars and thousands of staff or consultant hours.

Two of Nelson's fellow council members — Greg Sowards and Connie Underhill — questioned the city's ability to find sufficient documents when officials couldn't find them in the past 2 1/2 years.

"The mayor wasn't here when this all came down," Sowards said of Nelson, who was appointed three months ago. Finding the records is some-



**IN QUESTION:** A state audit of Placentia's spending of grant money questions some property purchases, including this site later sold by the city to a developer. **ROD VEAL, THE ORANGE COUNTY REGISTER**



**AT ODDS:** City Councilman Greg Sowards disagrees with officials who say the city will find records to justify the spending.

## OnTrac goals: less noise, more safety

With a growing number of freight trains rumbling through Placentia, the city created a joint-powers authority, OnTrac, in 2000. It was to manage projects to separate train tracks and roadways to eliminate noise and traffic backups and to improve safety. Hopes of dropping trains into a trench through much of the city, a project once estimated at \$543 million, were dashed when a bid for federal funding failed in 2005.

thing that Caltrans auditors couldn't do.

"Despite our requests, we were not provided access to OnTrac's original books," read the letter accompanying the audit from Maryann Campbell-Smith, chief of external audits for Caltrans.

Caltrans officials said they've set up a task force to work with the city on repayment.

Spitzer said he expects the state to withhold the city's share of gasoline-tax revenue, about \$500,000 a year.

Under such a scenario, Finance Director Terence Beaman said, city services would not be greatly affected. The city's operating budget for fiscal 2008 is \$29 million. In the 1990s, the initial plan

was to build a trench for trains, separating them from cars and trucks; one estimate pegged the bill at \$543 million. Overall, little of the planned project was built.

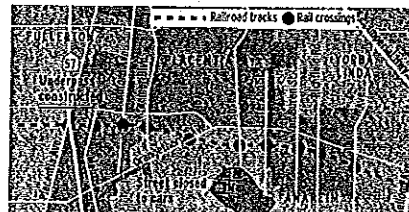
After the city received only \$38 million of the \$239 million it anticipated from Congress' 2005 transportation bill, the plan was axed in favor of a series of road underpasses and overpasses.

In its audit, Caltrans accused Placentia's former public works director Chris Becker of possibly violating conflict-of-interest laws by steering \$7 million in public funds when he could have benefited financially.

Not only did Becker provide questionable direction, but the city had trouble keeping track

## Rail projects

Placentia completed one underpass before its ambitious effort to eliminate rail crossings stalled. Since then, the city closed Bradford Avenue to through traffic and is constructing a pedestrian overpass.



The Register

of how the funds for the project were being allocated, the 73-page audit says.

Caltrans says in the report that the city has been "unable ... to support the billings submitted" for projects.

"As a result," the report states, "the city could not support that \$36,255,632 of reimbursed costs were in compliance with agreement provisions."

Of the \$36 million in question, Caltrans says \$11.8 million must be paid back; \$7 million was in contracts issued by Becker; \$4.3 million was in questionable land purchases and more than \$400,000 in other "unallowable costs."

The state says it wants documentation by June 1 on how the remaining \$24 million was spent if the city hopes to whitewash the figure.

Meanwhile, city officials say virtually all of the funds can be properly accounted for. Officials say the funds paid for such things as an underpass, a pedestrian overpass, an environmental report and railroad safety equipment.

The state transportation

agency also questions some of the city's property purchases.

Some, such as a former mayor's property at 480 S. Placentia Ave., were bought at twice the appraised value, the audit says.

Other properties were purchased entirely when only a portion was needed, Caltrans says.

Because of Placentia's poor showing in the audit, state officials have tagged the city as a "high risk recipient of state and federal transportation funds" — meaning it will receive heightened oversight for any future projects.

"The sad part is the city is going to pay the price for the arrogance of the past City Council," said Craig Green, who helped found the watchdog organization that first questioned the expenditures.

"They didn't want to listen to the citizens that kept coming to the podium," Green said. "They did what they were going to do. Period."

**CONTACT THE WRITER:**  
714-704-2182 or  
enaff@ocregister.com

## Chronology

**April 2000:** City forms OnTrac.

**April 25, 2000:** Chris Becker is hired as a consultant to be the executive director of OnTrac. Becker retains his position as Placentia director of public works until March 2003. During that time, his city salary is deducted from his OnTrac fees.

**November 2001:** The state releases the first \$5.2 million of a \$28 million grant for the construction of the Melrose Street and Placentia Avenue underpasses. The city uses the money to buy properties to make room for the underpasses and starts construction of the project at Melrose Street.

**August 2004:** The Orange County District Attorney's Office begins investigating whether Becker, who was then the public works director, broke conflict-of-interest laws when he recommended in 2000 that his consulting company be hired to manage OnTrac.

**January 2005:** Melrose Street underpass is completed. (Placentia Avenue underpass was never built.)

**August 2005:** Bradford Avenue is permanently closed at railroad crossing. **2006:** City receives \$15.1 million in state grants after years of having funds frozen because of state budget problems, including \$11.8 million in OnTrac funding and \$3.3 million for other city projects.

**August 2006:** City dissolves OnTrac and absorbs \$16 million in agency debt.

Placentia News  
Weekly JAN 24 2008

# ON THE HOOK FOR \$36 MILLION

Caltrans audit, released Friday, says Placentia mismanaged funds and will be watched closer in future.

By ERIC HEFF and NORBERTO SANTANA JR.  
STAFF WRITERS

332

State transportation officials brought down the hammer Friday on Placentia, demanding the return of \$36 million in grants that they say city officials mismanaged.

In addition, the city will face increased scrutiny on future projects because Placentia was tagged as a "high risk grant recipient" by the state Department of Transportation. It is the only city designated that in the state.

According to the federal code that defines a high-risk recipient, sanctions may include requiring more detailed financial reports, more frequent monitoring by city and state officials, additional management assistance and additional prior approvals.

The Caltrans audit of Placentia city finances released Friday tells a story of past conflicts of interest, incompetent accounting and questionable land acquisitions, all relating to the OnTrac projects.

The city formed the OnTrac agency to manage a public works project that sought to muffle the noise of freight trains by rerouting tracks through a trench.

"These elected officials were asleep at the switch," said state Assemblyman Todd Spitzer, R-Orange, who pressed for the state audit when citizens started questioning management.

Two city officials - a former public works director and a former city administrator, charged with running the projects - have been indicted by a grand jury on conflict of interest charges.

The District Attorney's Office expects trial proceedings to begin in April.

City officials held a news conference Friday denying any wrongdoing, but what became clear afterward is that the city



ROD VEAL; STAFF PHOTOGRAPHER

**CITY TROUBLES:** Greg Sowards, city councilman, from left, Placentia Mayor Scott Nelson, and Bob Dominguez, city administrator, field questions from the press and local residents inside the City Council Chambers Friday afternoon.

is divided on how it ought to approach the crisis.

In the audit, Caltrans says the city has until June 1 to better account for \$24 million to reduce what the state says is owed.

Mayor Scott Nelson and City Administrator Bob Dominguez said the city will find the necessary documents.

But city officials say such a search will cost hundreds of thousands of dollars and thousands of staff or consultant hours.

Two of Nelson's fellow council members - Greg Sowards and Connie Underhill - questioned the city's ability to find sufficient documents when officials couldn't find them in the past two and a half years.

"The mayor wasn't here when this all came down," Sowards said of Nelson, who was appointed three months ago.

Finding the records is something that Caltrans auditors couldn't do.

"Despite our requests, we were not provided access to OnTrac's original books," read the letter accompanying the audit from Maryann Campbell-Smith, chief of external audits for Caltrans.

Caltrans officials said

they've set up a task force to work with the city on repayment. Spitzer said he expects the state to withhold the city's share of gasoline-tax revenue, about \$500,000 a year.

Under such a scenario, Finance Director Terence Beaman said, city services would not be greatly affected. The city's operating budget for fiscal 2008 is \$29 million.

In its audit, Caltrans accused public works director Chris Becker of possibly violating conflict-of-interest laws by steering \$7 million in public funds when he could have benefited financially. Not only did Becker provide questionable direction, but the city had trouble keeping track of how the funds were being allocated, the 78-page audit says.

Caltrans says in the report that the city has been "unable ... to support the billings submitted" for projects. "As a result, the city could not support that \$36,265,632 of reimbursed costs were in compliance with agreement provisions."

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"The sad part is the city is going to pay the price for the arrogance of the past City Council," said Craig Green, who helped found the watchdog organization that first questioned the expenditures. "They didn't want to listen to the citizens that kept coming to the podium. They did what they were going to do. Period."

714-704-3782 or eneff@ocregister.com

## Placentia hires lobbying firm to help fight Caltrans

By ERIC HEFF  
STAFF WRITER

The City Council has hired the lobbying firm California Strategies LLC, in an effort to help mitigate the financial hit coming from an audit by the California Department of Transportation.

The city entered into the \$90,000 contract, which could grow to as much as \$180,000, on the hope that the firm can "negotiate the best possible settlement," according to Councilman Scott Brady.

Caltrans is auditing city finances related to OnTrac, an agency which pursued several road and railway separation projects.

Caltrans director Will Kempton was a longtime partner with a consulting firm that was eventually acquired by California Strategies, and Councilman Greg Sowards said that the relationship between the firm and Caltrans is the sole reason for the hiring.

City officials are hoping the budget will come in at a surplus, and that those funds will cover the expense. City finance director Terence Beaman pointed out that a surplus is no certainty, however, since sales and property tax revenues could fall short of expectations, creating a budget crunch.

"We'd have to go through every department budget - I mean every department," Beaman said.

In addition to hiring a lobbying firm with no clear indication where the money will come from, the city also hired a public relations firm last week for \$5,000 and renewed City Administrator Bob Dominguez's contract on a monthly basis at a rate about 20 percent higher than his usual rate.



SAFETY COMMITTEE MEETING  
January 21, 2008  
MINUTES

I. Call to Order: 2:30 pm

Members Attending: David Ferrari  
Jesus Diaz  
Mary Strazdas  
Alexander Hernandez  
Vernon Napier  
Patricia Fellous

II. Old Business

1. Review of the Emergency Preparedness Manual
2. Discussed the deadline for the Disaster Manual Book

III. New Business

1. Talk over new ideas to change manual.
2. Discussed potential revisions to the manual.
3. Discussed storage inventory.

Prepared by : Wendy Goodson



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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:** February 19, 2008

**BACKGROUND**

Agenda Item 24 contains information about current legislation affecting independent special districts and libraries.

I attended the North Orange County Legislative Alliance meeting on February 14, 2008. The speaker was a representative from the Governor's Los Angeles Office. The topic was the budget process. It was a traditionally political presentation. I asked about the prospects of the emergency provisions of Prop 1A being implemented this year and she reported that there has been no discussion of this at this point in time.

The Independent Library District Trustees met on Saturday, February 16, 2008 at the Buena Park Library District. Participants may want to make a report on the items discussed at this meeting.

The Trustees may report on any contacts they have had with Federal, California or Orange County Legislators.

The Public Library Fund allocation for Placentia Library District this year is \$21,153 which is 14.3% of its eligible allocation of \$147,905.

**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:** Elizabeth D. Minter, Library Director  
Placentia Library District Board of Trustees  
Placentia Library Foundation Board of Directors  
Placentia Library District History Room Committee  
Placentia Library Foundation Book Store Volunteers  
Library Staff

**FROM:** Vernon J. Napier, Technical Services Manager

**SUBJECT:** Word of Mouth Marketing topic for March 2008 – Library Website

**DATE:** February 13, 2008

The sixth topic for the Word of Mouth Marketing campaign will be the **Library's Website**.

The badges will be distributed on March 1<sup>st</sup>. Please wear them at work every day. Please also feel free to wear them when you are shopping or otherwise out in the community.

- 📖 The badges are designed to be conversation starters. They need your participation to make them successful!
- 📖 Over the past year the Website averaged 2,400 visits per month.
- 📖 During a typical month, visitors to our Website collectively view over 20,000 pages.
- 📖 The most popular areas of the Website are the Catalog, Reference, Passport and Kids pages.
- 📖 From any computer with internet access, at any time of the day or night, visitors to our Website can
  - Download eBooks and audio books
  - Check the Chilton automotive database to see how to repair a starter motor
  - See what books are checked out on their card, and place a hold on a book they want
  - Look at Heritage Quest Online to see if there is any information about their great, great, grandfather
  - Go to Pass the Test and see how well they score taking a SAT Math Practice test

- 📖 Thanks to the Program Committee for nominating the topics for the District's Word of Mouth Marketing campaign. The topics for the next few months are:

April – Volunteer Opportunities

May -- Summer Reading Program

June – Placentia History Room

July – Audio Books & e-books (digital branch)

August – Literacy Tutor Sign-up



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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









**SUBJECT:** Presentation of revisions for Placentia Library District Policies in Series 2300 – Personnel Job Descriptions, that were reviewed at the Library Board Work Session on January 15, 2008.

**DATE:** February 19, 2008

### BACKGROUND

At its Work Session on January 15, 2008 the Library Board of Trustees reviewed Placentia Library District Policies 2300 through 2270, Personnel Job Descriptions.

The following policies were identified for the preparation of revisions.

-  2300 Library Director – Attachment A
-  2303 Manager of Administrative Services – Attachment B
-  2315 Librarian II – Attachment C
-  2317 Librarian – Attachment D
-  2319 Library Assistant – Attachment E
-  2320 Coordinator of Development and Volunteer Services – Attachment F
-  2321 Clerk II – Attachment G
-  2323 Clerk I – Attachment H

The Library Board may make additional changes to these Policies. After the changes have been completed the Policies may be adopted as a first reading and referred to staff for comments. If this is completed at tonight's meeting the staff comments will be available for the March Library Board Meeting.

### RECOMMENDATION

Adopt as a first reading and refer to staff for further comments.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Director  
**POLICY NUMBER:** 2300

**2300.1 Description.** The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the Board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

**2300.1.1** He/she attends all meetings of the District's Board, ~~the Board of Directors of the Placentia Library Friends Foundation and other meetings as specified by the Library Board~~

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**2300.1.2** He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

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**2300.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

**2300.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will communicate the goals and objectives of the Board to the community.

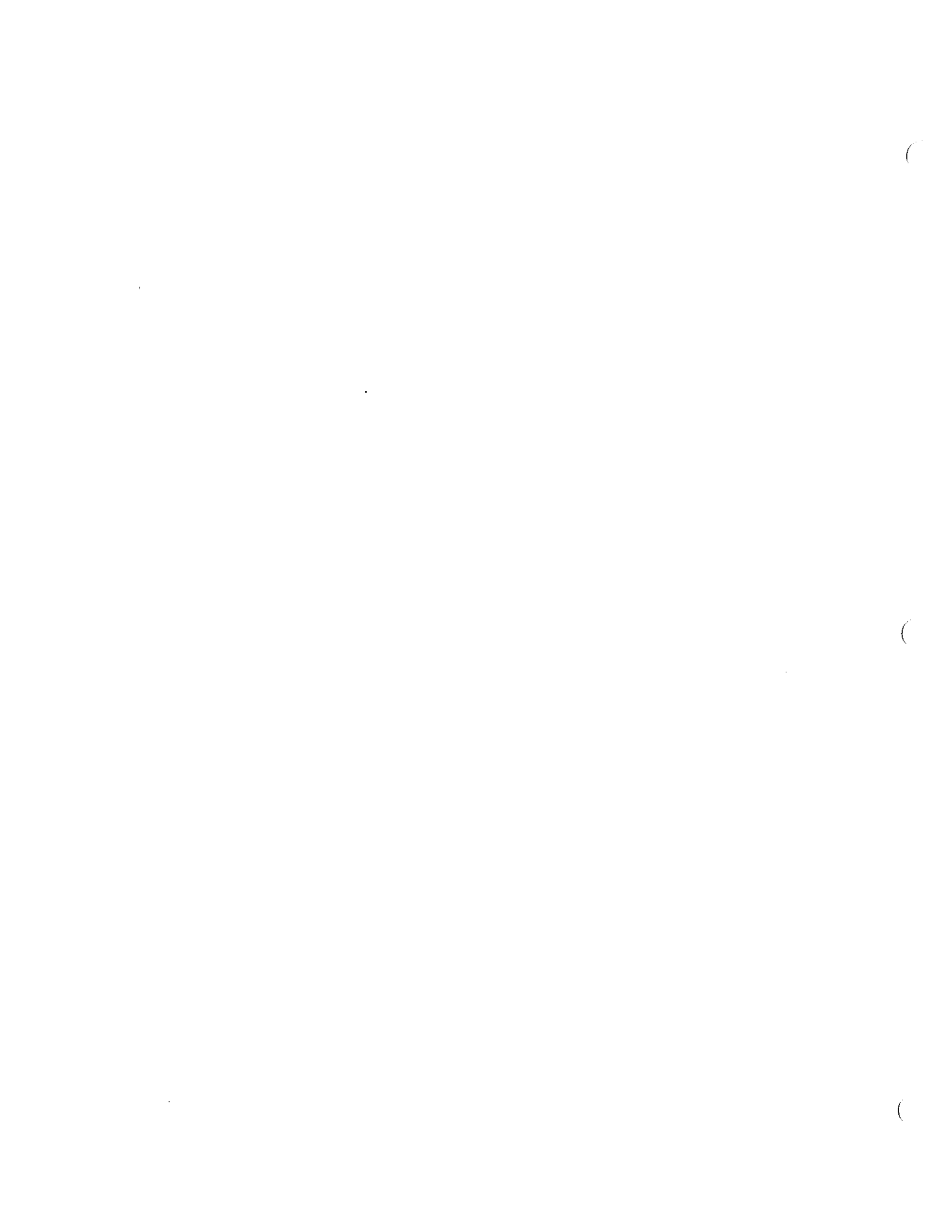
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**2300.1.5** He/she will prepare and manage the District budget, conducting studies and making oral and written presentations.

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### 2300.2 Typical Tasks



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

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

**2300.2.3** Serves as liaison between the Library District and the Placentia Library Friends Foundation, other libraries, organizations and individuals in the community in order to aid in the development, promotion and coordination of the library's program.

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

**2300.2.5** Recruits, interviews, selects, and evaluates the performance of library personnel.

**2300.2.6** Conducts labor negotiations.

**2300.2.7** Directs and coordinates the public relations activities of the library.

**2300.2.8** Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

**2300.2.9** Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

**2300.2.10** Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as required.

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**2300.2.11** Plans and directs the acquisition, implementation and usage of data processing systems.

**2300.2.12** Serves as a United States Passport Application Acceptance Agent.

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**2300.3** Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California drivers license and be a United States citizen.

**2300.4** Desirable Qualifications:

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**2300.4.1** Possession of a master's degree in public administration or a related field

**2300.4.2** The ability to efficiently prepare annual budgets and long-term revenue and expenditure plans

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**2300.4.3** The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies

**2300.4.4** The ability to meet and serve the public courteously and efficiently

**2300.4.5** Extensive knowledge of the principles and practices of modern public librarianship

**2300.4.6** Extensive knowledge of planning, administering and appraising a public library program

**2300.5** Other Requirements:

**2300.5.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2300.5.2** Must possess mobility to operate a motor vehicle.

**2300.5.3** Must possess vision to read printed materials and a computer screen.

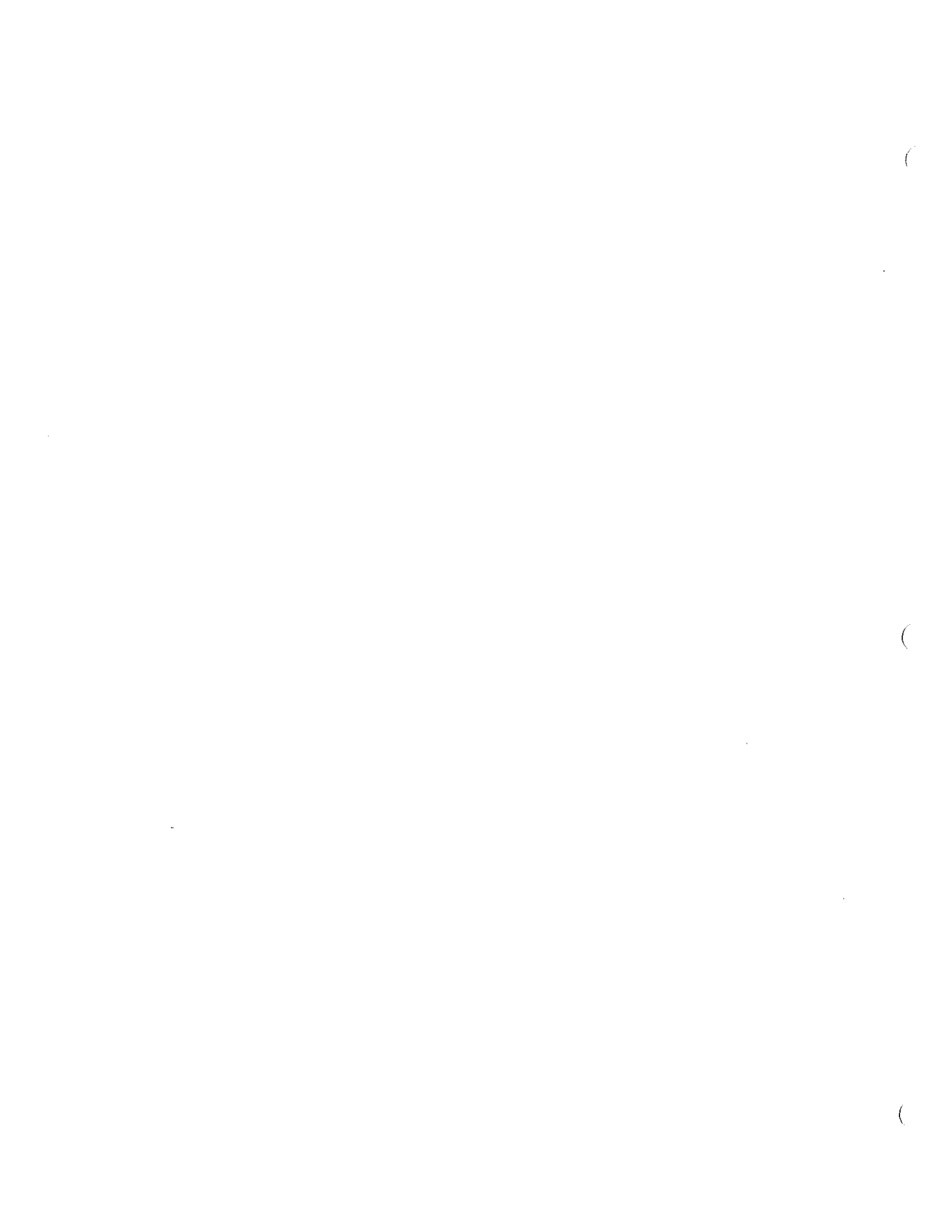
**2300.5.4** Must possess stamina to move about the library.

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**2300.5.5** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2300.5.6** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**2300.5.7** Attendance at off-hours meetings and occasional travel are required.



## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Administrative Services  
**POLICY NUMBER:** 2303

**2303.1** The Manager of Administrative Services is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex administrative, personnel, accounting and risk management tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the District during the absence of the Library Director.

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

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**2303.1.2** Manages the recruitment process and maintains personnel records for all District employees. Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for Administrative Services staff for the Library Director's review.

**2303.1.3** Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

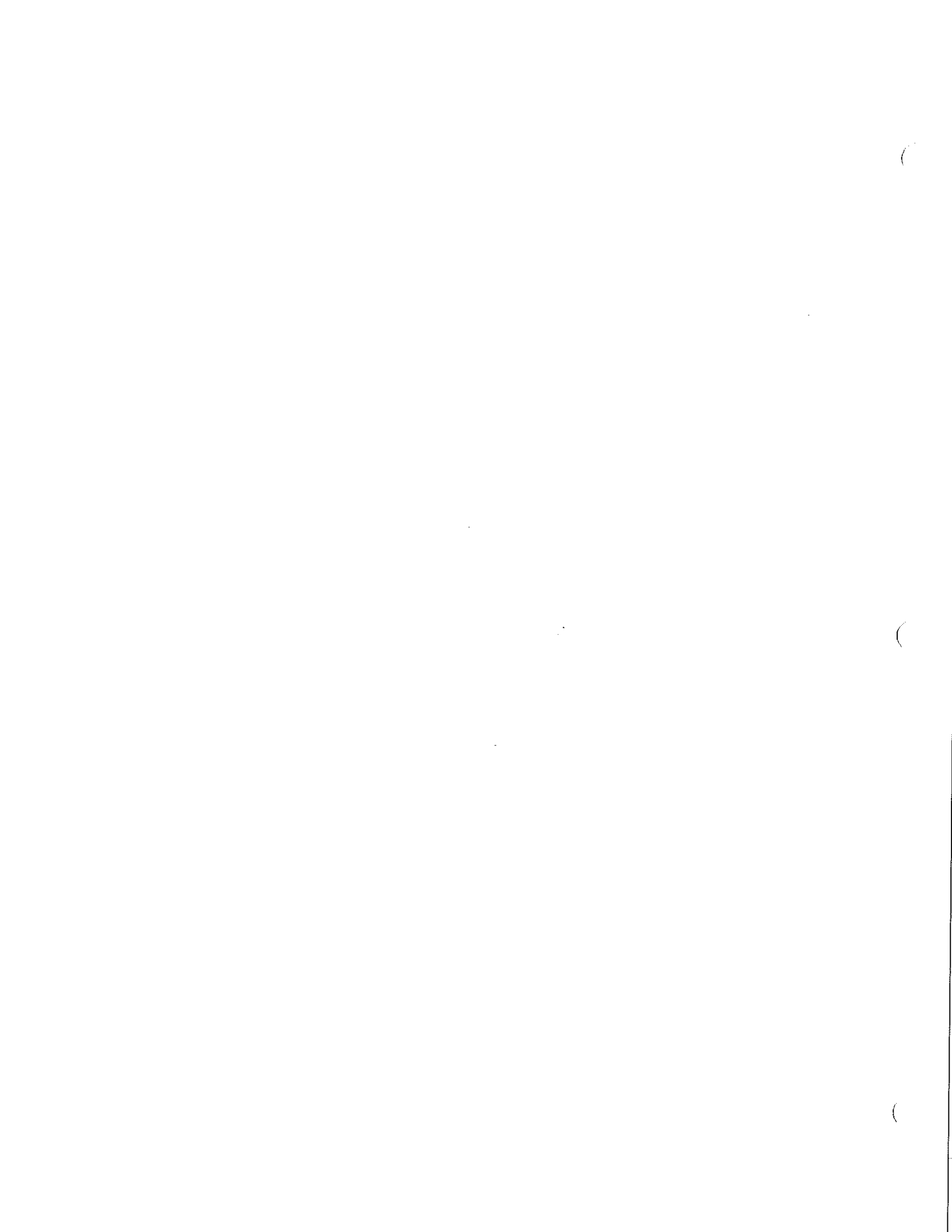
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**2303.1.4** Maintains the District's checkbooks and general ledger.

**2303.1.5** Manages the accounts payable and receivable and prepares all claims for payment.

**2303.1.6** Prepares the Administrative Services and entrepreneurial activities work schedules.

**2303.1.7** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints in accordance with District policies.



**2303.1.8** Seeks to carry into effect the policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will communicate the goals and objectives of the Board to the staff and the community and encourage citizen participation in the affairs of the District.

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**2303.1.9** Prepares monthly and annual reports on the administrative activities of the District.

### 2303.2 Typical Tasks

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

**2303.2.2** Deposits District receipts, maintains checkbooks and manages investment activities for all District and Placentia Library Friends Foundation accounts.

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**2303.2.3** Processes payment of bills for the District and the Placentia Library Friends Foundation and coordinates District communication with the offices of the Orange County Treasurer and Auditor.

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**2303.2.4** Maintains the office general ledger for the District and the Placentia Library Friends Foundation.

**2303.2.5** Prepares materials for the annual financial audit and coordinates all activities with the District's independent auditor

**2303.2.6** Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plans.

**2303.2.7** Maintains files and records related to the operations of the Administrative Office

Deleted: 2303.2.7 - Manages the Passport application agency program with the U. S. Department of State.

**2303.2.8** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

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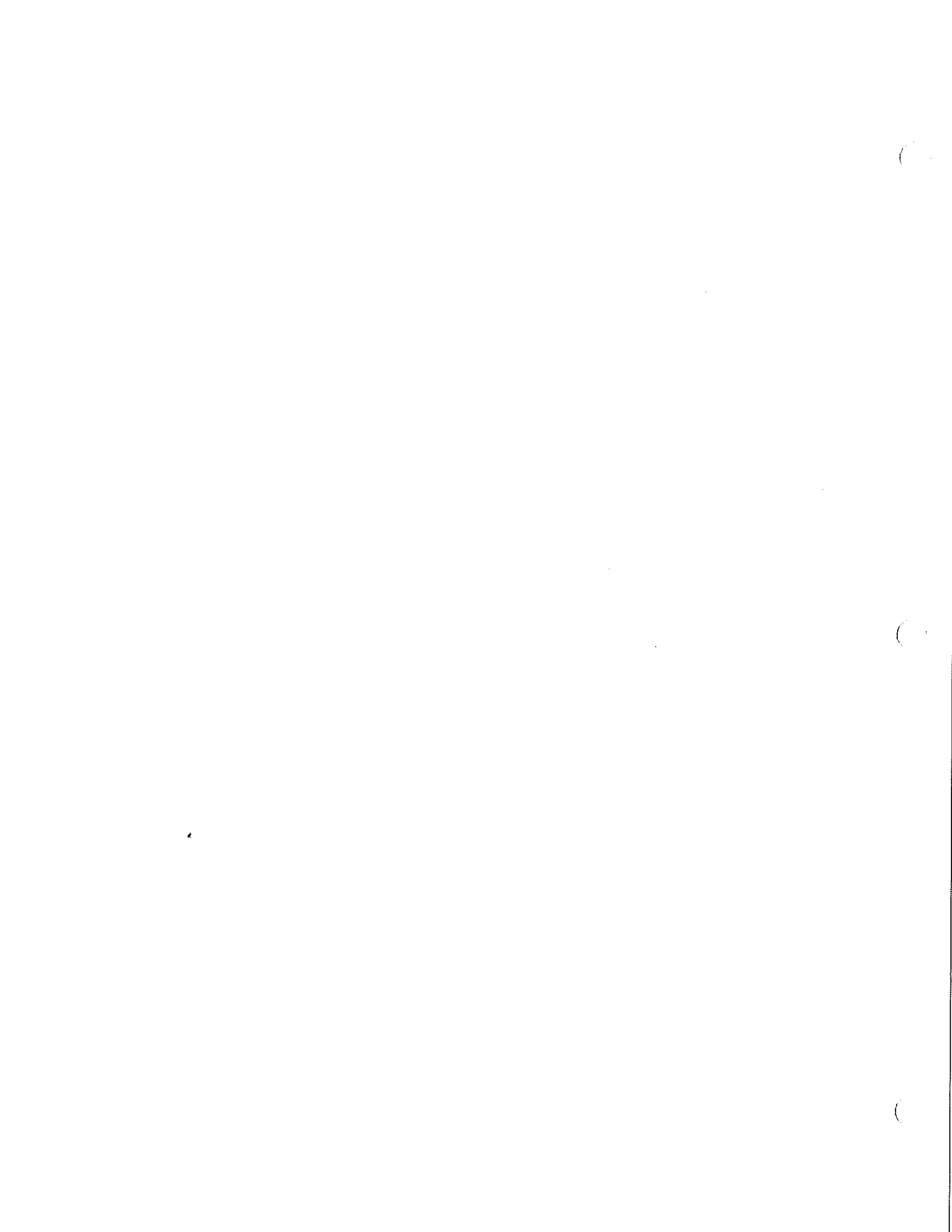
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**2303.2.9** Makes travel arrangements for District Staff and Trustees.

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**2303.2.10** Schedules the use of the Meeting and Conference Rooms.

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- ~~2303.2.11~~ Coordinates bid processes and purchasing (excluding books and library materials).
- ~~2303.2.12~~ Coordinates maintenance and safety of the District's physical facility.
- ~~2303.2.13~~ Works on special projects as assigned.
- ~~2303.2.14~~ Negotiates and manages contracts and service agreements with District vendors.
- ~~2303.2.15~~ Manages the recruitment process for all District positions.
- ~~2303.2.16~~ Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.
- ~~2303.2.17~~ Makes recommendations to the Library Director concerning the public relations activities for administrative activities.
- ~~2303.2.18~~ Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.
- ~~2303.2.19~~ Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.
- ~~2303.2.20~~ Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.
- ~~2303.2.21~~ Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.
- ~~2303.3~~ Required Qualifications. He/she will have a BA or BS in Business or a related field. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

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**2303.4 Knowledge and abilities:**

**2303.4.1** Proficiency in Word, Excel and Quickbooks.

