

2321.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2321.4.7 Ability to follow Library policies and procedures.

2321.4.8 Ability to organize and manage work flow for self.

2321.5 Physical Demands

2321.5.1 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.

2321.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2321.5.1.2 Must possess mobility to operate a motor vehicle.

2321.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2321.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2321.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2321.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2321.5.1.7 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.

2321.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2321.6 Work Environment

2321.6.1 The work environment characteristics described here are representative of those and 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.

2321.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Clerk I
POLICY NUMBER: 2323

2323.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine clerical duties.

2323.1.1 Works at the Circulation Desk checking-in and checking-out library materials, registering library borrowers and collecting fines and fees.

2323.1.2 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

2323.1.3 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

2323.1.4 May supervise substitutes clerks or volunteers.

2323.2 Typical Tasks

2323.2.1 Locates, checks-in and checks-out library materials for customers.

2323.2.2 Processes telephone renewals.

2323.2.3 Prepares the daily announcements for the telephone system.

2323.2.4 Files documents and library materials by library filing rules.

2323.2.5 Issues and renews library cards.

2323.2.6 Operates a variety of office and business equipment.

2323.2.7 Calculates and collects fines and fees at the Circulation Desk.

2323.2.8 Answers telephone and transfers calls to the appropriate staff or department.

2323.2.9 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

- 2323.2.10** Records daily statistics at the Circulation Desk.
 - 2323.2.11** Receives cash and credit card transactions at the Circulation Desk.
 - 2323.2.12** Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
 - 2323.2.13** Prepares books and other library materials for public use.
 - 2323.2.14** Repairs books and other library materials.
 - 2323.2.15** Works in Technical Services in support of professional staff.
 - 2323.2.16** Assists the public with using the public photocopier machines and the Vendacard dispenser.
 - 2323.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
 - 2323.2.18** Assists the public in making the most effective use of the Library's collection and facility.
 - 2323.2.19** Serves as a United States Passport Application Acceptance Agent.
- 2323.3** Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will possess a valid California driver's license.
- 2323.4** Knowledge and abilities:
- 2323.4.1** Ability to type a minimum of thirty (30) words per minute.
 - 2323.4.2** Ability to perform general clerical work including word processing and spreadsheet data entry.
 - 2323.4.3** Ability to file accurately according to library filing rules.
 - 2323.4.4** Ability to meet the public with tact and courtesy.
 - 2323.4.5** Ability to follow oral and written instructions.
 - 2323.4.6** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
 - 2323.4.7** Ability to follow Library policies and procedures.
 - 2323.4.8** Ability to organize and manage work flow for self.

2323.5 Physical Demands

2323.5.1 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.

2323.5.1.1 While performing the duties of this job, the employee is required to talk and hear.

2323.5.1.2 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2323.5.1.3 The employee is required to stand; walk; and stoop, kneel, or crouch.

2323.5.1.4 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2323.5.1.5 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.

2323.6 Work Environment

2323.6.1 The work environment characteristics described here are representative of those and 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.

2605.6.2 The noise level in the work environment is usually quiet.

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 Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials 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.

2325.1.2 Prepares library materials for public use.

2325.1.3 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.

2325.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

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 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2325.2.7 Searches for library materials on the shelves as assigned by Library staff.

2325.2.8 Run errands for Library staff.

2325.2.9 Retrieve newspapers and magazines from storage areas.

2325.2.10 Assist public with unloading gift books and magazines from their cars.

2325.2.11 Re-stocking the vending machines.

2325.2.12 Set-up and bread-down tables and chairs in the Meeting Room.

2325.2.13 Works in Technical Services in support of professional staff.

2325.2.14 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

2325.2.15 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 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2325.5.1.6 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 and 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.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Page
POLICY NUMBER: 2327

2327.1 A non-exempt clerical classification under the general direction of the Circulation Supervisor. Shelves library materials and empties the book drop. Pages must be available to work a minimum of ten hours per week during Library public service hours.

2327.1.1 Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

2327.1.3 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.

2327.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2327.2 Typical Tasks

2327.2.1 Checks-in library materials on the computer.

2327.2.2 Empties the book drop.

2327.2.3 Sorts and shelves incoming books, audio-visual materials and periodicals.

2327.2.4 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2327.2.5 Searches for library materials on the shelves as assigned by Library staff.

2327.2.6 Run errands for Library staff.

2327.2.7 Retrieve newspapers and magazines from storage areas.

2327.2.8 Assist the public with unloading gift books and magazines from their cars.

2327.2.9 Set-up and bread-down tables and chairs in the Meeting Room.

2327.3 Required Qualifications. He/she will be a high school student.

2327.4 Knowledge and abilities:

2327.4.1 Ability to file accurately according to library filing rules.

2327.4.2 Ability to meet the public with tact and courtesy.

2327.4.3 Ability to follow oral and written instructions.

2327.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2327.4.5 Ability to follow Library policies and procedures.

2327.4.6 Ability to organize and manage work flow for self.

2327.5 Physical Demands

2327.5.1 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.

2327.5.1.1 Must possess mobility to work in a standard office setting.

2327.5.1.2 Must possess hearing and speech to communicate in person and over the telephone.

2327.5.1.3 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2327.5.1.4 The employee is required to stand; walk; and stoop, kneel, or crouch.

2327.5.1.5 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2327.5.1.6 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.

2327.6 Work Environment

2327.6.1 The work environment characteristics described here are representative of those and 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.

2627.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Retrofit existing high ceiling recessed light fixtures in the lobby from compact fluorescent to high intensity discharge Metal Halide lamps to increase light levels at an estimated cost of \$2,663.62.
DATE: September 22, 2003

BACKGROUND

The fourteen high ceiling recesses lights in the Library lobby do not generate enough candle power to read comfortably in that area.

Following a workshop presented by California Edison I asked the District's lighting contractor for a proposal to increase the level of lighting in the lobby using a low-heat energy efficient product.

Attachment A is the proposal at a cost of \$2,663.62.

RECOMMENDATION

Authorize Action Electric to retrofit existing high ceiling recessed light fixtures as described in its proposal 421ASU dated July 29, 2003, for \$2,663.62.

528 8236

ACTION ELECTRIC CORP.

1001 E. Washington Ave., Santa Ana, CA 92701-3859 (714) 972-4838 FAX (714) 972-1935
California License C10-400552

PROPOSAL #421A SU

Placentia Library
411 E. Chapman
Placentia

Date: July 29, 2003

Job Name: Placentia Library
Job Address: 411 E. Chapman
Job City, Zip: Placentia

Attention: Elizabeth

Description:

Action Electric will retrofit existing high ceiling recessed light fixtures. Fixtures are currently compact fluorescent application. Action Electric will install new transformers and high intensity discharge Metal Halide lamps to increase light levels. Two men and a scaffold will be utilized on a FRIDAY (to be pre-determined by customer) to avoid foot traffic in the work area.

**amended proposal to show straight time FRIDAY labor rate adjusted from original proposal #421SU
Labor rate is \$39.00 per hour

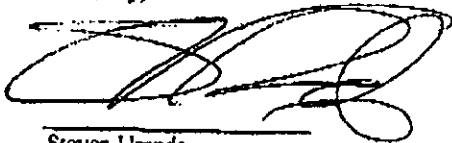
Amount: \$2,663.62 ← new total.

Payment to be made as follows: Billed upon completion, net 30 days

Note: This proposal may be withdrawn by us if not accepted within 60 days.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Sincerely,



Steven Urenda
Accounts Manager

ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Appoint a Library Trustee to the Placentia Library Foundation Board of Directors to fill the unexpired term of Geoff Braun *EM*
DATE: September 22, 2003

BACKGROUND

The Library Board of Trustees may appoint two of its members to the Placentia Library Foundation Board of Directors.

With the resignation of Library Trustee Geoff Braun one of the Foundation positions also became vacant.

Two members of the Foundation Board of Directors have called a Special Meeting for Thursday, September 25, 2003 at 7:00 P.M. The purpose of the meeting is to discuss the current status and future of the Foundation.

RECOMMENDATION

Appoint a Library Trustee to the Foundation Board of Directors

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Request from the Bridge Club for dispensation from the increase in Meeting Room rental from \$30 to \$35
DATE: September 22, 2003

BACKGROUND

With the adoption of the Fines and Fees Policy for Fiscal Year 2003-2004 the Meeting Room rental fee increased from \$30 to \$35 for each four-hour period.

Attachment A is a request from the Bridge Club to keep its fee at \$30.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Placentia Library
411 East Chapman Ave
Placentia, California

Attention: Placentia Library Board

The NA Bridge Club has recently been notified of an increase in the rental rate for the room we have been using at the Library. The purpose of this letter is to request the Placentia Library Board to reconsider that decision.

For over twenty (20) years, the NA Bridge Club has been renting a room at the Library (The 1st room on the right, when you enter the Library through its main entrance on the Plaza). It should be noted that the rent established by the Board has always been promptly paid on a weekly basis (every Wednesday evening).

We have appreciated the use of the room for our club activities and have attempted to show it in different ways. When our membership was at normal levels (40 people or 10 tables for duplicate bridge on a Wednesday) we have donated money to the Library for repairs/fixes, etc.). Our membership has also been contributing to, and has been buying a significant amount of hard and soft cover books from, the Library. Needless to say, this produces significant income for the Library.

During the period of time, however, that the Plaza underwent reconstruction, our club membership declined to 26 people or 6 & 1/2 tables every Wednesday. You will recall that our room was not available for a good portion of that time (It was used for the storage of construction materials) and we had to play in an open area of the Library. This was very inconvenient, as was the parking situation that existed at the time. In any event, the decline in our membership has made our Club finances very tight. We therefore request that the Board reconsider the recently imposed increase in our rent (from \$30 to \$35 per night), or at least suspend it until our club returns to normal membership levels. Your prompt action on this request will be appreciated.

Sincerely,



Bob Coman, Club Director



Ken Shimizu, Club Board Member



Mike Warr, Club Board Member

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Travel/training authorizations for California Special Districts Association (CSDA) Governance Academy Workshops, CSDA Board Secretary Training, and the Special District Risk Management Authority (SDRMA) Annual Meeting

DATE: September 22, 2003

BACKGROUND

1. Two workshops from the California Special Districts Association (CSDA) Governance Academy are being offered in Southern California. Attachment A is a description of the Governance Academy program.

Wednesday, October 1 is the Board's Role in Finance & Fiscal Accountability. It is being held at Ayres Suites, 1945 East Holt Boulevard, Ontario from 8:30 A.M. to 4:00 P.M. The registration fee is \$160.00 plus mileage.

Friday, October 24 is the Board's Role in Human Resources. It is being held at the Double Tree Hotel, 201 E. MacArthur Boulevard, Santa Ana from 8:30 A.M. to 4:00 P.M. The registration fee is \$160.00 plus mileage.

Expenses for the CSDA Governance Academy courses will be paid from the General Fund.

2. A CSDA Board Secretary Training is being held at the Double Tree Hotel, Santa Ana on Friday, October 10 from 8:30 A.M. to 4:00 P.M. The registration fees is \$165.00 plus mileage. It is recommended for Trustees and the Administrative Assistant. Attachment B is the description of this event.

Expenses for the Board Secretary Training will be paid from the General Fund.

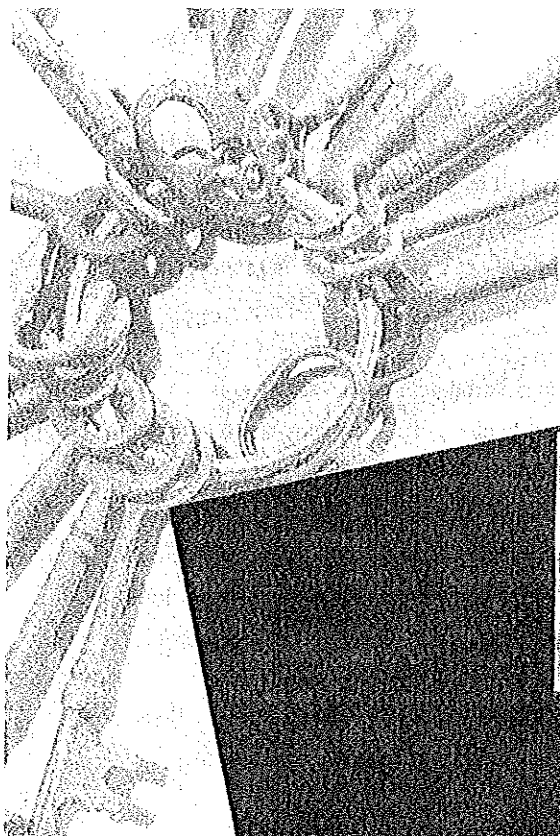
3. The Annual Meeting for the Special District Risk Management Authority will be held on Thursday, October 2 at Ayres Suites, Ontario from 8:30 A.M. to 4:00 P.M. The District holds a seat on the Board of Directors of SDRMA. Participation in this event qualifies the District for a discount on its annual premiums, based on the number attending. Attachment C has the agenda for this meeting.

RECOMMENDATION

Determine who will attend each event and authorize registration and travel expenses.

*Revised
PL
Case
EDM*

*Donna
Patty*



*CSDA's Special
District Governance
Academy is a CSDA
Alliance Program!*

CSDA ALLIANCE
Serving Special Districts

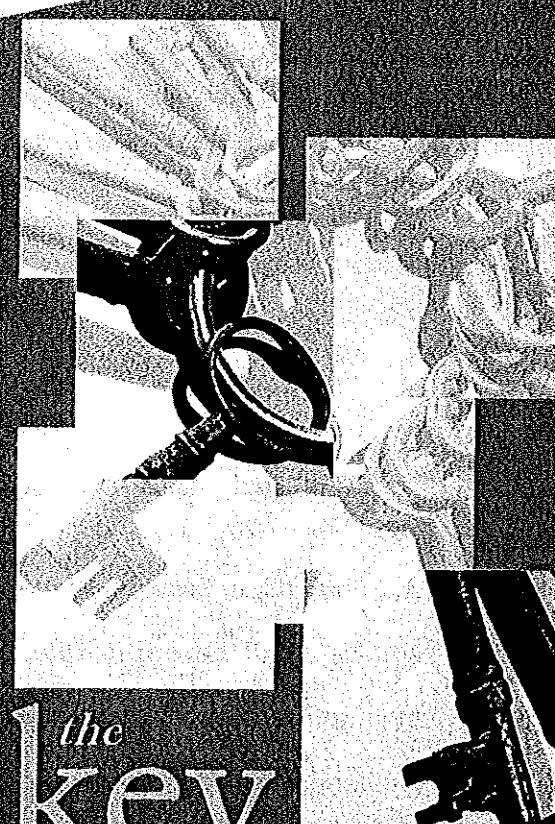


California Special
Districts Association

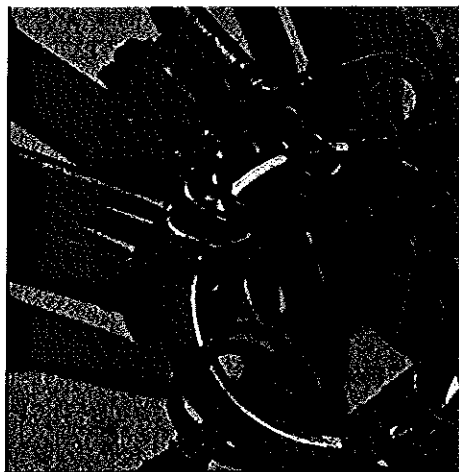
CSDA Finance
Corporation

Special District Risk
Management Authority

Special Districts Workers
Compensation Authority



*the
key
to effective governance*



Citizen governance

is the backbone of American democracy. The basic assumption of our governance system is that ordinary citizens who are elected or appointed to public boards reflect the beliefs, values and needs of the community. Equally important is that they bring those values to the board table and together, as a unified board, they will set a direction that is responsive to the needs and values of the community.

CSDA's Special District Governance Academy is a curriculum-based set of courses designed specifically for special district directors and trustees. The Academy represents the core set of knowledge created and accepted by the special district community, and encompasses everything directors need to know about Governance Foundations, Setting Direction and Community Leadership, the Board's Role in Finance and Fiscal Accountability and the Board's Role in Human Resources. Although the information that you will obtain from these courses will always be applicable, they will also provide invaluable skills to *today's* directors to deal with *today's* challenges, such as the threat of budget cuts.

Although the information that you will obtain from these courses will be applicable, they will also provide invaluable skills to today's directors to deal with today's challenges, such as the threat of budget cuts.



CSDA's Special District Governance Academy is a groundbreaking continuing education program that recognizes the necessity for the board and general manager to work closely toward a common goal. Program participants attend four sessions, which define the roles and responsibilities of special district governance teams.

General managers are encouraged to enroll in the program as a member of the governance team.

- The program consists of 20 hours of instruction and participation.
- In order to receive the best value from this education, we recommend you complete the entire Academy.
- Individual module registrations are permitted, however we strongly recommend your taking the Governance Foundations module as the prerequisite to the other three modules.
- Program participants who complete the entire program receive a certificate of completion award from CSDA.

WOULD YOU LIKE TO BRING THE ACADEMY TO YOUR AREA?

With a minimum enrollment of 20 people, CSDA will be happy to bring the Academy to you. This will allow CSDA to provide the classes based on your schedule, at your location, and at the participants' pace. This is an excellent opportunity to team up with other districts in your area or even your local chapter of CSDA, to customize your own schedule for completing the Academy. For more information, contact Karen Diliberti at 877.924.CSDA or Karen@csda.net.

CSDA SPECIAL DISTRICT GOVERNANCE ACADEMY COURSES

- Governance Foundations
- Setting Direction/Community Leadership
- Board's Role in Finance and Fiscal Accountability
- Board's Role in Human Resources

This is the **recommended** order to take the courses in the Academy. **It is strongly recommended that the Governance Foundations module be the first course taken.**



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
**SPECIAL DISTRICT
GOVERNANCE ACADEMY**



CSDA'S SPECIAL DISTRICT GOVERNANCE ACADEMY BECOMES PLATFORM OF SDLF RECOGNITION PROGRAM

CSDA's Special District Governance Academy certificate of completion is the first step to realizing the *Recognition in Special District Governance* developed by the Special District Leadership Foundation (SDLF). In addition to the Academy, a candidate must also complete 10 hours of elective coursework by one of the Foundation's sponsoring organizations;

- Association of California Water Agencies (ACWA)
- California Association of Public Cemeteries (CAPC)
- California Association of Recreation and Park Districts (CARPD)
- California Association of Sanitation Agencies (CASA)
- California Rural Water Association (CRWA)
- California Special Districts Association (CSDA)
- Mosquito and Vector Control Association of California (MVCAC).

The recognition is designed so that the Academy covers the essentials of good governance, and the electives cover service-specific knowledge. **Districts that are members of one of the sponsoring organizations will receive a significant discount on the price of the Academy.** For further information on SDLF, please contact SDLF Administrator Melissa Soria at 916.442.7887 or msoria@cda.net.

Districts that are members of one of the sponsoring organizations will receive a significant discount on the price of the Academy.

1

SDGA COURSE

Governance Foundations

As the core of CSDA's Special District Governance Academy, this module serves as the "foundation" for the series on the effective governance of special districts. This course focuses on the three critical dimensions of governance:

- Special District Trustees as Policy Leaders
- The Effective Special District Board
- The Board's Responsibilities and Roles in Special Districts

The central part of this course, the Effective Special District Board, will focus on the four essential steps leading to effective governance for special districts. Trustees will learn how to:

- Develop a unity of purpose on their board
- Understand and work within the board's role in the district
- Build a strong, positive operational culture on the board
- Organize the formal structure of the board

DATES AND LOCATIONS

Governance Foundations Course

April 8, 2003

Sacramento

April 10, 2003

Santa Ana

September 15, 2003

At CSDA's Annual Conference

AGENDA

8:30 am -- 9:00 am

Registration

9:00 am

Class Begins

Lunch is included in the cost of registration.

4:00 pm

Adjourn

Hotel accommodations for this course.

April 8, 2003

Sacramento Marriott
11211 Point East Drive
Rancho Cordova, CA 95742
Hotel Reservations: 800.228.9290
Room Rates: \$119.00
Room Rate Cut-off Date: March 27, 2003

April 10, 2003

DoubleTree Hotel
201 E. MacArthur Boulevard
Santa Ana, CA 92707
Hotel Reservations: 800.223.TREE
Room Rates: \$119.00
Room Rate Cut-off Date: March 26, 2003

September 15, 2003

Resort at Squaw Creek
400 Squaw Creek Road
Olympic Valley, CA 96146
Hotel Reservations: 800.327.3353
Room Rates: \$159.00
Room Rate Cut-off Date: August 16, 2003

2

SDGA COURSE

Setting Direction & Community Leadership

The second module in the Academy focuses on two critical aspects of governance: the board's role in setting the long-term direction for the special district and the board's role in educating the public on the importance of the agency's agenda.

The **Setting Direction** portion of this class will provide a step-by-step discussion of the board and senior management's roles in establishing the vision, mission, and strategic goals and success indicators for the district. The **Community Leadership** portion of the class will address the importance of the board providing leadership and information to the public on the essential services provided by the special district in their community.

From the **Setting Direction** element of this course participants will:

- Discuss why the process of setting direction is important and the benefits of the process for your district
- Learn to think strategically
- Understand the importance of being future oriented
- Learn to make the transition from individual board member to member of a governance team
- Understand the sequence of steps in developing a setting-direction process

From the **Community Leadership** element of this course participants will learn:

- Why it is important to be engaged with the community
- To interact with the person who approaches you in public on district business
- To set protocols for the public's involvement in board meetings
- To develop a Board Communication's Plan

DATES AND LOCATIONS

Setting Direction & Community Leadership

May 2, 2003

Irvine

May 20, 2003

Walnut Creek

AGENDA

8:30 am – 9:00 am

Registration

9:00 am

Class Begins

Lunch is included in the cost of registration.

4:00 pm

Adjourn

Hotel accommodations for this course.

May 2, 2003

Marriott Irvine

18000 Von Karman Avenue

Irvine, CA 92612

Hotel Reservations: 800.228.9290

Room Rates: \$129.00

Room Rate Cut-off Date: April 2, 2003

May 20, 2003

Holiday Inn Walnut Creek

2730 North Main Street

Walnut Creek, CA 94596

Hotel Reservations: 800.924.6835

Room Rates: \$84.00

Room Rate Cut-off Date: May 12, 2003

3

SDGA COURSE

Board's Role in Finance & Fiscal Accountability

The third class in the series looks at how the special district board carries out its fiduciary responsibility in their district. The budget is arguably the most significant policy document in a special district. It reflects the short- and long-term goals of the district. Boards do more than just adopt budgets. They also monitor budgets, receive audit reports and understand the principles of facility development.

In this time of financial crisis, this course becomes even more important. It is essential that special district boards understand and carry out their fiscal oversight duties in a responsible manner.

Participants will learn how to:

- Develop a method for approving the districts annual budget
- Process of setting rates and fees
- Develop a reserves guideline
- Establish financial goals
- Review district finances
- Develop a process for capital improvement plans

DATES AND LOCATIONS

Board's Role In Finance & Fiscal Accountability

September 15, 2003

At CSDA's Annual Conference

October 1, 2003

Ontario

AGENDA

9:30 am – 10:00 am

Registration

10:00 am

Class Begins

Lunch is included in the cost of registration.

3:00 pm

Adjourn

It is essential that special district boards understand and carry out their fiscal oversight duties in a responsible manner.

Hotel accommodations for this course

September 15, 2003

Resort at Squaw Creek

400 Squaw Creek Road

Olympic Valley, CA 96146

Hotel Reservations: 800.327.3353

Room Rates: \$159.00

Room Rate Cut-off Date: August 16, 2003

October 1, 2003

Ayres Suites

1945 East Holt Boulevard

Ontario, CA 91764

Hotel Reservations: 800.248.4661

Room Rates: \$99.00sg/\$104.00db

Room Rate Cut-off Date: September 16, 2003

4

SDGA COURSE

Board's Role in Human Resources

The fourth and final class in the series focuses on what might be the most difficult area for most special district boards: personnel. The main employee hired by the governing board is the general manager of the special district. This class will address the board's ongoing relationship with the manager, the senior staff and other staff in the district. It will address general manager evaluation, the board's role in other staff evaluation, and what to do and not to do in human resources.

Participants will learn how to:

- Develop guidelines when assessing the performance of the general manager
- Establish a strong communications link between the board and general manager
- Determine a protocol for approving personnel policies
- Establish a process for salary structure and benefits packages
- Develop a process for approving job descriptions and organizational structure

DATES AND LOCATIONS

Board's Role In Human Resources

October 21, 2003

Sacramento

October 24, 2003

Santa Ana

AGENDA

9:30 am – 10:00 am

Registration

10:00 am

Class Begins

Lunch is included in the cost of registration.

3:00 pm

Adjourn

Hotel accommodations for this course.

October 21, 2003

Sacramento Marriott

11211 Point East Drive

Rancho Cordova, CA 95742

Hotel Reservations: 800.228.9290

Room Rates: \$119.00

Room Rate Cut-off Date: September 22, 2003

October 24, 2003

DoubleTree Hotel

201 E. MacArthur Boulevard

Santa Ana, CA 92707

Hotel Reservations: 800.223.TREE

Room Rates: \$119.00

Room Rate Cut-off Date: October 9, 2003



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
**SPECIAL DISTRICT
GOVERNANCE ACADEMY**

SCHEDULE

2003 SDGA COURSE SCHEDULE & PRICE SHEET

Please refer to the corresponding course page for hotel accommodations.

GOVERNANCE FOUNDATIONS

- April 8, 2003
Sacramento Marriott
11211 Point East Drive
Rancho Cordova, CA 95742
- April 10, 2003
DoubleTree Hotel
201 E. MacArthur Boulevard
Santa Ana, CA 92707
- September 15, 2003
Resort at Squaw Creek
400 Squaw Creek Road
Olympic Valley, CA 96146

SETTING DIRECTION/COMMUNITY LEADERSHIP

- May 2, 2003
Marriott Irvine
18000 Von Karman Avenue
Irvine, CA 92612
- May 20, 2003
Holiday Inn Walnut Creek
2730 North Main Street
Walnut Creek, CA 94596

BOARD'S ROLE IN FINANCE & FISCAL ACCOUNTABILITY

- September 15, 2003
Resort at Squaw Creek
400 Squaw Creek Road
Olympic Valley, CA 96146
- October 1, 2003
Ayes Suites
1945 East Holt Boulevard
Ontario, CA 91764

BOARD'S ROLE IN HUMAN RESOURCES

- October 21, 2003
Sacramento Marriott
11211 Point East Drive
Rancho Cordova, CA 95742
- October 24, 2003
DoubleTree Hotel
201 E. MacArthur Boulevard
Santa Ana, CA 92707

SPECIAL INTRODUCTORY OFFER

PRICE SHEET

BEST VALUE	CSDA Member	*SDLF Sponsoring Organization Member	Non-Member
Full Academy Price Registration for all Four classes	\$560.00	\$660.00	\$920.00
Governance Foundations - Course 1	\$160.00	\$185.00	\$250.00
Setting Direction/Community Leadership - Course 2	\$160.00	\$185.00	\$250.00
Board's Role in Finance & Fiscal Accountability - Course 3	\$160.00	\$185.00	\$250.00
Board's Role in Human Resources - Course 4	\$160.00	\$185.00	\$250.00

* To determine if your district is a member of one of SDLF's sponsoring organizations, please reference page 4.

REGISTER NOW!

It is strongly recommended that the Governance Foundations module be the first course taken.

BEST VALUE!

FULL REGISTRATION
ALL COURSES!
YES! I would like to sign up for THE FULL ACADEMY!

CSDA Members: \$ 560.00

SDLF Spons. Org. Member \$ 660.00

Non-members: \$ 920.00

Full registration includes registration for all classes in CSDA's Special District Governance Program.

Simply indicate which classes you would be interested in attending by checking the appropriate box to the right.

CHECK ONE - MEMBER STATUS

- CSDA Member
- SDLF Sponsoring Organization Member
- Non-member

*Per course price list.
CSDA Member - \$160.00
SDLF Sponsoring Organization Member - \$185.00
Non-member - \$ 250.00
Lunch is Included.*

<p>COURSE 1</p> <p><input type="checkbox"/> GOVERNANCE FOUNDATIONS</p> <p><input type="checkbox"/> April 8, 2003 - Sacramento</p> <p><input type="checkbox"/> April 10, 2003 - Santa Ana</p> <p><input type="checkbox"/> September 15, 2003 - Olympic Valley</p>	<p>COURSE 2</p> <p><input type="checkbox"/> SETTING DIRECTION/ COMMUNITY LEADERSHIP</p> <p><input type="checkbox"/> May 2, 2003 - Irvine</p> <p><input type="checkbox"/> May 20, 2003 - Walnut Creek</p>
<p>COURSE 3</p> <p><input type="checkbox"/> BOARD'S ROLE IN FINANCE & FISCAL ACCOUNTABILITY</p> <p><input type="checkbox"/> September 15, 2003 - Olympic Valley</p> <p><input type="checkbox"/> October 1, 2003 - Ontario</p>	<p>COURSE 4</p> <p><input type="checkbox"/> BOARD'S ROLE IN HUMAN RESOURCES</p> <p><input type="checkbox"/> October 21, 2003 - Sacramento</p> <p><input type="checkbox"/> October 24, 2003 - Santa Ana</p>

CALCULATE REGISTRATION COST:

Course 1 \$ _____

Course 2 \$ _____

Course 3 \$ _____

Course 4 \$ _____

Total \$ _____

PLEASE MAIL/FAX THIS FORM TO:

California Special Districts Association
1215 K Street, Suite 930
Sacramento, CA 95814
Fax: 916.442.7889
Toll-free: 877.924.CSDA

TOTAL AMOUNT ENCLOSED: \$

Name/Title: _____

District/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Method of Payment: Check Visa Mastercard

Acct. Name: _____ Account #: _____

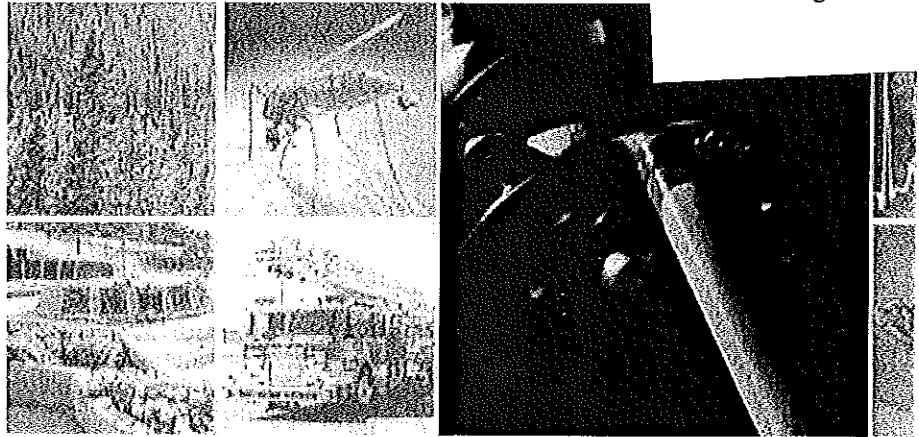
Expiration Date: _____ Signature: _____

Special needs: Wheelchair Access Visually Impaired Hearing Impaired
 Vegetarian Other: _____

Cancellation Policy: Cancellations MUST be made IN WRITING no later than three days prior to the event in order to receive a full refund less a \$25 processing fee. There will be NO EXCEPTIONS.



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



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

HOTEL ACCOMMODATIONS

April 29, 2003
Embassy Suites Hotel
San Luis Obispo
333 Madonna Road
San Luis Obispo, CA 93405
Reservations: 1-800-EMBASSY
Rm Rate: \$99 sg/\$109 dbl
Rm Cut off: April 7th, 2003

October 8, 2003
Holiday Inn Concord
1050 Burnett Avenue
Concord, CA 94520
Reservations: 888.263.8555
Room Rate: \$84
Rm Cut off: Sept. 29, 2003

October 10, 2003
Double Tree Hotel
Santa Ana
201 E. MacArthur Blvd
(Minutes from the John Wayne
Airport) Santa Ana, CA 92707
Reservations: 800.222.TREE
Room Rate: \$99
Rm Cut off: Sept. 25, 2003

ADMINISTRATIVE SERIES

SPECIAL DISTRICT BOARD SECRETARY TRAINING

This session was developed specifically for board secretaries to address all aspects of the position

[I would like to register for this event NOW!](#)

A comprehensive overview of the legal, administrative and customary role of a board secretary.

The role of the board secretary in a California special district is not faceted, but in many cases one of the most highly visible in the district. Members, the public and the staff turn to the board secretary as a resource for information and assistance. What to many may appear by title to be a solely administrative function is, in reality, a staff member who must ensure the district's compliance with extensive legal requirements, handle contentious situations, respond to the needs of board members and the public, as well as record minutes and maintain numerous deadlines. Managing the many hats worn by board secretaries is a challenging profession. This one-day workshop will not only offer attendees comprehensive information that will assist them in performing their various functions, but will also give board secretaries an opportunity to network with one another that is invaluable in itself.

PARTICIPANTS WILL LEAVE THE WORKSHOP KNOWING HOW TO

- Ensure all legal requirements are being met
- Implement a comprehensive records retention policy
- Adopt ordinances and resolutions
- Record effective and usable minutes
- Record a decision or action
- Record failed motions
- Correct minutes for a public agency
- Implement parliamentary procedures

- Develop customer service and public relations skills
- Comply with the many requirements of the Ralph M. Brown Meeting Act: agenda posting, meeting notices, electronic records and more
- Comply with the Public Records Act

SPEAKERS

David McMurchie is the managing partner of the Public Entity Department of the firm of McMurchie, Weill, Lenahan, Lee, Slater and Pearce, LLP. He has been providing legal advice and consultation to special districts and other powers authorities in California for the last forty years. Mr. McMurchie has twenty-four years of experience in representing various types of special districts including water, community services, cemetery and recreational park districts. Mr. McMurchie also serves as general counsel for two statewide associations of special districts, the California Special District Association comprising over 600 special district members and the California Association of Recreation and Park Districts.

David Aranda Over the past nine years David Aranda has been intensively involved with independent special districts. Mr. Aranda is the General Manager for Stallion Springs Community Services District and currently serves as a director for a Joint Powers Authority and an associate director for a Resource Conservation District. Mr. Aranda has been a member of the California Special Districts Association (CSDA) Board of Directors for the past 7 years, and has served as the President of the Special District Leadership Foundation (SDLF) since its inception in 1999. He has also served as the Education Chair for CSDA and has been instrumental in developing CSDA's Special District Governance Academy. Mr. Aranda earned the designation as Special District Administrator (SDA) in 2000, and he believes that education and communication lead to independent special districts better serving their constituents.

Meyers Nave - Attorneys at Meyers Nave have earned their reputation by helping public officials find creative solutions to financial, regulatory and legal issues. Our extensive knowledge of all areas of municipal law -- coupled with our hands-on experience in negotiating and litigating -- allows us to cut through the core of most issues and resolve them quickly.

Kent Alm, a member of our public law group, has developed a practice dedicated to public, environmental and construction law during his 20-year career. He serves as general and special counsel to special district clients. His practice includes both litigation and non-litigation legal support.

Ben Reyes served as in-house counsel at the East Bay Municipal Utility District, where he advised the Board and senior management on a variety of legal and governmental matters. He regularly handled claims and disputes relating to public works projects and provided legal advice to the finance, purchasing and engineering departments. He also practiced legislative advocacy with EBMUD's Office of Intergovernmental Affairs.

REGISTER FOR THIS EVENT!

- Select:**
- October 8, 2003 -- Concord
 - October 10, 2003 -- Santa Ana

Name:

Title:

District:

Address:

City: State: Zip:

Phone: Fax:

E-mail:

CANCELLATION POLICY

Cancellations must be made in writing via fax or mail no later to the event in order to receive a full refund, less a \$25 process EXCEPTIONS.

1215 K Street, Suite 930
Sacramento, CA 95814
fax: 916.442.7889

Yes, I've read and understand the cancellation policy.

REGISTRATION!

- CSDA Members - \$ 165.00
 - Non-CSDA Members - \$ 205.00
-

- Payment:
- Will pay at door
 - Check (via mail)
 - Visa
 - Mastercard

Acct. Name:

Account #: (Numbers only please)

Exp. Date: (example: 0103 for January 2003)



**SPECIAL DISTRICT RISK
MANAGEMENT AUTHORITY**

A Property, Liability, and Workers' Compensation Program for Public Agencies

**ANNUAL MEMBERSHIP MEETING
THURSDAY, OCTOBER 2, 2003**

AYRES COUNTRY SUITES
1945 EAST HOLT BLVD., ONTARIO, CA 91764
(909) 390-7778 or (800) 248-4661
www.countrysuites.com/ontario_airport.htm

**This will be the first combined Annual Meeting for members of both the Property/Liability and
Workers' Compensation Programs**

- | | |
|----------------------------------|--|
| 8:00 - 8:45 AM | Registration |
| 9:00 - 9:30 AM | Opening Remarks
David Aranda, SDRMA Board President |
| | Staff Introduction
Jim Towns, SDRMA CEO |
| 9:30 - 10:00 AM | New Developments at SDRMA
Jim Towns - SDRMA CEO |
| 10:00 - 10:15 AM | Break |
| 10:15 - 11:45 AM | Coverage Update - The Package Program
James Wagoner, Esq.,
Dennis Timoney, Claims Manager |
| 11:45 - 1:00 PM | Lunch (Provided) |
| <u>Breakout Sessions:</u> | |
| 1:00-2:30 PM | Workers' Compensation Update: or Liability Update:
David McMurchie, Esq. Dennis Timoney, Safety/Claims Manager |
| 2:30 - 2:45 PM | Break |
| <u>Breakout Sessions:</u> | |
| 2:45 - 3:45 PM | Workers' Comp. Claims Process: or Employment Liability Legal Update:
Eileen Gould, G.B. Bragg & Assoc. Jeff Thompson, Esq., Declues & Burkett |
| 3:45 - 4:00 PM | Joint Closing Session |

ANNUAL MEMBERSHIP MEETING
THURSDAY, OCTOBER 2, 2003

AYRES COUNTRY SUITES
1945 EAST HOLT BLVD., ONTARIO, CA 91764
(909) 390-7778 or (800) 248-4661
www.countrysuites.com/ontario_airport.htm

REGISTRATION FORM

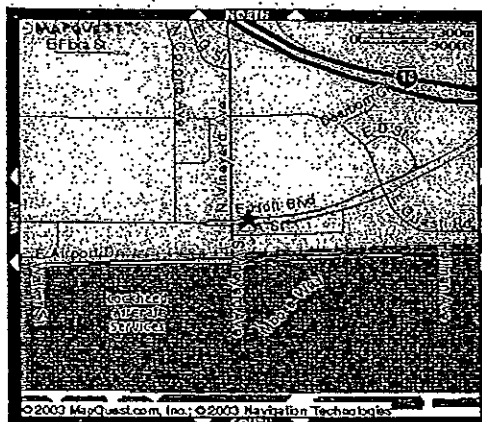
Member District: _____

Member of: Property & Liability Program
 Workers' Compensation Program

Attendee(s) Name:	Attendee(s) Title:
_____	_____
_____	_____
_____	_____
_____	_____

Please fax Registration form to: Brandy Young, SDRMA Member Services
Fax Number: (916) 641-2776
Registration Due: Wednesday, September 24, 2003.

Attendance at this event will qualify your agency to receive Credit Incentive Points (CIP) and /or Variable Discount Points (VDP) which will be applied to the 2004 - 2005 program year contribution.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Approval of Human Resources Contract with Gail Koff & Associates
DATE: September 22, 2003

BACKGROUND

In her memo to the Library Board of Trustees dated August 25, 2003 concerning the Staff Survey Responses Library Director Minter requested that the Board hire a qualified Human Resources consultant to manage the processing and further investigation of the charges and complaints in the responses.

The Library Board President subsequently notified the Library Director that she would be working with Gail Koff & Associates.

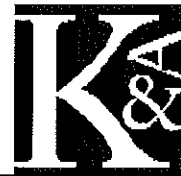
Library Board President Shkoler has forwarded the following proposed contracts for the Board's consideration:

-  Attachment A, dated August 28, 2003, includes compensation information for recruitment-related assistance.
-  Attachment B, dated September 7, 2003, specifically addresses the employee and organizational analysis project currently underway, including a cursory review and comment of the Policy Manual.

Both contracts reflect the same scope of work.

RECOMMENDATION

Approve contract with Gail Koff & Associates.



KOFF & ASSOCIATES, INC.
Human Resource Consulting Since 1984

**HUMAN RESOURCES
MANAGEMENT
CONSULTING AGREEMENT**

THIS AGREEMENT, made as of the 5th day of September 2003, by and between Koff & Associates, Inc. (Consultant), with offices located at 18 Crow Canyon Court, Suite 165, San Ramon, CA 94583 and Placentia Library District, with offices located at 411 East Chapman Ave, Placentia, CA 92870 (Client).

WITNESSED

WHEREAS, The Client desires Consultant to perform services as directed by the Client, and the Consultant desires to do so for the compensation and according to the terms and conditions set forth herein.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

ARTICLE I SCOPE OF WORK

To provide a variety of human resource management consulting projects, organizational reviews and assistance as identified and agreed to by the District and/or Board of Directors.

ARTICLE II COMPENSATION

For the time of consultant for non-recruitment efforts, the fees payable by Placentia Library District shall be determined by multiplying the actual hours worked on the project by the billing rate of the consultant assigned to the project. Billing rates are:

Gail Koff, Principal	\$150/hr
Associates	\$125/hr

The employee and organizational analysis project currently underway will not exceed 60 hours. These stated hours will also include a cursory review/comment of the Policy Manual currently being reviewed by the Board of Directors.

Documented reimbursable expenses including mileage (at IRS current rate) airfare, per diem, car rental, parking, telephone, reproduction, UPS, etc.) is a direct pass-through and submitted as incurred. Travel time will be billed at ½ consultant hourly rate, not to exceed three hours each direction.

Compensation due CONSULTANT shall be billed to the CLIENT and shall be due and payable within thirty (30) days following receipt thereof. Billings shall be prepared in such form and supported by such documents as the CLIENT may reasonably require.

ARTICLE III INDEPENDENT CONTRACTOR

It is expressly understood between the parties hereto that no employee/employer relationship is intended, the relationship of Consultant to the Client being an independent contractor. As such independent contractor, Consultant shall exercise sole discretion as to scheduling, personnel, and all other matters relating to performance of the Consultant's work.

ARTICLE IV NON DISCLOSURE

Provided that such information is specifically designated by the Client in writing as confidential or proprietary in nature at the time of disclosure or access, Consultant agrees not to divulge to third parties without written consent of the Client any information obtained from or through the Client in connection with the performance of this Agreement unless (a) the information is, at the time of disclosure by Consultant, than in the public domain; (b) the information is known to Consultant prior to obtaining same from the Client; or (c) the information is obtained by Consultant from a third party who did not receive the same, directly or indirectly, from the Client.

ARTICLE V TERMINATION

This Agreement may be terminated at any time by either party. If terminated by the Consultant, any assignment that has been accepted by Consultant will be completed if desired by the Client. If terminated by the Client, the Consultant's work shall be immediately discontinued if requested. The Consultant shall provide the Client with a final invoice of hours worked.

ARTICLE VI PERFORMANCE OF CONSULTANT

Consultant agrees that the services provided pursuant to this Agreement shall be performed in accordance with the terms of this Agreement and with sound and

generally-accepted human resource practices and procedures. Consultant agrees not to assign any of the services provided pursuant to this Agreement without first obtaining written approval of the CLIENT.

Additionally, all of consultant's work product produced in performance of this Agreement shall be delivered to the CLIENT upon completion or termination of this Agreement. All such files and work product are the property of the CLIENT.

ARTICLE VII INDEMNIFICATION

The Client agrees to indemnify and hold harmless Consultant against any and all loss, damage, claim, demand, suit or cause of action, including the expenses of defending against such claim, demand, suit or cause of action, resulting from injury or harm to any person or property arising out of or in any way connected with the performance of work under this Agreement, but not including the sole or active negligence or the willful misconduct of the Consultant.

ARTICLE VIII SURVIVAL

The provisions of Article VII "Indemnification", shall survive the termination or cancellation of this Agreement, or the completion of services performed hereunder, and shall apply to the full extent permitted by law.

ARTICLE IX SEVERABILITY

If any term of this Agreement is held to be unenforceable, no other terms of this Agreement shall be effected by that holding, and the remainder of the Agreement shall be interpreted as if it did not contain the unenforceable term.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duty-authorized representatives, as of the date herein above first written.

By: **Koff & Associates, Inc.**

By: **Placentia Library District**

Gail B. Koff
President/CEO

Date

Al Shkoler
President of the Board of Directors

Date



KOFF & ASSOCIATES, INC.
Human Resource Consulting Since 1984

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Gail Koff, Principal	\$150/hr
Associates	\$125/hr

For recruitment-related search assistance, our fee is 25% of first year annual salary plus recruitment expenses.

For recruitment-related search assistance, our professional fee is 25% of first year annual salary plus recruitment expenses.

Documented reimbursable expenses including mileage ((at IRS current rate) airfare, per diem, car rental, parking, telephone, reproduction, UPS, etc.) is a direct pass-through and submitted as incurred. Travel time will be billed at ½ consultant hourly rate, not to exceed three hours round-trip per site visit.

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By: **Koff & Associates, Inc.**

By: **Placentia Library District**

Gail B. Koff
President/CEO

Date

Al Shkoler
President of the Board of Directors

Date

PLACENTIA LIBRARY DISTRICT

LIBRARY DIRECTOR'S OFFICE

TO: Library Board of Trustees

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

DATE: September 22, 2003

SUBJECT: Staff Survey Responses

I believe that we now have a fairly accurate picture of the status of the staff/Library Director relationship as of this summer. The feedback from the written comments on the survey and from Ms. Goff have in most instances covered the same situations and anecdotes that were discussed in the Susan Berk workshop.

While the interpersonal issues identified at the workshop, in the survey and during the subsequent interviews will take time to resolve, the activities that were agreed to at the end of the Susan Berk workshop have been taking place.

The full staff is meeting on a semi-monthly basis with rotating leadership of the meetings based on the topic. The topics have been determined at a quarterly session using a group process. The items that have been developed through the staff meetings include the Patron Behavior Policy (adopted by the Board in July) and the Sick Leave Incentive Program (presented in tonight's policy review). Currently they are presenting ideas from other libraries.

So much of what I have to do is dependent upon working through the managers. The additional meeting requirements with staff are being added to an already full schedule of activities and an extremely limited amount of time – full-time staff has 39 hours of public service and a 40-hour work week. Neither the Program Committee (public services) nor the Collection Development Committee (technical services) had been meeting regularly for several years but they are making efforts to reorganize and work on coordination of activities and special projects. I am monitoring their progress through the bi-weekly management meetings.

I am recommending that Ms. Goff conduct another round of staff interviews next September in order to provide some measurement of progress. I am also recommending that the Board have her conduct a wage and classification study for the District. This will be the first such study in over twelve years.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: September 16, 2003

SUBJECT: Program Committee Report for the month of August

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	71
<u>TYD Total</u>	1	71

CHILDREN'S SERVICES

Wed. PM Story Times	4	35
Thurs. AM Story Times	4	91
3-4 year-old music times	4	133
5-6 year-old music times	4	42
Lapsits	4	58
Class tours	0	0
Comm Center Storytimes	0	0
Head Start Storytimes	0	0
Springtime Party	0	0
In-N-out Program	0	0
TOTAL FOR JULY	20	<u>359</u>
YTD TOTAL	45	<u>1,011</u>

<i>LITERACY SERVICES</i>	<i>August 2003-04</i>	<i>FY 2003-04 YTD</i>
Total Tutors	142	148
Total Students	148	202
Total Hours	1,404	2,884

For more detailed literacy statistics, see Agenda Item 45, pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director
 From: Jillian Rakos, Children's Librarian
 Date: September 22, 2003
 Subject: August Activities in the Children's Department *JR*

Programming- There were 8 storytimes, 4 lapsits and 8 MusicTimes in August.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	30 children / 28 adults
Storytimes (a.m.) 3 - 6 year olds	4	54 children / 37 adults
Storytimes (p.m.) 3 - 6 year olds	4	20 children / 15 adults
MusicTimes 3 - 4 year olds	4	75 children / 58 adults
MusicTimes 5 - 6 year olds	4	25 children / 17 adults
TOTALS	20	204 children / 155 adults

Summer Reading Program- the Summer Reading Program ended August 28, 2003. A total of 990 children registered for SRP this year (up 84 from last year). A total of 409 children completed all 8 weeks of the program (up from 302 in 2002). Teen volunteers continued to help out in the children's department. They were involved in manning the SRP table, re-shelving books, and cleaning and re-labeling the picture books.

Way Out Wednesdays- there was one Way Out Wednesday show in August with a total of 105 children and adults attending. Our grand finale was a very entertaining Bubble Mania performer.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: September 16, 2003

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

Tutor Training. The Literacy Coordinator conducted one regular workshop and two accelerated workshops in August and eight tutors were trained, four adults and four teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for September 7, 2003.

Families for Literacy (FFL) Program Status. In August, FFL had it's first family picnic at Kraemer Park: **Back-to-School BBQ.** This event featured John Williams, "The Ladybug Man," of Echo Park, Los Angeles and Son del Centro of Santa Ana. There were a total of 11 families that received the family book, *What a Wonderful World* by George David Weiss and Bob Thiele, and that participated in the environmental presentation and son jarocho workshop. FFL now serves a total of 48 families.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP's inaugural year this past school year was tremendously successful. More than 80 high school volunteers from El Dorado and Valencia High Schools accounted for over twelve hundred tutoring hours. Many of our PRREP volunteers have taken the summer off, and we have encouraged them to come back again next year.

Reach Out and Read Partnership Stops for the Summer. PLLS will continue its partnership in September with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who are taking July and August off, but plan to come back in September.

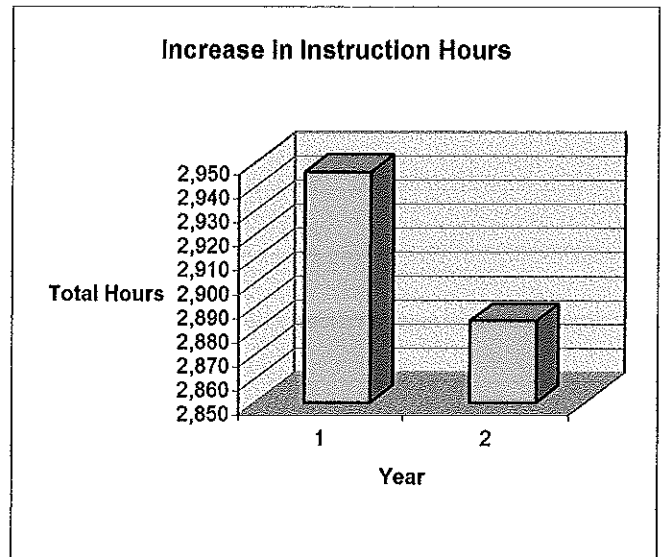
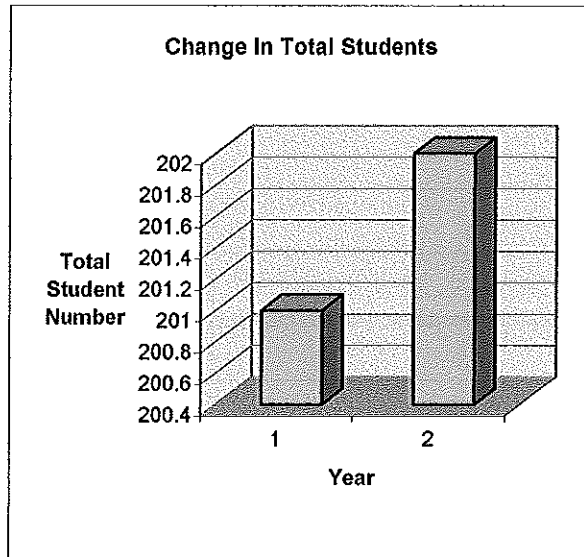
English Language and Literacy Intensive (ELLI) Program Update. May was the last full month for ELLI. We're still waiting for information from the State Library to determine funding for ELLI for FY 2003-04, and to what extent the program will continue.

Literacy statistics. See Agenda Item 45, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Aug-03	Aug-03	YTD 2002	YTD 2003
Tutors				
Adult	85	89	85	91
Teen	55	53	60	57
Hours Instruction	1,480	1,404	2,946	2,884
Other Volunteer Hours	20	96	68	144
Total Hours	1,516	1,452	3,014	3,028
Training Workshops				
Workshops Held	2	2	4	4
Tutors Trained	11	8	27	18
Students				
With Adult Tutors	93	89	141	141
With Teen Tutors	49	59	60	61
In Groups	0	0	0	0
Total Active Students	143	148	201	202
Families for Literacy				
Family Students	6	8	7	8
Family Tutors	6	11	12	11
Hours of Instruction	36	15	132	30
ELLI Program				
K-6th Grade Students	0	0	423	0
Tutors for K-6th Grade	0	0	20	0
Hours of Instruction	0	0	1832	0
Total Tutors	140	142	140	148
Total Students	143	148	201	202
Total Instruction Hours	1,480	1,404	2,946	2,884



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30. 11月30日

To: Elizabeth Minter, Library Director
From: Jim Roberts, Public Services Manager *JR*
Date: September 16, 2003

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

In August, the Placentia Library District had 33,966 "hits" on the Web Site, an average of 1,100 a day. The following are our year to date statistics:

Pages Visited	July 03	August 03	Sept 03	Oct 03	Nov 03	Dec 03
Borrowers	185	122				
Friends	82	63				
District	81	76				
Kids	191	144				
Foundation	68	58				
History Room	150	125				
Literacy/CLC Logo	68	69				
Passports	530	498				
Total Views Most Hits	1,355	1,085				

Total Most Hits YTD 2,440

TO: Elizabeth Minter, Library Director
FROM: Phyllis Humple, Volunteer Coordinator
DATE: September 22, 2003
SUBJECT: Publicity materials produced for August 2003

Information on the Placentia Library cable channel #53, updated September 9, 2003:

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Library Hours
4. Library Departments
5. Friends of Placentia Library Bookstore offering great bargains
6. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
7. Bookstore Volunteers Needed
8. Literacy Services logo
9. Literacy Program asking for volunteers
10. Apply for your passport at Placentia Library
11. Passport Hours
12. Silent Auction
13. Story Times and Music Times
14. Telephone Renewal Instructions
15. Local History Room
16. Poet Laureate Scheduled
17. Charles Frazee Program on Travel to Turkey
18. Veterans Day and Thanksgiving Closures

General Newspaper articles published:

1. Bradford House Program for New Docents

Library Newspaper articles published:

1. Bargain Prices Set for Used-Book Sale
2. New Trustee on Library Board

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Book Sale Flyer

pacific clippings

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santa ana, calif. 92711

The Register
Daily

AUG 27 2003

PLACENTIA 332

Mansion meeting: The historic Bradford House will host an informational program about the landmark from 9 to 11 a.m. Friday for those interested in becoming docents. The meeting, at the 136 Palm Circle home, will focus on the 1902 Victorian-era mansion's history, architecture and furnishings. Docents conduct tours, make presentations and help with special events. Details: (714) 528-4592.

- Patrick Vuong
(714) 704-3796
pvuong@ocregister.com

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly SEP - 4 2003

Bargain prices set for used-book sale

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Sept. 14 at the library, 411 E. Chapman Ave.

Used, hard-cover volumes and paperback books will be sold for discounted prices. Proceeds benefit the library and its programs.

Information: (714) 996-8390.

pacific clippings

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The Register
Daily

SEP 10 2003

PLACENTIA 332 63

New trustee: Resident Richard C. DeVecchio was appointed to the Placentia Library District board by the Orange County Board of Supervisors. His term on the five-member board expires in December 2004. The board works on policies and budgeting for the Placentia Library. DeVecchio previously served as vice president of student services at Fullerton College.

-- Blythe Bernhard
(714) 704-3771
bbernhard@ocregister.com

SAFETY COMMITTEE MEETING
AUGUST 21, 2003
MINUTES

I. Call to Order: 9:25 A.M.

II. Members Attending: Esther Guzman
Katie Matas
Jillian Rakos
Donna Siloti

III. Old Business

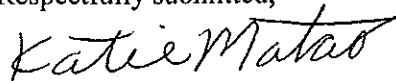
1. SDRMA safe driving materials were distributed and discussed at the Wednesday, August 6, 2003 staff meeting.

IV. New Business

1. None

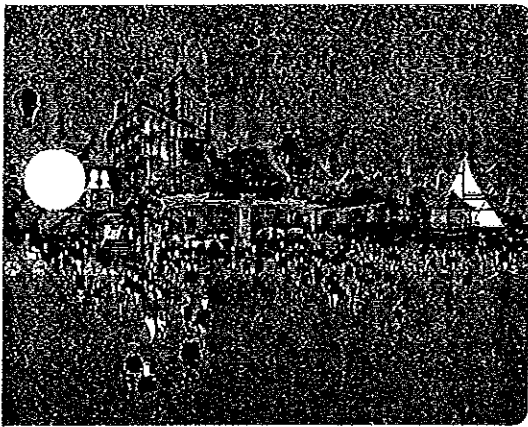
The next meeting will be September 24, 2003 at 11:30 A.M.

Respectfully submitted,



Katie Matas





OCCOG Currents

Orange County Council of Governments

- Cities**
- Alliso Viejo
 - Anaheim
 - Brea
 - Buena Park
 - Costa Mesa
 - Cypress
 - Dana Point
 - Fountain Valley
 - Fullerton
 - Garden Grove
 - Huntington Beach
 - Irvine
 - La Habra
 - La Palma
 - Laguna Beach
 - Laguna Hills
 - Laguna Niguel
 - Laguna Woods
 - Forest
 - Larmitos
 - Mission Viejo
 - Newport Beach
 - Orange
 - Placentia
 - Rancho Santa Margarita
 - San Clemente
 - San Juan Capistrano
 - Santa Ana
 - Seal Beach
 - Stanton
 - Tustin
 - Villa Park
 - Westminster
 - Yorba Linda
 - County of Orange
- Agencies**
- Costa Mesa Sanitary District
 - East Orange Water District
 - El Toro Water District
 - Emerald Bay Service District
 - Los Allisos Water District
 - Irvine Ranch Water District
 - Mesa Consolidated Water District
 - Moulton Niguel Water District
 - Orange County Sanitation District
 - Orange County Transportation Authority
 - Orange County Water District
 - Placentia Library District
 - Riverside/Los Alamitos Area Sewer District
 - Orange Water District
 - Silverado-Mojave Parks & Recreational District
 - South Coast Water District
 - Trabuco Canyon Water District
 - Transportation Corridor Agencies
 - Footfall/Eastern
 - San Joaquin Hills
 - University of California, Irvine

“Planning The Future of Orange County”

In celebration of the contributions and accomplishments of its membership, OCCOG is holding its Seventh Annual General Assembly, appropriately themed “Planning The Future of Orange County.” The General Assembly will be held on Thursday, August 28, 2003 at the Orange County Water District in Fountain Valley from 8:30 a.m. to 1:30 p.m.

It is anticipated 100 participants, including delegates from each of OCCOG’s 52 member organizations, will be on hand to review OCCOG’s past year’s achievements and to set the agenda for next year’s work program.

This year’s General Assembly will kick-off OCCOG’s Growth Visioning Program, an initiative to provide Orange County communities with tools and educational information regarding smart growth principles as a means to develop alternatives to traditional growth patterns. This effort, in

conjunction with the other OCCOG programs such as the Inter-Regional Partnership, will help Orange County’s communities provide adequate housing and strategies to reduce congestion.

Nick Bollman, Founder and President of the California Center for Regional Leadership, will be on hand again this year to provide introductory remarks about smart growth and aid us in our thinking about growth visioning. Additionally, Dr. Dowell Myers, an authority on regional demographics, will provide us with an important demographic overview of our region.

The General Assembly will also include presentations by OCCOG staff on the current fiscal year budget as well as review the past year’s accomplishments. We hope you will enjoy this annual issue of OCCOG Currents and we appreciate your continued support of the efforts of OCCOG.

In This Issue...

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Our Slice of The Coast	page 4
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Reduce Orange County Congestion Program	page 8

Chair's Column

Phil Anthony, Independent Special Districts



Phil Anthony

Back in 1889 when Orange County officially declared itself independent of Los Angeles County, one of the dominant reasons cited was a lack of attention paid to our "agrarian concerns." Today, agriculture no longer dominates our lives. However, in this great tradition OCCOG "cultivated" many programs that are now beginning to bear fruit. Entering our seventh successful year, we have expanded our membership and made great gains in federal funding.

The success of our COG results from our ability as 52 individual cities, agencies and the county to come together, cooperate and establish common goals. One of our principle assets is the diversity of our membership that provides us with a variety of perspectives and resources. With the recent addition of eight members, all special districts providing essential services, our membership is ever growing and a source of pride in our COG.

I hope you are familiar with the ROCC (Reduce Orange County

Congestion) program that has been an important focus of our efforts. We are very excited to have secured a \$1 million federal earmark for transportation funding that will go directly to our OCCOG member agencies to fund smart growth strategies that reduce congestion and improve air quality. Our work is swiftly leading to a call for projects anticipated in late fall or early winter. This project is the prototype of what will hopefully be an ongoing program securing important federal funds for Orange County.

Our Inter-Regional Partnership (IRP) with Western Riverside Council of Governments (WRCOG), which has voluntarily formed to address the job-housing imbalance between Orange and Riverside counties, has gained enormous momentum having already begun implementation of our short-term goals. We now have September to look forward to when the IRP Policy Committee will determine our long-term strategies as we move forward in the IRP's final year.

Finally, at the OCCOG General Assembly on August 28th, we will be launching phase four of our Livable Communities Program - a local Growth Visioning workshop. This presents another livable communities/smart growth accomplishment. The General Assembly will provide you an opportunity to taste the exciting things to come. Perhaps our strong focus on land-use and smart growth demonstrates the historical connection of our county with the land on which we live. I look forward to seeing many of you at our upcoming General Assembly.

Board of Directors

Chair

Phillip Anthony

Independent Special Districts

Vice Chair

Lou Bone

Council Member, Justin

Steve Anderson

Orange County Sanitation District

Ron Bates

Council Member, Los Alamitos

Arthur Brown

Council Member, Buena Park

Bill Campbell

County Supervisor

Richard Chavez

Council Member, Anaheim

Debbie Cook

Council Member, Huntington Beach

Elizabeth Cowan

Council Member, Costa Mesa

William Graycraft

Council Member, Mission Viejo

Cathryn DeYoung

Council Member, Laguna Niguel

Richard Dixon

Mayor, Lake Forest

Alta Duke

Mayor Pro Tem, La Palma

Peter Herzog

Mayor Pro Tem, Lake Forest

Al Hollinden

Private Sector Representative

Karon Kaellin

University Seat Representative

Tim Keenan

Mayor Pro Tem, Cypress

Bev Perry

Mayor, Brea

Tod Ridgeway

Mayor, Newport Beach

Jim Silva

County Supervisor

Chuck Smith

County Supervisor

Dave Swerdlin

Transportation Corridor Agencies

Greg Winterbottom

Orange County Transportation Authority

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Executive Director

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Deputy Director

Jennifer Solomon

Communications & Marketing Specialist

Annabel Cook

Regional Issues Consultant

Heather Dron

Regional Issues Analyst

Matt Henkes

Policy Analyst

John Kessler

Policy Assistant

Fred Galante

Alchire & Winder, LLP

Bill Gavo

Center for Demographic Research

Jill Ingram-Guerin

Civ. Clerk, Cypress

Improving California's Congested Roads

Congressman Gary Miller



Congressman Gary Miller

Nothing has a greater impact on our economic development, growth patterns and quality of life than transportation. As Californians, we know the importance of a fluid and safe system of roadways. Reliable and efficient transportation is critical to keeping people and goods moving and cities and communities prosperous. President Bush has released a \$247 billion proposal to improve our nation's highways, which is the largest transportation infrastructure investment in history. Of this amount, California would receive a bountiful \$16.8 billion to ensure that our transportation

network continues to meet the demands of California's growing population. In light of our state's current fiscal crisis, this money is desperately needed to maintain and improve our freeways, bridges and roads.

One of the president's primary objectives is to enhance the safety of America's roadways. Each year, in California alone, 3,000 people are killed and 180,000 are seriously injured in highway-related accidents. This equals more than eight Californians killed and almost 500 injured per day as they travel around our beautiful state. This is almost equal to the number of American soldiers killed per day in the Vietnam War. Our roadways should not be battlefields. The federal government must do everything in its power to address and prevent any further unnecessary loss of life.

To reduce the number of casualties on California's highways, the president's proposal will establish a new safety improvement program that will be funded at \$1 billion next year and grow to \$1.5 billion by 2009. California will receive almost 10 percent of these funds.

President Bush's proposal demonstrates his commitment to ensuring communities have the resources they need to improve their vital transportation infrastructure. As a member of the Transportation Committee, I plan to work with the president to ensure California receives its fair share of federal transportation dollars to improve safety and alleviate congestion on the freeways we rely upon every day.

Regional Issues Update

OCCOG prides itself on quality programs and services to its member agencies. OCCOG is able to do this by utilizing grant funds it obtains from local, regional and state resources to support projects in specific areas that benefit the OCCOG member agencies. Such services provide great cost-savings to OCCOG member agencies. Here are examples of some of the on-going projects, programs and services that are offered through OCCOG and the appropriate contacts for more information. Find out what you can do to get involved in one of the OCCOG working groups or committees.

Inter-Regional Partnership

The Inter-Regional Partnership (IRP), an effort supported by the California Department of Housing and Community Development, is a collaboration between OCCOG and the Western Riverside Council of Governments (WRCOG) to develop short- and long-term strategies that address job-housing imbalances between the two counties. The IRP will include a look at issues such as transportation and alternative transportation modes, housing and development, the environment and economic development. For more information, contact Heather Dion, Regional Issues Analyst, at (714) 972-0077.

Demographic Support

For the past seven years, OCCOG has contracted with the Center of Demographic Research (CDR) to provide member agencies with demographic information and support. CDR provides a number of services to OCCOG members and also develops the Orange County Projections. Through the OCP process, every city in Orange County participates in developing population, employment, and housing projections, which are approved by the OCCOG Board and transmitted to the Southern California (SCAG) for use in regional plans. For more information, contact Dr. Bill Gayk, Director of CDR, at (714) 278-3417.

Air Quality

OCCOG's Air Quality Program provides information to OCCOG member agencies regarding air quality rules and regulations, including the South Coast Air Quality Management Plan. The program allows members to learn about new rules or rule updates, to devise plans for complying with mandates and to submit comments on pending initiatives. For more information, contact Annabel Cook, Regional Issues Consultant, at (714) 571-8444.

Alternative Fuel Vehicle and Infrastructure

The OCCOG Alternative Fuel Vehicle and Infrastructure Program, designed to provide information and support to Orange County fleets with regard to alternative fuel vehicles and related infrastructure, continues to assist fleets comply with federal and local clean fleet initiatives, OCCOG's program includes vehicle loans, fleet evaluation and grant writing assistance. To discuss the AFV program, contact Annabel Cook.

Livable Communities and Growth Visioning

As part of OCCOG's multi-phased Livable Communities Program, a Speaker's Bureau has been established to present livable communities information to any requesting city, agency or organization. Livable Communities incorporate "smart growth" principles, defined as a mix of homes, shops and workplaces within walking distance and linked to public transportation. To request more information or a presentation, contact Heather Dion.

I hope that you will continue to participate in OCCOG and take advantage of OCCOG's member services.

Working to Ensure Our Slice of The Coast Remains Attractive and Clean

Congressman Christopher Cox

Summer is upon us and I can think of no better place to spend it than on the beaches of Orange County. Outdoor sports from surfing to kayaking to biking and rollerblading are popular summer-time activities for thousands of local families and visitors to our beaches. This summer Orange Countians can look forward to cleaner beaches and water, as well as the prospect of reduced traffic congestion along our coast. Working to ensure that our slice of the coast remains attractive and clean remains one of my top priorities in Congress.

I am happy to report that, thanks to the hard work of the Orange County Council of Governments (OCCOG), we will soon have a new program to minimize traffic congestion and reduce the environmental damage accompanying such congestion. One million dollars in federal funding will be made available to our communities for the purpose of reducing traffic congestion and improving street safety and air quality. If a city has a plan to fix, connect, or lengthen its coastal bike and pedestrian trails, the city can apply for a competitive grant to do so. This is the first time an initiative to reduce local congestion has been offered to communities in Orange County.

Additionally, several Orange County environmental initiatives will receive federal funding to improve the quality of life in our coastal communities. Few things are as important as clean drinking water, fresh air, and a pristine natural environment. The federal funding includes \$900,000 for a floating cover for Newport Beach's Big Canyon Reservoir to ensure the safety of the water supply; \$630,000 for improvements to Laguna Beach's sewer system, to protect our ocean; \$550,000 for ecosystem studies of the San Diego Creek Watershed and Aliso Creek Mainstem, to improve those valuable watersheds; \$972,000 for rehabilitation of Upper Newport Bay; and \$1,000,000 for environmental preservation dredging of Lower Newport Bay.

By working with OCCOG, we have been able to identify and fund those worthy environmental projects that will bring a lasting benefit to everyone in the community. And by redoubling our efforts to prevent ocean contamination, clean up urban-runoff, and ensure environmentally sound management of our water supply, we can guarantee the quality of our local environment for decades to come.



Congressman Chris Cox

New undertakings such as the OCCOG program to give local governments the chance to reduce traffic congestion and improve air quality are wonderful gifts to future generations of Orange Countians. The federal-local partnerships with the OCCOG member agencies is an invaluable asset in meeting our environmental needs throughout Orange County.

Projections, Forecasts and Growth Policy... Oh My!

Dr. Bill Gayle, Director, Center for Demographic Research

The foundation for good planning in any environment is good data. In the demographer's world, good planning is mostly based on predictions for the future. Future predictions are projections, forecasts or growth policy. A projection is a prediction of a future state based on current conditions, if certain assumptions hold true. A forecast is also a projection, but it is the one believed most likely to occur. Finally, a growth policy is a projection that has associated policies to bring about that future state.

These definitions can provide a useful framework for understanding the role and purpose of the Orange County process for developing growth forecasts especially as the Southern California Association of Governments (SCAG) moves ahead with the development of forecasts for the 2004 Regional Transportation Plan (RTP) and its Growth Visioning.

The first objective of the Orange County process is to develop a forecast of future population, housing and employment. The process begins with a technical projection based on a set of assumptions that will influence future population,

housing and employment. The assumptions that are used to develop the projections are based on the most recent and appropriate trends. These assumptions are not developed in a vacuum, but rather, they are subjected to review, evaluation and scrutiny by technical advisors in both the Orange County Council of Governments Technical Advisory Committee and the Center for Demographic Research Technical Advisory Committee.

To move from a "projection" to a "forecast" involves a collective process that engages every jurisdiction in the county. Each city and agency reviewed the projections in light of their own information. In essence, the "local review" subjects the information to a "reality test." Untold hours of effort from city and county staff help to transform the projection to a forecast. The resulting forecast is the result of a collective consensus of the technicians and each agency's staff.

When a policy body such as the Orange County Council of Governments (OCCOG) governing board adopts the growth forecast, it becomes a growth policy that is incorporated wide range of plans throughout the region. Through the efforts of Orange County elected officials, the policy projections move to the regional level to ensure consistency

of local and regional planning efforts.

Certainly, the forecast may not portray the most desired future because it is based on current trends, therefore, other alternatives can be developed and considered. Local efforts such as growth visioning may yield alternative scenarios for growth. Such efforts can be useful for helping policymakers contemplate policies for different growth and development patterns for the future. With policy changes come different growth policies and different forecasts in the future. While there is no exact science to forecasting growth, solid efforts based on local input help get us closer to what may truly occur.

Ready to ROCC

United States Senator Barbara Boxer



In recognition of Senator Barbara Boxer's efforts to secure funding for Orange County agencies, Mayor Richard Dixon, Lake Forest, presents Senator Boxer with a California acrylic.

As the fastest growing county in the state, with some of the most congested highways in the nation, Orange County faces a tremendous challenge in reducing traffic congestion. Fortunately, with OCCOG's leadership and financial assistance from the federal government, the county is rising to meet that challenge.

Orange County's population grew by 58,000 people in 2000 - more than any other county in California - making it the second largest county in the state and the fourth largest in the nation. What's more, Orange County is creating more jobs than housing, making it a destination for commuters from Riverside and Los Angeles Counties.

Every day, more than 7.3 million vehicles clog the county's highways. Interstate 91 alone carries a quarter of a million vehicles per day in each direction. And Orange County drivers spend an estimated 271,000 hours delayed in their vehicles each and every day.

OCCOG's Reduce Orange County Congestion (ROCC) program was established in 1999 to help communities throughout the county develop innovative "smart growth" solutions to traffic congestion.

This year, the Senate approved my request for \$1 million in federal funding to support this innovative program. And with support from Orange County's bipartisan Congressional delegation - particularly Loretta Sanchez, Gary Miller, Chris Cox, Ed Royce, and Ken Calvert - the House of Representatives concurred.

ROCC will bring these resources directly to Orange County's communities, providing funds to cities and other public agencies for projects and planning to reduce congestion. OCCOG is working with the Orange County Transportation Authority to target funding for projects including transit-oriented development, transit villages and mixed-use projects, pedestrian and bikeway improvements, rail system support projects, and shuttle programs.

By reducing congestion while promoting alternative forms of transit, these projects can improve transportation safety and air quality for the 2.8 million residents of Orange County.

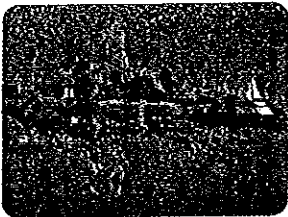
OCCOG has shown great vision and leadership in designing the Reduce Orange County Congestion Program. Now, with federal funding on the way, OCCOG is ready to ROCC.



"Get a Piece of the ROCC"

OCCOG is proud to report a major success in our Reduce Orange County Congestion program by announcing our first federal earmark for the sum of \$1 million. This money has been secured by OCCOG to be used in a pilot grant program aimed at alleviating traffic congestion by bringing resources directly to communities. The program will fund land-use strategies that increase traffic flow, bring people closer to employment centers, and lessen the burden on streets and highways.

Beginning in September, OCCOG will be assembling a committee to begin preparations for our call for projects anticipated for later this fall. The time is right to begin planning projects that will implement smart growth techniques to reduce Orange County congestion and thereby secure your agency or jurisdiction your very own "piece of the ROCC."



OCCOG Currents

Orange County Council of Governments
600 West Santa Ana Blvd., Suite 214
Santa Ana, CA 92701
Phone: 714-972-0077
Fax: 714-972-1816
www.occities.org/ocog

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Ms. Elizabeth Minter **
Placentia Library District
411 E. Placentia Ave.
Placentia, CA 92870

PLACENTIA LIBRARY DISTRICT

LIBRARY DIRECTOR'S OFFICE

TO: Library Board of Trustees

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

DATE: September 22, 2003

SUBJECT: Staff Survey Responses

I believe that we now have a fairly accurate picture of the status of the staff/Library Director relationship as of this summer. The feedback from the written comments on the survey and from Ms. Goff have in most instances covered the same situations and anecdotes that were discussed in the Susan Berk workshop.

While the interpersonal issues identified at the workshop, in the survey and during the subsequent interviews will take time to resolve, the activities that were agreed to at the end of the Susan Berk workshop have been taking place.

The full staff is meeting on a semi-monthly basis with rotating leadership of the meetings based on the topic. The topics have been determined at a quarterly session using a group process. The items that have been developed through the staff meetings include the Patron Behavior Policy (adopted by the Board in July) and the Sick Leave Incentive Program (presented in tonight's policy review). Currently they are presenting ideas from other libraries.

So much of what I have to do is dependent upon working through the managers. The additional meeting requirements with staff are being added to an already full schedule of activities and an extremely limited amount of time – full-time staff has 39 hours of public service and a 40-hour work week. Neither the Program Committee (public services) nor the Collection Development Committee (technical services) had been meeting regularly for several years but they are making efforts to reorganize and work on coordination of activities and special projects. I am monitoring their progress through the bi-weekly management meetings.

I am recommending that Ms. Goff conduct another round of staff interviews next September in order to provide some measurement of progress. I am also recommending that the Board have her conduct a wage and classification study for the District. This will be the first such study in over twelve years.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: September 16, 2003

SUBJECT: Program Committee Report for the month of August

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	71
<u>TYD Total</u>	1	71

CHILDREN'S SERVICES

Wed. PM Story Times	4	35
Thurs. AM Story Times	4	91
3-4 year-old music times	4	133
5-6 year-old music times	4	42
Lapsits	4	58
Class tours	0	0
Comm Center Storytimes	0	0
Head Start Storytimes	0	0
Springtime Party	0	0
In-N-out Program	0	0
TOTAL FOR JULY	20	<u>359</u>
YTD TOTAL	45	<u>1,011</u>

<i>LITERACY SERVICES</i>	<i>August 2003-04</i>	FY 2003-04 YTD
Total Tutors	142	148
Total Students	148	202
Total Hours	1,404	2,884

For more detailed literacy statistics, see Agenda Item 45, pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director
 From: Jillian Rakos, Children's Librarian
 Date: September 22, 2003
 Subject: August Activities in the Children's Department *JR*

Programming- There were 8 storytimes, 4 lapsits and 8 MusicTimes in August.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	30 children / 28 adults
Storytimes (a.m.) 3 - 6 year olds	4	54 children / 37 adults
Storytimes (p.m.) 3 - 6 year olds	4	20 children / 15 adults
MusicTimes 3 - 4 year olds	4	75 children / 58 adults
MusicTimes 5 - 6 year olds	4	25 children / 17 adults
TOTALS	20	204 children / 155 adults

Summer Reading Program- the Summer Reading Program ended August 28, 2003. A total of 990 children registered for SRP this year (up 84 from last year). A total of 409 children completed all 8 weeks of the program (up from 302 in 2002). Teen volunteers continued to help out in the children's department. They were involved in manning the SRP table, re-shelving books, and cleaning and re-labeling the picture books.

Way Out Wednesdays- there was one Way Out Wednesday show in August with a total of 105 children and adults attending. Our grand finale was a very entertaining Bubble Mania performer.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager, JM

DATE: September 16, 2003

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

Tutor Training. The Literacy Coordinator conducted one regular workshop and two accelerated workshops in August and eight tutors were trained, four adults and four teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for September 7, 2003.

Families for Literacy (FFL) Program Status. In August, FFL had it's first family picnic at Kraemer Park: **Back-to-School BBQ.** This event featured John Williams, "The Ladybug Man," of Echo Park, Los Angeles and Son del Centro of Santa Ana. There were a total of 11 families that received the family book, *What a Wonderful World* by George David Weiss and Bob Thiele, and that participated in the environmental presentation and son jarocho workshop. FFL now serves a total of 48 families.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP's inaugural year this past school year was tremendously successful. More than 80 high school volunteers from El Dorado and Valencia High Schools accounted for over twelve hundred tutoring hours. Many of our PRREP volunteers have taken the summer off, and we have encouraged them to come back again next year.

Reach Out and Read Partnership Stops for the Summer. PLLS will continue its partnership in September with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who are taking July and August off, but plan to come back in September.

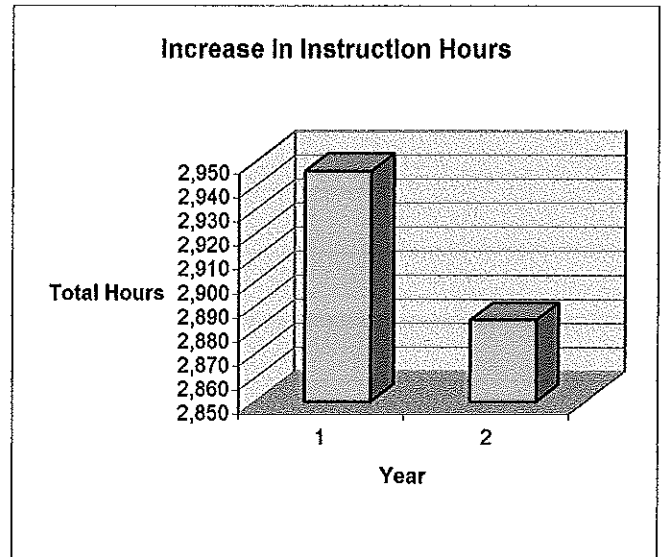
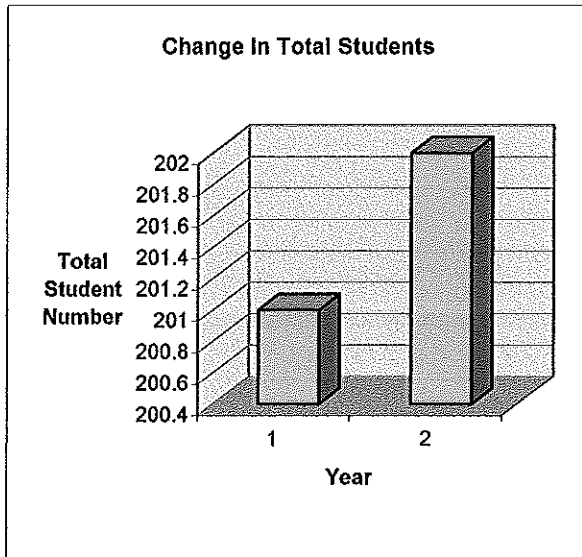
English Language and Literacy Intensive (ELLI) Program Update. May was the last full month for ELLI. We're still waiting for information from the State Library to determine funding for ELLI for FY 2003-04, and to what extent the program will continue.

Literacy statistics. See Agenda Item 45, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Aug-03	Aug-03	YTD 2002	YTD 2003
Tutors				
Adult	85	89	85	91
Teen	55	53	60	57
Hours Instruction	1,480	1,404	2,946	2,884
Other Volunteer Hours	20	96	68	144
Total Hours	1,516	1,452	3,014	3,028
Training Workshops				
Workshops Held	2	2	4	4
Tutors Trained	11	8	27	18
Students				
With Adult Tutors	93	89	141	141
With Teen Tutors	49	59	60	61
In Groups	0	0	0	0
Total Active Students	143	148	201	202
Families for Literacy				
Family Students	6	8	7	8
Family Tutors	6	11	12	11
Hours of Instruction	36	15	132	30
ELLI Program				
K-6th Grade Students	0	0	423	0
Tutors for K-6th Grade	0	0	20	0
Hours of Instruction	0	0	1832	0
Total Tutors	140	142	140	148
Total Students	143	148	201	202
Total Instruction Hours	1,480	1,404	2,946	2,884



11/20/2019

11/20/2019

11/20/2019

11/20/2019

To: Elizabeth Minter, Library Director
From: Jim Roberts, Public Services Manager *JR*
Date: September 16, 2003

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

In August, the Placentia Library District had 33,966 "hits" on the Web Site, an average of 1,100 a day. The following are our year to date statistics:

Pages Visited	July 03	August 03	Sept 03	Oct 03	Nov 03	Dec 03
Borrowers	185	122				
Friends	82	63				
District	81	76				
Kids	191	144				
Foundation	68	58				
History Room	150	125				
Literacy/CLC Logo	68	69				
Passports	530	498				
Total Views Most Hits	1,355	1,085				

Total Most Hits YTD 2,440

TO: Elizabeth Minter, Library Director
FROM: Phyllis Humple, Volunteer Coordinator
DATE: September 22, 2003
SUBJECT: **Publicity materials produced for August 2003**

Information on the Placentia Library cable channel #53, updated September 9, 2003:

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Library Hours
4. Library Departments
5. Friends of Placentia Library Bookstore offering great bargains
6. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
7. Bookstore Volunteers Needed
8. Literacy Services logo
9. Literacy Program asking for volunteers
10. Apply for your passport at Placentia Library
11. Passport Hours
12. Silent Auction
13. Story Times and Music Times
14. Telephone Renewal Instructions
15. Local History Room
16. Poet Laureate Scheduled
17. Charles Frazee Program on Travel to Turkey
18. Veterans Day and Thanksgiving Closures

General Newspaper articles published:

1. Bradford House Program for New Docents

Library Newspaper articles published:

1. Bargain Prices Set for Used-Book Sale
2. New Trustee on Library Board

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Book Sale Flyer

pacific clippings

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santa ana, calif. 92711

The Register
Daily

AUG 27 2003

PLACENTIA 332

Mansion meeting: The historic Bradford House will host an informational program about the landmark from 9 to 11 a.m. Friday for those interested in becoming docents. The meeting, at the 136 Palm Circle home, will focus on the 1902 Victorian-era mansion's history, architecture and furnishings. Docents conduct tours, make presentations and help with special events. Details: (714) 528-4592.

- Patrick Vuong
(714) 704-3796
pvuong@ocregister.com

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly SEP - 4 2003

Bargain prices set for used-book sale

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Sept. 14 at the library, 411 E. Chapman Ave.

Used, hard-cover volumes and paperback books will be sold for discounted prices. Proceeds benefit the library and its programs.

Information: (714) 996-8390.

pacific clippings

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The Register
Daily

SEP 10 2003

PLACENTIA 332 83

New trustee: Resident Richard C. DeVecchio was appointed to the Placentia Library District board by the Orange County Board of Supervisors. His term on the five-member board expires in December 2004. The board works on policies and budgeting for the Placentia Library. DeVecchio previously served as vice president of student services at Fullerton College.

-- Blythe Bernhard
(714) 704-3771
bbernhard@ocregister.com

SAFETY COMMITTEE MEETING
AUGUST 21, 2003
MINUTES

I. Call to Order: 9:25 A.M.

II. Members Attending: Esther Guzman
Katie Matas
Jillian Rakos
Donna Siloti

III. Old Business

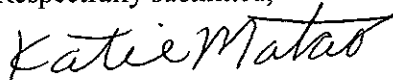
1. SDRMA safe driving materials were distributed and discussed at the Wednesday, August 6, 2003 staff meeting.

IV. New Business

1. None

The next meeting will be September 24, 2003 at 11:30 A.M.

Respectfully submitted,



Katie Matas

