

# Placentia Library District

## POLICY HANDBOOK

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

**POLICY NUMBER:** 3040

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

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

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

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

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

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

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

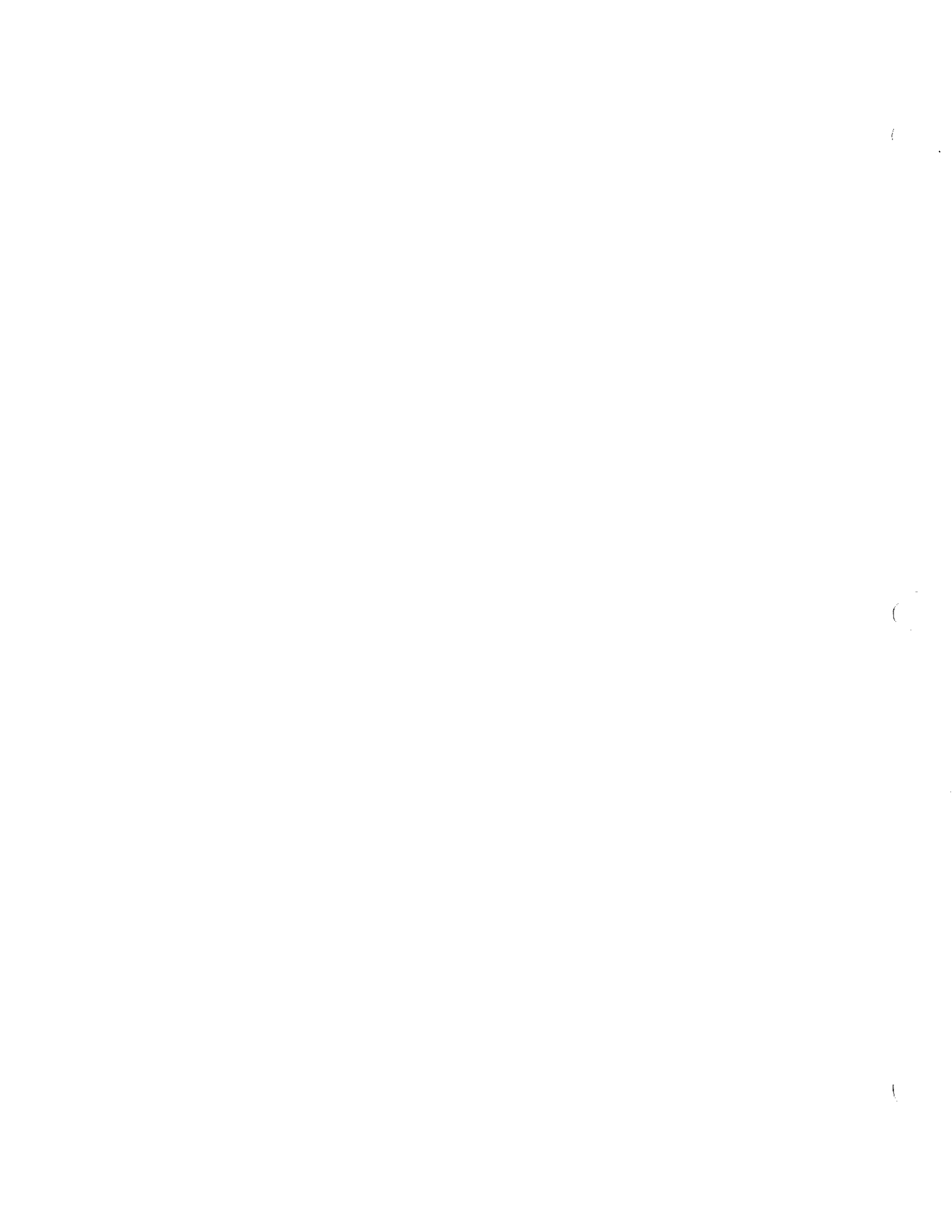
3040.5 In compliance with the Orange County Counsel opinion A-1000, dated June 20, 1983, stating, "...a local public entity, by resolution may authorize an employee to perform the functions of the governing body with respect to the allowance, compromise or settlement of a claim that is \$20,000 or less" the Board of Trustees authorizes the Library Director to process



claims for items totaling less than \$20,000 of routine, budgeted expenses. These claims shall be signed by the Library Director and countersigned by one Trustee.

3040.5.1 Claims for routine, budgeted expenses processed for payment between Library Board Meetings and totaling more than \$20,000 may be signed by three trustees.

3040.5.2 In the absence of the Library Director three Trustees may sign Claims for routine budgeted items without any restriction in the amount of the Claim.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Orange County Local Area Formation Commission (LAFCO) Municipal Service Review for Placentia Library District is scheduled for October 12, 2005 in Santa Ana.

**DATE:** September 19, 2005

**BACKGROUND**

The Orange County Local Area Formation Commission (LAFCO) Municipal Service Review for Placentia Library District is scheduled for October 12, 2005 in Santa Ana. The Buena Park Library District will also be presented at the same meeting.

Staff will make a presentation to the Library Board on the information provided to LAFCO about Placentia Library District. Public Services Manager Roberts has been working on public service issues Technology Services Manager Napier has been collecting information about where the Library users live. A representative from LAFCO will be present to discuss the Municipal Service Review process.

A Fact Sheet on the Municipal Service Review project is Attachment A and a MSR Program Description is Attachment B.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.





# MSR Program Description

## Introduction

Orange County LAFCO's Municipal Service Review Program consists of a two-tiered approach. In Tier One, LAFCO will plan, design, and implement MSRs through a four-phase process. Each of those MSRs will result in determinations, updates to agencies' spheres of influence, and recommended actions as next steps for stakeholder agencies and organizations. In Tier Two, those next steps will be initiated and implemented by the agencies themselves, if they so desire, through stakeholder-driven processes.

The following provides a brief description of the four phases of Tier One.

### Phase One: Stakeholder Interviews

#### PROCESS DESIGN

34 countywide interviews were held by LAFCO's consultants with key stakeholders selected from a broad cross-section of public and private organizations and backgrounds by the MSR Oversight Committee. The purpose of the interviews was to gather direct input, perspectives, and opinions from Orange County's stakeholders on the key service, governance, and infrastructure challenges Orange County's public agencies and citizenry will face over the next 15 to 20 years of population growth and demographic change. The interviews were designed to help LAFCO focus the MSRs on the key issues and challenges that matter most to the stakeholders who will ultimately be the end users of the MSRs.

### Phase Two: MSR Prototypes

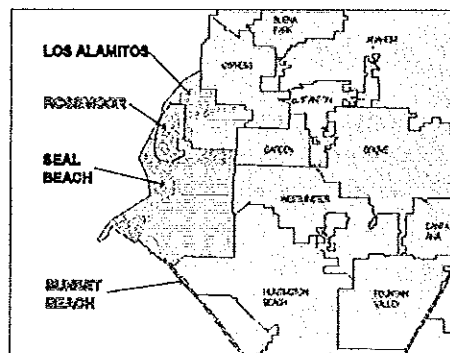
#### PROTOTYPE IMPLEMENTATION

LAFCO will initially launch and implement the MSRs through two "prototypes." The prototypes are located in two characteristically different geographic "focus areas" in the County. The studies will seek to address service and infrastructure issues that differently impact both the older "urban core" and newer "urban fringe" areas of the County. The MSR prototypes are:

#### Rossmoor / Los Alamitos / Seal Beach / Sunset Beach

This focus area is generally characteristic of Orange County's older "urban core" areas with more established neighborhoods built before 1970. An MSR in this "focus area" will seek to address service, infrastructure, and governance challenges such as:

- ▶ Aging infrastructure (water, sewer, roads, etc.)

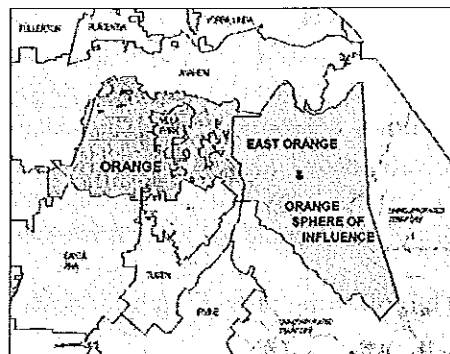


- ▶ Financing constraints and opportunities to sustain urban levels of service and quality of life
- ▶ New and existing opportunities for inter-agency collaboration, cost-sharing, cooperative agreements, etc.
- ▶ Governance options and communities of interest

## Orange / East Orange / Orange Sphere of Influence

This focus area is characteristic both of Orange County's older "urban core" areas and the newer "urban fringe" areas of the County where new and existing development potential exist. An MSR in this "focus area" will seek to address service, infrastructure, and governance challenges such as:

- ▶ Public services and facilities required to serve the future needs of future residents
- ▶ Structural relationships of overlapping service agencies and providers in newly developing territories



Based on the needs and opportunities identified in the "focus areas," each of the MSR prototypes will result in the following items required by state law:

### ☞ Nine determinations about present and future opportunities, constraints, and needs:

1. Infrastructure needs or deficiencies
2. Growth and population projections for the affected area
3. Financing constraints and opportunities
4. Cost avoidance opportunities
5. Opportunities for rate restructuring
6. Opportunities for shared facilities
7. Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers
8. Evaluation of management efficiencies
9. Local accountability and governance

### ☞ Sphere of influence updates for all cities and special districts.

In addition to the mandatory outputs outlined above, LAFCO and stakeholders in the prototype "focus areas" will emerge from the MSR process with recommended actions as next steps for stakeholders to begin planning for the areas' service, infrastructure, and governance challenges.



### Phase Three: Prototype Evaluation

#### **PROCESS EVALUATION**

Upon completion of the MSR prototypes, LAFCO will revisit the MSR Guiding Principles and evaluate the success of the MSR prototypes in light of those principles: Was it future-oriented? Was it valuable to the stakeholders as the end users? Was it an open and inclusive process?

The MSR approach and process will be revisited and fine-tuned based on the successes and shortcomings of the prototypes.

### Phase Four: MSR Implementation

#### **PROCESS IMPLEMENTATION**

In Phase Four, LAFCO will launch full implementation of the MSRs based on a prioritized five-to seven-year schedule. The MSRs will be conducted through an approach and process as described in later sections of this report.



# Orange County Local Agency Formation Commission

# *Municipal Service Reviews*

## FACT SHEET

### ♦ **What are "municipal service reviews?"**

Municipal service reviews, or "MSRs," are a new mandate from the state legislature requiring LAFCOs to conduct special studies on future growth and how our local agencies are planning for that future growth within our municipal services and infrastructure systems.

### ♦ **What's LAFCO legally required to do?**

Government Code Section 56430 requires LAFCO to conduct MSRs regionally or subregionally, make determinations on local agencies' spheres of influence, and make nine determinations about present and future opportunities, constraints, and needs. The nine required determinations are:

- (1) Infrastructure needs or deficiencies.
- (2) Growth and population projections for the affected area.
- (3) Financing constraints and opportunities.
- (4) Cost avoidance opportunities.
- (5) Opportunities for rate restructuring.
- (6) Opportunities for shared facilities.
- (7) Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers.
- (8) Evaluation of management efficiencies.
- (9) Local accountability and governance.

### ♦ **What's a "sphere of influence?"**

A sphere of influence, or "SOI," is a long-range planning tool that:

- Guides future LAFCO decisions on jurisdictional boundary changes for local agencies, such as annexations.
- Assists local agencies in planning for their future and probable service areas.
- Promotes cooperative planning efforts among the County, cities, and special districts, and facilitates the logical and efficient extension of services and facilities by those agencies.

• **What's LAFCO's approach to MSRs in Orange County?**

Orange County LAFCO is proposing a unique and innovative strategic and programmatic approach to the MSRs based on a set of **guiding principles**:

- MSRs should be **future-oriented** studies that address future growth and municipal service and infrastructure needs and opportunities over the next 15 to 20 years.
- MSRs should be **valuable to the stakeholders and the public as the ultimate end-users** of the studies.
- MSRs should be conducted through an **open and inclusive process**.

• **What areas of Orange County will the MSRs focus on?**

The MSRs will address both of Orange County's **urban core** and **urban fringe** areas.

- **Urban Core**: Orange County's older, more established areas developed prior to 1970. Municipal service issues for these areas generally focus on declining revenue streams, increasing housing and public service needs, urban runoff, and aging infrastructure.
- **Urban Fringe**: Orange County's newer, more recently developed or developing areas built after 1970. Municipal service issues for these areas lean more toward the extension of new infrastructure, public services and facilities, and structures of governance.

## Municipal Service Review Law

### Government Code Section 56430

56430. (a) In order to prepare and to update spheres of influence in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for service review the county, the region, the subregion, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

- (1) Infrastructure needs or deficiencies.
- (2) Growth and population projections for the affected area.
- (3) Financing constraints and opportunities.
- (4) Cost avoidance opportunities.
- (5) Opportunities for rate restructuring.
- (6) Opportunities for shared facilities.
- (7) Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers.
- (8) Evaluation of management efficiencies.
- (9) Local accountability and governance.

(b) In conducting a service review, the commission shall comprehensively review all of the agencies that provide the identified service or services within the designated geographic area.

(c) The commission shall conduct a service review before, or in conjunction with, but no later than the time it is considering an action to establish a sphere of influence in accordance with Section 56425 or Section 56426.5 or to update a sphere of influence pursuant to Section 56425.

(d) Not later than July 1, 2001, the Office of Planning and Research, in consultation with commissions, the California Association of Local Agency Formation Commissions, and other local governments, shall prepare guidelines for the service reviews to be conducted by commissions pursuant to this section.



## Sphere of Influence Law

### Government Code Section 56425

56425. (a) In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each local governmental agency within the county and enact policies designed to promote the logical and orderly development of areas within the sphere.

(b) At least 30 days prior to submitting an application to the commission for a determination of a new sphere of influence, or to update an existing sphere of influence for a city, representatives from the city shall meet with county representatives to discuss the proposed sphere, and its boundaries, and explore methods to reach agreement on the boundaries, development standards, and zoning requirements within the sphere to ensure that development within the sphere occurs in a manner that reflects the concerns of the affected city and is accomplished in a manner that promotes the logical and orderly development of areas within the sphere. If no agreement is reached between the city and county within 30 days, then the parties may, by mutual agreement, extend discussions for an additional period of 30 days. If an agreement is reached between the city and county regarding the boundaries, development standards, and zoning requirements within the proposed sphere, the agreement shall be forwarded to the commission, and the commission shall consider and adopt a sphere of influence for the city consistent with the policies adopted by the commission pursuant to this section, and the commission shall give great weight to the agreement in the commission's final determination of the city sphere.

(c) If the commission's final determination is consistent with the agreement reached between the city and county pursuant to subdivision (b), the agreement shall be adopted by both the city and county after a noticed public hearing. Once the agreement has been adopted by the affected local agencies and their respective general plans reflect that agreement, then any development approved by the county within the sphere shall be consistent with the terms of that agreement.

(d) If no agreement is reached pursuant to subdivision (b), the application may be submitted to the commission and the commission shall consider a sphere of influence for the city consistent with the policies adopted by the commission pursuant to this section.

(e) In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to each of the following:

(1) The present and planned land uses in the area, including agricultural and open-space lands.

- (2) The present and probable need for public facilities and services in the area.
- (3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
- (4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
- (f) Upon determination of a sphere of influence, the commission shall adopt that sphere, and shall review and update, as necessary, the adopted sphere not less than once every five years.
- (g) The commission may recommend governmental reorganizations to particular agencies in the county, using the spheres of influence as the basis for those recommendations. Those recommendations shall be made available, upon request, to other agencies or to the public. The commission shall make all reasonable efforts to ensure wide public dissemination of the recommendations.
- (h) When adopting, amending, or updating a sphere of influence for a special district, the commission shall do all of the following:
  - (1) Require existing districts to file written statements with the commission specifying the functions or classes of services provided by those districts.
  - (2) Establish the nature, location, and extent of any functions or classes of services provided by existing districts.
- (i) Subdivisions (b), (c), and (d) shall become inoperative as of January 1, 2007, unless a later enacted statute, that becomes operative on or before January 1, 2007, deletes or extends that date.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Travel Authorizations for the California Special Districts Association (CSDA) Annual Conference; the Internet Librarian Conference; the California Library Association Conference; the American Library Association Midwinter Meeting; and the Public Library Association Biennial Conference

**DATE:** September 19, 2005

**BACKGROUND**

1. California Special District Association (CSDA) Annual Conference, Long Beach, September 27 – 29, 2005. At its meeting on August 15, 2005 the Board authorized three registrations currently held by Minter, Escobosa and Turner. The Library Director is requesting ratification of a fourth registration at a cost of \$275 for Public Services Manager Jim Roberts since he has been asked to make a brief presentation on the District's Literacy Program at the Opening Luncheon and Annual Meeting. If any additional Trustees would like to attend the Opening Luncheon and Annual Meeting on Tuesday, September 27 the cost for a one-day registration including the Luncheon is \$125 per person and includes a full day of activities and the evening reception. All items to be paid from the General Fund.
2. The Internet Librarian Conference, Monterey, October 23-27, 2005. The program addresses a wide range of technical topics for web based library services and electronic library services. An analysis of the cost is Attachment A. The Library Director recommends that Technology Manager Vernon Napier attends at a cost not to exceed \$2,175 from the General Fund.
3. The California Library Association Annual Conference, Pasadena, November 4-7, 2005. The Library Director recommends that Public Services Manager Jim Roberts attend for 2 days at a cost not to exceed \$495 to be paid from the CLLS Grant with the State Library reimbursing \$144.62 for one night in the hotel. The Library Director also recommends that Librarian II Mary Strazdas attend the entire Conference at a cost not to exceed \$920 to be paid from the General Fund. The Board may authorize additional Staff or Trustees to attend for single days of the Conference at a cost not to exceed \$220 per person to be paid from the General Fund.. An analysis of the cost for all of these options Attachment B.
4. The American Library Association Midwinter Meeting, San Antonio, TX, January 20-23, 2006. Library Director Minter requests to attend at a cost not to exceed \$1,670 to be paid from the General Fund. An analysis of the cost is Attachment C.

5. The Public Library Association Biennial Conference, Boston, MA, March 21-25, 2006. Library Director Minter requests to attend at a cost not to exceed \$2,410 to be paid from the General Fund. An analysis of the cost is Attachment D.

#### **RECOMMENDATIONS**

1. Ratify the registration of Public Services Manager Roberts for the California Special Districts Association Annual Conference (CSDA), September 27-29, 2005 in Long Beach at a cost of \$275 plus mileage and parking expenses.
2. Determine if any additional Trustees will attend the CSDA Opening Session and Luncheon on Tuesday, September 20, 2005 in Long Beach at a cost of \$125 plus mileage and parking expenses.
3. Authorize Technology Manager Napier to attend the Internet Librarian Conference in Monterey, October 22-27, 2005 at a cost not to exceed \$2,175 to be paid from the General Fund.
4. Authorize Public Services Manager Roberts to attend the State Library Literacy Services Meeting in Pasadena on November 3, 2005 and the California Library Association Annual Conference on November 4, 2005 at a cost not to exceed \$495 to be paid from the State Library Literacy Grant.
5. Authorize Librarian II Strazdas to attend the California Library Association Annual Conference in Pasadena, November 4-7, 2005 at a cost not to exceed \$920 to be paid from the General Fund.
6. Authorize the expenses for any Staff or Trustees who want to attend a single day at the California Library Association Annual Conference in Pasadena, between November 4 and 7, 2005 at a cost not to exceed \$220 per person to be paid from the General Fund.
7. Authorize Library Director Minter to attend the American Library Association Midwinter Meeting in San Antonio, TX, January 20-23, 2006 at a cost not to exceed \$1,670 to be paid from the General Fund.
8. Authorize Library Director Minter to attend the Public Library Association Biennial Conference, Boston, MA, March 20-25, 2006 at a cost not to exceed \$2,410 to be paid from the General Fund.

Placentia Library District  
Travel Estimate

Name: Vernon Napier  
Event: Internet Librarian Conference  
Location: Monterey, CA  
Fund: General Fund

Date	Sat 10/22/05	Sun 10/23/05	Mon 10/24/05	Tue 10/25/05	Wed 10/26/05	Thur 10/27/05	TOTAL
Registration		278.00	245.00				523.00
Hotel	150.00	150.00	150.00	150.00	150.00		750.00
Breakfast		15.00	15.00	15.00	15.00	15.00	75.00
Lunch	20.00	20.00	20.00	20.00	20.00	20.00	120.00
Dinner	25.00	25.00	25.00	25.00	25.00		125.00
Air/Train							-
Local Trans.							-
Mileage @ \$ .485	181.88	14.55	14.55	14.55	14.55	181.88	421.95
Parking/Tolls		10.00	10.00	10.00	10.00		40.00
Telephone							-
Misc.	20.00	20.00	20.00	20.00	20.00	20.00	120.00
<b>TOTAL</b>	<b>396.88</b>	<b>532.55</b>	<b>499.55</b>	<b>254.55</b>	<b>1,683.53</b>		<b>2,174.95</b>



Placentia Library District  
Travel Estimate

Name: Jim Roberts  
Event: California Library Association Conference/State Library Literacy Meeting  
Location: Pasadena, CA  
Fund: General Fund -- CLLS Grant

	Thur	Fri	TOTAL
Date	11/03/05	11/04/05	
Registration		170.00	170.00
Hotel	144.62		144.62 *
Breakfast		15.00	15.00
Lunch	20.00	20.00	40.00
Dinner	25.00		25.00
Air/Train			-
Local Trans.			-
Mileage @ \$ .485	19.40	19.40	38.80
Parking/Tolls	10.00	10.00	20.00
Telephone			-
Misc.	20.00	20.00	40.00
<b>TOTAL</b>	<b>239.02</b>	<b>254.40</b>	<b>493.42</b>

\* The State Library will reimburse for 1 night at the hotel

Name: Mary Strazdas  
Event: California Library Association Conference  
Location: Pasadena, CA  
Fund: General Fund

	Fri	Sat	Sun	Mon	TOTAL
Date	11/04/05	11/05/05	11/06/05	11/07/05	
Registration	195.00				195.00
Hotel	144.62	144.62	144.62		433.87
Breakfast		15.00	15.00	15.00	30.00
Lunch	20.00	20.00	35.00	30.00	75.00
Dinner	25.00	25.00	25.00		75.00
Air/Train					-
Local Trans.					-
Mileage @ \$ .485	19.40			19.40	19.40
Parking/Tolls	10.00	10.00	10.00	10.00	30.00
Telephone					-
Misc.	20.00	20.00	20.00	20.00	60.00
<b>TOTAL</b>	<b>434.02</b>	<b>234.62</b>	<b>249.62</b>	<b>94.40</b>	<b>918.27</b>

Placentia Library District  
Travel Estimate

Name: Additional Participants  
Event: California Library Association Conference  
Location: Pasadena, CA  
Fund: General Fund

	Sat
Date	11/05/05
Registration	125.00
Hotel	
Breakfast	15.00
Lunch	20.00
Dinner	
Air/Train	
Local Trans.	
Mileage @ \$ .485	38.80
Parking/Tolls	10.00
Telephone	
Misc.	10.00
<u>TOTAL</u>	<u>218.80</u>

Placentia Library District  
Travel Estimate

Name: Elizabeth Minter  
Event: American Library Association Midwinter Meeting  
Location: San Antonio, TX  
Fund: General Fund

Date	Fri 01/20/06	Sat 01/21/06	Sun 01/22/06	Mon 01/23/06	TOTAL
Registration	100.00				100.00
Hotel	225.00	225.00	225.00		675.00
Breakfast		15.00	15.00	15.00	45.00
Lunch	20.00	20.00	20.00	20.00	80.00
Dinner	25.00	25.00	25.00		75.00
Air/Train	400.00				400.00
Local Trans.	40.00	20.00	20.00	40.00	120.00
Mileage @ \$ .485	21.83			21.83	43.65
Parking/Tolls	12.00	12.00	12.00	12.00	48.00
Telephone					-
Misc.	20.00	20.00	20.00	20.00	80.00
<b>TOTAL</b>	<b>863.83</b>	<b>337.00</b>	<b>337.00</b>	<b>128.83</b>	<b>1,666.65</b>





Placentia Library District  
Travel Estimate

Name: Elizabeth Minter  
Event: Public Library Association Biennial Conference  
Location: Boston, MA  
Fund: General Fund

	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
Date	03/20/06	03/21/06	03/22/06	03/23/06	03/24/06	03/25/06	
Registration		135.00	170.00				305.00
Hotel	160.00	160.00	160.00	160.00	160.00		800.00
Breakfast	15.00	15.00	15.00	15.00	15.00	15.00	90.00
Lunch		40.00	20.00	40.00	40.00	25.00	165.00
Dinner	25.00	25.00	25.00	50.00	25.00		150.00
Air/Train	500.00						500.00
Local Trans.	100.00	20.00	20.00	20.00	20.00	100.00	280.00
Mileage @ \$ .485							-
Parking/Tolls							-
Telephone							-
Misc.	20.00	20.00	20.00	20.00	20.00	20.00	120.00
<b>TOTAL</b>	<b>820.00</b>	<b>415.00</b>	<b>430.00</b>	<b>305.00</b>	<b>1,970.00</b>		<b>2,410.00</b>



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Library Director's Report  
**DATE:** September 19, 2005

Activities Report:

Aug 10 Met with Sal Valdez, McMurray-Stern, to review the issues with the Friends shelving installation.

Met with the Placentia Legacy Committee to discuss marketing its brochure. It was agreed to hold a press conference on September 22, to present the brochure to the City Council on September 20, to prepare an oversize copy of the brochure front panel to display at agency events and to continue the process of distributing the brochures to area financial planners, CPAs and estate attorneys.

Aug 11 Attended the Friends volunteer luncheon at the home of Nancy Lone-Tollefson.

Aug 15 Library Board Meeting.

Aug 19-Sep 5 Vacation

Aug 20 Substituted as Saturday Manager at the Library.

Aug 23 Attended the CA EDD Employer Advisory Council Meeting for a training program on wages and hours, Laguna Hills.

Aug 24 Participated in the Strategic Planning Mission Commission meeting.

Aug 25 Attended the Chamber of Commerce Breakfast.

Aug 31 Participated in Librarian I interviews.

Presented the program at the Chamber of Commerce Network Luncheon.

Sep 7 Met with Louise Mazerov, Buena Park Library, to finalize Strategic Planning Focus Group questions.

Sep 8 Met with graduate student from Cal State Fullerton to discuss personnel administration for a MPA Personnel Class.


Conducted a meeting of the Placentia Legacy Committee to continue planning for its marketing activities.

- Sep 9 Removed and replaced all of the books from the new Friends shelving so that the McMurray Stern representative could install backings. The shelving parts are still incomplete.
- Sep 12 Attended an Infopeople workshop at Los Angeles Public Library featuring Diane Mayo talking about the state of the art in library automation. Fortunately we decided to return home after the morning session and did not get caught in the Library during the blackout in downtown Los Angeles.
- Sep 13 Attended the Executive Committee Meeting for the Independent Special Districts of Orange County.
- Met with Mary Jane Perlick, CPS Human Resources Specialists, to review the position description survey for management staff and finalize the schedule for completion of the questionnaire by the exempt employees.
- Sep 14 Attended a workshop conducted by the California State Controller on the content and completion of the Annual Financial Report upon which legislative decisions about independent special district funding issues are based.

Staff Meetings:

- Aug 17 Status reports on the strategic planning process from Public Services and Technology Services. Staff also discussed the scheduling changes with the new staff. Staff also discussed Library Card Sign-up Month and the Newsletter for Teachers.
- Sep 7 Status reports on the strategic planning process from Public Services and Technology Services with no activity since the previous staff meeting. Public Services reported that Library Card Sign-up Month is underway and that the Newsletter for Teachers has been distributed.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: September 19, 2005

SUBJECT: Program Committee Report for the month of August.

***ADULT SERVICES***

	Aug 04-05	Aug 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	1	0	2	1
NUMBER OF ATTENDEES	15	00	30	35

***CHILDREN'S SERVICES***

	Aug 04-05	Aug 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	28	22	28	22
NUMBER OF ATTENDEES	1,000	1,533	1,000	1,533

***PROGRAM COMMITTEE***

	Aug 04-05	Aug 05-06	YTD 04-05	YTD 05-06
NUMBER OF MEETINGS	0	1	0	1
NUMBER OF ATTENDEES	0	6	0	6
NEWS RELEASES	NA	2	NA	2

***LITERACY SERVICES***

	Aug 04-05	Aug 05-06	YTD 04-05	YTD 05-06
Total Tutors	145	64	145	64
Total Students	159	75	159	75
Total Hours	1,739	622	1,739	622

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



To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian



Date: for Board Meeting, September 19, 2005


**Subject: August 2005 Activities in the Children's Department**

<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lap Sit 2 years and under	4	223
Story Time (a.m.) 3 - 6 year olds	4	258
Music Time 3 - 4 year olds	5	229
Music Time 5 - 6 year olds	5	165
Read to the Dogs event	1	33
Summer Reading Program Registrations (8/1 to 8/06)	1	12
Summer Reading Program Events	2	158
Pajama Time (6:00 p.m. Wednesday)	5	118
Pajama Time (6:30 p.m. Wednesday)	5	70
<b>Total August 2005</b>	<b>32</b>	<b>1,266</b>
<b>August 2004</b>	<b>22</b>	<b>1004</b>
<b>Current FY to date</b>	<b>54</b>	<b>2799</b>
<b>Previous FY to date</b>	<b>49</b>	<b>2228</b>





TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: September 19, 2005

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

**Tutor Training.** There was one tutor training workshop in August, and nine tutors were trained, six adults and three teens. All new volunteer tutors are matched or pending match.

**Families for Literacy (FFL) Program Status.** We had no FFL programming in July.

**Placentia Rotary Reading Enrichment Program (PRREP).** PRREP will start again during school year 2005-06 in late September. We'll be recruiting PRREP tutors from El Dorado High School and Valencia High School participate in the program this past school year.

**PLLS to start two new homework clubs.** On September 19, we will start a new homework club at the Homeless Intervention Shelter (H.I.S. House) where there are fourteen (14) school-age children. On that same date, we will start a homework club at Topaz Elementary School for seventh grade students who are attending Tuffree Middle School and graduated from Topaz.

**English Language and Literacy Intensive (ELLI) Program Update.** We have already started ELLI again this school year. We plan to have ELLI active at three elementary schools: Ruby Drive, and Topaz, and Tynes.

**Grant Update.** Our grant writer, Machoskie & Associates, submitted several letters of inquiry to possible grantors in August.

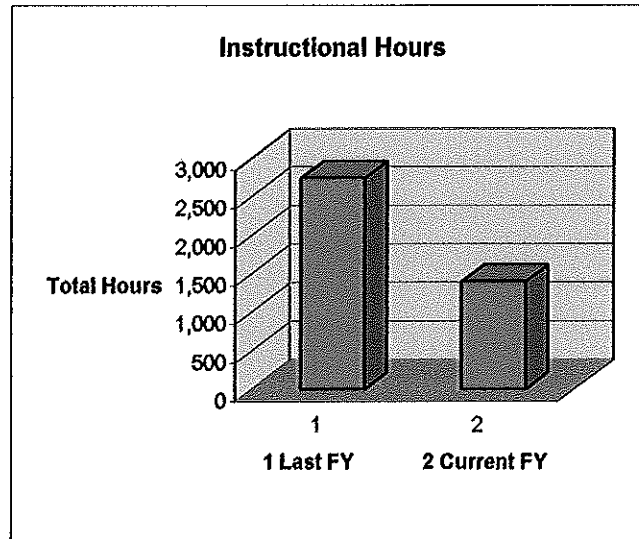
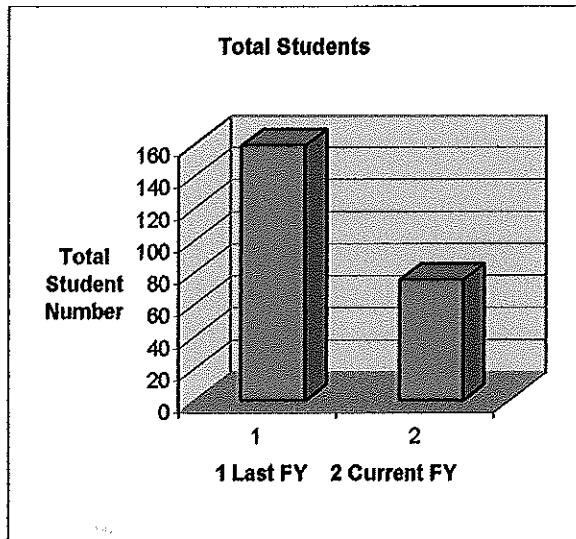
**Federal Work Study (FWS).** Our FWS partnership with Financial Aid at Cal State Fullerton grew stronger during FY 2004-05. In that respect, our FWS allocation for FY 2005-06 is \$70,000, and we already have sixteen (16) students approved for this coming year. Our FWS partnership is also very strong with Western State College University of Law as we have ten (10) already signed-up.

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

## Placenta Library Literacy Services

### Report of Growth and Progress

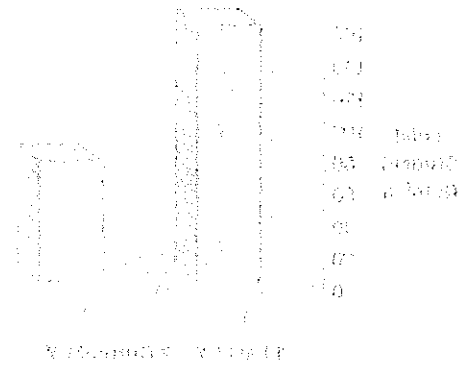
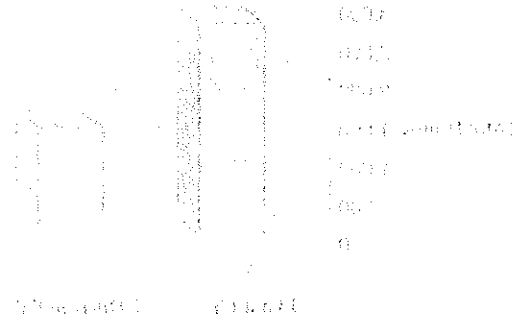
	Aug 04-05	Aug 05-06	YTD 04-05	YTD 05-06
<b>Tutors</b>				
Adult	73	44	91	51
Teen	52	35	57	38
Hours Instruction	936	609	2,675	1,231
Other Volunteer Hours	60	80	120	160
<b>Total Hours</b>	<b>996</b>	<b>689</b>	<b>3,795</b>	<b>1,391</b>
<b>Training Workshops</b>				
Workshops Held	2	1	5	1
Tutors Trained	6	9	25	9
<b>Students</b>				
With Adult Tutors	76	58	98	66
With Teen Tutors	67	47	67	49
In Groups	0	0	0	0
<b>Total Active Students</b>	<b>143</b>	<b>105</b>	<b>165</b>	<b>115</b>
<b>Families for Literacy</b>				
Family Students	19	5	19	5
Family Tutors	10	5	10	5
Hours of Instruction	80	60	160	120
<b>ELLI Program</b>				
K-6th Grade Students	0	0	0	0
Tutors for K-6th Grade	0	0	0	0
Hours of Instruction	0	0	0	0
<b>Total Tutors</b>	<b>125</b>	<b>79</b>	<b>151</b>	<b>87</b>
<b>Total Students</b>	<b>143</b>	<b>105</b>	<b>159</b>	<b>115</b>
<b>Total Instruction Hours</b>	<b>936</b>	<b>609</b>	<b>2,735</b>	<b>1,391</b>



2000-01-01  
2000-01-01

2000-01-01

2000-01-01



TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian *MS*  
DATE: August 31, 2005  
SUBJECT: **Reference and Adult Services report for August, 2005**

- There were two Program Committee meetings during the month.
- There was a China book display in the library with available bibliographies for patrons.
- “Join the Major Leagues @ Your Library” is a promotion originated by ALA. It encourages reading and computer use among all age groups through a contest awarding tickets, transportation, and a hotel stay to a World Series game as well as other prizes. Our library display includes many books and videos about baseball and information about the contest.
- A summer reading display will be in the trough through the summer months. It includes a sheet of suggested websites.

Statistical Comparisons at the Reference Desk  
August / FY 2005/2006

	2004	2005	YTD 04-05	YTD 05-06
Phone Reference Questions	150	189	260	367
Desk Reference Questions	1011	1795	2081	3323
E-Mail Reference Questions	6	4	11	5
Ready Reference	54	28	93	51
Instruction	23	57	44	99
Computer Use	1701	3182	3164	5754
Reference Books: In-Library Use	50	13	98	35
Patron Database Signups	197	286	422	408

TO: Elizabeth Minter, Library Director  
FROM: Gary Bell, Librarian *GB*  
DATE: September 19, 2005  
SUBJECT: **History Room report for August**

History Room visitors in August: fiscal year 2005-2006: 4  
History Room visitors in August: fiscal year 2004-2005: 17(West Atwood Yacht Club Meeting)

Photos of the Melrose underpass construction were donated.

A number of book donations were added to the History Reference collection.

Several books were purchased for the History Reference collection.

Seventeen volumes of Huell Howser's California's Gold were added to the History Collection.

DVDs of "Packed Up, Squeezed Out", the readers theatre presentation of the local citrus packing industry are now available for check out.





To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

Date: September 19, 2005

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

In August, the Placentia Library District had 47,823 "hits," an average of 1,542 a day. Our year to date statistics are as follows:

Pages Visited	July-05/06	July-04/05	Aug-05/06	Aug-04/05		
Borrowers	246	215	238	248		
Friends	102	147	148	129		
District	190	156	255	214		
Kids	451	230	512	220		
Foundation	113	118	141	170		
History Room	227	192	254	232		
Literacy/CLC Logo	122	180	204	182		
Passports	614	484	529	350		
Poet Laureate	651	498	628	456		
Total Views Most Hits	2,716	2,220	2,909	2,201		

Total Most Hits YTD      2,716      2,220      5,625      4,421



TO: Elizabeth Minter, Library Director  
FROM: Vernon Napier, Technical Services Manager  
DATE: 15 September 2005  
SUBJECT: **Technology Report for August 2005**



- Installed Wi-Fi at HIS House
- Configured 6 laptops for use at HIS House
- Met with the Consortium Tech Team
- Met with sales rep to discuss replacing security gates at the checkout desk
- Set up the new disk check and disk repair machines. Began clearing the backlog of damaged disks
- Took delivery of replacement PCs earmarked for public use
- Initiated general clean-up of the staff workroom


\*\*\*\*\*

Projects under consideration

- Standardizing the Library's public access computers so that they run on the same operating system and provide the same applications.
- Converting newspapers on microfilm to a digital medium



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: September 19, 2005

**SUBJECT: Publicity materials produced for August 2005**

**Information on the Placentia Library cable channel #24, updated end of June 2005:**

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. Labor Day Closures
6. Library Departments
7. Israel: Small Country, Big Ideas
8. Friends of Placentia Library Used Bookstore
9. Bookstore Volunteers Needed
10. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday, Hours and Dates
11. Amazon.com
12. Library Hours
13. Labor Day Closures
14. Shop for the Library
15. Literacy Services Logo
16. Literacy Program Tutors Needed
17. Create a Legacy
18. North Orange County Genealogical Society
19. Placentia Historical Afghan Sale
20. 19<sup>th</sup> Annual Camp Library
21. Library Hours
22. Labor Day Closures
23. Dr. Charles Frazee Program
24. Telephone Renewal Instructions
25. Wi Fi Here Now
26. Adopt-A-Chair
27. Apply for your passport at Placentia Library
28. Passport Hours
29. Now Doing Passport Photos
30. Library Hours
31. Labor Day Closures
32. Placentia's Newest Local History For Children & Adults
33. Lapsit Storyhours
34. Story Times, ages 3-6
35. Music Times, ages 3-4
36. Music Times, ages 5-6
37. Story Time at Home, *Tumblebook Library*
38. Library Hours
39. Labor Day Closures
40. [www.placentialibrary.org](http://www.placentialibrary.org), 24/7 Reference, the Library Catalog
41. [www.placentialibrary.org](http://www.placentialibrary.org), Online Resources
42. Placentia History Room Hours
43. Placentia History Room Displays
44. Placentia History Room Collections

45. Placentia History Room Archival Resources
46. Create a Legacy
47. Labor Day Closures

**General Newspaper articles published:**

1. Ideas evolve for redevelopment
2. Tall order for libraries is filling their shelves
3. Lifting spirits of aging Lemke House
4. Residents question lack of City Council roll-call vote on 'consent calendar'
5. Cameras to focus on graffiti vandals
6. Local history
7. Placentia official announces exit


**Library Newspaper articles published:**

1. Super Readers build summer library numbers
2. Library board approves budget
3. Discount prices at library book sale (2)
4. Kids lap up puppy library time
5. Library grant (2)
6. Fee dropped
7. Training offered for library tutors
8. Placentia Library is seeking volunteers (1)
9. Training offered for library tutors
10. Summer Reading
11. Lapsit stories

**Flyers and Notices:**

1. Foundation thank you cards and ID cards are sent out
2. Adopt-a-Chair Campaign postcards
3. Email request forms
4. Friends membership thank you letters are sent out with membership cards
5. Second Sunday book sale flyers
6. Foundation Bookplates
7. Labor Day Closure signs
8. Volunteer Applications
9. Dr. Charles Frazee Flyers
10. Shop for the Library bulletin board

Welcome to Placentia Library District



411 East Chapman Avenue  
Placentia, CA 91870-6198  
714-528-1906  
[www.placentialibrary.org](http://www.placentialibrary.org)

Placentia Library  
Board of Trustees

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

Placentia Library  
Board of Trustees

Upcoming Meeting Schedule:  
Monday, Sep 19 at 6:30 P.M.  
Monday, Oct 17 at 6:30 P.M.  
Monday, Nov. 21 at 6:30 P.M.  
Monday, Dec. 19 at 6:30 P.M.

Placentia Library Hours

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

The Library Will Be **CLOSED**  
**Sunday, September 4<sup>th</sup>**  
and  
**Monday, September 5<sup>th</sup>**  
for  
**LABOR DAY**

Placentia Library  
528-1906


Renewals Ext.# 6  
Adult Services Ext.# 209  
Children Services Ext.# 212  
Literacy Ext.# 213  
Passport Information Ext.# 265  
Volunteer Information Ext.# 201  
[www.placentialibrary.org](http://www.placentialibrary.org)

**SMALL COUNTRY  
ISRAEL  
BIG IDEAS**

**MONDAY, OCTOBER 24 AT 7 P.M.**


THERE WILL BE LIGHT REFRESHMENTS

**USED BOOKSTORE**



☐ Staffed entirely by Volunteers  
☐ Located in the Library lobby

**GREAT BARGAINS!!**



**Bookstore Volunteers Always Needed!**


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

*Please call Laranne at 528-1925, Ext. 201 for information*

**SPECIAL BACKROOM SALE**  
**BARGAINS! BARGAINS! BARGAINS!**

When: Second Sunday of each month  
1:00 - 4:00 P.M.  
Upcoming Sales: Aug 14, Sep 11, Oct 9, Nov 13

Where: BACKROOM where Friends sort and price donations - ENTER through delivery entrance from parking lot

What: Everything in stock 

Why: To provide money to support Library needs while providing quality reading materials at low cost

**amazon.com**

Shop at amazon.com through Placentia Library's website, [www.placentialibrary.org](http://www.placentialibrary.org), and a percentage of the sale is donated to the Library!

**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	C L O S E D
Saturday	9:00 A.M. - 5:00 P.M.

**The Library Will Be CLOSED**

**Sunday, September 4<sup>th</sup>**  
and  
**Monday, September 5<sup>th</sup>**


for  
**LABOR DAY**

**Shop for the Library**  
[shopforliblibrary.net](http://shopforliblibrary.net)

**NEW! Shop for the Library**

Now you can shop from more than 700 online merchants and help raise funds for the Placentia Library at the same time.

Whenever you make a purchase through the Shop for the Library website, up to 25% of the sale goes to benefit the Library!

 **Placentia Library Literacy Services**

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

☎ 524- 8408, x215 or x213

**Placentia Library Literacy Services**


- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are:  
Aug 7<sup>th</sup> - Sep 11<sup>th</sup>\* - Oct 2<sup>nd</sup> - Nov 6<sup>th</sup>

\*Second Sunday of month due to holiday

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

**Support Placentia**

**create A Legacy**



**North Orange County Genealogical Society**


**LEARN HOW TO FIND YOUR ROOTS!**

**Monday, October 17 at 7 p.m.**

This program is free.  
Light refreshments will be served



Placentia Historical Afghans




Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$63.00

Proceeds support the Placentia History Room

**19th Annual  
Camp Library**



Friday, Nov 18 - 7:30 p.m.  
to  
Saturday, Nov 19 - 9:00 a.m.

\$5 \$5

Registration begins Sunday, Oct 16

Placentia Library Hours


Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	C L O S E D
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be **CLOSED**

Sunday, September 4<sup>th</sup>  
and  
Monday, September 5<sup>th</sup>

for  
**LABOR DAY**

Dr. Charles Frazee



The Byzantine Empire

Dr. Charles Frazee will be back at the Library for another fascinating evening of pictures and information. Refreshments will be available.

Monday, September 26 at 7 p.m.

Renew your books by phone  
Using Telecirc

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

Renew books


Find out which titles you have checked out

Find out which items you have on hold

Find out which titles you have overdue

Find out if you have any fines

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



Will fit Here Now!

Bring Your Own Chair!

**ADOPT-A-CHAIR**

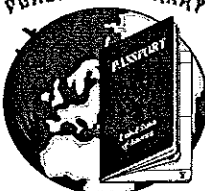
Help replace 44 splintering chairs in the Children's Department!



Call 628-1925, x201 for more information




PLACENTIA LIBRARY



Passport Application Acceptance Agency

*Passport Services Available at the Library*



**Passport hours at the Library are:**  
 Sunday 1:00 - 4:30 P.M.  
 Monday 9:00 A.M. - 8:30 P.M.  
 Tuesday 9:00 A.M. - 8:30 P.M.  
 Wednesday 9:00 A.M. - 8:30 P.M.  
 Thursday 9:00 A.M. - 5:30 P.M.  
 Friday CLOSED  
 Saturday 9:00 A.M. - 4:30 P.M.

Placentia Library is an official U.S. Department of State  
 Passport Acceptance Agency  
 For Passport information  
 call 951-796-265 or visit the Library Website www.placentialibrary.org

**NOW DOING PASSPORT PHOTOS!**


**2 PHOTOS FOR \$10**

**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
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**Monday, September 5<sup>th</sup>**  
*for*  
**LABOR DAY**

Placentia's Newest Local History  
 For Children & Adults





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

*Great Gift Idea  
 For Young & Old*


**Lapsit Story Times**  
*Presented by Lin Baesler*  
 Ages newborn to 2 years

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

In the  
 Childrens Area





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




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

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




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



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


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



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

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

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



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

**Story Time at Home**

Use the *Tumblebook Library*  
at  
[www.placentialibrary.org](http://www.placentialibrary.org)

Click on: Just for Kids

Click on the Tumblebooks icon

An on-line collection of animated, talking picture books

**Placentia Library Hours**

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**LABOR DAY**

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

**24/7 Reference**

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

**The Library Catalog**

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


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

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

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

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

**Placentia History Room**




Staffed & Managed  
by Librarians  
& Volunteers

**Hours**  
Monday & Tuesday &  
Wednesday  
1:00 - 3:00 P.M.  
*Out of hours by special arrangement*

**Placentia History Room**

Displays currently featuring

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



**Placentia History Room**

Historical Collections Include

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

**Placentia History Room**

Archival Resources Include

📖 West Alwood Yacht Club membership	📖 Virginia Carpenter photograph collection
📖 Assorted Samuel Lewis Krummer maps and papers	📖 Placentia Courier negative collection
📖 Articles on international student visit to Placentia, Italy	📖 Historic photograph collection
📖 West Placentia Ethnic League	📖 Newspaper clippings, brochures, newsletters, maps of local historic interest
📖 International Kiwanis papers and scrapbook (1965-1970)	



Placentia News  
Weekly AUG 11 2005

# Ideas evolve for redevelopment area

Officials call for more retail and open space, possibly a plaza, to changing Placentia Westgate plans.

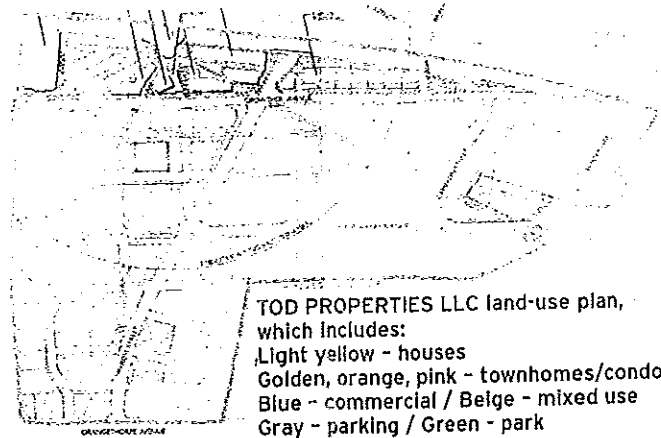
By SUSHMA SUBRAMANIAN  
PLACENTIA NEWS-TIMES

into a county destination and to attract additional retail revenue with a railroad museum and hotel has evolved into a scaled-down version with clusters of townhouses and pockets of retail and mixed-use spaces, according to a land-use plan by developers hired by the city.

But TOD Properties LLC's blueprint for the proposal -

What was once an ambitious plan to turn Placentia

SEE IDEAS • PAGE 4



TOD PROPERTIES LLC land-use plan, which includes:  
Light yellow - houses  
Golden, orange, pink - townhomes/condos  
Blue - commercial / Beige - mixed use  
Gray - parking / Green - park

## IDEAS: Critics say more commercial needed

FROM PAGE 1

ed Placentia Westgate - is expected to change again, because city officials are calling for more park space and retail establishments.

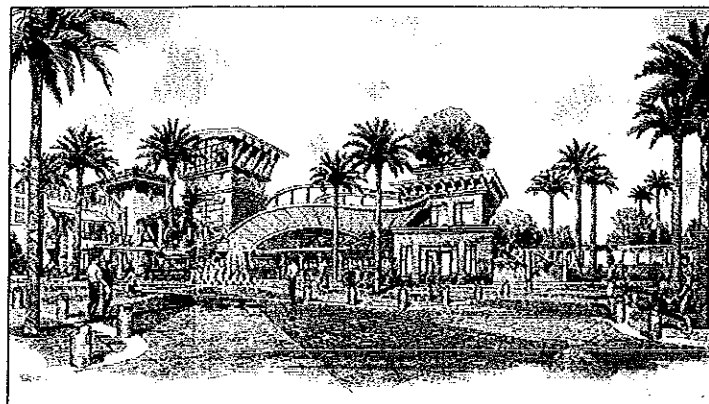
City Administrator Bob Dominguez discussed his additions to the proposal last week at a Joint Business and Economic Development Committee meeting.

TOD is the master developer for the area bounded generally by the railroad tracks, the freeway, Orangethorpe Avenue, the city boundary and Kraemer Boulevard.

Dominguez said city additions to the redevelopment plan would possibly include more open space for a town plaza and retail establishments in a strip along the east side of the Orange (57) Freeway, to draw consumers to the city. The businesses would replace TOD's plans for a multi-story parking structure near train tracks and a strip of houses.

A town plaza would help draw consumers to Old Town businesses, Dominguez said.

"We're hoping for open spaces," he said. "We're looking for intensity of develop-



CITY OF PLACENTIA ARTIST RENDERING

Placentia redevelopment plans released in 2003 included a focal-point plaza at Bradford Avenue and Santa Fe Street.

ment, not necessarily density."

Some people at the meeting said the plaza would not be enough to boost the area's retail business.

"The draw was the hotel, a movie theater complex and the railroad museum," said Craig Green, who disagrees with the revamped land-use plan. "All of this stuff and all of a sudden all you have is 54 townhouses. Basically, that's a draw on public services, and it involves getting rid of an industrial area that provides people jobs. I doesn't bring in sales tax."

Placentia's redevelopment

project aims to add revenue through new businesses, amenities and entertainment venues - a gateway, where visitors and residents would walk around Old Town, shop at the stores, eat at the restaurants and spend their money in Placentia. The plan fuses downtown revitalization with a planned Metrolink station near Bradford and Crowther avenues.

Many of the ideas fell by the wayside when city officials pledged not to use eminent domain power to acquire land for the projects, Dominguez said. He added that the area

would be revitalized solely by individual investments that the city would try to attract with a planned rail station and new zoning laws.

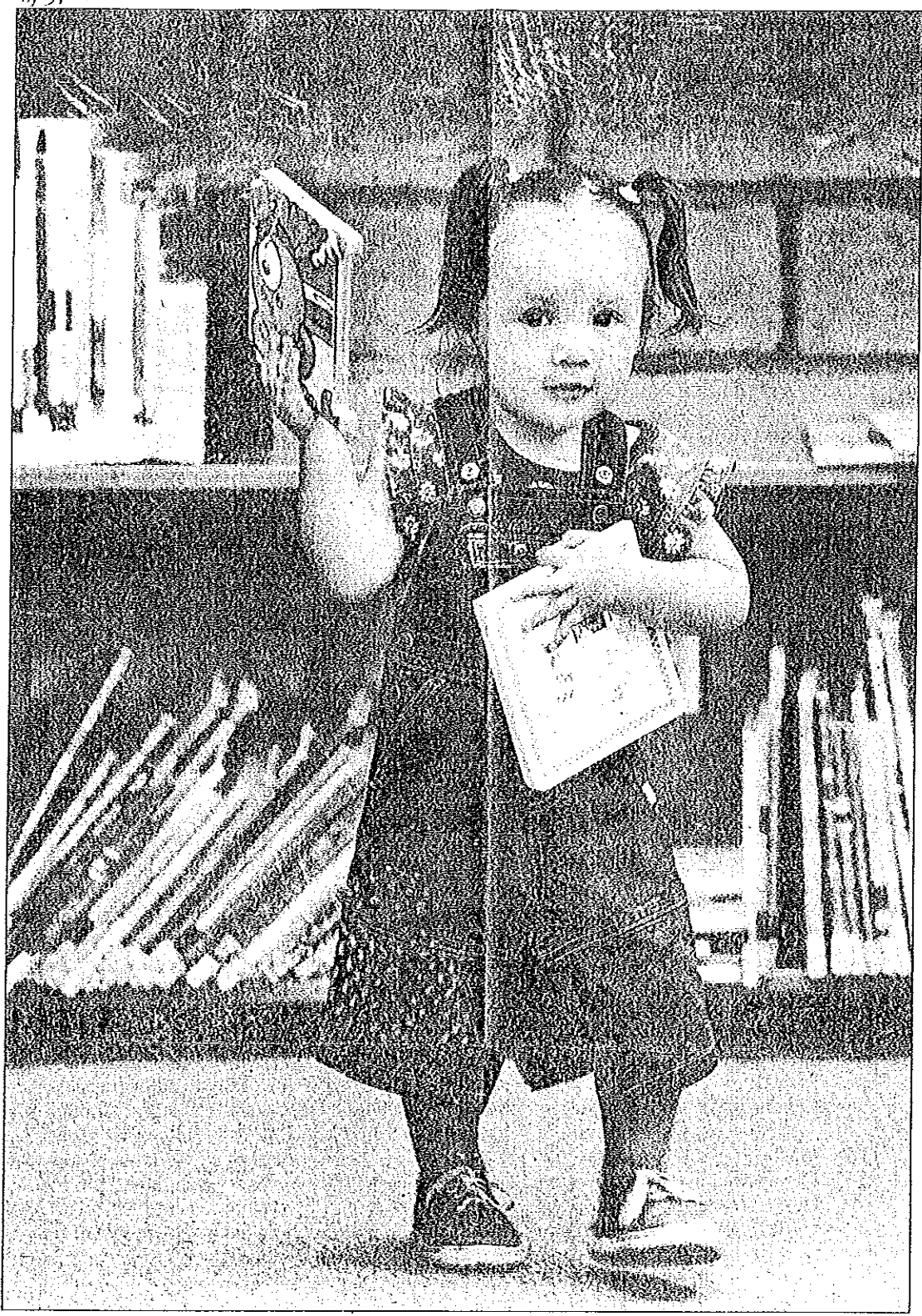
Placentia recently moved higher on the list for an Orange County Transportation Authority Orangethorpe Corridor station, which would be located next to the tracks adjacent to the freeway, since Yorba Linda declined a similar offer. The OCTA schedule calls for completion of the Placentia station in six years, but city officials are trying to move up the date.

The station is crucial to the city plan for transit-oriented development, Dominguez said.

The city also plans to court investors by creating new laws to allow increased density and higher buildings in the redevelopment area.

If a proposed parking complex near the freeway is eliminated from the plan to make way for retail establishments, city officials would have to decide on another solution to parking problems in the area. Old Town business owners have complained about lack of parking space ever since two parking lots adjacent to Crowther were sold to TOD for building condominiums.

Los Angeles Times  
OC Edition  
Daily  
AUG 19 2005



Photographs by IRFAN KHAN *Los Angeles Times*  
**READER IN TRAINING:** *Kassandra Lopez has her hands full with children's books. Budget crunches have shrunk county library system funding across California since the early 1990s.*

# Tall Order for Libraries Is Filling Their Shelves

The latest Harry Potter book makes San Bernardino County's low funding obvious.

By STEPHANIE RAMOS  
Times Staff Writer

At San Bernardino County libraries, the waiting list for "Harry Potter and the Half-Blood Prince" had reached 200 before that sixth novel in the popular series was even released.

The library system had ordered 100 copies, and when it hit the shelves the demand was so great that 150 more were urgently purchased — busting the already tight budget for children's literature.

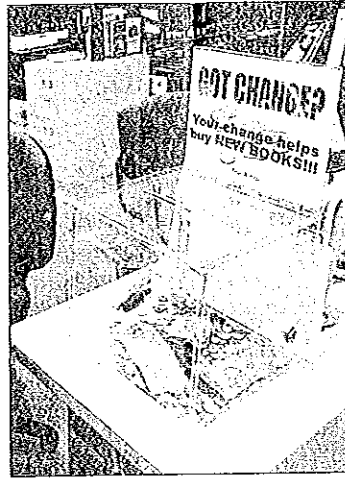
Harry Potter mania comes around only about once a year, but a scarcity of books is something library administrators and users deal with regularly. State and county budget crunches have significantly shrunk county library system funding across the state since the early 1990s, particularly affecting the 29 branches in rapidly growing San Bernardino County.

"It's one of the lowest budgets for a library [system] of its size in the country," says County Librarian Ed Kieczykowski. "Maybe even the lowest."

The library system's budget has been about \$9 per resident since 2002. During the 2004-05 fiscal year, 60 cents of that \$9 could be used to buy new materials; the remainder going toward upkeep, staff and daily expenditures.

The county's per-capita spending on new library materials, Kieczykowski says, is far less than the \$2.81-per-person average that other California library systems spent during 2004-05 on new materials, which include books, electronic databases, DVDs, videos and CDs.

As new residents swell the county's ranks, library administrators say, the branches can barely handle the demand. "Nobody makes anybody go to the library," Kieczykowski says. "But people come, and we serve every-



**AID:** San Bernardino County uses donations and volunteers to boost its acquisitions budget.

body. But we need to have money to run services."

Kieczykowski and the county's collection development coordinator, Nannette Brinker-Barrett, say their biggest problem is getting books onto the stacks.

"It's like going to [the local grocery store] and having no food to buy," Kieczykowski jokes.

"There are always new books coming out, more expensive books," Brinker-Barrett says. "In an ideal situation, people would see multiple copies of every title."

Instead, small budgets force Brinker-Barrett to choose between best sellers and educational books, between the latest edition of a printed encyclopedia or its electronic subscription.

She says many of the materials the county system receives are donated by individuals or through the efforts of volunteers, especially Friends of the Library.

"We probably don't buy enough of anything... but we at least try to have one copy of every [popular] title," she adds.

San Bernardino County was far closer to state spending averages before the state budget crisis of the early '90s. Afterward, the state kept more of the property tax money that had gone to fund county library systems.

Riverside County adjusted to the loss of funds, in part, by

adopting "development impact fees," which were approved in 2001 to raise the funds needed for serving a growing population. Industrial and residential developers are charged a per-unit fee, usually amounting to several thousand dollars, to bolster services such as police and fire, roads, parks and libraries. And developers are charged a separate, smaller fee to help support the library system.

"Things are looking up," says Nancy Johnson, a Riverside County librarian. "We are buying books at a rapid rate and we'll have very well-stocked libraries by the end of the year."

Johnson says the County Board of Supervisors "didn't want to turn off development, and they don't want to end library services, so they needed to raise the funds somehow."

Riverside County Supervisor Bob Buster, an initial proponent of the fees, says they are key to stocking libraries for a county with 1.9 million residents and counting.

Both counties are helping each other with an interlibrary loan system, bringing the combined materials count to 2.12 million.

Other counties in the region are also feeling the crunch. About ten years ago, Orange County's library system budget for new materials was \$6 million. This year, the collections coordinator for the county system will make do with \$2.5 million, or about \$1.66 per capita.

"I doubt you'll ever find a librarian or administrator to say that we're operating on too much funding," says John Adams, an Orange County librarian. "I think we're operating at an insufficient level of funding... [but] there are a couple of tactics that are helping" — such as fundraisers and materials sharing among libraries.

In San Bernardino County, three state grants and some local aid are helping the system handle the costs of building three more libraries over the next three years. The first of them is scheduled to open in Highland in 2006.

Placentia News  
Weekly AUG 18 2005

# Lifting spirits of aging Lemke House

By **SUSHMA SUBRAMANIAN**  
PLACENTIA NEWS-TIMES



LIANNE MILTON/PLACENTIA NEWS-TIMES

**SAVING THE** 1928 historic Lemke House was part of the plan by Church of Fullerton for the 1.5 acre site, with a new sanctuary opening next month in the home's back yard.

Workers are laying the final bricks for a walkway to a church behind the historic Lemke House, finishing a construction project that has taken five years because of controversial plans to replace an old barn in its back yard.

The new Church of Fullerton's sanctuary, which was built in the barn's place, is a Spanish-style adobe structure with swirling paint and a red-tile roof imitating the historic house in the 400 block of Placentia Avenue, bordering Fullerton.

It's a far cry from the run-down barn that housed a homeless man and a herd of rats, stood amid dead grass and had a tin roof that kept falling off. The church bought the land in 2001 and, after a series of city hearings, the barn was demolished.

Church leaders plan to occupy their sanctuary next month.

"We're very excited to move into the new building," said Matt Miller, a church elder. "We've been waiting so long."

Members of the Church of Fullerton will use the property for services in the Korean and Chinese languages, in a separate meeting hall from its

English services.

The church, with a mostly Asian congregation from Placentia and Fullerton, will also keep its property in the 1300 block of Placentia Avenue, to provide space for its expanding membership. The congregation has grown about 10 percent, to 250 members, since the church purchased the Lemke site.

Meanwhile, the church has made repairs to the original 1928 house, including painting the two-story building, replacing sheet rock and fixing the air conditioning.

Historical Committee members said the church's upgrades have improved the

house's appearance.

"It's an excellent example of how we can incorporate historical sites into redevelopment," said former committee President John Walcek. "They kept it architecturally how it is and added to the back yard of the lot.

"You can't even tell from the street that they have a big building in the back," Walcek said.

For years, the house on the site was home to Lewis Lemke, son of John Lemke, one of Placentia's pioneers.

In 1981, the property was named a city historic landmark. To further preserve it, the city limited the land use to

offices of attorneys or accountants.

Beginning in 1996, the absentee homeowner attempted to sell the land because the property did not bring enough money to be profitable, Miller said. But no one would buy the home because of its partial commercial use.

The house deteriorated and some Placentia residents were afraid that without any oversight, the building might follow the way of the dilapidated Kraemer House that had been damaged by fraternity parties and fires.

Others were afraid that placing a church in the back yard would reduce the property's historical integrity.

In 2001, the City Council approved the purchase of the property by the church, after its congregation made impassioned pleas for building a new meeting hall on the site.

Orange County Superior Court Judge Frederick Aguirre, who represented the church's effort at City Council meetings, said that keeping the historical site from completely deteriorating was more important than saving the barn.

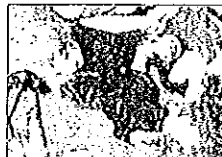
"I would rather alter the property by building a church in the back yard, than let it fall to ruin," Aguirre said.

## Kids lap up puppy library time

The library shouldn't be just about rows of books, says Children's Librarian Caroline Gurkweitz.

She wants the library to be fun and inviting, some- where kids can play and learn.

That is why Gurkweitz often invites four to 10 dogs from Bright and Beautiful Therapy Dogs Inc. to the library for kids to pet, talk and read to.



MELISSA JORDAN

"Some children have trouble reading and need someone who is not judgmental," she says.

The canines visit kids during "lap-sit" and story times and have been scheduled on the last Saturday of each month, a program that began this year.



Placentia News  
Weekly AUG 11 2005

# Residents question lack of City Council roll-call vote on 'consent calendar'

Finance director said method was adopted for ease of tracking budget numbers.

By **SUSHMA SUBRMANIAN**  
PLACENTIA NEWS-TIMES

Residents accused the City Council last week of breaking meeting rules by inappropriately placing items involving appropriations of money on the "consent calendar" agenda section.

Officials responded that they placed items in two sec-

tions of the agenda, so council members could approve some items as a group with no discussion required - then consider allocating the related city spending with a separate, roll-call vote.

For example, at the Aug. 2 meeting, council members approved hiring a new senior administrative analyst to coordinate rail-project construction, then later approved \$72,620 from the On-Trac budget to pay for the new position.

Council members unanimously approved the staff position in the agenda's "consent calendar" - the name for multiple items considered with a

simple voice vote. Then a roll call vote was held later in the meeting for the resolution that appropriated the money.

"It's important that we have a record of how the council members voted," Greg Sowards said. "When it's a consent calendar item, there's no record."

Finance Director Steve Brisco, who introduced the current system about five years ago, said that having dollar amounts in one area made it easier to record spending from the city budget.

"I've just always done it that way," he said. "I just thought it was clearer."

Sowards and other membes

of Citizens for Better Placentia have criticized the City Council's finance approval methods since last year.

Council voting procedures require roll calls for the adoption of any ordinance, resolution or order for payment of money.

While city officials contend their system is easier, they don't deny that it can be confusing to residents.

"It's kind of a question of which comes first, the chicken or the egg," city spokesman Matt Reynolds said. "Which do you do first - approve the item or do you approve the money that pays for the item?"

## UPDATES

# Super Readers build summer library numbers

### THEN

There were 869 kids who signed up for the Placentia Library's summer reading program this year, compared to about 700 last summer. Kids who finished weekly reading requirements and made visits to the library during the eight-week program received toys and gift certificates to restaurants, including In-N-Out, Mimi's Cafe or Hometown Buffet.

The program for boys and girls in preschool through eighth grade ended Aug. 13.

### NOW

They read 9,011 books throughout the summer for the "Super Readers" program; 628 kids collected prizes and 789 kids attended the program's events, including a session on exotic animals and other events.

### WHAT'S NEXT

Children's Librarian Carol Gurkweitz said she hopes to increase the number of kids who enroll in the program next summer.

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Placentia News  
Weekly AUG 25 2005

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Placentia News  
Weekly AUG 11 2005

## Discount prices at library book sale

The Placentia Library will hold a used-book sale from 1 to 4 p.m. Sunday in the library lobby, 411 E. Chapman Ave.

The book sales contain books donated by the community, with prices for hardcover books dropped to 10 percent of their retail prices and paperbacks available for 10 cents to 25 cents.

The library is also looking for more volunteers for its Book Store, to keep it open for the entire library service hours.

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

Placentia News  
Weekly AUG 11 2005

# Cameras to focus on graffiti vandals

## Placentia joins other Orange County cities with purchase of \$30,000 surveillance system.

By **SUSHMA SUBRAMANIAN**  
PLACENTIA NEWS-TIMES

Anaheim Police Lt. Joe Vargas was on a nighttime graffiti sting, sitting in his police car and monitoring a wall with a few other officers.

The police waited and waited and waited. But nothing happened.

That's when Vargas thought: "If we were watching this on a camera, we'd save a lot of money and manpower."

The Anaheim department tested a camera last year and after its success, workers are posting eight of them on telephone polls throughout the city.

Now, Placentia has joined a growing group of Orange County cities purchasing video surveillance equipment to monitor graffiti and crime,

based on the Anaheim tests that determined the cameras could reliably record suspects committing crimes.

The Placentia City Council voted last week to approve the Redevelopment Agency's purchase of a \$30,000 video camera for use in Old Town.

"Buying a camera is a lot cheaper than paying an extra patrol officer," Placentia Police Chief John Schaefer said.

The Placita Santa Fe Merchants Association donated \$500 to the purchase, which members said would improve the appearance of their stores.

But opponents say the cameras displace crime instead of preventing it, and others argue that the cameras act as a Big Brother-like tool.

"As you displace graffiti, it inevitably reduces it," Schaefer said.

Also, the video would be viewed only after graffiti was used, he added. It would not be constantly monitored.

In addition, the camera's supporters point to the recent London bombings, during which four suspects were captured because they were caught on video.

Fullerton has had a graffiti camera for about 10 years in elevators at the train station, next to a walkover that was often sprayed with graffiti.

Although Irvine has yet to install its video surveillance equipment, it was purchased earlier this month.

Each department purchased equipment from SensorWave, whose cameras were developed about two years ago.

Most of Placentia's graffiti stems from a rivalry between three rival gangs - La Plaz, Atwood and La Jolla.

Their images represent a moniker that acts as a turf designation.

And when the graffiti remains in place and visible for weeks, it entices other groups to do the same thing, Schaefer said.

The graffiti problem intensified last year, after the City Council decided to cut the \$130,000 graffiti cleanup plan on private property to save money in its budget.

When the walls of homes and the few stores on Park Lane, Avenida de Pio Pico, Arnold Drive and on Wallgreen, Melrose and La Jolla streets became a growing target for gang markings, the city reinstated the program this spring.

Mayor Scott Brady had also encouraged Schaefer to research ways to prevent graffiti from being painted.

Schaefer said a surveillance camera is the best option.

"People are getting more in line with the fact that video surveillance is the future," the chief said. "It's successful, and it seems to deter graffiti."

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The Register  
Daily AUG - 9 2005

### PLACENTIA

**Local history:** The city's historical committee on Thursday will discuss whether to sign a contract with Arcadia Publishing to publish a picture book on Placentia's history with the help of local historians. The meeting will be at 7 p.m. in council chambers, 401 E. Chapman Ave. Information: (714) 993-8124.

- Sushma Subramanian  
(714) 704-3796  
ssubramanian@aregister.com

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Placentia News  
Weekly AUG - 4 2005

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

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Placentia News  
Weekly AUG 11 2005

## Placentia Library

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

# Library board approves budget

<sup>332</sup>  
Grants for literacy services allow doubling of expenditures in the overall \$3.1 million guideline.

By **SUSHMA SUBRAMANIAN**  
PLACENTIA NEWS-TIMES

Expenditures for literacy services at the Placentia Library more than doubled in its 2005-06 budget approved Monday, compared to

2004-05.

The library received two grants this month to pay for the increased literacy programming, causing the spending plan to jump from \$21,050 to \$45,953 in the approximately \$3.1 million total budget.

"We've got two new programs, and we're doing a lot of new things," said library literacy coordinator Jim Roberts.

Placentia received \$48,600 from state library grants for a homework help program at the Homeless Intervention Shelter library, to help purchase laptops, plus science

and technology textbooks that are part of the school curriculum.

The library also received \$10,000 from PacificCare Health Systems Inc., to begin an after-school tutoring program at the Topaz Elementary School library. The school would be on the way home for many Tuffree Middle School students needing homework help after school.

Kids in the neighborhood used to attend Kraemer Middle School, which has become overcrowded, causing a clash between students from different neighborhoods, Roberts said.

In addition, the library's passport pictures and paperwork services increased revenue by about \$2,000 this year because of the decision last fall to keep the desk open beyond regular post office hours, including weekends.

Some Saturdays, the library completes about 50 passport applications, staff members reported.

The library also began taking \$10 passport pictures in January. The equipment for the photographs was paid for with receipts in the first month.

The library Board of Directors also decided Monday to eliminate a \$1 service fee for patrons to check out their books by using official identification instead of a library card. The fee was introduced to encourage patrons to carry their library cards.

Some staffers were concerned that people might take advantage of the new rule and stop bringing their cards.

Others said the fee had caused client dissatisfaction, with many patrons raising complaints at the checkout desk.

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The Register  
Daily **AUG - 2 2005**

**PLACENTIA**  
**Library grant:** The Placentia Library will hire a part-time coordinator for its new resource center at the Homeless Intervention Shelter House on Bradford Avenue. The position will be paid by a \$48,634 grant from the California State Library, money that will also pay for a satellite reference center and homework help club at HIS House by September.

- Sushma Subramanian  
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The Register  
Daily **AUG - 6 2005**

**PLACENTIA**  
**Library grant:** The Placentia Library has been awarded a \$48,234 Library Science and Technology Act grant to start an on-site homework tutoring project for children at the Homeless Intervention Shelter on Bradford Avenue. The funds are awarded by the California State Library and are valid for a year, with the clock having begun in July.

- Amy Taxin  
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The Register  
Daily **AUG 17 2005**

**PLACENTIA**  
**Fee dropped:** The library board decided Monday to kill a \$1 fee for checking out items without a library card. The fee was meant to push patrons to carry the cards but caused people to complain. "We think that maybe we can just encourage people to bring their library cards in other ways," library director Elizabeth Minter said.

- Sushma Subramanian  
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"It really has to do with all of the complaining," library Director Elizabeth Minter said. "We think that maybe we can just encourage people to bring their library cards in other ways. Just telling them."

Elimination of the fee will reduce library revenue by about \$200 a year, she said.

But if more people expect to check out books without their cards, the fee might have to be renewed, she added.

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Placentia News  
Weekly AUG - 4 2005

**Training offered for  
library tutors**

The Placentia Library will hold a training workshop for tutors from 1:30 to 4:30 p.m. Sunday in its meeting room, 411 E. Chapman Ave.

The program will help teach tutors to spark conversations

with their students, train them in pronouncing words for students unfamiliar with the English language and make them familiar with texts used by the library for tutoring services.

The sessions are free for tutors who pledge to volunteer for at least three months, for a minimum of one to two hours each week. Training materials are provided through a grant from the Rotary Club of Placentia.

Information: (714) 524-8408, Ext. 213.

To submit "Briefly" items, call (714) 704-3796, e-mail to [placentianewstimes@ocregister.com](mailto:placentianewstimes@ocregister.com), fax (714) 704-3714 or write to 1771 S. Lewis St., Anaheim, CA 92805.

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The Register  
Daily AUG 2 6 2005

**GOVERNMENT**

**Placentia official  
announces exit**

Placentia Finance Director Steve Brisco announced Thursday that he will step down because of what he called the city's unfriendly work environment.

"If you've seen the City Council meetings, you see why," Brisco said.

He has come under scrutiny by residents who questioned his accounting standards and said he left regular negative balances in city funds.

He has held the job for five years and plans to stay until he finds a new position, possibly at another public agency. Brisco's decision gives the city time to find a replacement.

Brisco is leaving of his own volition, City Administrator Bob Dominguez said.

- Sushma Subramanian  
(714) 704-3796

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The Register  
Daily AUG 2 4 2005

**PLACENTIA**

**Summer reading:** This year's summer reading program at the Placentia Library drew sign-ups from 869 kids, who read 9,011 books. Of those children, 628 collected prizes and 789 attended program events, including a session on exotic animals. Participation increased since last year, when about 700 signed up for the program.

- Sushma Subramanian  
(714) 704-3796  
[ssubramanian@ocregister.com](mailto:ssubramanian@ocregister.com)

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Placentia News  
Weekly AUG - 4 2005

**COMMUNITY  
HAPPENINGS**

**TODAY**

'Lapsit' stories for ages 2 and younger are read from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

SAFETY COMMITTEE MEETING  
AUGUST 31, 2005  
MINUTES

I. Call to Order: 2:17 P.M.

Members Attending: Katie Matas  
Wendy Goodson  
Caroline Gurkweitz

Members Absent: Esther Guzman

III. Old Business

1. The fire extinguishers were checked by Katie Matas on August 29, 2005.
2. The broken Koala Seat in the public women's restroom was removed. A new one was ordered.

IV. New Business

1. Staff has expressed concern about boxes of unsold book sale books being left in the loading dock area for extended periods of time. The Friends will discuss the situation at their next meeting.

The next meeting will be September 28, 2005 at 2:00 P.M.

Respectfully submitted,



Katie Matas

( )

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Orange County Local Agency Formation Commission  
***Municipal Service Reviews***

**FACT SHEET**

- ♦ **What are "municipal service reviews"?**  
Municipal service reviews, or "MSRs," are a new mandate from the state legislature requiring LAFCO to conduct special studies on future growth and how our local agencies will plan for that future growth within our municipal services and infrastructure systems.
  
- ♦ **What is LAFCO legally required to do?**  
Government Code Section 56430 requires LAFCO to conduct MSRs regionally or subregionally, make determinations on local agencies' spheres of influence, and make nine determinations about present and future opportunities, constraints, and needs. The nine required determinations are:
  - (1) Infrastructure needs or deficiencies
  - (2) Growth and population projections for the affected area
  - (3) Financing constraints and opportunities
  - (4) Cost avoidance opportunities
  - (5) Opportunities for rate restructuring
  - (6) Opportunities for shared facilities
  - (7) Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers
  - (8) Evaluation of management efficiencies
  - (9) Local accountability and governance
  
- ♦ **What is a "sphere of influence"?**  
A sphere of influence, or "SOI," is a long-range planning tool that:
  - Guides future LAFCO decisions on jurisdictional boundary changes for local agencies, such as annexations.
  - Assists local agencies in planning for their future and probable service areas.
  - Promotes cooperative planning efforts among the County, cities, and special districts, and facilitates the logical and efficient extension of services and facilities by those agencies.

• **What is LAFCO's approach to MSRs in Orange County?**

Orange County LAFCO proposes a unique and innovative, strategic and programmatic approach to the MSRs based on a set of **guiding principles**:

- MSRs should be **future-oriented** studies that address future growth and municipal service and infrastructure needs and opportunities over the next 15 to 20 years.
- MSRs should be **valuable to the stakeholders and the public as the ultimate end-users** of the studies.
- MSRs should be conducted through an **open and inclusive process**.

• **What areas of Orange County will the MSRs focus on?**

The MSRs will address both of Orange County's **urban core** and **urban fringe** areas.

- **Urban Core**: Orange County's older, more established areas developed prior to 1970. Municipal service issues for these areas generally focus on declining revenue streams, increasing housing and public service needs, urban runoff, and aging infrastructure.
- **Urban Fringe**: Orange County's newer, more recently developed or developing areas built after 1970. Municipal service issues for these areas lean more toward the extension of new infrastructure, public services and facilities, and structures of governance.