SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2007-08

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY							
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT			
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	TOTAL	TAX RATE

SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)

SUMMARY BY SOURCE (1)	Actual 2005-06 (2)	Actual 2006-07 (3)	Recommended 2007-08 (4)	Approved 2007-08 (5)	Fund Identification Other Than District General Fund (6)
Fund Balance Available	10,409	10,822	11,382		703 - PLACENTIA LIBRARY DISTRICT - AUTOMATED REPLACEMENT FUND
6610 Interest	422	571	575		
7130 Other Governmental Agencies					
7817 Interfund Transfers In - from Funds 700-799					
TOTAL MEANS OF FINANCING	10,831	11,393	11,957		

SUMMARY OF FINANCING REQUIREMENTS

SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 2005-06 (8)	Actual 2006-07 (9)	Recommended 2007-08 (10)	Approved 2007-08 (11)	Fund Identification Other Than District General Fund (12)
SERVICES & SUPPLIES					
1800 Office Expense					
1900 Professional and Specialized Services					
1912 Investment Administrative Fees	9	11	15		
TOTAL SERVICES & SUPPLIES	9	11	15		
5200 Appropriation for Contingencies			11,942		
TOTAL FINANCING REQUIREMENTS	9	11	11,957		

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - I & S
FISCAL YEAR 2007-2008

At a meeting held on August 20, 2007, the Board of Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the schedules for the Fiscal Year 2007-2008 in the amount of $ 190,823 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing.
Adjust 5200 -- Appropriation for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: Betty Escobosa Chairperson: Al Shkoler
(Please Print)

Richard DeVecchio, Ed.D. Gaeten A. Wood

Jean A. Turner

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870

ATTN: Mgr. Administrative Services Telephone: 714-528-1925, Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: 714-528-1925, Ext. 202
E-mail: administration@placentialibrary.org

COUNTY OF ORANGE
Placentia Library - I & S DISTRICT
FISCAL YEAR 2007-2008

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (From Budget Resolution)

Estimated Rate _____ , or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

_____
Signature of Chairperson of Board

_____
Signature of Secretary

_____
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - I & S DISTRICT
FISCAL YEAR 2007-2008

SCHEDULE FOR FUND BALANCE AVAILABLE

Line		
1.	Fund Balance - 06/30/06 (from last year's schedule,Line 4)	172,598
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2006-2007	9,102
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2006-2007	(177)
4.	Fund Balance - 06/30/07 (Line 1 + 2 - 3)	181,523
5.	Less: Total Reserves @ 06/30/07 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves 0	
5B.	Other Reserves 0	
5C.	Total Reserves (line 5A + 5B)	(0)
6.	Total Fund Balance Available 07/01/07 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	181,523

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203

COUNTY OF ORANGE

Placentia Library - I & S DISTRICT

FOR FISCAL YEAR 2007-2008

SCHEDULE FOR RESERVE REQUIREMENTS

	1 2006-2007 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2007-2008
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)	0	0	0	0
Other Reserves (Provide Detail):	0	0	0	0
TOTAL	0	0	0	0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule for Fund Balance Available, Lines 5A and/or 5B.
2. Record any decrease in reserves to Column 2. Post total of Column 2 to Schedule 16, Column 4, Cancellation of Reserves.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Increase or New Reserves.
4. Reserves for 2007-2008 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Incre or New Reserves (Column 3).

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203

Prepared by: (County) Verified by:

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2007-08

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY							
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT			
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	TOTAL	TAX RATE
Interest and Sinking								

SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)

SUMMARY BY SOURCE (1)	Actual 2005-06 (2)	Actual 2006-07 (3)	Recommended 2007-08 (4)	Approved 2007-08 (5)	Fund Identification Other Than District General Fund (6)
Fund Balance Available	166,017	172,598	181,523		706 - PLACENTIA LIBRARY DISTRICT INTEREST AND SINKING BOND REDEMPTION
6610 Interest	6,731	9,102	9,300		
7130 Other Governmental Agencies					
7817 Interfund Transfers In - from Funds 700-799					
TOTAL MEANS OF FINANCING	172,748	181,700	190,823		

SUMMARY OF FINANCING REQUIREMENTS

SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 2005-06 (8)	Actual 2006-07 (9)	Recommended 2007-08 (10)	Approved 2007-08 (11)	Fund Identification Other Than District General Fund (12)
SERVICES AND SUPPLIES					
1900 Professional and Specialized Services					
1912 Investment Administrative Fees	150	177			
TOTAL SERVICES AND SUPPLIES	150	177	200		
4807 Interfund Transfers Out - to Funds 700-799					
5200 Appropriation for Contingencies			190,623		
TOTAL FINANCING REQUIREMENTS	150	177	190,823		

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Lib
FISCAL YEAR 2007-2008

At a meeting held on August 20, 2007, the Board of Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the schedules for the Fiscal Year 2007-2008 in the amount of $ 3,567,408 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing.
Adjust 5200 -- Appropriation for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: Betty Escobosa Chairperson: Al Shkoler
(Please Print)

Richard DeVecchio, Ed.D. Gaeten A. Wood

Jean A. Turner

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870

ATTN: Mgr. Administrative Services Telephone: 714-528-1925, Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: 714-528-1925, Ext. 202
E-mail: administration@placentialibrary.org

COUNTY OF ORANGE

Placentia Library DISTRICT

FISCAL YEAR 2007-2008

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (From Budget Resolution)

Estimated Rate _____ , or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

N.A.

_____
Signature of Chairperson of Board

_____
Signature of Secretary

_____
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library DISTRICT
FISCAL YEAR 2007-2008

SCHEDULE FOR FUND BALANCE AVAILABLE

Line		
1.	Fund Balance - 06/30/06 (from last year's schedule,Line 4)	1,089,654
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2006-2007	2,349,121
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2006-2007	(2,244,151)
4.	Fund Balance - 06/30/07 (Line 1 + 2 - 3)	1,194,624
5.	Less: Total Reserves @ 06/30/07 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves 10,000	
5B.	Other Reserves 0	
5C.	Total Reserves (line 5A + 5B)	(10,000)
6.	Total Fund Balance Available 07/01/07 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	1,184,624

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203

COUNTY OF ORANGE

Placentia Library DISTRICT

FOR FISCAL YEAR 2007-2008

SCHEDULE FOR RESERVE REQUIREMENTS

	1 2006-2007 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2007-2008
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)	10,000	0	0	10,000
Other Reserves (Provide Detail):	0	0	0	0
TOTAL	10,000	0	0	10,000

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule for Fund Balance Available, Lines 5A and/or 5B.
2. Record any decrease in reserves to Column 2. Post total of Column 2 to Schedule 16, Column 4, Cancellation of Reserves.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Increase or New Reserves.
4. Reserves for 2007-2008 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increa or New Reserves (Column 3).

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203

Prepared by: (County) Verified by:

SPECI. DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2007-08

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY							
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT			
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	TOTAL	TAX RATE
General								

SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)

SUMMARY BY SOURCE (1)	Actual 2005-06 (2)	Actual 2006-07 (3)	Recommended 2007-08 (4)	Approved 2007-08 (5)	Fund Identification Other Than District General Fund (6)
Fund Balance Available	841,896	1,079,654	1,184,624		707 - PLACENTIA LIBRARY DISTRICT
6210 Property Taxes - Current Secured	1,402,237	1,589,248	1,683,302		
6210 Public Utility Secured Taxes (Sub-revenue 01)	21,704	22,701	21,000		
6220 Property Taxes - Current Unsecured	63,058	71,200	67,582		
6230 Property Taxes - Prior Secured	31,527	244,985	17,000		
6240 Property Taxes - Prior Unsecured	977	1,692	750		
6250 Property Taxes - Special District Augmentation	7,833	8,109	6,500		
6280 Property Taxes - Current Supplemental	103,457	92,201	55,250		
6300 Property Taxes - Prior Supplemental	1,745	6,627	1,400		
6320 Special Taxes -- Com Fac Dist		(204,661)			
6540 Penalties & Costs on Delinquent Taxes		804			
6610 Interest	36,333	61,135	44,000		
6690 State - Homeowners' Property Tax Relief	16,963	16,558	17,000		
6970 State - Other	140,893	125,292	119,000		
7130 Other Governmental Agencies					
7670 Miscellaneous Revenue	250,033	312,821	350,000		
7680 Six-Month Expired (Outlawed) Checks	120	409			
TOTAL MEANS OF FINANCING	2,918,776	3,428,775	3,567,408		

SUMMARY OF FINANCING REQUIREMENTS

SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 2005-06 (8)	Actual 2006-07 (9)	Recommended 2007-08 (10)	Approved 2007-08 (11)	Fund Identification Other Than Di General Fu (12)
SALARIES AND EMPLOYEE BENEFITS					
0100 Salaries and Wages	896,271	1,051,435	1,171,248		
0200 Retirement	116,518	144,496	182,824		
0300 Employee Group Insurance	132,249	114,166	123,602		
0301 Unemployment Insurance					
0310 Accid Death and Dismemberment Insurance	506				
0350 Workers Compensation	12,635	6,732	8,000		

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL
FOR FISCAL YEAR 2007-08

SCHEDULE 16 (SHEET 2)

ANCING REQUIREMENTS

SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 2005-06 (8)	Actual 2006-07 (9)	Recommended 2007-08 (10)	Approved 2007-08 (11)	Fund Identification Other Than District General Fund (12)
TOTAL SALARIES AND EMPLOYEE BENEFITS	1,158,179	1,316,829	1,485,674		707 - PLACENTIA LIBRARY DISTRICT
SERVICES AND SUPPLIES					
0700 Communications	14,995	13,693	14,400		
0900 Food	2,095	6,949	5,000		
1000 Household Expense	16,365	22,769	15,000		
1100 Insurance	12,282	13,057	13,750		
1300 Maintenance - Equipment	28,536	47,522	45,500		
1400 Maintenance - Buildings & Improvements	58,561	57,471	62,750		
1600 Memberships	3,968	4,404	5,000		
1700 Miscellaneous Expense					
1800 Office Expense	65,337	59,570	67,650		
1803 Postage	6,387	7,131	6,900		
1900 Professional and Specialized Services	127,010	142,061	135,300		
1912 Investment Administrative Fees	800	4,979	3,000		
2000 Publications and Legal Notices		518	1,000		
2100 Rents and Leases - Equipment	639	1,187	1,800		
2200 Rents and Leases - Buildings & Improvements	86,917	118,731	110,300		
2400 Special Departmental Expense	150,740	234,593	247,760		
2600 Transportation and Travel - General		1,951	2,500		
2700 Transportation and Travel - Meetings/Conferences	17,865	23,201	23,500		
2800 Utilities	55,612	71,944	80,000		
3000 Bad Debts					
TOTAL SERVICES AND SUPPLIES	648,109	831,731	841,110		
OTHER CHARGES					
3700 Taxes and Assessments	8,894	5,366	6,000		
TOTAL OTHER CHARGES	8,894	5,366	6,000		
FIXED ASSETS					
4000 Equipment	23,940	90,225	50,000		
4200 Buildings & Improvements					
TOTAL FIXED ASSETS	23,940	90,225	50,000		
4807 Interfund Transfer Out - to Funds 700-799					
5200 Appropriation for Contingencies			1,184,624		
Increase or New Reserves					
TOTAL FINANCING REQUIREMENTS	1,839,122	2,244,151	3,567,408		

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Unused
FISCAL YEAR 2007-2008

At a meeting held on August 20, 2007, the Board of Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the schedules for the Fiscal Year 2007-2008 in the amount of $ 11,721 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing.
Adjust 5200 -- Appropriation for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: Betty Escobosa Chairperson: Al Shkoler
(Please Print)

Richard DeVecchio, Ed.D. Gaeten A. Wood

Jean A. Turner

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870

ATTN: Mgr. Administrative Services Telephone: 714-528-1925, Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: 714-528-1925, Ext. 202
E-mail: administration@placentialibrary.org

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT
FISCAL YEAR 2007-2008

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (From Budget Resolution)

Estimated Rate _____ , or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

N.A.

_____
Signature of Chairperson of Board

_____
Signature of Secretary

_____
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Unused Sick Leave Payoff DISTRICT
FISCAL YEAR 2007-2008

SCHEDULE FOR FUND BALANCE AVAILABLE

Line			
1.	Fund Balance - 06/30/06 (from last year's schedule,Line 4)		10,560
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2006-2007		557
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2006-2007		(11)
4.	Fund Balance - 06/30/07 (Line 1 + 2 - 3)		11,106
5.	Less: Total Reserves @ 06/30/07 (from total of Column 1, Schedule of Reserve Requirements)		
5A.	General Reserves	0	
5B.	Other Reserves	0	
5C.	Total Reserves (line 5A + 5B)		(0)
6.	Total Fund Balance Available 07/01/07 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.		11,106

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT
FOR FISCAL YEAR 2007-2008
SCHEDULE FOR RESERVE REQUIREMENTS

	1 2006-2007 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2007-2008
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)	0	0	0	0
Other Reserves (Provide Detail):	0	0	0	0
TOTAL	0	0	0	0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule for Fund Balance Available, Lines 5A and/or 5B.
2. Record any decrease in reserves to Column 2. Post total of Column 2 to Schedule 16, Column 4, Cancellation of Reserves.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Increase or New Reserves.
4. Reserves for 2007-2008 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203

Prepared by: (County) _____ Verified by: _____

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SPECIAL DISTRICTS
PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2007-08

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY							
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT			
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	TOTAL	TAX RATE

SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)

SUMMARY BY SOURCE (1)	Actual 2005-06 (2)	Actual 2006-07 (3)	Recommended 2007-08 (4)	Approved 2007-08 (5)	Fund Identification Other Than District General Fund (6)
Fund Balance Available	10,157	10,560	11,106		708 - PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF
6610 Interest	412	557	615		
7130 Other Governmental Agencies					
TOTAL MEANS OF FINANCING	10,569	11,117	11,721		

SUMMARY OF FINANCING REQUIREMENTS

SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 2005-06 (8)	Actual 2006-07 (9)	Recommended 2007-08 (10)	Approved 2007-08 (11)	Fund Identification Other Than District General Fund (12)
SERVICES AND SUPPLIES					
1900 Professional and Specialized Services					
1912 Investment Administrative Fees	9	11	15		
TOTAL SERVICES AND SUPPLIES	9	11	15		
5200 Appropriation for Contingencies			11,706		
TOTAL REQUIREMENTS	9	11	11,721		

Placentia Library District
Orange County Auditor Budget Forms Summary
FY 07-08 Proposed

REVENUE

Object Code	Description	Fund Number 702	703	706	707	708	DISTRICT TOTAL
	Fund Balance Available	144,553	11,382	181,523	1,184,624	11,106	1,533,188
6210-00	Property Tax - Current Secured				1,683,302		1,683,302
6210-01	Property Tax - Public Utility Secured				21,000		21,000
6220	Property Tax - Current Unsecured				67,582		67,582
6230	Property Tax - Prior Secured				17,000		17,000
6240	Property Tax - Prior Unsecured				750		750
6250	Special District Augmentation				6,500		6,500
6280	Property Tax - Current Supplemental				55,250		55,250
6300	Property Tax - Prior Supplemental				1,400		1,400
6540	Penalties & Costs on Delinquent Taxes						-
6610	Interest	5,750	575	9,300	44,000	615	60,240
6690	State - Homeowners Property Tax Relief				17,000		17,000
6970	State - State Library & Other				119,000		119,000
7670	Miscellaneous & Local Revenue				350,000		350,000
7680	6-month Expired Checks						-
7817	Operating Transfers In						-
	TOTAL MEANS OF FINANCING	150,303	11,957	190,823	3,567,408	11,721	3,932,212

EXPENSES

Object Code	Description	Fund Number 702	703	706	707	708	DISTRICT TOTAL
	SALARIES & EMPLOYEE BENEFITS						
0100	Salaries & Wages				1,171,248		1,171,248
0200	Retirement				182,824		182,824
0300	Employee Group Insurance				123,602		123,602
0350	Workers Compensation				8,000		8,000
	TOTAL SALARIES & BENEFITS	-	-	-	1,485,674	-	1,485,674
	SERVICES & SUPPLIES						
0700	Communications				14,400		14,400
0900	Food				5,000		5,000
1000	Household Expense				15,000		15,000
1100	Insurance				13,750		13,750
1300	Maintenance - Equipment				45,500		45,500
1400	Maintenance - Buildings & Improvements				62,750		62,750
1600	Memberships				5,000		5,000
1700	Miscellaneous Expense				-		-
1800	Office Expense				67,650		67,650
1803	Postage				6,900		6,900
1900	Professional & Specialized Services				135,300		135,300
1912	Investment Administrative Fees	150	15	200	3,000	15	3,380
2000	Publications & Legal Notices				1,000		1,000
2100	Rents/Leases - Equipment				1,800		1,800
2200	Rents & Leases - Semi-Annual Bond				110,300		110,300
2400	Special Department Expense - Books				247,760		247,760
2600	Transportation & Travel - Local Mileage				2,500		2,500
2700	Transportation & Travel				23,500		23,500
2800	Utilities				80,000		80,000
3000	Bad Debts				-		-
	TOTAL SERVICES & SUPPLIES	150	15	200	841,110	15	841,490
3700	Taxes & Assessments				6,000		6,000
	FIXED ASSETS						
4000	Equipment				50,000		50,000
	TOTAL FIXED ASSETS	-	-	-	50,000	-	50,000
4807	Operating Transfer Out						-
5200	Provision for Contingencies	150,153	11,942	190,623	1,184,624	11,706	1,549,048
	TOTAL FINANCING REQUIREMENTS	150,303	11,957	190,823	3,567,408	11,721	3,932,212
	Provision for Reserves				10,000		10,000
							-
	Total with Reserves	150,303	11,957	190,823	3,577,408	11,721	3,942,212

Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 2007-2008
August 20, 2007

Object Code	Category	FY2003-04 Actual	FY2004-2005 Actual	FY2005-2006 Acutal	FY2006-2007 Actual	FY2007-2008 Proposed
6210-00	Current Secured	1,163,387	1,280,570	1,402,237	1,546,564	1,665,302
6210-01	Public Utility	22,598	21,745	21,704	22,701	21,000
6210-04	Teeter Plan - Current Delinquent	14,296	12,766	15,295	42,683	18,000
	SUB-TOTAL CURRENT SECURED	1,200,281	1,315,081	1,439,236	1,611,949	1,704,302
6230	Prior Secured	16,612	0	16,232	40,324	17,000
	TOTAL SECURED	1,216,893	1,315,081	1,455,468	1,652,273	1,721,302
6220	Current Unsecured	60,783	62,315	63,058	71,199	67,582
6240	Prior Unsecured	719	984	977	1,692	750
	TOTAL UNSECURED	61,503	63,299	64,035	72,892	68,332
6690	HOMEOWNER	17,408	17,217	16,963	16,559	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,295,803	1,395,598	1,536,467	1,741,723	1,806,634
6250	SPECIAL DISTRICT AUGMENTATION	8,120	7,813	7,833	8,108	6,500
6260/6540	PENALTIES/DELINQUENCIES	0	0	0	804	0
6280	SUPPLEMENTAL - CURRENT	54,711	83,836	103,456	92,201	55,250
6300	SUPPLEMENTAL - PRIOR	1,567	2,035	1,745	6,627	1,400
6610	INTEREST	7,096	18,463	36,334	61,135	44,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	71,495	112,146	149,368	168,876	107,150
	TOTAL PROPERTY TAX REVENUE	1,367,298	1,507,744	1,685,835	1,910,599	1,913,784
6970	STATE LIBRARY & STATE	92,378	110,739	140,892	125,292	119,000
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUND:	0	0	0	0	0
7670	LOCAL REVENUE	232,373	251,823	250,034	312,821	350,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	10	0	120	409	0
	TOTAL REVENUE	1,692,060	1,870,306	2,076,881	2,349,121	2,382,784

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
August 20, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 Actual	FY2006-2007 PROPOSED
0100-00	Salaries & Wages	680,870	788,699	896,272	1,051,435	1,171,248
0200-00	Retirement (Social Security & Pension Contribution)	84,612	104,529	116,518	144,496	182,824
0301-00	Unemployment Insurance	140	9,045	3,113	125	0
0306-00	Health Insurance	48,150	78,498	112,736	94,165	105,000
0308-00	Dental Insurance	8,319	7,893	11,058	10,636	11,000
0309-00	Life Insurance	2,127	2,013	1,497	1,904	1,000
0310-00	Accidental Death & Dismemberment Insurnace	3,422	3,226	3,975	4,281	4,052
0319-00	Vision Insurance	2,291	2,578	2,983	3,055	2,550
	Total Employee Insurance	64,309	94,207	132,249	114,042	123,602
0350-00	Workers Compensation - General	9,683	16,713	10,028	6,732	8,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	839,613	1,013,193	1,158,179	1,316,829	1,485,674
0700-00	Communications - Telephone	1,484	2,482	4,176	4,092	4,000
0700-01	Communications - Modem/Fax/T1/DSL	8,833	8,259	7,068	5,811	5,200
0700-02	Communications - Internet Access	0	0	0	2,814	3,800
0700-05	Communications - Cataloging Access	2,586	2,371	2,371	0	0
0700-07	Communications - ELLI Grant	0	0	0	0	0
0700-08	Communications - Adult Literacy	1,106	1,279	1,381	977	1,400
	Total Communications	14,009	14,390	14,995	13,693	14,400

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
August 20, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 Actual	FY2006-2007 PROPOSED
0900-00	Food - General Fund	488	696	663	960	500
0900-07	Food - ELLI Grant	0	0	0	0	0
0900-08	Food - Adult Literacy	297	457	949	5,583	4,500
0900-009	Food - Family Literacy	404	0	483	406	0
	Total Food	1,189	1,153	2,094	6,949	5,000
1000-00	Household Expense	2,600	6,148	16,816	22,461	15,000
1001-00	Trash	0	0	0	308	0
	Total Household Expense	2,600	6,148	16,816	22,769	15,000
1100-00	Insurance	11,120	11,002	12,282	13,057	13,750
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	2,267	8,356	4,331	6,741	7,500
1300-01	Maintenance of Equipment - General Fund (Computer)	46,030	19,540	24,540	39,732	37,500
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	0	0
1300-08	Maintenance of Equipment - Adult Literacy	587	74	-335	1,048	500
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	0	0
	Total Maintenance of Equipment	48,884	27,970	28,536	47,521	45,500
	HVAC	3,533	3,736	11,927	6,348	7,500
	Carpet Cleaning	523	2,200	0	0	2,750
	Groundskeeping, City of Placentia	26,025	26,140	22,833	20,132	16,000
	Plumbing	3,185	1,527	3,653	1,004	2,500
	Electrical	5,608	6,198	568	7,320	7,000
	Cleaning Service	13,200	15,200	15,800	14,350	18,000
	Locksmith	507	122	757	74	1,000
	Other (includes fire alarms & seismic retrofit project)	12,944	1,869	2,573	8,243	8,000
1400-00	Total Maintenance of Building & Grounds	65,524	56,991	58,110	57,471	62,750

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
August 20, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 Actual	FY2006-2007 PROPOSED
1600-00	Memberships - General Fund	3,742	3,760	3,518	3,654	4,000
1600-07	Memberships - ELLI Grant	0	0	0	0	0
1600-08	Memberships - Adult Literacy	200	910	300	750	1,000
1600-09	Memberships - Family Literacy	0	0	150	0	0
	Total Memberships	3,942	4,670	3,968	4,404	5,000
1700-00	Miscellaneous Expense - General Fund	4,992	300	0	0	0
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	0
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0
	Total Miscellaneous Expense	4,992	300	0	0	0
	Library Supplies	13,063	26,012	22,538	19,526	22,000
	Printing	12,071	13,616	10,465	9,432	14,000
	[Unassigned]	0	0	217	0	0
	Publications	589	692	948	75	1,100
	Paper	389	838	748	18	700
	Drinking Water Service	340	358	281	384	350
	Other Office Supplies	13,955	25,077	21,666	15,219	20,000
1800-00	Total Office Supply Expense - General Fund	40,405	66,592	56,862	44,653	58,150
1800-07	Literacy - ELLI Grant	256	0	0	0	0
	Printing	2,283	1,932	5,268	1,086	2,000
	Publications	2,346	195	0	2,484	2,500
	Paper	0	0	0	0	0
	Other Office Supplies	0	2,491	3,207	11,333	3,000
1800-08	Total Adult Literacy Office Supply Expense	4,629	4,618	8,475	14,904	7,500
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	1,577	0	0	0	2,000
	Total Office Expense	46,867	71,210	65,337	59,557	67,650
1803-00	Postage Expense - General Fund	4,284	6,337	6,388	7,132	6,800
1803-01	Postage Expense - LSCA II Grant	0	0	0	0	0
1803-08	Postage Expense - Adult Literacy	37	9	0	0	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	43	0	0	0	0
	Total Postage Expense	4,363	6,346	6,388	7,132	6,900

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
August 20, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 Actual	FY2006-2007 PROPOSED
	Care Resources (Employee Assistance)	385	385	385	420	1,200
	Pension Fund Operating & Investment Mgmt. Expenses	6,672	7,615	6,449	9,802	11,000
	Anaheim Library Automated Library System	32,223	33,801	30,431	33,274	32,000
	Library Board Consultants & Legal	23,014	3,884	9,261	14,511	10,000
	Clipping Service	556	378	450	450	600
	Tax Collection Services & Fees by Orange County & LAFCO	7,722	9,172	1,033	22,018	10,000
	Advertising (including WEB site)	1,980	3,448	4,199	4,499	5,000
	Medical Exams	827	1,120	2,121	2,037	2,000
	Collection Services - Accounts Receivable	2,457	1,760	1,522	1,530	2,000
	Audit & Accounting Services	5,691	9,200	9,140	8,320	10,000
	Payroll Preparation	3,564	4,310	5,071	3,960	5,500
	Election Expenses	0	17,754	0	0	0
	Staff Training in Library	0	375	0	0	4,000
	Other (Includes contract storyteller)	13,534	14,900	30,001	12,886	14,000
1900-00	Total Specialized Services - General Fund	98,625	108,102	100,063	113,707	107,300
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	3,206	3,096	3,084	5,953	5,000
1900-07	Specialized Services - ELLI Grant	0	0	0	0	0
1900-08	Specialized Services - Adult Literacy	4,425	10,948	12,106	17,645	14,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	1,150	0	0	0	0
1900-18	Tax Collection Services & Fees by Orange County	13,768	13,697	11,717	6,690	9,000
	Total Specialized Services	121,174	135,842	126,970	143,994	135,300
1912-00	Investment Administrative fees for Orange County		674	726	3,046	3,000
2000-00	Legal Notices - General Fund	192	2,576	0	518	1,000
2000-01	Legal Notices - Grants	0	0	0	0	0
	Total Legal Notices	192	2,576	0	518	1,000
2100-00	Rents/Leases-Equipment	703	628	639	1,187	1,800
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	101,660	97,955	86,917	118,731	110,300

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
August 20, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 Actual	FY2006-2007 PROPOSED
2300-00	Small Tools/Instruments	0	0	0	0	0
2400-00	Special Department Expense - Miscellaneous	0	1,010	26	3,500	0
2400-01	Special Department Expense- Books	67,404	94,583	99,053	123,751	245,760
2400-02	Special Department Expense - Video	4,598	18,710	2,365	35,059	
2400-03	Special Department Expense - Electronic	47,245	51,965	15,113	39,552	
2400-04	Special Department Expense - Periodicals	8,197	8,625	8,961	6,832	
2400-05	Special Department Expense - Audio	12,282	11,406	15,845	23,743	
2400-07	Special Department Expense - ELLI Grant	816	0	0	0	
2400-08	Special Department Expense - Adult Literacy	2,531	4,720	9,376	2,126	2,000
2400-09	Special Department Expense - Family Literacy	2,941	352	0	0	
	Total Special Department Expense	146,014	191,372	150,740	234,563	247,760
2600-00	Transportation/Travel - Local Mileage	0	0	0	2,080	2,500
2700-00	Transportation/Travel - Meetings, Staff Out of Town	4,287	2,394	3,703	9,371	10,500
2700-01	Transportation/Travel - Meetings, Staff Local	3,873	6,130	20,439	10,192	7,500
2700-02	Transportation/Travel - Meetings, Board Out of Town	269	1,119	380	1,395	3,000
2700-03	Transportation/Travel - Meetings, Board Local	1,747	492	1,169	1,201	1,500
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	0	0
2700-07	Transportation/Travel - Meetings, ELLI Grant	22	17	0	0	0
2700-08	Transportation/Travel - Meetings - Adult Literacy	35	408	688	912	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	58	25	0	0	0
	Total Transportation/Travel - Meetings	10,291	10,586	26,379	23,072	23,500
2801-00	Electricity	44,154	45,014	40,301	58,768	65,000
2802-00	Gas	3,638	8,918	10,782	7,211	9,000
2803-00	Water	3,706	3,170	4,528	5,965	6,000
	Total Utilities	51,498	57,101	55,612	71,944	80,000
	TOTAL SUPPLIES & SERVICES	635,022	696,915	656,509	831,688	841,110

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
August 20, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 Actual	FY2006-2007 PROPOSED
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	5,726	6,107	8,894	5,409	6,000
4000-00	Equipment	23,041	21,676	17,893	90,225	50,000
4000-07	Equipment - ELLI Grant	0	0	0	0	0
4000-08	Equipment - CLC Grant	0	0	4,548	0	0
4000-09	Equipment - Gates Foundation Grant	0	0	0	0	0
4000-11	Equipment	0	0	0	0	0
	Total Equipment	23,041	21,676	22,440	90,225	50,000
4200-00	Structures/Improvements	0	0			
	TOTAL EQUIPMENT EXPENSE	23,041	21,676	22,440	90,225	50,000
4700-00	Payment to Refunded Debt Escrow Ags			1,499		
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	0
5600	INVESTMENT POOL LOSS	0	0	0	0	0
	TOTAL EXPENSES	1,503,402	1,737,891	1,847,522	2,244,151	2,382,784
	ELLI Grant Summary Object Code 07		17	0	0	0
	CLC Summary Object Code 08	1,094	23,422	37,487	43,945	32,000
	FFL Grant Summary Object Code 09	13,846	377	633	406	2,000
	Partnerships for Change Grant/Spanish Literacy	6,171	3,096	3,084	5,953	5,000
	TOTAL LITERACY (Excluding Personnel)	14,940	23,817	38,120	44,350	34,000
	Revenues	1,692,060	1,951,785	2,080,449	2,349,121	2,382,784
	Balance	188,658	213,894	232,927	104,970	0

PLACENTIA LIBRARY DISTRICT
LIBRARY DIRECTOR'S OFFICE

TO: Library Board President

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Public Hearing Procedures**

DATE: August 20, 2007

Public Hearing Procedures

1. Announce the Public Hearing topic.
2. Declare the Public Hearing Open.
3. Ask for and listen to comments from the public. The Library Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing Closed.
5. Process Board discussion of the item.
6. Process motion to read resolution by Title only.
7. Have the Administrative Assistant or Library Director read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant or Library Director conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.

RESOLUTION 08-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT FISCAL YEAR 2007-2008 BUDGETS FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 2006-2007 were reviewed at the Regular Meeting of the Board of Trustees on August 20, 2007; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVE, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 2007-2008, and implements such on July 1, 2007 as follows: FUND Budget Unit 702 for $150,303, FUND Budget Unit 703 for $11,957, FUND Budget Unit 706 for $190,823, FUND Budget Unit 707 for $3,577,408, and FUND Budget Unit 708 for $11,721.

AYES:	TRUSTEES:	Shkoler, Turner, DeVecchio, Turner, Wood
NOES:	TRUSTEES:	
ABSENT:	TRUSTEES:	
ABSTAIN:	TRUSTEES:	

State of California)
)ss.
County of Orange)

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twentieth day of August 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of August 2007.

_____
Jean Turner, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Public Hearing on the Placentia Library District Facility Master Plan**

DATE: August 20, 2007

BACKGROUND:

The Placentia Library District Facility Master Plan was presented to and reviewed by the Library Board at its June 18, 2007 Regular Meeting, and scheduled for Public Hearing at the Library Board's Regular Meeting on August 20, 2007.

Legal Notices

The Notice of Public Hearing for the Placentia Library District Facility Master Plan was published in the *Placentia News Times* on August 16, 2007 and posted as a legal notice at the Library on August 9, 2007. The Proof of Publication will be included with the General Consent Calendar for the September 17, 2007 Library Board Meeting. Copies were distributed by mail to individuals who participated in the development of the Plan. A bound copy of the Placentia Library District Facility Master Plan is included with this Board Agenda Book.

Public Hearing

A Public Hearing needs to be conducted for the Placentia Library District Facility Master Plan. The guidelines for conducting a Public Hearing are in Attachment A.

Facility Master Plan Resolution

The Placentia Library District Facility Master Plan needs to be adopted by Resolution 08-03. (Attachment B)

RECOMMENDATIONS:

1. Conduct Public Hearing on the Placentia Library District Facility Master Plan as published.

3. Finalize Placentia Library District Facility Master Plan.

4. Motion to read Resolution 08-03 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt a Facility Master Plan for the Placentia Library District of Orange County.

5. Motion to adopt Resolution 08-03 by a roll call vote.

PLACENTIA LIBRARY DISTRICT
LIBRARY DIRECTOR'S OFFICE

TO: Library Board President

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Public Hearing Procedures**

DATE: August 20, 2007

Public Hearing Procedures

1. Announce the Public Hearing topic.
2. Declare the Public Hearing Open.
3. Ask for and listen to comments from the public. The Library Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing Closed.
5. Process Board discussion of the item.
6. Process motion to read resolution by Title only.
7. Have the Administrative Assistant or Library Director read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant or Library Director conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.

RESOLUTION 08-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE FACILITY MASTER PLAN FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Sections 19400 through 19532 of the Education Code of the State of California establishes the powers and duties of the Library District Board of Trustees; and

WHEREAS, Section 19464 provides that the Board of Library Trustees shall purchase real property, and erect or rent and equip, such buildings or rooms, as in its judgment are necessary properly to carry out the provisions of this Chapter; and

WHEREAS, the Placentia Library District conducted a study of community needs for its public library services and evaluated the potential of meeting those needs through its current facility;

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library Facility Master Plan 2007.

AYES:	TRUSTEES:
NOES:	TRUSTEES:
ABSENT:	TRUSTEES:
ABSTAIN:	TRUSTEES:
State of California	)
	)ss.
County of Orange	)

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting hereof held on the twentieth day of August 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of August 2007.

_____
Jean Turner, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

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

DATE: August 20, 2007

BACKGROUND

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

The State Budget has still not been adopted and there seems to be no movement on it at the present time. The status of the increase for the Public Library Fund is uncertain.

There have been no requests for legislative action received during this report period.

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

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Administrative Offices (714) 528-1925

post
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NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of Directors of the Placentia Library District will hold a public hearing in the Placentia Library Meeting Room of the Placentia Library, 411 E. Chapman Avenue, at 6:30 P.M., Monday, August 20, 2007, to consider the following items:

Repost Fines & Fees
~~August~~ August
7:30
effective Oct 1, 2007
post October
2 wc Skip
Skip

PROPOSED BUDGET FOR 2007-2008 FISCAL YEAR FOR THE PLACENTIA LIBRARY DISTRICT

Summary of the proposed budget is as follows:

Equipment & Structure Repair	FUND 702	$150,303.00
Automated Replacement	FUND 703	$11,957.00
Interest & Sinking	FUND 706	$190,823.00
General Fund	FUND 707	$3,577,408.00
Unused Sick Leave Payoff	FUND 708	$11,721.00

Copies of the preliminary budget may be viewed at the Administrative Office of the Placentia Library District, 411 E. Chapman Avenue, Placentia.

PROPOSED FINES AND FEES SCHEDULE FOR 2007-2008 FISCAL YEAR FOR THE PLACENTIA LIBRARY DISTRICT

Summary of the proposed schedule is as follows:

FINES — **PER DAY**
All Items.....$ .20
There is two-day *grace period* on fines for all items except videos and CD-ROMS. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

MAXIMUM FINE PER ITEM — **MAXIMUM**
All items.....$10.00

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

LOST MATERIALS — **DEFAULT***
Cataloged Adult & Children's Books.....Item Cost + $5.00.....$20.00
Uncataloged Paperbacks.....Item Cost + $5.00.....$ 5.00
Magazines/Pamphets.....No Processing Fee $3.00
Cassettes.....No Processing Fee.....$10.00
CD's, CD ROM's & Videos.....Item Cost + $5.00.....$15.00
Audio Books (all formats).....Item Cost + $5.00.....$50.00

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

SPECIAL SERVICES	PER ITEM
Library card replacement	$2.00
Checkout with non-Library identification	$1.00
Laminating, per sheet	$1.00
Notary Services	$10.00
Printing, black ink, per page	$ .10
Photocopy, black ink per page	$ .10
Printing & photocopy, color, per page	$1.00
Passport check preparation	$5.00
Passport photo, per person	$10.00
Test monitoring, per exam	$30.00
Fax Fee	$2.00
Fax, per page	$.10

MULTIPURPOSE ROOM	PER DAY
Up to four hours	$35.00
Additional hours, in four hour increments	$35.00
Set-up & clean-up combination	$30.00
Set-up fee	$20.00
Clean-up fee	$20.00

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

PROPOSED FACILITY MASTER PLAN FOR THE PLACENTIA LIBRARY DISTRICT

Copies of the Placentia Library District Facility Master Plan may be viewed at the Administrative Office of the Placentia Library District, 411 E. Chapman Avenue, Placentia or at City Hall, 401 E Chapman Ave, Placentia CA.

All interested parties are invited to attend this hearing and express opinions upon the items listed above.

Wendy Goodson
Placentia Library Administration
(714) 528-1925 x.202

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Authorize Staff Appreciation Dinner**

DATE: August 20, 2007

BACKGROUND:

At its meeting on May 29, 2007 the Library Board of Trustees authorized a staff appreciation dinner for 2007 and invited the Placentia Library Friends Foundation Board of Directors to co-sponsor the event. At its meeting on June 27, 2007 the PLFF Board approved its participation.

Trustee Wood was appointed the Chairman of the Staff Appreciation Dinner by the Library Board.

Trustee Wood will make a status report on the plans for the Staff Appreciation Dinner.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Amendment of the Placentia Library District Money Purchase Pension Plan to increase the percentage contribution from seven percent to eight percent.**

DATE: August 20, 2007

BACKGROUND:

At its meeting on May 29, 2007 the Library Board of Trustees authorized increasing the District's contribution to its Money Purchase Pension Plan from seven percent (7%) to (8%).

Implementing this increase involves several actions by the Library Board of Trustees:

- Authorize the completion and signature of a *Certificate of Placentia Library District of Orange County* that shows who may execute all forms and documents relating to this transaction. The Certificate is Attachment A.
- Authorize the completion and signature of the *Amendment to the Placentia Library District of Orange County Money Purchase Pension Plan.* The Plan Amendment is Attachment B.
- Authorize the completion and signature of the *Mandatory Distribution Amendment.* The Distribution Amendment is Attachment C.

Placentia Library District Resolution 08-04 is Attachment D: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Amendment to the Placentia Library District of Orange County Money Purchase Pension Plan.

A copy of the Placentia Library District of Orange County Money Purchase Pension Plan Summary Plan Description is available in the Administrative Office for review.

RECOMMENDATIONS:

1. Approve the *Certificate of Placentia Library District of Orange County* designating Secretary Turner as the authorized signator of all documents relating to the amendment of the Placentia Library District of Orange County Money Purchase Pension Plan.
2. Approve the *Amendment to the Placentia Library District of Orange County Money Purchase Pension Plan.*
3. Approve the *Mandatory Distribution Amendment.*

4. Motion to read Resolution 08-04 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Amendment to the Placentia Library District of Orange County Money Purchase Pension Plan.

5. Motion to adopt Resolution 08-04 by a roll call vote.

CERTIFICATE

OF

PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

I,_____, a Principal of Placentia Library District of Orange County, a tax exempt organization conducting business under the laws of the State of California hereby certify that at a meeting held on _____day of _____, 20_____, the following agreements were adopted:

AGREED, that the Amendment to the Placentia Library District of Orange County Money Purchase Pension Plan ("Plan") effective, June 21, 2007, to the Plan be, and the same hereby is, adopted in the form attached hereto;

FURTHER AGREED, that the undersigned is authorized and directed to execute all forms and documents (including the amendment instrument attached hereto) and to perform such other acts as the undersigned deems necessary or desirable to effectuate the intent of the foregoing resolutions, and to secure approval from the proper government agency, if necessary, to the effect that the Plan, as so amended, continues to satisfy the requirements of Section 401(a) of the Internal Revenue Code of 1986, as amended.

WHEREOF, I have hereunto set my hand this _____day of _____, 20_____.

By: _____
Principal

AMENDMENT
TO THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
MONEY PURCHASE PENSION PLAN

Pursuant to action of Placentia Library District of Orange County ("Employer") taken on _____ _____, 20_____, it is hereby agreed that the Placentia Library District of Orange County Money Purchase Pension Plan shall be amended as follows:

1. Item 28 of the Adoption Agreement shall be amended as follows:

"28. FORMULA FOR DETERMINING EMPLOYER'S CONTRIBUTION (Plan Sections 4.1 and 12.8) (Select a., b., or c. and/or d.)

a. [X] **FOR A NON-INTEGRATED CONTRIBUTION AND ALLOCATION**

1. [X] ___8___% (not to exceed 25%) of each Participant's Compensation.

2. [ ] $_____ per Participant.

3. [ ] $_____ per Hour of Service worked while an Eligible Employee.

b. [ ] **FOR AN INTEGRATED CONTRIBUTION**

Subject to the overall permitted disparity limits, the Employer will contribute an amount equal to 1. _____% (base percentage) of each Participant's TOTAL Compensation, plus 2. _____% (excess contribution percentage (see Note below)) of such Compensation in excess of:

3. [ ] The Taxable Wage Base.
4. [ ] _____% (not to exceed 100%) of the Taxable Wage Base. (See Note below)
5. [ ] 80% of the Taxable Wage Base plus $1.00.
6. [ ] $_____ (not greater than the Taxable Wage Base). (See Note below)

NOTE: The excess contribution percentage specified in 2. above may not exceed the lesser of the following limits and shall be adjusted each year as appropriate. However, in the case of any Participant who has exceeded the cumulative permitted disparity limit, the Employer will contribute an amount equal to the base plus excess contribution percentages, multiplied by the Participant's total Compensation.

1. The base percentage specified in 1. above.
2. 5.7%.
3. 4.3% if 4. or 6. above is more than 20% and less than or equal to 80% of the Taxable Wage Base.
4. 5.4% if 5. is elected or if 4. or 6. above is more than 80% of the Taxable Wage Base.

c. [ ] **FOR A NON-INTEGRATED CONTRIBUTION WITH AN INTEGRATED ALLOCATION**

____% (not to exceed 25%) of the total Compensation of all Participants eligible to share in the allocations and such contribution shall be allocated in accordance with Plan Section 4.3(b)(2) based on a Participant's Compensation in excess of:

1. [ ] The Taxable Wage Base.
2. [ ] _____% (not to exceed 100%) of the Taxable Wage Base. (See Note below)
3. [ ] 80% of the Taxable Wage Base plus $1.00.
4. [ ] $_____ (not greater than the Taxable Wage Base). (See Note below)

NOTE: The integration percentage of 5.7% shall be reduced to:

1. 3% if 2. or 4. above is more than 20% and less than or equal to 80% of the Taxable Wage Base.
2. 5.4% if 3. is elected or if 2. or 4. above is more than 80% of the Taxable Wage Base.

d. [ ] **401(K) SAFE HARBOR CONTRIBUTIONS (Plan Section 12.8)**

NOTE: This option d. may only be selected if the plan that would otherwise be subject to the ADP or ACP tests is paired with this Plan.

NOTE: Any service or employment conditions selected in Question 29 will not apply to the safe harbor contribution.

1. [ ] The Employer will make a Safe Harbor Nonelective Contribution to the account of each "Eligible Participant" in an amount equal to ____% (may not be less than 3%) of the Participant's Compensation.

FOR PURPOSES OF THE Safe Harbor Non-Elective Contribution, the term "Eligible Participant" means any Participant who is eligible to make Elective Deferrals with the following exclusions:

2. [ ] Highly Compensated Employees.
3. [ ] Employees who have not satisfied the greatest minimum age and service conditions permitted under Code Section 410(a).
4. [ ] Other _____ (must be a category that could be excluded under the permissive or mandatory disaggregation rules of Regulations 1.401(k)-1(b)(3) and 1.401(m)-1(b)(3)).

SPECIAL EFFECTIVE DATE OF SAFE HARBOR PROVISIONS

5. [ ] N/A. The safe harbor provisions are effective as of the later of the Effective Date of this Plan or, if this is an amendment or restatement, the effective date of the amendment or restatement.
6. [ ] The Safe Harbor provisions are effective for Plan Years beginning on or after: _____ (enter the first day of the Plan Year for which the provisions are (or, for GUST updates, were) effective and, if necessary, enter any other special effective dates that apply with respect to the provisions)."

2. Item 35 of the Adoption Agreement shall be amended as follows:

"35. INVOLUNTARY DISTRIBUTIONS

Will involuntary distributions of amounts less than $5,000 be made in accordance with the provisions of Sections 6.4, 6.5 and 6.6?

a. [X] Yes
b. [ ] No"

The effective date of this Amendment shall be June 21, 2007.

DATED this _____day of _____, 20_____.

By _____

Title: _____

MANDATORY DISTRIBUTION AMENDMENT
(Code Section 401(a)(31)(B))

ARTICLE I APPLICATION OF AMENDMENT

1.1 Effective Date. Unless a later effective date is specified in Article III of this Amendment, the provisions of this Amendment will apply with respect to distributions made on or after March 28, 2005.

1.2 Precedence. This Amendment supersedes any inconsistent provision of the Plan.

1.3 Adoption by prototype sponsor. Except as otherwise provided herein, pursuant to authority granted by Section 5.01 of Revenue Procedure 2000-20, the sponsoring organization of the prototype hereby adopts this amendment on behalf of all adopting employers.

ARTICLE II DEFAULT PROVISION: AUTOMATIC ROLLOVER OF AMOUNTS OVER $1,000

Unless the Employer otherwise elects in Article III of this Amendment, the provisions of the Plan concerning mandatory distributions of amounts not exceeding $5,000 are amended as follows:

In the event of a mandatory distribution greater than $1,000 that is made in accordance with the provisions of the Plan providing for an automatic distribution to a Participant without the Participant's consent, if the Participant does not elect to have such distribution paid directly to an "eligible retirement plan" specified by the Participant in a direct rollover (in accordance with the direct rollover provisions of the Plan) or to receive the distribution directly, then the Administrator shall pay the distribution in a direct rollover to an individual retirement plan designated by the Administrator.

ARTICLE III EMPLOYER'S ALTERNATIVE ELECTIONS

3.1 [X] **Effective Date of Plan Amendment**

This Amendment applies with respect to distributions made on or after June 21, 2007 (may be a date later than March 28, 2005, only if the terms of the Plan already comply with Code Section 401(a)(31)(B)).

3.2 [ ] **Election to apply Article II of this Amendment to distributions of $1,000 or less**

In the event of a mandatory distribution that is made in accordance with the provisions of the Plan providing for an automatic distribution to a Participant without the Participant's consent, if the Participant does not elect to have such distribution paid directly to an "eligible retirement plan" specified by the Participant in a direct rollover (in accordance with the direct rollover provisions of the Plan) or to receive the distribution directly, then the Administrator shall pay the distribution in a direct rollover to an individual retirement plan designated by the Administrator.

3.3 [X] **Election to reduce or eliminate mandatory distribution provisions of Plan (may not be elected if 3.2 above is elected)**

The provisions of the Plan that provide for the involuntary distribution of vested accrued benefits of $5,000 or less, are modified as follows (choose a, b, or c below):

a. [ ] No mandatory distributions. Participant consent to the distribution now shall be required before the Plan may make the distribution.

b. [ ] Reduction of $5,000 threshold to $1,000. The $5,000 threshold in such provisions is reduced to $1,000 and the value of the Participant's interest in the Plan for such purpose shall include any rollover contributions (and earnings thereon) within the meaning of Code Sections 402(c), 403(a)(4), 403(b)(8), 408(d)(3)(A)(ii), and 457(e)(16).

c. [X] Reduction of $5,000 threshold to amount less than $1,000. The $5,000 threshold in such provisions is reduced to $ 200 (enter an amount less than $1,000) and the value of the Participant's interest in the Plan for such purpose shall include any rollover contributions (and earnings thereon) within the meaning of Code Sections 402(c), 403(a)(4), 403(b)(8), 408(d)(3)(A)(ii), and 457(e)(16).

Except with respect to any election made by the employer in Article III, this amendment is hereby adopted by the prototype sponsor on behalf of all adopting employers on:

[Sponsor's signature and Adoption Date are on file with Sponsor]

NOTE: The employer only needs to execute this amendment if an election has been made in Article III herein.

This amendment has been executed this _____ day of _____, _____.

Name of Plan: Placentia Library District of Orange County Money Purchase Pension Plan

Name of Employer: Placentia Library District of Orange County

By: _____
EMPLOYER

RESOLUTION 08-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE AMENDMENT TO THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE PENSION PLAN

WHEREAS, the Certificate of Placentia Library District of Orange County, the Amendment to the Placentia Library District of Orange County Money Purchase Plan, and the Mandatory Distribution Amendment were reviewed at the Regular Meeting of the Board of Trustees on August 20, 2007;

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the increase of the employee pension contribution percentage from seven percent (7%) to eight percent (8%) effective July 1, 2007;

AYES:	TRUSTEES:
NOES:	TRUSTEES:
ABSENT:	TRUSTEES:
ABSTAIN:	TRUSTEES:

State of California)
)ss.
County of Orange)

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twentieth day of August 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of August 2007.

_____
Jean Turner, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **California Special Districts Association (CSDA) Ballot for the Region 6 seat on the Board of Directors**

DATE: August 20, 2007

BACKGROUND:

The California Special Districts Association (CSDA) is conducting an election for a Board of Directors seat representing Region 6.

The election information provided by CSDA is Attachment A.

Information provided by individual candidates is Attachment B.

A copy of the ballot is Attachment C.

RECOMMENDATIONS:

Select a candidate and authorize Library Director Minter to cast the ballot on behalf of Placentia Library District.

CSDA

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

BOARD ELECTIONS

Mail Ballot Information – 2007 Elections

Dear CSDA Member:

A mail ballot is enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors for Seat B, Region 6. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. We have also enclosed the candidate statements for each candidate who submitted one.

Please vote for **only one** candidate to represent your region in Seat B and be sure to sign, date and fill in your member district information *(in some regions, there may only be one candidate)*. If any part of the ballot is not completed, the ballot will not be valid.

You may choose to send back the ballot via either certified or first class mail. Please utilize the enclosed return envelope to return the completed ballot. **Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, California, 95814 by 5:00 p.m. on September 26, 2007.**

Please contact Diana Zavala with any questions at (916) 442-7887.

CANDIDATE STATEMENT/QUALIFICATIONS
Jim Doud
Director, South Bay Irrigation District and Sweetwater Authority

Jim Doud has served Region Six as President of CSDA, San Diego Chapter, for the two-year term of 2005-2006. Jim attends San Diego LAFCO Commission and LAFCO Special Districts Advisory Committee meetings. He was appointed to serve on the CSDA Planning Committee for the year 2007.

Experienced Directors are essential in these times when important decisions are being made for the future of CSDA. Jim has 12 years experience as an elected official. As an experienced leader with proven dedication and having been retired for 16 years, Jim has the free time to perform his duties as a Director representing Region Six.

Jim has held/holds key positions in countywide, regional, statewide, and national associations and organizations where consensus on important water issues affecting San Diego and western states is being built. Assignments/election to these positions show the trust, confidence, and respect other water leaders hold for him.

After a lengthy, in-depth review of Sweetwater Authority by LAFCO, their comments included: "Sweetwater Authority stood out from its counterparts...excellence and tenure of its Board...dedicate considerable time...longevity of Board..."

Jim is an active and voting delegate to the National Water Resources Association (NWRA) and the Western Coalition of Arid States (WESTCAS).

Jim is active in the Association of California Water Agencies (ACWA) serving on the Federal Affairs Subcommittee, and ACWA's Outreach Program.

Jim is active on the Chula Vista Interagency Water Task Force, executed by the Mayor of Chula Vista in 1990, and served as Chair from 2004 to 2006.

Jim is active in the Chula Vista Chamber of Commerce, representing South Bay Irrigation District and Sweetwater Authority.

Jim is a graduate of the Special District Institute in Leadership and Management.

Jim is a retired Senior Engineer, Rohr Industries (Goodrich).

Jim is a retired member of the National Management Association – Rohr Chapter.

Jim is a Korean and Cold War veteran.

Jim's professional and community activities include:

- Fraternal Order of Eagles, 48-year member and Past President
- American Legion, member
- Veterans of Foreign Wars of the U.S., life member

Jim is married, with (7) adult children and (11) grandchildren.

Jim is looking forward to having more input to our great association!

Costa Mesa Sanitary District

... an Independent Special District

June 18, 2007

TO: CSDA Members – Region 6

It is an honor and pleasure to serve as a CSDA Board member representing you and I submit this statement as a candidate for re-election for Region 6. I possess excellent experience in the role and would like to continue serving you. As an active CSDA Board member, I served as Treasurer and Secretary on the CSDA Board and with your support and vote I will be able to continue through the Chairs. I served on the Finance Corporation as Vice President and the Legislation Committee and Membership Recruitment Chair.

I bring a myriad of experience relevant to CSDA, having served the City of Costa Mesa as Mayor, Planning Commissioner, Executive Manager of the Chamber of Commerce, Independent Special Districts of Orange County (ISDOC) past President, Costa Mesa Sanitary District as former President and I serve on the Commission of Orange County LAFCO (former Chair).

Along with my experience and background necessary to serve on CSDA, I offer my dedication, enthusiasm and solid track record. My attendance is 100%, an accomplishment I feel is extremely important to serving as a good representative. I am fortunate to have time available to be a dependable and reliable member – I believe in balance.

I have the support of my Sanitary District Board of Directors and look forward to your vote and support to enable me to continue in my seat on the CSDA Board. I appreciate your support.

Sincerely,

Arlene Schafer

Arlene Schafer
Vice President,
Costa Mesa Sanitary District
Secretary of CSDA Executive Board

KATHLEEN THUNER

Occupation: Retired San Diego County Agricultural Commissioner/Sealer of Weights and Measures

Educational Background: Bachelor of Science, Biology, Santa Clara University; Graduate studies, Sonoma State University and Florida State University

Organizational Affiliations: Director, North County Fire Protection District; Director, Mission Resource Conservation District; Board member, American National Standards Institute (ANSI)

In 1983, I was honored to be appointed the first woman County Agricultural Commissioner/Sealer of Weights and Measures in the history of California. Throughout my entire service I worked hard to continue the legacy of public service deserved by county residents.

In 1989 I spearheaded the Africanized Honey Bee (AHB) Preparedness education and preparation effort as founder of the San Diego-Imperial County Preparedness Program. This project evolved into the State AHB Steering Committee (1992-2000), in which I was an active and engaged participant. My direction and commitment resulted in the preparedness of thousands of individuals, throughout the state, through the securing of new legislation, training, equipment and preparation for educators, public officials and fire and health services providers.

My service as the department head of a county-wide program that included complex funding sources, state and federal legislation and a wide variety of critical service programs, prepared me to deal with the issues that face a special districts association board member. I have experience collaborating with federal, state, regional, and city governments and know how to work effectively across systems of government and with other jurisdictions. Solving problems, working collaboratively, and across jurisdictions, is paramount to ensure the success of the myriad programs that are the focus of California's many special districts. My roots in the state are deep; I was born in Eureka, raised in Healdsburg, worked for Alameda, Sonoma, Santa Barbara and San Diego counties. I am experienced and committed and would sincerely appreciate your vote.

OFFICIAL BALLOT

CSDA BOARD OF DIRECTORS ELECTION 2007

ALL FIELDS MUST BE COMPLETED FOR BALLOT TO BE COUNTED.
(Please vote for one.)

REGION SIX

Seat B - term ends 2010

- ☐ **James E. Doud, Sr.**
  South Bay Irrigation District
- ☐ **Arlene Schafer***
  Costa Mesa Sanitary District
- ☐ **Kathleen Thuner**
  North County Fire Protection District

* *incumbent*

Signature:_____ Date:_____

Member District:_____

Must be received by 5pm, September 26, 2007 CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

Arlene Schafer

292 Bucknell
Costa Mesa, CA 92626
(714) 546-1429

Married 48 years to James (Jim) Schafer. Three daughters, five grandchildren. One great-grandson

EDUCATION

Bachelor of Business Administration with Major in Executive Secretarial Science.
Graduate of University of Woodbury in Los Angeles.

PRESENT INVOLVEMENT

- Orange County Council of Governments
- Youth Employment Agency, Board Member
- Vice President, Costa Mesa Sanitary District – 3 Terms
- Orange County Advisory Board for OCTA – 4 Terms
- Costa Mesa Chamber of Commerce Legislative Committee
- Independent Special Districts of Orange County (ISDOC) Past President
- Costa Mesa Republican Women Federation, 1st Vice President
- Orange County Republican Women's Federation, 3rd Vice President
- LAFCO Commissioner Representing Special Districts, Former Chair
- Harbor Mesa Lions Club, President
- Costa Mesa Redevelopment Advisory Committee, Chair - 17 years (3R's Committee)
- Saddleback Lions – Regional Chair
- California Special District Association
  - Board of Directors
  - Executive Board - Secretary
  - Legislative Committee, Fiscal Committee, Finance Corps – Task Force Committee
  - Membership/Recruitment Chair

FORMER INVOLVEMENT

- Fairview Developmental Center Advisory Board of Directors
  (Appointed by California Governor Pete Wilson)
- Costa Mesa City Council – (2 terms) Vice Mayor - 1 year, Mayor - 2-1/2 years
- Costa Mesa Planning Commission - 4 years, Vice-Chair - 2 years
- Redevelopment Agency Chair - 3 terms/2 years each
- Past President, Harbor Council PTA (Newport Mesa Unified Schools District)
- Member of California State Central Committee
- Past President, Harbor Mesa Lions, Membership Chair
- Co-Chair Sister City Committee – 2 years
- "Woman of the Year", Costa Mesa Chamber of Commerce
- Emergency Preparedness Chair for City of Costa Mesa/Chamber of Commerce
- Vice Chair Open Space Bond Election
- Chamber of Commerce - Board of Directors and Executive Manager
- Youth Employment Service (YES) Board of Directors and Advisory Board
- "Outstanding Contribution to Education" – Beacon Award from Newport Mesa School District
- Career Education Committee Chair for Newport Mesa School District
- Costa Mesa Housing and Community Development Committee
- Mardan School, Board of Trustees
- Orange County Coast Association, Past President
- Advisory Board of Child Guidance Center of Orange County
- Special District Technical Advisory Committee for LAFCO
- Certificate in Leadership and Management from Special District Institute
- Board of Supervisors Honored Citizen of Orange County
- Costa Mesa Republican Women Federation, President
- Service Organization Council (SOC), President
- LAFCO Commissioner (Former Chair) Representing Special Districts
- CSDA Special Districts Governance Academy Certificate

Costa Mesa Sanitary District

...an Independent Special District

Phone
(949) 645-8401
Fax
(949) 650-2252

Address
628 W. 19th Street
Costa Mesa, CA
92627-2716

July 25, 2007

TO: Members of CSDA

As we near the close of the election process, I wish to remind you of my excellent record in serving you through the years and my intent to go through the Chairs of CSDA<

This election is so important to me and to all of you. CSDA needs a leader who is well known and can speak for you and I am that person.

You have already received my background information and my request to be re-elected. As you all know, I now serve as Secretary on the Executive Board.

Only through your vote and support can I continue serving you. Please vote for me. The ballot will be distributed in August.

Sincerely,

Arlene Schafer

Arlene Schafer
Vice President,
Costa Mesa Sanitary District
Secretary of CSDA Executive Board

Jean Bracy
Candidate
SDRMA Board of Directors

The Mojave Desert and Antelope Valley Air Quality Mangement Districts support the election of Jean Bracy to the SDRMA Board of Directors.

"Under Jean Bracy's guidance, the Mojave Desert Air Quality Management District's risk management costs have decreased, while the quality of our safety training has increased. Jean is a fiscally sound, responsive manager with a vast knowledge of risk management and SDRMA issues. I highly recommend Jean Bracy for this position."

Bob Leone
Governing Board Chair
Mojave Desert Air Quality Management District
Mayor Pro Tem, Town of Yucca Valley

MOJAVE DESERT air quality management district

Mike Dispenza
Governing Board Chair
Antelope Valley Air Quality Management District
Mayor Pro Tem, City of Palmdale

Antelope Valley Air Quality Management District

"Jean's 20 plus years in public service and her tenure as Administrative Services Director for a regulatory agency have equipped her with the ideal combination of knowledge and experience needed to serve the SDRMA's membership. In addition to bringing a solid management background to the table, Jean also brings with her integrity, competence and a strong understanding of risk management issues and programs."

Ballot Deadline is September 14.
Please schedule this election for action by your board.

OLIVENHAIN
Municipal Water District

1966 Olivenhain Road, Encinitas, California 92024 | Phone (760) 753-6466 | Fax (760) 753-1578 | www.omwd.com

August 1, 2007

Attention: SDRMA Members

Dear Sir or Madam,

On behalf of the Olivenhain Municipal Water District (OMWD) Board of Directors I respectfully request your vote for Robert Topolovac, OMWD's Board Vice President, for the Special District Risk Management Authority (SDRMA) Board of Directors.

OMWD has been actively involved with SDRMA since the San Diego Workers Compensation Authority merged with SDRMA under the tenure of current SDRMA Board member Harold Gano, who will be retiring from SDRMA upon expiration of his term in December 2007. OMWD feels that SDRMA is a valuable and worthy agency that garners its continued support and as such has adopted a resolution of support for Robert Topolovac as a candidate for the SDRMA Board.

Mr. Topolovac, serving as Board Vice President, has been a resident of northern San Diego County since 1965. He holds a Masters Degree in Human Relations and School Administration from Ohio University. Mr. Topolovac retired from a 35-year career in higher and secondary education and currently serves as a Volunteer Sheriff with the Encinitas Sheriff's Station. He is the past President and current Vice President on the Olivenhain Board of Directors and a past representative to the San Diego Recycled Water Committee. Mr. Topolovac currently serves on the OMWD Personnel, Facilities, and Safety Committees and has extensive knowledge in insurance, safety and personnel issues.

Director Gano and the rest of the OMWD Board of Directors adopted a resolution in support of Mr. Robert Topolovac's nomination and fully supports his participation on the SDRMA Board. Mr. Topolovac is a dedicated individual who will continue to serve the interests of special districts and commit the time needed to be a valuable member of the SDRMA Board. Mr. Topolovac plans to continue moving forward in the same positive direction that SDRMA has displayed in the past, exemplified by SDRMA's commitment to providing comprehensive protection in the most cost-effective and sustainable way possible.

The OMWD Board understands the critical nature of risk management and insurance issues and how they relate to local government agencies in our region. The Board knows that Mr. Topolovac will fairly and zealously represent the local agencies' interests at SDRMA. As such, we respectfully request your consideration and vote for Mr. Topolovac for the SDRMA Board of Directors.

Thank you for your consideration,

Susan J. Varty
President
OMWD Board of Directors

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Special District Risk Management Authority (SDRMA) 2007 Board of Directors Ballot**

DATE: August 20, 2007

BACKGROUND:

The Special District Risk Management Authority (SDRMA) is conducting an election for three seats on its Board of Directors.

The election instruction information provided by SDRMA is Attachment A.

Information provided by SDRMA about the candidates is Attachment B.

Resolution 08-05 is Attachment C: A Resolution of the Board of Trustees of the Placentia Library District of Orange County for the Election of Directors to the Special District Management Authority Board of Directors.

RECOMMENDATIONS:

1. Select three (3) candidates.
2. Motion to read Resolution 08-05 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County for the Election of Directors to the Special District Management Authority Board of Directors.
3. Motion to adopt Resolution 08-05 by a roll call vote.

Special District Risk Management Authority

Maximizing Protection
Minimizing Risk.

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141
F 916.231.4111
Toll-free 800.537.7790
www.sdrma.org

ELECTION INSTRUCTIONS FOR SDRMA'S BOARD OF DIRECTORS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in April 2007. Nominations were received for nine (9) candidates by the July 6, 2007 filing deadline.

SDRMA's Election Committee reviewed and confirmed that all nine (9) candidates' met the qualification requirements and submitted nomination documents in accordance with SDRMA's Policy No. 2005-02 Establishing Guidelines for Director Elections.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution and Ballot must be used to ensure the integrity of the balloting process.

2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot.

3. **Resolution ballots containing more than three (3) candidate selections will be considered invalid and not counted.**

4. Signed resolution ballots MUST be sealed and returned **by mail or hand delivery to SDRMA's office on or before 5:00 p.m. on Friday, September 14, 2007.** A self-addressed, stamped envelope is enclosed to return the Election Resolution Ballot:

   Special District Risk Management Authority
   Election Committee
   1112 "I" Street, Suite 300
   Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2008 and terminate on December 31, 2011.

6. Important balloting and election dates are:

   September 14, 2007 – Deadline for members to return completed ballots
   September 17, 2007 – Ballots are opened and counted
   September 18-21, 2007 - Election results are announced and candidates notified
   October 3, 2007 – Newly elected Directors are introduced at the SDRMA Annual Meeting/Breakfast to be held in Monterey at the CSDA Annual Conference
   January 23, 2008 – Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Executive Officer Jim Towns toll-free at 800.537.7790 if you have any questions regarding the election and balloting process.

Special District Risk Management Authority
Board of Directors
Candidate's Statement Of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate: William R. Miller, General Manager
District/Agency: The North Of The River Municipal Water District
Work Address: 4000 Rio Del Norte Street
Bakersfield, California 93308-1024
Work Phone: 661.393.5411
Home Phone: 661.822.6059

Why do you want to serve on the SDRMA Board Of Directors?

SDRMA serves several important functions for its member districts. Claim prevention is one of them. As a past member of the Board of the now SDRMA consolidated Special District Workers Compensation Authority, I was able to assist in the formation of many of the policies now in use by SDRMA. One of these policy areas is safety. The prevention of accidents and injuries is very important to me. I want to continue to assist in developing programs, which in a cost effective manner, encourage the improvement of the safety environment of our member districts.

What Board or committee experience do you have that would help you to be an effective Board Member with SDRMA or any other organization?

Past Board Member and President of the Special District Workers Compensation Authority

Board Member (18 Yrs) and Past President (3 Yrs) California Special Districts Association

Current Board President, Tehachapi Resource Conservation District

Current Commissioner, Kern County LAFCO

Special District Risk Management Authority
Board Of Directors
Candidate's Statement Of Qualifications

What special skills, talents or experience (including volunteer experience) do you have?

12+Yrs as a Special District Board Member

26 Yrs as a Special District General Manager

General Comments and/or Statements

In addition to SDRMA's several insurance lines offered, it also provides educational and support services designed to better enable the member district to deal with claims and potential claims, and more importantly, prevent claims and injuries. One of my main thrusts as an SDRMA Board Member will be to continue to support and help develop programs and services that will help member districts reduce or eliminate claims. Whilst it is one of my continuing goals to have the best coverage possible for the district and its employees, my idealistic goal is to make the use of this coverage almost unnecessary. My other interest in serving on the SDRMA Board is its business side. Yes, SDRMA is a Joint Powers Authority; but it in reality it is also a business, and needs to be run that way, as it is now. Not in the sense of making profits, but in the sense of holding down costs as much as one can, whilst still maintaining standards of excellence. As the then President of the Special District Workers Compensation Authority, I was instrumental in helping to achieve the recent merging of that program with SDRMA, thereby saving both pool's members thousands of dollars in duplicative administrative costs. As a member of the SDRMA Board, I would continue to look for ways to provide cost-effective service to its member districts. I ask for your vote. Thank you.

I certify that I am a Board Member or a full-time Management employee for the North of the River Municipal Water District, from which I have been nominated. I further certify that I am willing to serve as a Director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature William R. Miller Date: May 16, 2007

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate Jean Bracy
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Avenue, Victorville, CA 92392-2310
Work Phone (760) 245-1661 Home Phone (760) 946-1882

Why do you want to serve on the SDRMA Board of Directors?

I believe I can complement the current board composition with a representative perspective from the regulatory community. The regulatory community has specific risk issues that vary among agencies whose primary mission is delivery of important community services. For nearly 20 years, I've worked for public agencies. My approach to organizational management is drawn from a wide variety of experience. My career tasks have included designing the framework for agencies to conduct business in a manner best suited to serve the needs of their respective communities. Each adjustment to an organization's "framework" involves risk that must be measured and managed. I've worked closely with SDRMA for several years, and I am attracted to its aggressive and positive mission. I want to contribute my experience to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

As the Director of Administrative Services for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Budget and Personnel Committees. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA) statewide committees for Fiscal and Human Resource officers. I represent the District on the Mobile Source Emissions Reduction Committee evaluating proposed projects for grant awards. I organized and currently chair the Alternate Fuel Task Force for the Mojave Desert air basin; I represent the District in the Antelope Valley Clean Cities Coalition. While employed with the City of Victorville, I served as the City representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration. I have worked on the statewide Resolutions Committee for the California Baptist Convention and served as the regional representative for developing statewide women's programs. I am actively involved in a local community service organization and for many years in that capacity have been involved with a wide range of experiences in designing organizational growth, strengthening the core structure, long term and vision planning, development of staff and volunteers, and resource and program management.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have?

As a professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals. I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

General Comments / Statements

I believe in SDRMA's stated mission. My agency is a strong supporter of the risk pool concept and particularly SDRMA. From our recent claims experience I presented the topic, "The Good, The Bad, The Ugly. Leadership: A Management Case Study," at the CSDA Annual Conference in September 2006, where I was able to demonstrate our agency's positive experience with SDRMA's expert management of our claims.

I am attracted to the passion and energy expressed by SDRMA staff and Board in their aggressive and confident approach to the mission of SDRMA. I want to contribute to SDRMA's objective and its future.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Jan Bracy Date May 15, 2007

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate: John Woolley
District/Agency: Humboldt Waste Management Authority
Work Address: 825 5th Street, Room #111, Eureka, CA 95501
Work Phone: 707-476-2393 Home Phone: 707-443-6889

Why do you want to serve on the SDRMA Board of Directors?

For many years now I have enjoyed my association with SDRMA, both from marketing its services to various Districts throughout our area to serving on the Board. We have noted a very positive growth due to: offering worker's compensation coverage, the actuarial confidence level in our programs has risen to tter protect the pool and its assets, and now we are able to offer a competitive health package that oesn't impact the pool's resources. The SDRMA staff and Board work well together, making us feel more confident for the future of SDRMA.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I serve as a Board Member on the Humboldt Waste Management Authority, as well as serving as a Humboldt County Supervisor, both since 1997. I have been able to assist with communication with other affiliated risk management organizations, which furthers our ability to seek the best coverage we can afford and serves to help keep the Board and staff aware of the overall market. I consider it a privilege to continue making SDRMA a responsive, cost effective risk management organization.

My position as county supervisor requires me to serve on various boards and commissions. Several are SDRMA members, i.e. Redwood Region Economic Development Commission, North Coast Unified Air Quality District, Redwood Coast Energy Authority, and of course, my nominating body, Humboldt Waste Management Authority. These and other organizations require an understanding of the public governing rules and regulations and knowledge of the specific types of risk management each has.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have?

My public service experience includes many common traits most could identify as essential to the position held. A proven record of being able to make sound fiscal decisions, establish an effective policy and long range vision, budget oversight, making appropriate decisions that are in the member's best interest, and representing the entity in public gatherings; all are part of the skill set required to serve on the SDRMA Board. Risk management services also require the ability to track unique and complicated matters specific to risk analysis, rating evaluation, and other related matters. I have had to practice these and other related skills in my current position, as well my previous service on the SDRMA Board. I enjoy my service on the SDRMA Board because of the staff and board commitment and in the achievements we have combined to actualize.

General Comments/Statements

The Special District Risk Management Authority innovations and offerings have continually benefited each member entity through expanding coverages, yet charging fair and competitive rates. While the greater insurance market costs to its clients can vary significantly in their offerings and annual rates; SDRMA is able to cost out its risk management services with the primary focus being to stabilize rates and provide quality service.

The Board of Directors comes from the SDRMA membership, and thus the Board wants to see the services equitably and effectively provided. The team charged to make sure good quality products are provided is comprised of both the Board and staff working together for that common goal. All Board members should approach their candidacy with this in mind: be respectful of the past and current accomplishments and continue to focus on providing the best cost effective service available for each member.

The workers' compensation merger has definitely help create strong SDRMA growth. While the growth helps strengthen the pool, the challenge will be to ensure the services do not diminish. The Board will need to evaluate carefully the extent of change required to continue to provide the quality of service SDRMA members have come to expect.

I am fortunate to have the interest and time to commit to SDRMA. My current position has expanded my scope and representation to cover several SDRMA member entities, all of which has broadened my understanding and appreciation for SDRMA risk management services. I would appreciate your support and vote to continue my work on the Board of Directors. Thank you.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date 5-2-07

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate Jerry M. Ledbetter
District/Agency Alameda County Water District
Work Address 43885 S. Grimmer Blvd., Fremont, CA 94538
Work Phone (510) 668-4212 Home Phone (925) 454-0557

Why do you want to serve on the SDRMA Board of Directors?

I wish to serve on the SDRMA Board of Directors because I feel that I could be invaluable in providing an end user perspective. I also understand the challenges that many smaller districts have when it comes to managing workers' compensation and risk management programs and costs with limited resources and personnel. SDRMA's mission to provide renewable, efficiently priced risk financing and risk management services is not only an objective in today's litigious society, but a necessity. Additionally, my background and experience gives me an appreciation of the importance of risk management services and programs, especially for many of us smaller agencies who do not have the expertise in-house or the frequency of claims to feel proficient.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I served on the Executive Committee for the San Francisco Chapter of the American Society Safety Engineers (ASSE) in various positions of Vice President of Programs, Vice President of Membership, President-Elect, and Chapter President. Additionally, I served 2 years as Delegate for ASSE National - Region 1 dealing with legislative affairs. Member of the Air Issues and Regulations (AIR) Committee of the Bay Area Clean Water Agencies and the Alameda County Office of Emergency Services Public Agency Group representing a publicly owed treated water (POTW) agency.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have?

I have worked in the safety profession since 1992 after graduating from CSU, Chico with a Bachelors in Industrial Technology with Emphasis in Industrial Safety Management. Earned the designations of Occupational Health and Safety Technologist (OHST) and Certified Safety Professional (CSP) while working for various water and wastewater special districts, universities, and a DOE research laboratory. Was awarded as the 1997-1998 Safety Professional of the Year by the San Francisco Chapter of the American Society of Safety Engineers.

Currently, I am responsible for workers' compensation claims management; workplace safety management/loss prevention; DOT and transportation safety; occupational health and medical surveillance; and safety education and training. Was awarded the McMurchie Excellence in Safety Award for ACWD's Workers' Compensation Program for Large Members in 2006.

General Comments / Statements

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date 6-27-07

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate HENRY MILLER
District/Agency TEMECULA PUBLIC CEMETERY DISTRICT
Work Address 41911 "C" STREET TEMECULA CA. 92592
Work Phone 951-694-6450 Home Phone 951-695-0933

Why do you want to serve on the SDRMA Board of Directors?

IT IS MY MISSION TO BE A SERVANT OF GOD. TO DO MY PART TO FULFILL HIS ULTIMATE PLAN AND TO UPHOLD THE OLD TRADITION OF GOOD MORALS, SOUND ETHICS AND STRONG FAMILY VALUES. TO SEEK NEW OPPORTUNITIES FOR MY FAMILY, MY NEIGHBORS, AND MY COMMUNITY.

I BELIEVE THAT THE BEST WAY TO ACHIEVE THIS IS TO INCREASE RISK AWARENESS THROUGH SOUND EDUCATIONAL PROGRAMS AND TO INSURE THAT FAIR AND PROPER LEGISLATION IS INACTED THAT ADRESSES FUTURE CHALLENGES AND REDUCE LIABILITY COSTS.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

COMMISSIONER B.S.A 1985-1990
CHAIRMAN - SCHOOL SITE COUNCIL 1985-1992 (TUSD)
COMMISSIONER OF PARKS & RECREATION 1992-1995 (TCSD)
COMMISSIONER OF COMMUNITY SERVICES FOR THE CITY OF TEMECULA 1995-1997
CHAIRMAN OF TEMECULA COMMUNITY SERVICE DISTRICT 1997-2000
TRUSTEE FOR THE TEMECULA PUBLIC CEMETERY DISTRICT 2000-PRESENT.
DIRECTOR OF THE MURRIETA REPERTORY THEATRE 2000-2006.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have?

COMPLETION OF THE CALIFORNIA SPECIAL DISTRICTS GOVERNANCE ACADEMY 2006.
B.S. IN PUBLIC ADMINISTRATION FROM C.S.U.S.B. W/ MINOR IN LEADERSHIP 2000.
A.A. IN BUSINESS ADMINISTRATION FROM MT. SAN JACINTO C.C. 1991
CERTIFICATE OF LEADERSHIP FROM THE STATE OF CALIFORNIA 1990
VOLUNTEER - RIVERSIDE CO. PARKS DEPT. 1972-1986

General Comments / Statements

AS A NATIVE CALIFORNIAN, I FEEL THAT IT WOULD BE A GREAT HONOR TO SERVE THE CITIZENS OF THIS PROFOUND STATE AND OFFER MY COMMITMENT TO THE BOARD OF DIRECTORS OF THE S.D.R.M.A. PLEASE ACCEPT AND CONSIDER MY STATEMENT OF QUALIFICATIONS FOR THE S.D.R.M.A. BOARD OF DIRECTORS.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Henry Muller Date 5-16-07

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate Ed Gray
District/Agency Chino Valley Independent Fire District (Director)
Work Address 2005 Grand Ave. Chino Hills, CA. 91709
Work Phone (909) 920-5260 Home Phone (909) 627-4821

Why do you want to serve on the SDRMA Board of Directors?

Having been a police officer for over 28 years and a member of the Board of Directors of the Chino Valley Independent Fire District since 2004, I believe I possess a broad, balanced knowledge of the risk issues faced by public service organizations. My knowledge, experience and commitment to team problem solving would benefit the SDRMA and its' member organizations. I would bring with me a desire to continue the positive direction of the organization and to be an effective leader.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I have been a member of the Board of Directors of the Chino Valley Independent Fire District since 2004. During my tenure on the board I have served a President and Vice-President, member of the districts Finance, Personnel, Planning and Emergency Medical Services committees. I have been liaison the the City Councils of Chino and Chino Hills, liaison the the San Bernardino County Fourth District Supervisor, member and Chairman of the Chino Valley Public Agencies Committee and member of the Citizens Advisory Committee to the Department of Corrections California Institute for Men in Chino.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have?

I have had considerable exposure to the issues of risk to organizations and their members and the importance of finding ways to mitigate these risks.
I feel I have the ability to "actively listen" to people to gain understanding, to seek out facts and to make timely decisions.

General Comments / Statements

I feel it is important for people to know something about the "person" they are considering choosing to represent their interests. To try to help people understand who I am, I have attached a brief information sheet about me.
I thank you all for considering me for the important position of Director for the SDRMA and can promise that if chosen, I work hard to be an effective member o the organization.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date 6-25-07

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate Robert F. Topolovac
District/Agency Olivenhain Municipal Water District
Work Address 1966 Olivenhain Road
Work Phone (760) 753-6466 Home Phone (858) 755-4279

Why do you want to serve on the SDRMA Board of Directors?

Your mission to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool while ensuring all services are delivered in a timely, cost-efficient, responsive manner is whole heartedly supported by the Olivenhain Municipal Board of Directors. I wish to continue the partnership formed between our organizations and represent San Diego County on the Board. Risk management is of ever increasing importance and will only become more critical in years to come.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

Past President and current Vice-President Board of Directors of the Olivenhain Municipal Water District
Past representative to San Diego County Water Authority Recycled Water Committee
Olivenhain Municipal Water District Personnel Committee
Olivenhain Municipal Water District Safety Committee
Olivenhain Municipal Water District Facilities Committee

What special skills, talents, or experience (including volunteer experience) do you have?

Master degree in Human Relations and School Administration from Ohio University
Assistant Director of Student Affairs and Director of Residence Halls at UCSD
Over 35 years of service as an educator and administrator in both higher and secondary education
Very familiar with government entities and special districts
Recognized by State of California for my contributions to Core technology curriculum development
Volunteer Sheriff with the Encinitas Sheriff's Station

General Comments / Statements

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date 7/3/07

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate ANTONIO "TONY" SEDANO
District/Agency Local Agency Formation Commission for San Bernardino County
Work Address 215 North "D" Street, Suite 204, San Bernardino, CA 92415-0490
Work Phone (909) 383-9900 Home Phone (909) 864-5989

Why do you want to serve on the SDRMA Board of Directors?

As a charter board member of the Special District Insurance Authority (SDIA), the predecessor of SDRMA, starting with 71 members and an initial funding level of $150,000, I wish to continue my participation in this organization. It is my desire to participate in achieving the continued success of this JPA and the services it provides for the Districts and the taxpayers of the State of California.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

Initial member of the Board of Directors of the SDIA, having served as Chair and Vice-Chair of the Board; served 10 years as a member of the Board of Directors of the Big Bear City Community Services District; 1989-91 served as the General Manager of the South San Bernardino County Water District until its merger with the City of San Bernardino; served in the City of San Bernardino Water Department until my retirement in 1997; and have served on LAFCO since 1998 as an Alternate Public Member.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have?

I have served as Chairman and Vice-Chairman of the Special District Insurance Authority. I am the past President of the Arrowhead United Way and work with my local Neighborhood Watch Association.

General Comments / Statements

I am most interested in seeking the appointment to the Board of Directors of the Special District Risk Management Authority to continue my public service. I believe that my experience during the formative years of the Special District Insurance Authority and my involvement in almost every level of local government provide a unique background. I currently serve as the Alternate Public Member for the San Bernardino Local Agency Formation Commission which has opted to become a member of SDRMA to seek the most competitive prices for its insurance needs.

I have held the following positions within the Big Bear City Community Services District : Assistant Fire Chief (on-call paid position), member of the Board of Directors (two terms), Citizen Advisory Committee President, Employee Relations Committee, Chair, Public Relations Committee, Chair. I was the General Manager of the South San Bernardino County Water District and was involved in the process resulting in its merger with the City of San Bernardino. I have a broad understanding of the role and relationship of independent special districts serving their communities.

Since I am retired, I have the time available to devote to the activities of the Authority and would be an active participant.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Antonio R Sedano Date 6-5-2007

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate Vincent C. Ferrante
District/Agency Moss Landing Harbor District
Work Address 7881 Sandholdt Road
Work Phone 831.633.5417 Home Phone 831.449.2409

Why do you want to serve on the SDRMA Board of Directors?

I have been involved in Special District fiscal planning and risk management and have an interest and desire to support sound fiscal policies and promote quality risk management services to special districts throughout the state.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I have served as an elected official on the Moss Landing Harbor District (MLHD) Board of Harbor Commissioners since 2003. This requires constant budgeting vigilance and action responsive to constituent needs. I have served as Chair of the MLHD Liveaboard Committee, Vice Chair of the MLHD Budget Committee and Property Improvement Committee. In that capacity I gained in-depth knowledge of rules and regulations governing special districts as well as consensus-building among committee members.

I was appointed to the Monterey County Overall Economic Development Commission by the County Board of Supervisors and serve as Vice Chair of its Grants and Finance Committee. By this appointment, the County Board has demonstrated confidence in my fiscal abilities, experience and insight.

I have also served as a Director on the Central Coast Federal Credit Union Board where I gained knowledge of the needs of the community and small and large businesses, in addition to Federal Banking regulations and reporting. Other committee involvement includes Vice Chair of the Salinas, California Sister City Organization (of which I was named Member of the Year in 2005), Trustee of the Salinas, California Sons of Italy in America Lodge and Chair of the City of Monterey's annual Festa Italia Festival Parade.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have?

I have experience and/or training in project management, report preparation, public speaking, strategic planning, budget analysis and preparation, risk management, health benefits and retirement plans. Being on committees and working with others toward common goals requires a willingness to listen and exercise flexibility. My analytical skills are thorough and enable me to make informed decisions.

General Comments / Statements

I have completed the CSDA Special District Governance Academy and have taken courses through the Institute for Local Government. I am confident I will be a diligent and valuable member of the Board.

I will dedicate myself to the vision and goals of the SDRMA and I look forward to the opportunity to be a contributing member serving on this Board.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature: Vincent C. Ferrante Date: July 2, 2007
Vincent C. Ferrante

RESOLUTION 08-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISM MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Fifth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Fifth Amended and Restated Joint Powers Agreement Article 7 – Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2005-02 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2005-02 specifies that member agencies desiring to participate in the balloting and election of candidates to server on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees selects the following candidates to serve as Directors on the SDRMA Board of Directors:

AYES:	TRUSTEES:
NOES:	TRUSTEES:
ABSENT:	TRUSTEES:
ABSTAIN:	TRUSTEES:
State of California	)
	)ss.
County of Orange	)

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting hereof held on the twentieth day of August 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of August 2007.

_____
Jean Turner, Secretary
Board of Trustees of the Placentia Library District

OFFICIAL 2007 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and returned by mail or hand delivery in the enclosed self-addressed, stamped envelope to SDRMA on or before 5:00 p.m., Friday, September 14, 2007. Faxes or electronic transmissions are NOT acceptable.

☐ **VINCENT C. FERRANTE**
Commissioner, Moss Landing Harbor District

☐ **ANTONIO "TONY" SEDANO**
Board Member, Local Agency Formation Commission of San Bernardino County

☐ **ROBERT F. TOPOLOVAC**
Board Member, Olivenhain Municipal Water District

☐ **ED GRAY**
Board Member, Chino Valley Independent Fire District

☐ **HENRY MILLER**
Trustee, Temecula Public Cemetery District

☐ **JERRY M. LEDBETTER**
Safety and Health Officer, Alameda County Water District

☐ **JOHN WOOLLEY** (INCUMBENT)
Board Member, Humboldt Waste Management Authority

☐ **JEAN BRACY**
Director of Administrative Services, Mojave Desert Air Quality Management District

☐ **WILLIAM R. MILLER** (INCUMBENT)
General Manager, North of the River Municipal Water District

ADOPTED this ____ day of _____, 2007 by the _____ following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

APPROVED:

_____

ATTEST:

_____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Travel Authorizations: Administrative Services Manager Wendy Goodson to substitute for Library Director Elizabeth Minter at the Public Library Director's Forum with the State Librarian in Sacramento, and Librarian Mary Strazdas to attend the California Library Association Conference in Long Beach.**

DATE: August 20, 2007

BACKGROUND

At its meeting on May 29, 2007 the Library Board authorized Library Director Minter to participate in the Public Library Directors' Forum with the State Librarian and State Library Staff in Sacramento, September 20-21, 2007. The State Library pays all expenses except transportation. District policy requires Board approval for overnight trips for insurance purposes. The estimated cost is $250. Library Director Minter is requesting that this authorization be transferred to Administrative Services Manager Wendy Goodson because the State Librarian has recently recommended that experienced Library Directors send other management staff to this orientation.

Librarian II Mary Strazdas has requested to attend the California Library Association Annual Conference in Long Beach, October 26- 29, 2007. Because of a late evening session on October 26 and a breakfast meeting on October 27 this recommendation includes one night of hotel accommodation. An analysis of the cost is Attachment A. The total cost is estimated not to exceed $926 to be paid from the General Fund.

RECOMMENDATIONS

1. Authorize Administrative Services Manager Wendy Goodson to substitute for Library Director Minter at the Public Library Director's Forum in Sacramento, September 20-21, 2007 at a cost not to exceed $250 to be paid from the General Fund.

2. Authorize Librarian II Mary Strazdas to attend the California Library Association Conference in Long Beach, October 26-29, 2009 at a cost not to exceed $926 to be paid from the General Fund.

Placentia Library District
Travel Estimate

Name: Mary Strazdas
Event: California Library Association
Location: Long Beach, CA
Fund General Fund

Date	Fri 10/26/07	Sat 10/27/07	Sun 10/28/07	Mon 10/29/07	TOTAL
Registration	274.00				274.00
Hotel	190.16				190.16
Breakfast		20.00	15.00	15.00	50.00
Lunch	20.00	45.00	20.00	40.00	125.00
Dinner	70.00				70.00
Air/Train					-
Local Trans.					-
Mileage @ $ .485	16.00	16.00	32.00	32.00	96.00
Parking/Tolls	20.00	20.00	20.00	20.00	80.00
Telephone					-
Misc.	10.00	10.00	10.00	10.00	40.00
TOTAL	600.16	111.00	97.00	117.00	925.16

PLACENTIA LIBRARY DISTRICT
LIBRARY DIRECTOR'S OFFICE

TO: Placentia Library District Board of Trustees
Placentia Library Foundation Board of Directors
Placentia Library District History Room Committee
Placentia Library Foundation Book Store Volunteers
Library Staff

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Word of Mouth Marketing topic for September 2007 – Placentia Library District's 88th Birthday**

DATE: August 20, 2007

Thanks to the Program Committee for nominating the topics for the District's Word of Mouth Marketing campaign. The topics for the year are:

September – District's 88th Birthday	March – Library Website
October -- Literacy Services	April – Volunteer Opportunities
November – PLFF Membership Drive	May -- Summer Reading Program
December – Celtic Christmas Program	June – Placentia History Room
January – Children's Services	July – Audio Books & e-books (digital branch)
February – PLFF Author's Luncheon	August – Literacy Tutor Sign-up

The first topic for the Word of Mouth Marketing campaign will be **Placentia Library District's 88th Birthday.**

- The badges will be distributed on September 4th. Please wear them at work every day. Please also feel free to wear them when you are shopping or otherwise out in the community.
- The badges are designed to be conversation starters. They need your participation to make them successful!
- Why is Placentia Library an independent special district? When it was organized in 1919 there was no Orange County Library (it was formed 6 months after Placentia Library District) and the City of Placentia was not incorporated until 1927. Placentia's school district was organized first and then its library district.
- What does it mean to be an independent special library district? It means that Placentia Library is not a department of the City of Placentia nor a branch of the Orange County Library. It has an elected board of trustees who receive and manage the District's share of the local property tax.
- Where does Placentia Library get its funding? 80% is from property tax and 15% is from a variety of local sources – fines & fees, passports, notary & other local fundraising activities. The District just passed the $1 million cumulative revenue mark in passports in 2007. Less than 5% comes from the State and Federal government.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2006-2007.**

DATE: August 20, 2007

BACKGROUND:

At its meeting on August 15, 2005 the Library Board of Trustees selected Moreland & Associates, Inc., Newport Beach, to prepare its annual financial audit beginning with Fiscal Year 2004-2005. Moreland & Associates has provided the last two financial audits.

Attachment A is the letter of proposal dated August 14, 2007 for Moreland & Associates to provide the Fiscal Year 2006-2007 Financial Audit and the Annual Controller's Report at a cost of $8,650. Any additional costs will be discussed with the District before they are incurred.

RECOMMENDATION:

1. Award the financial audit and Annual Controller's Report preparation contract for Fiscal Year 2006-2007 to Moreland & Associates, Newport Beach, for $8,650.

2. Authorize the Library Director to sign the letter of proposal dated August 14, 2007.

Moreland & Associates, Inc.
CERTIFIED PUBLIC ACCOUNTANTS

1201 DOVE STREET, SUITE 680
NEWPORT BEACH, CALIFORNIA 92660

570 RANCHEROS DRIVE, SUITE 260
SAN MARCOS, CA 92069

TELEPHONE (949) 221-0025

August 14, 2007

The Library Board of Trustees
c/o Ms Elizabeth Minter
Library Director
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Dear Ms. Minter:

We are pleased to confirm our understanding of the services we are to provide for the Placentia Library District (District) for fiscal year ending June 30, 2007. We will audit the basic financial statements of the District as of and for the fiscal year ending June 30, 2007. We will prepare the draft financial statements and related notes from your trial balance and other records. Our audit will also include preparing the District State Controller Report.

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards and will include tests of the accounting records, and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the basic financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the District, and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud, or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations and for taking timely and appropriate steps to remedy any fraud, illegal acts, or violations of contracts or grant agreements that we may report.

You are responsible for all management decisions and functions. As part of the audit, we will prepare a draft of your financial statements and related notes. You will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services, including any other non-attest services.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental

regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, including tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions as we consider necessary. We will request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on the District's financial statements.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be significant deficiencies under standards established by the American Institute of Certified Public Accountants. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process or report financial data reliably in accordance with generally accepted accounting principles such that there is no more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

Audit Procedures—Compliance

Management is responsible for identifying and ensuring that the District complies with laws, regulations, contracts, and agreements. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion.

Audit Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. We will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees.

The audit documentation for this engagement is the property of Moreland & Associates, Inc. and constitutes confidential information. However pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to an oversight agency or its designee. The audit documentation for this engagement will be retained for a minimum of seven years after the date the auditors' report is issued or for any additional period required by law or regulation.

See the table below for fees for these services, including out-of-pocket expenses. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

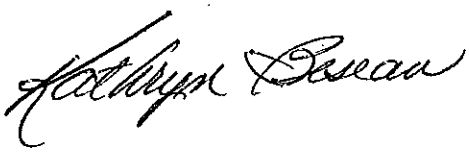
Level of Work Performed	Hourly Rates
Partner	$ 157
Manager	108
Senior Accountant	84
Assistant Accountant	74
Clerical	36

Service to be provided	Maximum Fee
Annual Audit	$8,650

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the one copy and return it to us.

Very truly yours,

Moreland & Associates, Inc.



Kathryn Beseau, Partner

Accepted by Placentia Library District.

Signature: _____
Title: _____
Date: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Authorize Placentia Library District Staff to proceed with the development of branding logos and colors for Placentia Library with the artistic direction of Signature Designs by SRP.**

DATE: August 20, 2007

BACKGROUND:

One of the goals in the Placentia Library District Strategic Plan is for the Library to improve its marketing by structuring its branding through the use of consistent logos, fonts and colors.

This issue was raised by the Technical Services Manager and the Web Site Advisory Committee as they were attempting to develop a proposal for "refreshing" the District's web site.

Library staff has been working with Jon West, Creative Director for Signature Designs by SRP, a company located in Placentia, on a number of design issues for both the Library District and the Placentia Library Friends Foundation during the past year. Technical Services Manager Napier and Library Director Minter asked Mr. West to develop a proposal for addressing the District's "branding" issues. The resulting proposal from Signature Designs by SRP is Attachment A.

The Library Director recommends that staff proceed with this project by using a Marketing Committee chaired by Technical Services Manager Napier, consisting of Library Director Minter, Development Coordinator Gomez, Library Aide Peterson (previously worked in an advertising agency), a representative from the Library Board and a representative from the Placentia Library Friends Foundation Board.

The Library Board will make the final decision on the Committee's recommendations for logos, fonts and colors.

RECOMMENDATION:

1. Authorize the Library Staff to proceed with the development of the branding strategy for Placentia Library District with Signature Designs by SRP as proposed in the letter of August 15, 2007 at a cost not to exceed $800 for development and conceptual artwork.

2. Determine if a Library Trustee would like to serve on a Marketing Committee chaired by Technical Services Manager Napier that will be responsible for this project.

Signature DESIGNS by SRP

August 15th, 2007

Vernon Napier
Technical Services Manager
Placentia Library District
411 East Chapman Ave
Placentia, CA 92870

We appreciate the opportunity to assist the Placentia Library in an effort to develop a new brand. In the meeting, we discussed the lack of color and uniformity within the current logos designs.

This branding strategy would access the new logo artwork that was created by Signature Designs. Within this identity package, Signature Designs would research color harmonies in the form of tertiary, analogous, complimentary, and simultaneous contrast for the new look. Tetrad, triad, & hexad harmonies will be displayed in a selection booklet. This booklet will be presented to the library by Signature Designs.

Concepts that are derived from the color harmonies herein will be delivered to the Placentia Library so that a creative strategy can be established.

The new brand for the Placentia Library will contain the same information for both the PLDD and PLFF logos while the look will be completely new. The concept phase will require official meetings with the Placentia Library to discuss the overall outcome of the concept work as it is applied to the new brand.

Placentia Library Brand Color Research: Cost: 400.00

Placentia Library Branding Strategy Conceptual Artwork: 400.00

On any jobs, we request that you approve the quote and any proofs that are generated.

Once again, thank you for using Signature Designs for your graphic needs.

Jon West
Creative Director

101 S. Kraemer Blvd. • Suite 200 • Placentia • CA • 92870 • 714.577.5337 • Fax 714.577.0344 • www.srpsd.com