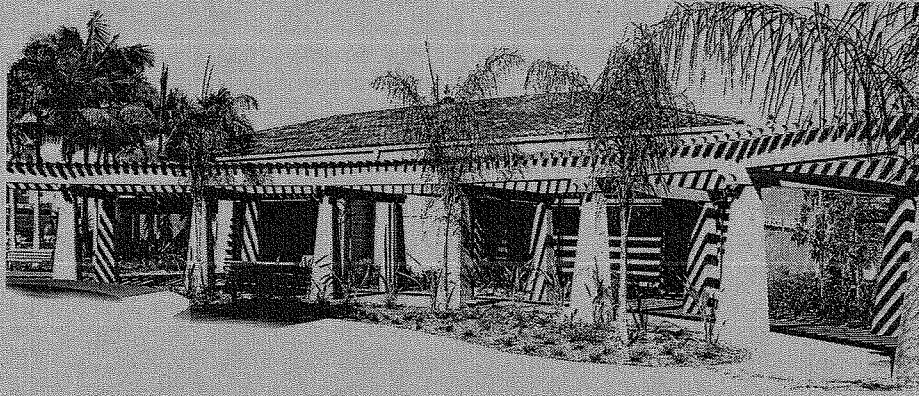


PLACENTIA LIBRARY DISTRICT



Board of Trustees Meeting

Unusual Date

**May 9, 2006
6:30P.M**

Library History Room

Administration

AGENDA

WORK SESSION PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Tuesday, May 9, 2006
5:00 P.M.
Placentia Library History Room

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

- 📖 Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
- 📖 Provides qualified staff to assist the public with the use of the collection and the information contained therein.
- 📖 Provides and operates a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

AGENDA DESCRIPTIONS: The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.

REPORTS AND DOCUMENTATION: Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.

1. Roll Call

Administrative Services Manager

5:00pm
Katerinas
Robison
Diaz
Murtanar
Guzman
Silverfarb
Gomez
Bell
Arazdas
Hrysite
Erwin
Wheeler
Garkweitz
Perez, M

Goodson
Roberts
Napier

2. Adoption of Agenda

BE
JT

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Oral Communications

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

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

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

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

4. Budget FY 2006-2007

~~scribble~~ *several 6:25p.M*

ADJOURNMENT

5. Agenda Preparation for the May Unusual Meeting, which will be held on Tues, May 9, 2006 at 5:00 P.M.

6. Review of Action Items.

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

7. Adjourn

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

I, Wendy Goodson, Administrative Services Manager for Placentia Library District, hereby certify that the Agenda for the May 9, 2006 Work Session of the Library Board of Trustees of the Placentia Library District was posted on Friday, May 5, 2006 @ at 5:00 P.M.

[Signature]

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

UNSUSAL DATE

Tuesday, May 9, 2006






6:30 P.M.

Placentia History Room

*The Vision of the Placentia Library District is to
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
-  Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
-  Promote the Library's vision through consistent messages to the public.

AGENDA DESCRIPTIONS: *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

CALL TO ORDER

- 1. Call to Order Library Board President
- 2. Roll Call Administrative Services Manager
- 3. Adoption of Agenda M1 - JT
M2 - BE

6:30PM

as amended.

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

Presentation: Library Director
Recommendation: Adopt by Motion

- 4. Oral Communications

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

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

Pat 25 years
Ted 17 years

TRUSTEE & ORGANIZATIONAL REPORTS

- 5. Board President Report

Shaker reported that the Friends & Foundation have agreed to merge

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

Discuss Library Board recognition of Pat Irot and Ted Farkas in appreciation of their service on the Board of Directors of the Friends of Placentia Library.

Discuss Library Board recognition of Allie Smith and Al Smith in honor of their recognition as Volunteers of the Year and as Placentia Library District honorees at the Orange County Volunteer Center Spirit of Philanthropy Awards.

Determine who will attend the State of the City Breakfast.

- 6. Trustee Reports

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

Recognition / Libras Presents for Pat & Ted
M1 - R.D
M2 - J.T.

Lee Murray, GPM

Lee
M1 GW
M2 BE
A.S
G.W
~~JT~~
~~BE~~
3 seats

Time speaking

J.T. - Volunteer Center @ Hyatt Regency (Albino)
G.W. - Friends Annual Mtg / HHS Home Charities Closet

Grand opening
Time 8, 9, 10

R.D. / H. Belmont / Merger
B.E. - None

- 7. Friends of Placentia Library Board of Directors Report (Ginny Sanatar)
- 8. Placentia Library Foundation Board of Directors Report (Trustee DeVecchio)
- 9. Upcoming Trustee meetings and events.

Ginny Sanatar reported
 May 1. Pleased w/updates
 Caroline was @ mtg for
 program & request
 Election of Officers

State of the City
 Dances
 M1 - G.W.
 M2 B.E.

CONSENT CALENDAR (Items 10 – 42)

Presentation: Library Director
 Recommendation: Approve by Motion

Items 10 – 42 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 10)

- 10. Minutes of the April 17, 2006 Library Board of Trustees Regular Meeting.

CLAIMS (Items 11 – 14)

- 11. Nonstandard Claims in excess of \$300. (Approve)

No Nonstandard Claims were processed during this report period.

- 12. Claims forwarded by the Library Director. (Approve)

Claims 4867 and 4868 by Minter/Shkoler and 4869 by Minter/Wood for a total of \$9,304.80 from Fund 707.

- 13. Current Claims and Payroll. (Approve)

Current Claims 4870, 4871 and 4872 for a total Current Claims of \$9,968.47; and Payrolls #25 (6/7/06) for \$11,919.63, and #26 (6/21/06) for \$38,789.65 for a total for Payrolls of \$50,709.28, for a combined total of Current Claims and Payrolls of \$60,677.75 from Fund 707.

- 14. FY2005-2006 Cash Flow Analysis through May 9, 2006 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 15 – 20)

- 15. Financial Reports for April 2006 will be presented at the Library Board meeting on June 19, 2006. (Receive & File)

- 16. Office General Ledger & Check Registers for April 2006 excluding the bank reconciliation which will be presented at the Library Board meeting on June 19, 2006. (Receive & File)

- 17. Acquisitions Report for April 2006 (Receive & File)

18. Entrepreneurial Activities Report for April 2006 (Receive & File)
19. Collection Agency Report for April 2006 (Receive & File)
20. Gifts Report for April 2006 (Receive & File)

GENERAL CONSENT REPORTS (Items 21– 32)

21. Building Maintenance Report for April 2006. (Receive & File)
22. Personnel Report for April 2006. (Receive, File, and Ratify Appointments)
23. Volunteer Report for April 2006 will be presented at the Library Board meeting on June 19, 2006. (Receive & File)

Kristas 24. Circulation Report for April 2006. (Receive & File)

25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)

26. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)

27. Status Report on Partnerships with Community Organizations. (Receive & File)

28. Status Report on Active Grant Applications. (Receive & File)

29. Poet Laureate Report. (Receive & File)

30. Status Report on Audit Recommendations by Moreland & Associates. (Receive & File)

Kristas 31. Third Quarter Report to the State Library of California for the “Placentia Achieves School Success at The Homeless Intervention Shelter House” (P.A.S.S. at H.I.S. House) LSTA Grant for Fiscal Year 2005-2006. (Receive & File)

Kristas 32. Application to the State Library of California for an LSTA Grant for Fiscal Year 2006-2007 for a “Placentia Achieves School Success (P.A.S.S. AT THE Topaz/Tuffree, the Ruby Drive/Kraemer, and the Tynes/Kraemer Homework Clubs” project in the amount of \$68,654. (Receive & File and Ratify Application)

STAFF REPORTS (Items 33 – 42)

33. Library Director’s Report (Minter)
34. Program Committee Report for April 2006 (Roberts)
35. Children's Services Report for April 2006 (Gurkweitz)
36. Placentia Library Literacy Services Report for April 2006 (Roberts)
37. Reference and Adult Services Report for April 2006 (Strazdas)

- 38. History Room Report for April 2006 (Bell)
- 39. Placentia Library Web Site Report for April 2006 (Napier)
- 40. Technology Report for April 2006 (Napier)
- 41. Publicity Materials Produced in April 2006 will be presented at the Library Board meeting on June 19, 2006. (Remling)
- 42. Safety Committee Minutes for April 2006 (Matas)

CONTINUING BUSINESS

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

Presentation: Library Director

Recommendation: Resolution to correspond with California legislators regarding preserving and full funding the Public Library Foundation Funds; and

Authorize the Library Board President to sign all letters on behalf of the Library Board of Trustees.

SB 1317 -

*M1 - J.T.
M2 - G.W.
M1 - G.W.
M2 - J.T.
Abs: B.E*

- 44. Review the Special District Risk Management Authority's (SDRMA) proposal for medical insurance coverage for staff, determine whether to transfer coverage to that program effective August 1, 2006, and select which option of the program to provide.

Presentation: Library Director

Recommendation: Authorize the transfer of the medical insurance plan from Blue Cross HMO to the SDRMA effective August 1, 2006; and

Select the EPO plan for the District's SDRMA medical program; and

Authorize Stormy Waldeck to change the life insurance policies with Assurant Employee Benefits from \$35,000 to \$50,000 to make up for the coverage being lost in the transfer of medical insurance coverage from Blue Cross to SDRMA; and

Authorize the Library Director to sign all contract documents related to the transfer of medical insurance coverage.

*M1 - J.T.
M2 - R.O.
M1 - J.T.
M2 - R.O.
M1 - G.W.
M2 - R.O.
M1 - G.W.
M2 - R.O.*

- 45. Staff Report on the progress of seeking an outside consultant to advise the Library Board on Redevelopment pass-through funds and developer fees.

Presentation: Library Director

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

None to report

46. Fiscal Year 2006-2007 Budget. The Board will establish the budget priorities. This topic will be discussed at a Library Board work session to be held at 5:00 P.M. on May 9, 2006. The Library Director's analysis was presented at the April 17, 2006 Library Board Meeting.

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

4.9%

MI-J.T.
M2-6-W

Abant BB

NO-AS

47. Strategic Plan Update. The Library Director will make a presentation of the most recent version of the Plan for the Board to review.

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

LD. passed out
MLA format

NEW BUSINESS

48. SDI Insurance (Short-Term Disability Insurance). While the District is not mandated to participate in the State's SDI program (funded entirely by payroll deduction) the District's long-term disability insurance is predicated on the short-term coverage being provided. The District may give the staff the option to join the State program voluntarily.

Presentation: Library Director
Recommendation: Authorize the Library staff eligible for SDI benefits to have an election to determine whether they wish Placentia Library District to join the State SDI Program that is funded entirely by payroll deduction. The election is to be repeated each year in the month of July if the vote is negative. Votes are to be weighted by the number of hours worked per week by the employee.

M1-6W
M2-J.T.

49. Staff Appreciation Dinner. The Library Board of Trustees and the Friends of Placentia Library Board of Directors jointly host an annual staff appreciation dinner.

Presentation: Library Director
Recommendation: Authorize a Staff Appreciation Dinner to be held in September or October;
and

Authorize the Library Director to ask the Friends of Placentia Library to co-sponsor the event with a 50% match of expenses up to \$500; and

Determine whether to accept Sandra Stark's invitation to host the event at her home; and

Appoint some one to coordinate the arrangements with the Friends and Mrs. Stark.

M1-GW
M2-R.D.

M1-R.D.
M2-GW

GAB

50. Library Director Performance Evaluation. The Library Board needs to determine the schedule and process for the Library Director's Performance Evaluation.

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

- 51. Appoint a Placentia Library District representative to the Santiago Library System Advisory Board (SAB) for a two-year term, July 1, 2006 to June 30, 2008. This individual serves as a non-voting lay advisory representative to the Santiago Library System Executive Council. The incumbent SAB Delegate for Placentia Library District is Camille Himes.

Presentation: Library Director
 Recommendation: Appoint Camille Himes to a two-year term commencing July 1, 2006 on the System Advisory Board for the Santiago Library System.

M1-JT
M2-RD

- 52. Travel Authorizations: Library Director Minter to the Public Library Director's Forum with the State Librarian in San Diego; Library Assistant Yesenia Gomez to the 23-day, Library School on-campus course at San Jose State University; the California Special Districts Association Annual Conference in Lake Tahoe/Olympic Valley; and the American Business Women's Association Business Associates Awards Night in Anaheim.

Presentation: Library Director
 Recommendation: Authorize Library Director Minter to attend the Public Library Directors' Forum with the State Librarian in San Diego, May 17-19, 2006 in San Diego with no cost to the District; and

Upon completion of completion of masters from the date of her return

Authorize Library Assistant Yesenia Gomez to attend the Graduate Library School Residency Program at San Jose State University, July 23-26, 2006 at a cost not to exceed \$4,250 to be paid from the General Fund; and

Determine who will attend the California Special Districts Association Annual Conference in Lake Tahoe/Olympic Valley, September 25-28, 2006, and authorize the Library Director to process the hotel reservations, transportation arrangements and registrations.; and

Authorize the Library Director to purchase nine seats for the American Business Women's Association Business Associates Awards Night, Tuesday, May 23, 2006 at the Foxfire Restaurant at a cost of \$315 to be paid from the Trustee Account of the County Exempt Fund and determine who from the Library Board will attend this event.

MOU for reimbursement full cost of residency to August 12, 2006 to 2 year.
 3 names
 Gae Wood
 G. Minter
 M1-J.T.
 M2-R.D.
 M1-R.D.
 M2-G.W.

check Betty Gasciano Gae Wood

ADJOURNMENT

- 53. Agenda Preparation for the June Regular Meeting, which will be held on Monday, June 19, 2006 at 6:30 P.M.
- 54. Review of Action Items.

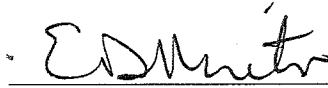
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

- 55. Adjourn

8:01 PM

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

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the May 9, 2006 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Saturday, May 6, 2006.



PLACENTIA LIBRARY BOARD CALENDAR

May 2006 - April 2007

May 2006

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Jun 2006

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Aug 2006

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Sep 2006

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Oct 2006

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May

- 1 7:00 PM Friends Board Meeting, DeVecchio
- 3 4:00 PM Publications Committee (Joint Friends/Foundation), Placentia History Room
- 11 5:30 PM Chamber Mixer
7:00 PM Foundation Board of Directors
- 15 6:30 PM Library Board Meeting
- 17 State Library's Public Library Directors Forum, San Diego through May 19
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District
- 28 Library Closed for Monday Holiday/Not Staff Holiday
- 29 Library Closed for Memorial Day/Staff Holiday
- 31 4:00 PM Publications Committee (Joint Friends/Foundation), Placentia History Room

June

- 5 7:00 PM Friends Board Meeting, Wood
- 7 7:00 PM Foundation Board of Directors
- 8 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting
- 22 ALA Conference, New Orleans, through June 28
9:00 AM Orange County Council of Governments, OC Sanitation District
7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

July

- 4 Library Closed for Independence Day/Staff Holiday
- 17 6:30 PM Library Board Meeting
- 22 Friends of Placentia Library incorporated in 1970
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
7:15 AM Placentia Chamber of Commerce Breakfast

Nov 2006

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Jan 2007

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Feb 2007

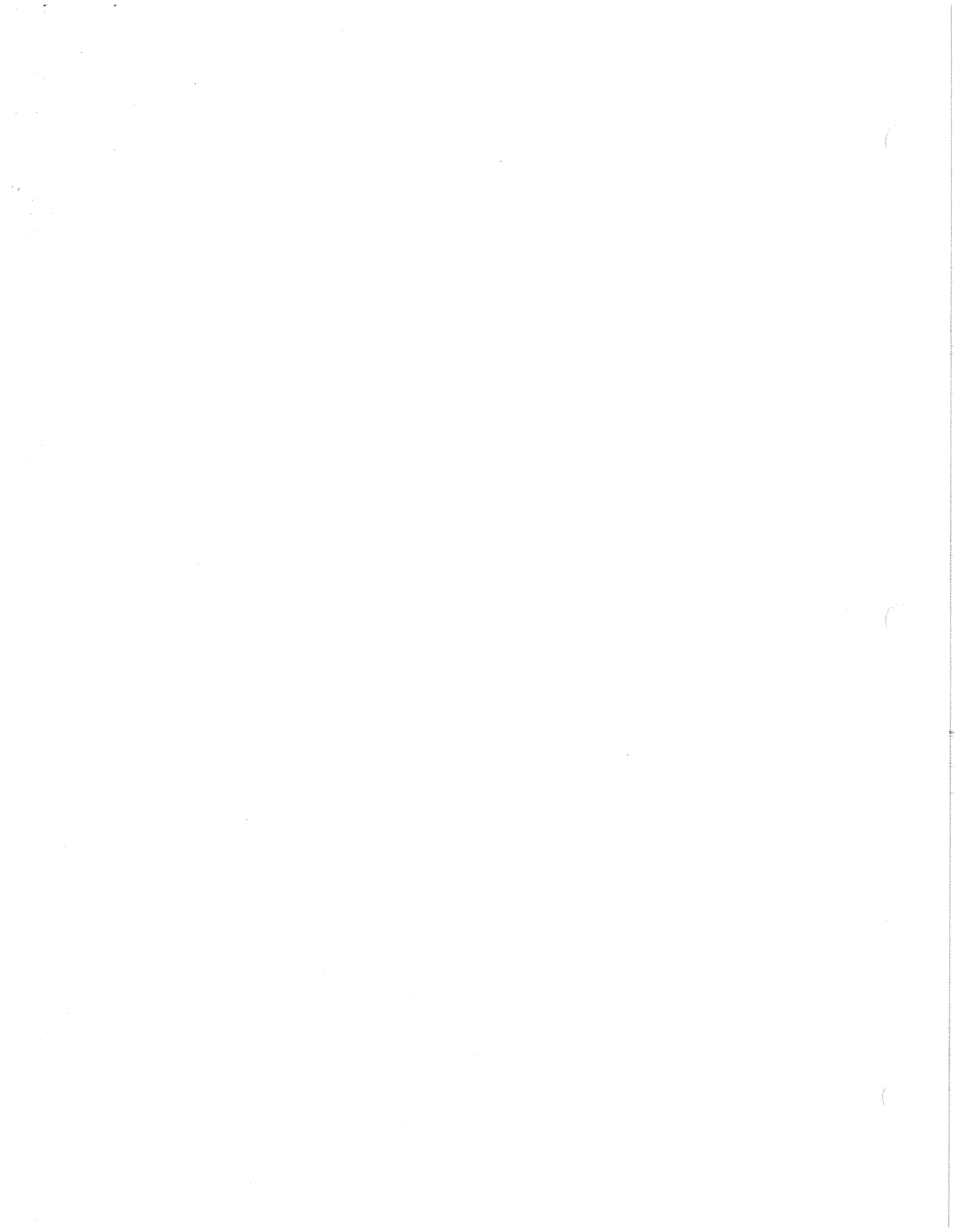
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Apr 2007

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PLACENTIA LIBRARY BOARD CALENDAR

May 2006 - April 2007

May 2006						
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Oct 2006						
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August

- 4 9:00 AM CSDA Ethics Training for elected officials and designated representatives, Irvine
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 31 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

September

- 2 Placentia Library District Established in 1919 by OC Board of Supervisors
- 3 Library Closed for Monday Holiday/Not Staff Holiday
- 4 7:00 PM Friends Board Meeting, Turner
Library Closed for Labor Day/Staff Holiday
- 14 5:30 PM Chamber Mixer
Placentia Library Foundation Incorporated in 1994
- 18 6:30 PM Library Board Meeting
- 25 CSDA Annual Conference, Lake Tahoe, through Sep 28.

- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

October

- 2 7:00 PM Friends Board Meeting, Shkoler
- 12 5:30 PM Chamber Mixer
- 14 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 16 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 6 7:00 PM Friends Board Meeting, Escobosa
- 9 5:30 PM Chamber Mixer
- 10 CLA Annual Conference, Sacramento, through Nov 13
- 11 Library Closed for Veterans Day/Staff Holiday
- 20 6:30 PM Library Board Meeting
- 23 Library Closed for Thanksgiving/Staff Holiday

Nov 2006						
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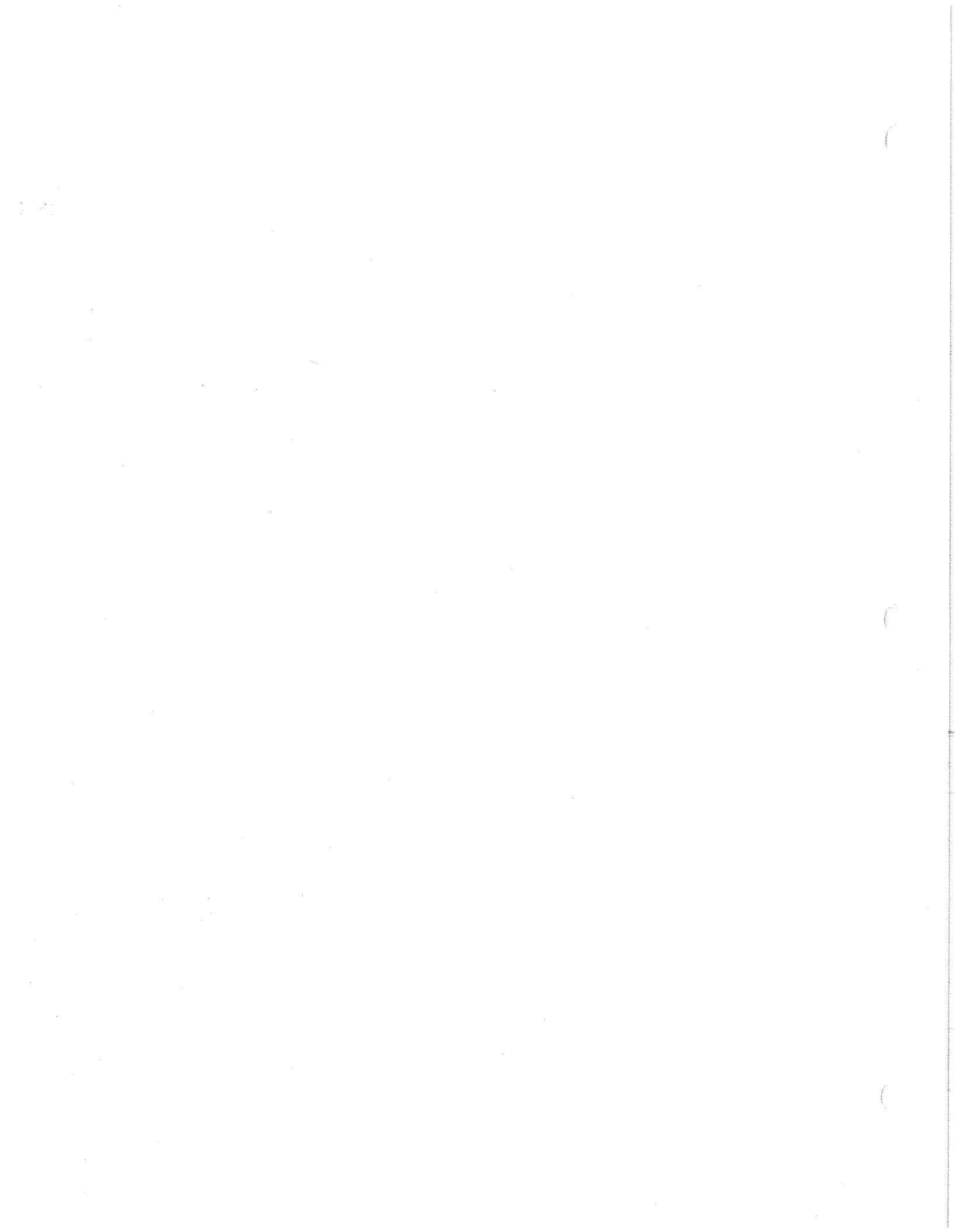
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Jan 2007						
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Feb 2007						
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Apr 2007						
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PLACENTIA LIBRARY BOARD CALENDAR

May 2006 - April 2007

May 2006

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November

30 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

December

- 1 6:30 PM Donor Reception (Friends/Foundation), Placentia Library
12:00 PM Trustee terms begin
- 4 7:00 PM Friends Board Meeting, DeVecchio
- 8 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 18 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District

January

- 1 7:00 PM Friends Board Meeting, Wood
- 11 5:30 PM Chamber Mixer
- 15 6:30 PM Library Board Meeting
- 19 ALA Midwinter Meeting, Seattle, through Jan 24
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District

February

- 7:15 AM Placentia Chamber of Commerce Breakfast
- 5 7:00 PM Friends Board Meeting, Turner
- 8 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District

March

- 7:15 AM Placentia Chamber of Commerce Breakfast
- 3 9:30 AM Friends of Placentia Library Author's Luncheon, ALL TRUSTEES
- 5 7:00 PM Friends Board Meeting, Shkoler
- 8 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

Nov 2006

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Jan 2007

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PLACENTIA LIBRARY BOARD CALENDAR

May 2006 - April 2007

May 2006

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Jul 2006

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Aug 2006

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Oct 2006

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March

29 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

April

2 7:00 PM Friends Board Meeting, Escobosa

8 Easter, Library Closed, not staff holiday

12 5:30 PM Chamber Mixer

15 National Library Week through Apr 21

10:03 AM National Library Week, through April 21

16 6:30 PM Library Board Meeting

26 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

Nov 2006

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Jan 2007

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Feb 2007

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Mar 2007

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Apr 2007

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FRIENDS OF PLACENTIA LIBRARY
Board of Directors Meeting
May 1, 2006

President, Eleanor Rankin called the meeting to order at 7:00 PM. The following Directors were present- Eleanor Rankin, Barbara Hemmerling, Nadine Blansett, Ginny Sanatar, Camille Himes, Brenda Benner, Ben Boleman, Betty Wymer and Helen White. Elizabeth Minter represented the staff. Al Shkoler represented the Trustees.

Vernon Napier, media specialist, presented us with a preview of the new website for the library. He highlighted the Friends section for us. He asked for our input and made clear that it will be updated frequently.

Children's Librarian, Caroline Gurkweitz told us her plans for the Summer Reading Program and Camp Library. Both of these events for our local children have been very well received. She thanked us for our past support and said it was because of our generosity that she could present these activities.

Secretary: The minutes were dispensed with, due to time constraints.

Treasurer: Camille Himes reported a balance of \$20,319.56. 1) Camille Himes made a motion to allow \$4500 to the Children's Department for their upcoming programs. Ginny Sanatar seconded this. The motion carried. 2) Brenda Benner made a motion to reimburse the Treasurer, \$6.06, spent to mail tax returns by certified mail. Ginny Sanatar seconded this. The motion passed. 3) Ben Boleman made a motion to pay the \$20 cost to the Secretary of State to renew our certification. Brenda Benner seconded this. The motion carried. 4) Brenda Benner made a motion to allow up to \$200 to purchase Quik Books 2006 for the Friends Treasurer. Ginny Sanatar seconded this. The motion carried.

Camille explained a new procedure for reimbursement from the Treasurer. Laranne Remling has a form to be completed, to which the receipt will be attached. This will authorize the treasurer to write a check...

Financial Secretary: Ginny Sanatar reported receipts of \$1,528.50 in March and \$1,864.75 in April.

President's Report: 1) Jan Burke returned her honorarium from the Annual Meeting. 2) President Rankin asked us to be considering the venue and appropriate ticket price for the 2007 Author's Luncheon. 3) A calendar of events was distributed. 4) A director's list was given to each person. 5) Ginny Sanatar will attend the Trustees meeting on Tuesday May 9. 6) Brenda Benner was asked to give a recap of the meetings held with representatives of the Friends and the Foundation. Brenda showed the work they had done on new letterhead and brochures. The feeling was that progress is being made toward the combining of these two groups. Brenda Benner made a motion to resolve that the Friends of the Library and the Placentia Library Foundation merge and the Friends would give financial support up to \$1000 to accomplish this. Camille Himes seconded the motion.. The motion carried with one abstention. **Election of**

Officers: Brenda Benner made a motion that the nominated slate of officers become the elected slate. Ben Boleman seconded this. The motion carried. The officers are: President- Eleanor Rankin, Vice President- Carol Fizzard, Secretary- Barbara Hemmerling, Financial Secretary- Ginny Sanatar, and Treasurer- Camille Himes.

Committee Reports: Bookstore is running smoothly. Second Sunday Sale: Ginny has the volunteer list filled out through October. She said any open spaces can be filled by volunteers she will contact. Silent Auction: Nadine Blansett reported \$41.00 for the month of April. Gifts: Eleanor reported that \$156 was donated by Boeing in an employee matching program. **Library Reports:** 1) Elizabeth Minter gave each person a gift from the Public Library Association Conference in Boston that she recently attended. 2) The Web site should be up by the end of the week. 3) Elizabeth asked us to consider giving our support to the Poet Laureate of our library two years hence when the Public Library Association meets in Minnesota.

Announcements: Eleanor read a card from Pat Irot thanking us for the gift she received at the Annual Meeting. Next meeting: June 5, 2006. Meeting adjourned at 8:55

Barbara Hemmerling, Secretary

3:02 PM
05/05/06
Cash Basis

Placentia Library Foundation
Balance Sheet
As of April 30, 2006

	<u>Apr 30, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
Adopt-A-Book (Bank of the West)	24,378.01
Endowment Savings-(Bank West)	7,546.59
General Fund-(Bank of the West)	16,162.36
Total Checking/Savings	<u>48,086.96</u>
Other Current Assets	
Back up withholding	1,754.44
Total Other Current Assets	<u>1,754.44</u>
Total Current Assets	49,841.40
Other Assets	
AIG Securities (GF)	
AIG Securities-Cash	4,490.59
AIG Securities (GF) - Other	1,918.08
Total AIG Securities (GF)	<u>6,408.67</u>
T.Rowe Price (Shaw Endowment)	
FMV Adjustment	-268.20
T.Rowe Price (Shaw Endowment) - Other	15,863.80
Total T.Rowe Price (Shaw Endowment)	<u>15,595.60</u>
Vanguard Asset Allocation (BEF)	
FMV Adjustment	931.62
Vanguard Asset Allocation (BEF) - Other	56,614.45
Total Vanguard Asset Allocation (BEF)	<u>57,546.07</u>
Vanguard Wellington (BEF)	
FMV Adjustment	1,427.44
Vanguard Wellington (BEF) - Other	43,559.76
Total Vanguard Wellington (BEF)	<u>44,987.20</u>
Total Other Assets	<u>124,537.54</u>
TOTAL ASSETS	<u><u>174,378.94</u></u>
LIABILITIES & EQUITY	
Equity	
Board Designated	
Designated - Direct Mail	8,000.00
Total Board Designated	8,000.00
Opening Bal Equity	29.99
Permanently Restricted	
Lapsit Program	10,599.84
Total Permanently Restricted	10,599.84
Retained Earnings	51,372.24
Temporarily Restricted	
History Room	520.13
Lapsit	1,572.60
Total Temporarily Restricted	<u>2,092.73</u>
Unrestricted Net Assets	78,287.27
Net Income	23,996.87
Total Equity	<u>174,378.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>174,378.94</u></u>

3:01 PM
05/05/06
Cash Basis

Placentia Library Foundation
Profit & Loss by Class
January through April 2006



	Adopt-A-Book	Book Endowment	Operating Gen Fund	TOTAL
Ordinary Income/Expense				
Income				
AAB AL Auctions	600.00	0.00	0.00	600.00
AAB AL Merchandise Sales	693.00	0.00	0.00	693.00
AAB AL Raffles	557.00	0.00	0.00	557.00
AAB AL Sponsorships	450.00	0.00	0.00	450.00
AAB AL Ticket Sales	7,625.00	0.00	0.00	7,625.00
AAB AL Tips	2,607.40	0.00	0.00	2,607.40
AAB Bankcard Deposit	3,026.86	0.00	0.00	3,026.86
AAB Donation Box	513.71	0.00	0.00	513.71
AAB Donations	177.00	0.00	0.00	177.00
AAB Friends Book Sales	158.00	0.00	0.00	158.00
AAB Interest	4.59	0.00	0.00	4.59
BEF Donations - Friends Bkstr	0.00	437.70	0.00	437.70
BEF Donations Individ.- (not AL)	0.00	1,550.00	0.00	1,550.00
BEF Interest	0.00	4.77	0.00	4.77
BEF Unrealized Gain Loss/Invest	0.00	3,597.86	0.00	3,597.86
GF Adopt-a-Chair Revenue	0.00	0.00	700.00	700.00
GF Afghan Sales	0.00	0.00	58.47	58.47
GF Afghan Sales Tax	0.00	0.00	4.53	4.53
GF Donations-Childrens	0.00	0.00	537.50	537.50
GF Donations-History Room	0.00	0.00	405.00	405.00
GF Donations-Literacy	0.00	0.00	6,457.65	6,457.65
GF Donations-Unrestricted	0.00	0.00	4,845.00	4,845.00
GF Friends Book Sales	0.00	0.00	333.97	333.97
GF Friends Newsletter Reimburse	0.00	0.00	1,072.12	1,072.12
GF Interest	0.00	0.00	3.03	3.03
GF Placentia Child Hist Bk Dist	0.00	0.00	1,512.95	1,512.95
GF Shaw Projects (Not Lapsit)	0.00	0.00	3,000.00	3,000.00
GF Unrealized Gain	0.00	0.00	258.25	258.25
GF Vending Machines	0.00	0.00	4,240.95	4,240.95
Total Income	16,412.56	5,590.33	23,429.42	45,432.31
Expense				
AAB AL Expenses	4,664.21	0.00	0.00	4,664.21
AAB AL Merchandise Expense	66.16	0.00	0.00	66.16
AAB AL Printing Expense	91.05	0.00	0.00	91.05
AAB AL Refund - Tickets	245.00	0.00	0.00	245.00
AAB AL Supplies Expense	509.13	0.00	31.90	541.03
AAB Bankcard Service Charge	117.70	0.00	0.00	117.70
AAB Book Purchases	54.68	0.00	0.00	54.68
AAB Transfer to BEF	25.00	0.00	0.00	25.00
AAB Transfer to GF	598.00	0.00	0.00	598.00
GF Donor Reception Expenses	0.00	0.00	354.98	354.98
GF Friends Book Sales Transfer	0.00	0.00	333.97	333.97
GF History Room Expenses	0.00	0.00	138.46	138.46
GF Lapsit/Storyhours-Shaw Endow	0.00	0.00	540.00	540.00
GF Miscellaneous Expense	0.00	0.00	156.53	156.53
GF Newsletter	0.00	0.00	6,484.16	6,484.16
GF Other Expense	0.00	0.00	1,417.31	1,417.31
GF Postage and Delivery	0.00	0.00	315.30	315.30
GF Printing Expense	0.00	0.00	188.56	188.56
GF Professional Fees	0.00	0.00	2,225.00	2,225.00
GF Registration/Travel	0.00	0.00	0.00	0.00
GF Shaw Projects Expense	0.00	0.00	250.00	250.00
GF Uncategorized Expenses	0.00	0.00	269.46	269.46
GF Vending Machine Repair	0.00	0.00	180.00	180.00
GF Vending Machine Supplies	0.00	0.00	2,178.88	2,178.88
Total Expense	6,370.93	0.00	15,064.51	21,435.44
Net Ordinary Income	10,041.63	5,590.33	8,364.91	23,996.87
Net Income	10,041.63	5,590.33	8,364.91	23,996.87

**PLACENTIA LIBRARY DISTRICT
LIBRARY DIRECTOR'S OFFICE**

TO: Foundation Board of Directors
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Potential project for the Placentia History Room
DATE: April 13, 2006

BACKGROUND:

There are two elements of Placentia History that Library staff recommends be converted to fully indexed digital format so that they may be used by anyone with access to the Library's database:

-  Placentia newspapers
-  Yearbooks for Placentia High Schools

The reason that these items are important to the collection is that they contain the names and biographical information about Placentia residents, businesses and organizations.

The reason that they should be fully indexed is to make the information easily accessible for anyone searching.

The reason that the Placentia newspapers should be in digital format is so that anyone can access the information without having to physically visit the Library or handle the original documents. The digital format would include photographs as well as text.

There are many complications with both of these projects that need to be addressed by staff.:

Placentia newspapers

Microfilm is available for the Placentia Courier from 1925 until 1977. The Library does not currently have a microfilm reader (\$8,000 - \$10,000 for a good quality reader/printer) and is reluctant to invest in one if a digitization project is imminent.

This collection could be the first to be digitized since it is already on microfilm. To get it digitized and indexed at the same time, a new microfilm would need to be created and then converted to the digital database. This work is done by a company called OCLC to Library of Congress specifications. Vernon Napier is currently researching the cost of this conversion.

While the OC Register Online is supposed to include the Placentia News Times it is selective in the articles that it incorporates. It is far from complete in its coverage.

No microfilm is available for the Placentia Highlander or the Placentia News Times. The Library's file copies of these newspapers are woefully incomplete.

Vernon is currently researching the holdings at Cal State Fullerton and other Southern California academic institutions (Chapman University, UC Irvine, etc.) to find out if they have any print or microfilm editions of the years that Placentia Library is missing. When we believe that we have the best collection that we can identify these issues will need to be microfilmed and then digitized and indexed.

There may be financial assistance from either Orange County or the California Newspaper Project (housed at UC Irvine) with the initial microfilming.

It is critical that this be done as soon as possible since the original newspapers are deteriorating.

Once the items are in microfilm the digitization and indexing process is straight forward.

It is assumed that because the Orange County Register is selective in what it incorporates from the Placentia News Times that Placentia Library District will need to continue to microfilm, digitize and index each year's publications. This would be done as part of the annual Library materials budget once the back issues were converted.

Placentia high school yearbooks

Placentia sends students to four local public high schools: Valencia, El Dorado, Esperanza and El Camino.

Between Placentia Library and the School District we believe that we have a complete set of yearbooks available. This project will need to be done cooperatively with the Placentia/Yorba Linda Unified School District.

High School Yearbooks are very expensive to purchase (several hundred dollars apiece) and are subject to vandalism and theft. Placentia Library keeps its under lock and key in the Placentia History Room. They are, however, a great source of local history and biographical information about Placentia students and families. Like the newspapers they need to be indexed for the greatest accessibility to the information.

Like the original newspapers the yearbooks will need to be microfilmed first and then digitized and indexed. The photos are a very important part of this process. Library staff is in the process of talking with staff at the County of Orange to find out if they can microfilm the yearbooks without damaging the bindings. If they cannot then we will need to identify a company that can do non-destructive microfilming because no one will want to take apart the yearbooks.

Vernon is in the process of talking with OCLC to confirm that they can do the digitizing and indexing of the year book microfilms. The critical part here is that people desiring to look up someone in the yearbook database will be able to do so and to view the pictures and information without having to have access to the original materials. They can do it without even having to travel to Placentia Library.

Like the Placentia newspapers Placentia Library District would need to commit to maintaining the microfilming, digitizing and indexing on an annual basis once this project was initiated.

Budget figures for both of these projects will be developing during the next several months. It is a reasonable to assume that the digitizing and indexing project will take \$30,000 to \$50,000 but it will be a permanent asset to Placentia. Once it is in this format it will be convertible to future electronic formats. Placentia Library District will need to plan to make adequate space available on its server(s) to provide access to these items. This will not be a formidable expense for the District and will be part of its commitment to the support of the Placentia History Room and access for the public to local history.


Contracting the mechanics of these projects to OCLC means that they will receive the best known processing available at nationally accepted bibliographic standards and that the information will be compatible with that at other institutions. Placentia Library will not be developing a local product that does not interface with other systems.

RECOMMENDATION:

1. Determine whether either or both of these projects is appealing to the Foundation.
2. Discuss what type of fund raising appeal could be used for them.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Upcoming Trustee Events and Meetings
DATE: May 9, 2006

Trustee Events and Meetings

- | | |
|-------------------------------|---|
| May 11, Thursday, 5:30 P.M. | Chamber Mixer, Darios Deli & Pizza, 1450 N. Kraemer (next to Family 1 Credit Union) |
| May 11, Thursday, 7:00 P.M. | Foundation Board of Directors Meeting, DeVecchio |
| May 15, Monday, 6:30 P.M. | Library Board of Trustees Meeting, Placentia History Room |
| May 23, Tuesday, 7:15 A.M. | Chamber State of the City Breakfast, Alta Vista Country Club |
| May 25, Thursday, 9:00 A.M. | Orange County Council of Governments at OC Sanitation District, Wood |
| May 28, Sunday | Library closed for Memorial Day weekend, not a staff holiday. |
| May 29, Monday | Library closed for Memorial Day, staff holiday. |
| May 31, Wednesday, 4:00 P.M. | Joint Publications Committee of Friends & Foundation, Shkoler |
| June 5, Monday, 7:00 P.M. | Friends Board of Directors Meeting, Wood |
| June 8, Thursday, 5:30 P.M. | Chamber of Commerce Mixer, Back's Building (Kraemer Park) |
| June 8, Thursday, 7:00 P.M. | Foundation Board of Directors, De Vecchio |
| June 19, Monday, 6:30 P.M. | Library Board Meeting |
| June 29, Thursday, 11:30 A.M. | ISDOC Quarterly Membership Meeting and LAFCO Selection Committee election, Turner |

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 17, 2006**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on April 17, 2006, at 6:30 P.M.

ROLL CALL **Members Present:** President Al Shkoler, Secretary Jean Turner, Trustees Betty Escobosa, Richard DeVecchio and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Administrative Services Manager Wendy Goodson, and Technology Manager Vernon Napier. Friends' President Eleanore Rankin.

ADOPTION OF AGENDA It was moved by Trustee Escobosa, and seconded by Trustee Wood Turner to adopt the Agenda.

AYES:	Shkoler, Turner, DeVecchio, Escobosa, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

ORAL COMMUNICATIONS No members of the public addressed the Board.

TRUSTEE REPORTS President Shkoler reported he attended the Friends' Annual Meeting on April 3, 2006 and the Joint Publications Committee Meeting on April 12, 2006.

Secretary Turner reported that she attended the Nonprofit Professional Alumni Association (NPAA) Mixer at Cal State Fullerton on March 29, 2006, the Independent Special District of Orange County (ISDOC) Meeting on March 30, 2006, and the Library's "On Common Grounds" Program on April 10, 2006.

Trustee DeVecchio reported that he attended the Friends' Annual Meeting on April 3, 2006 and the Foundation Board Meeting of April 13, 2006.

Trustee Escobosa reported that she attended the Friends' Annual Meeting on April 3, 2006.

Trustee Wood reported that she attended the Friends' Annual Meeting on April 13, 2006, the Library's "On Common Grounds" Program on April 10, 2006, and the Placentia Chamber of Commerce Mixer hosted by the Placentia Library on April 13, 2006.

FRIENDS Eleanore Rankin reported the Friends' had members present for the Placentia Library's program "On Common Grounds" on April 10, 2006. The Friends' next meeting is May 1, 2006.

FOUNDATION

Trustee DeVecchio reported that the Foundation Board met on April 13, 2006.

**DISTRICT MEDICAL
BENEFITS
PROGRAM FOR
EMPLOYEES**

Insurance Broker Stormy Waldeck presented provider and plan information and rates for medical insurance coverage for Library Staff for FY 06-07.

The Special District Risk Management Authority (SDRMA) Medical Benefits Program has not published their new rates for FY 06-07. Library Director will present the SDRMA rates and information at the May 9, 2006 Board of Trustees Meeting for further analysis and action.

**CONSENT
CALENDAR**

It was moved by Trustee DeVecchio and seconded by Trustee Escobosa to approve items 10-22, 24-27, 2-30, 34-40:

AYES: Shkoler, Turner, DeVecchio, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

MINUTES

Minutes of the March 28, 2006 Library Board of Trustees Board Meeting as amended.

CLAIMS

Claims 4859 by Minter/Turner, 4860, 4861, and 4862 by Minter/Wood for a total of \$8,672.06 from Fund 707.

Current Claims 4863, 4864, 4865, and 4866 for a total of Current Claims for the Fiscal Year 2005-2006 of \$67,946.31 and Payroll #23 (5/10/06) for \$38,789.65 and #24 (5/24/06) for a total of \$38,789.65 for a combined total of Current Claims and Payrolls of \$145,525.61 from Fund 707.

FY2005-2006 Cash Flow Analysis through March 28, 2006 and recommendation that no funds be transferred at this time.

**FINANCIAL
REPORTS**

Financial Reports for March 2006

Office General Ledger & Check Registers for March 2006

Acquisitions Report for March 2006

Entrepreneurial Report for March 2006

Collection Agency Report for March 2006

Gifts Report for March 2006

**GENERAL CONSENT
CALENDAR**

Building Maintenance for March 2006

Personnel Report for March 2006

Circulation Report for March 2006

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Legislative Alerts from the California Special Districts Association and the California library Association

Status Report on Partnerships with Community Organizations

Poet Laureate Report.

Status Report on Audit Recommendation by Moreland & Associates

STAFF REPORTS

Placentia Library Literacy Services Report for March 2006.

Reference and Adult Services Report for March 2006.

Placentia Library Web Site Report for March 2006.

Safety Committee Minutes for March 2006.

**AGENDA ITEMS 23,
28, 31, 32, 33**

Volunteer Report for March 2006.

Status Report on Active Grant Applications

Director's Report for February 2006.

Program Committee Report for February 2006.

Children's Services Report for February 2006.

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve agenda item 23, 28, 31, 32, and 33

AYES:	Shkoler, Turner, DeVecchio, Escobosa, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

**LEGISLATIVE
ISSUES**

Library Director reported there are no legislative updates other than the most recent information from the March 11, 2006 CALTAC Workshop.

WEBSITE PROJECT

Technology Manager Napier presented the latest edition of the new Placentia Library Website.

STRATEGIC PLAN

Strategic Planning Update was deferred to the next Board meeting.

**REDEVELOPMENT
PASS THROUGH
FUNDS**

Library Director led a discussion on redevelopment pass through funds, the definition of, background and determining what the Board's next steps are.

**BUDGET
PRIORITIES 06-07** Library Director presented the Revenue and Expenditure Assumptions for FY 06-07.

PREPARATION Agenda Preparation for the May Unusual Meeting will be held on Tuesday, May 9, 2006 at 6:30 P.M.

ADJOURNMENT The Regular Meeting of the Board of Trustees of the Placentia Library District for April 17, 2006 adjourned at 8:57 P.M.

**MAY
MEETING** The May Library Board Meeting will be held on Tuesday, May 9, 2006 at 6:30 P.M. in the Library History Room.

Jean Turner
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
May 9, 2006

TYPE	REPORT NUMBER	AMOUNT
------	------------------	--------

None		
------	--	--

	TOTAL	
--	-------	--

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Trustees
May 9, 2006

	DATE	CLAIM #	FUND	AMT	SIGNATURE/S
LIBRARY DIRECTOR	April 20, 2006	4867	707	2,598.82	Minter/Shkoler
		4868	707	703.99	Minter/Shkoler
		4869	707	6,001.99	Minter/Wood
TOTAL BY LIBRARY DIRECTOR				\$ 9,304.80	
TOTAL				<u>\$ 9,304.80</u>	

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

Agenda Item 12
04/20/06 Page 2 of 4
4867

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	4-13-06/7330591-AP06		2100	00		154.09		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	714-528-1906/T4891860		0700	00		154.39		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	4-13-06/129808		1800	00		134.59		
N05608 Fed Ex PO Box 371461 Pittsburgh PA 15250-7461	4-14-06/3-450-64473		1803	00		25.05		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	4-4-06/2399251		1800	00		275.84		
N06685 Honeywell Security Monitoring 8309 Innovation Way Chicago IL 60682	4-1-06/4476529		1400	00		168.09		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	4-7-06/332724044 4-7-06/332648349		1800 1800	00 00		157.35 61.25 218.60		
N23569 Placentia Disposal P.O. Box 79036 Phoenix, AZ 85062-9036	4-1-06/3876 14001691 6		1000	00		96.50		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	4-1-06/153901		1900	00		170.05		
N25869 Image Concepts 911 Powell Court Costa Mesa, CA 92626	4-10-06/8953 4-10-06/8956		1800 1800	08 08		299.75 901.87 1,201.62		

The claims listed above (totaling \$2,598.82) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,598.82

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

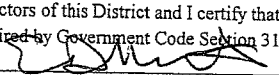
04/20/06 Agenda Item 12
4868 Page 3 of 4

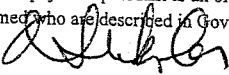
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N27368A The Hartford Group Benefits PO Box 8500-3690 Philadelphia PA 19178-3690	May 06		0300	00		321.13		
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	3-106 to 4-17-06 Travel Reimb		2700	01		53.59		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	4-13-06/001040		1300	00		136.35		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	4-19-06/19293		1800	08		64.65		
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	3-11-06 to 4-1-06 Travel Reimb		2700	01		14.24		
N30636 Nadia Dallstream c/o Placentia Library District 411 E. Chapman Placentia CA 92870	3-1-06 to 3-31-06 Travel Reimb		2700	01		24.03		
(need vendor #) ProLiteracy America 13200 Jamesville Ave Syracuse NY 13210	4-6-06/PLA-6817		1600	08		90.00		

The claims listed above (totaling \$703.99) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


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ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	4-24-06/05391188009		2800	00		991.99		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	May 06		0300	00		321.00		
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	4-17-06/69426317		1000	00		1,479.39		
N03659F Golden State Water Company 2143 Convention Ctr Way 110 Ontario CA 91764	4-21-06/312083-9		2800	00		223.77		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	2-23-06/4397597		2400	08		511.37		
N13084 Planned Giving Round Table-SC PO Box 1695 Oak View CA 93022	E. Minter Registration L. Remling Registration		2700	01		250.00		
			2700	01		280.00		
						530.00		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	4-17-06/19000-05435		0300	00		966.50		
N20042 Assurant Employee Benefits P.O. Box 807009 Kansas City, MO 64180-6644	4-19-06/4027912		0300	00		122.85		
N23659 Scholastic, Inc. PO Box 3720 Jefferson City, MO 65102-3720	3-28-06/4672362001		2400	08		5.12		
N24068 Placentia Glass & Screen 233 W. Santa Fe Ave Placentia CA 92870	3-3-06/8372		1000	00		850.00		

The claims listed above (totaling \$6,001.99) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 2101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
May 9, 2006

TYPE	REPORT NUMBER	AMOUNT
Regular	4870	3,077.39
	4871	3,485.82
	4872	3,405.26
Subtotal for Regular		9,968.47
	6/7/2006	11,919.63
	6/21/2006	38,789.65
Subtotal for Payroll		50,709.28
TOTAL CURRENT CLAIMS & PAYROLL		60,677.75

Prepared by: Wendy Goodson

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	4-11-06to5-4-06		0900	00		60.97		
	Petty Checks Reimb		0900	08		110.79		
						171.76		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	4-2-06/T4947997 714-223-1698		0700	01		342.35		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	4-27-06/A38548		0700	05		215.50		
	4-18-06/671417		1800	00		183.33		
						398.83		
N03828F Baker & Taylor Books 1205 Paysphere Circle Chicago, IL 60674	4-24-06/4005549405		2400	01		29.50		
	4-24-06/4005549404		2400	01		23.26		
	4-24-06/4005549403		2400	01		105.84		
	4-24-06/4005549402		2400	01		35.33		
	4-24-06/4005549401		2400	01		18.56		
	4-24-06/4005549400		2400	01		55.14		
	4-24-06/4005549399		2400	01		21.55		
	4-24-06/4005549398		2400	01		17.37		
	4-24-06/4005552006		2400	01		18.33		
	4-21-06/4005503128		2400	01		312.02		
	4-21-06/4005523791		2400	01		212.37		
	4-21-06/4005523790		2400	01		74.87		
	4-21-06/4005523789		2400	01		40.63		
	4-21-06/4005523788		2400	01		17.96		
	4-21-06/4005523787		2400	01		40.70		
	4-21-06/4005512197		2400	01		33.76		
	4-21-06/4005512196		2400	01		18.56		
4-21-06/4005512195		2400	01		30.53			
4-21-06/4005512194		2400	01		54.51			
4-21-06/4005503127		2400	01		18.56			
4-21-06/4005523792		2400	01		153.36			
						1,332.71		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	3-31-06/10904415		2400	01		2.94		
	3-31-06/10904414		2400	01		15.08		
	4-3-06/10931169		2400	01		22.87		
	4-3-06/10931168		2400	01		39.06		
	4-3-06/10931167		2400	01		11.94		
	4-3-06/10931166		2400	01		314.43		
	4-3-06/10931165		2400	01		56.39		
	4-5-06/10986426		2400	01		24.07		
	4-19-06/11256097		2400	01		94.96		
	4-19-06/11256098		2400	01		54.57		
	4-18-06/11231329		2400	01		6.74		
4-18-06/11231327		2400	01		18.20			
7-18-06/11231328		2400	01		170.49			
						831.74		

The claims listed above (totaling \$3,077.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	3-29-06/R726798		2400	01		125.82			
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	10-11-05/1435597 3-30-06/243646 3-31-06/1435597		2400 2400 2400	05 05 05		369.80 119.82 85.99 575.61			
N04948 (note address change) Information Publications, Inc 2995 Woodside Rd Ste 400-182 Woodside CA 94062	4-14-06/4901A		2400	01		121.14			
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	4-24-06/297240		2400	01		173.81			
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	5-1-06/May 06		1900	00		35.00			
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	4-7-06/332648352 4-7-06/332648350		1800 1800	00 00		20.45 131.81 152.26			
N06771 (note address change) The H.W. Wilson Company 23419 Network Place Chicago IL 60673-1234	4-4-06/56881037		2400	04		325.63			
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4-21-06/X8898		1000 1800 1803	00 00 00		329.45 117.95 28.02 475.42			
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Story Time I Apr 06 Story Time II Apr 06		1900 1900	00 00		540.00 360.00 900.00	"2" "2"		
N25869 Image Concepts 911 Powell Court Costa Mesa, CA 92626	4-27-06/9049		1800	08		601.13			

The claims listed above (totaling \$3,485.82) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	4-18-06/25519		1000	00		77.27		
N27838 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	4-20-06/240928		2400	05		239.88		
N29275 SB&F P.O. Box 3000 Denville, NJ 07834	4-11-06/P0016106		2400	04		45.00		
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	4-8-06to4-29-06 Travel Reimb		2700	01		21.36		
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	4-5-06/14542712		2400	01		28.40		
	4-14-06/14569878		2400	01		159.21		
	4-12-06/14561001		2400	01		28.40		
	4-10-06/14554762		2400	01		28.40		
	4-11-06/14557752		2400	01		85.20		
						329.61		
N30025 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	4-17-06/1081389342		2400	05		140.80		
N30586 HomeIN Magazine 19713 Yorba Linda Blvd Ste 135 Yorba Linda CA 92886	4-19-06/1667		1900	00		270.00		
Raintree 6277 Sea Harbor Drive Orlando FL 32887	3-31-06/65105475		2400	01		20.20		
	3-31-06/65094640		2400	01		2,156.14		
						2,176.34		
Lexicon 640 South San Vicente Bl Los Angeles CA 90048	4-10-06/1049754		2400	02		105.00		

The claims listed above (totaling \$3,405.26) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



County of Orange
ELECTRONIC FUNDS TRANSFER
A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912
Please Pay \$ 11,919.63 on 6 | 7 | 06

Send To: Bank Name: Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #25

Description:

Department / Agency

Contact: Elizabeth D. Minter, Library Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE			
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD			
707	707			0100	00						11,036.69				
707	707			200	00						882.94				
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	11,919.63			
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller							
CLAIMANT			DATE			AUTHORIZED SIGNER			DATE			DEPUTY		DATE	

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY			
Auditor-Controller Approvals:		Transaction Reference	
Claims & Disbursing:		Automated Clearing House (CH): _____ Wire Transfer (WT): _____	
Over Limit	\$100,000 (1) \$500,000 (2) \$1,000,000 (3)	Automated Clearing House (IC): _____	
Claims & Disbursing Manager: _____		MW Transaction #: _____	
Check Writing: _____		Treasurer-Tax Collector Information	
General Ledger Approvals:		Released By / Ref # _____	
Cash & Expense Budget:	Date	wrec	



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 38,789.65 on 6 | 21 | 06

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121042882
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #26

Description:

Department / Agency

Contact: Elizabeth D. Minter, Library Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL											A-C USE	
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						36,036.69	
707	707			200	00						2,752.96	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	38,789.65
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE			AUTHORIZED SIGNER			DATE			DEPUTY	DATE	

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
Auditor-Controller Approvals: Claims & Disbursing: Over Limit: _____ \$100,000 (1) \$500,000 (2) \$1,000,000 (3) Claims & Disbursing Manager: _____ Check Writing: _____ General Ledger Approvals: Cash & Expense Budget: _____ Date: _____ wrec	Transaction Reference Automated Clearing House (CH): _____ Wire Transfer (WT): _____ Automated Clearing House (IC): _____ MW Transaction #: _____ Treasurer-Tax Collector Information Released By / Ref #: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: May 9, 2006

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2005-2006 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2005-2006 is Attachment B.

I am recommending that no funds be transferred at this time.

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2005-2006 through May 9, 2006.

Placentia Library District
FY2005-2006 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/05		Beginning Balance			837,101.17
08/16/03	4783	General by 3 Trustee signatures		1,027.90	836,073.27
01/16/05	4830	General by 3 Trustee signatures		2,317.01	833,756.26
01/16/05	4831	General by 3 Trustee signatures		3,198.75	830,557.51
01/16/05	4832	General by 3 Trustee signatures		3,584.47	826,973.04
01/16/05	4833	General by 3 Trustee signatures		1,611.37	825,361.67
01/16/05	4834	General by 3 Trustee signatures		350.00	825,011.67
01/16/05	4835	General by 3 Trustee signatures		7,266.16	817,745.51
01/16/05		Payroll #16 to wire Feb 8, 2006		44,146.24	773,599.27
01/16/05		Payroll #17 to wire Feb 22, 2006		42,749.93	730,849.34
06/15/05		Payroll #1 to wire Jul 6, 2005		38,789.65	692,059.69
06/15/05		Payroll #2 to wire Jul 20, 2005		38,789.65	653,270.04
06/23/05	4763	General by Library Director		17,273.63	635,996.41
06/23/05	4764	General by Library Director		14,800.99	621,195.42
07/02/05	4765	General by Library Director		2,664.61	618,530.81
07/09/05	4766	General by Library Director		3,332.72	615,198.09
07/09/05	4767	General by Library Director		908.95	614,289.14
07/11/05		Adjustment for FY2004-05, Claim 4749		16,745.00	597,544.14
07/14/05	4768	General by Library Director		19,790.44	577,753.70
07/14/05		6230-01: Prior Secured #8	16,231.99	40.58	593,945.11
07/14/05		6280-01: Supplemental paid 1984	1.66		593,946.77
07/14/05		6280-01: Supplemental paid 1985+	15,666.44		609,613.21
07/14/05		6300: Delinquent supplemental	1,417.30		611,030.51
07/14/05		6300: Delinquent supplemental penalties	327.44		611,357.95
07/18/05	4769	General by 3 Trustee signatures		6,791.36	604,566.59
07/18/05	4770	General by 3 Trustee signatures		4,356.11	600,210.48
07/18/05	4771	General by 3 Trustee signatures		3,370.23	596,840.25
07/18/05	4772	General by 3 Trustee signatures		4,371.76	592,468.49
07/18/05		Payroll #3 to wire Aug 3, 2005		38,789.65	553,678.84
07/18/05		Payroll #4 to wire Aug 17, 2005		38,789.65	514,889.19
07/18/05		Payroll #5 to wire Aug 31, 2005		38,789.65	476,099.54
07/18/05		6230-04: Teeter apportionment	15,295.19		491,394.73
07/20/05		6610: OC Interest Administrative Fee, June		90.01	491,304.72
07/21/05		6610-00: Interest Bank of the West	9.52		491,314.24
07/21/05		7670-00: Library Fines & Fees	5,529.17		496,843.41
07/21/05		7670-01: Library Passport Revenue	16,317.06		513,160.47
07/21/05		6610: OC Interest Administrative Fee, June		(90.01)	513,250.48
07/21/05	4773	General by Library Director (single signature)		1,307.01	511,943.47
07/21/05	4774	General by Library Director (single signature)		1,961.07	509,982.40
07/28/05	4775	General by Wood (single signature)		2,139.11	507,843.29
07/28/05	4776	General by Wood (single signature)		4,915.50	502,927.79
08/04/05		OCA refused to correct adjustment for FY2004-05, Claim 4729	16,745.00		519,672.79
08/04/05	4777	General by DeVecchio (single signature)		1,603.59	518,069.20
08/04/05	4778	General by Library Director & DeVecchio		5,276.46	512,792.74
08/04/05	4779	General by DeVecchio (single signature)		4,643.87	508,148.87
08/10/05		6300: Supplemental #1	2,397.64		510,546.51
08/15/05	4780	General by 3 Trustee signatures		18,667.81	491,878.70

Placentia Library District
FY2005-2006 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
08/15/05	4781	General by 3 Trustee signatures		4,763.48	487,115.22
08/15/05	4782	General by 3 Trustee signatures		1,869.28	485,245.94
08/15/05		Payroll #6 to wire Sep 14, 2005		38,789.65	446,456.29
08/15/05		Payroll #7 to wire Sep 28, 2006		38,789.65	407,666.64
08/16/05		6610: Orange County Investment Pool interest, Jul	2,221.76	78.45	409,809.95
08/18/05	4784	General by Library Director & DeVecchio		1,529.34	408,280.61
08/18/05	4785	General by Library Director & DeVecchio		2,039.04	406,241.57
08/18/05		6610-00: Bank of the West interest	9.09		406,250.66
08/18/05		7670-00: Library Revenue, Aug	3,265.41		409,516.07
08/18/05		7670-01: Library Passport Revenue, Aug	7,868.97		417,385.04
08/25/05	4786	General by Library Director & DeVecchio		2,435.55	414,949.49
08/25/05	4787	General by Library Director & DeVecchio		6,226.56	408,722.93
09/01/05	4788	General by Library Director & Escobosa		2,256.88	406,466.05
09/01/05	4789	General by Library Director & Escobosa		9,929.71	396,536.34
09/08/05	4790	General by Library Director & Shkoler		3,896.71	392,639.63
09/08/05	4791	General by Library Director & Shkoler		15,614.74	377,024.89
09/19/05	4792	General by 3 Trustee signatures		19,718.54	357,306.35
09/19/05	4793	General by 3 Trustee signatures		2,754.55	354,551.80
09/19/05	4794	General by 3 Trustee signatures		4,141.45	350,410.35
09/19/05	4795	General by 3 Trustee signatures		1,613.71	348,796.64
09/19/05	4796	General by 3 Trustee signatures		1,506.17	347,290.47
09/19/05		Payroll #8 to wire Oct.12, 2006		38,789.65	308,500.82
09/19/05		Payroll #9 to wire Oct 26, 2006		38,789.65	269,711.17
09/22/05	4797	General by Library Director & Turner		1,870.00	267,841.17
09/22/05		6220: Unsecured	54,632.83	136.58	322,337.42
09/22/05		6280: Supplemental #2	9,954.14		332,291.56
09/26/05		6610-00: Bank of the West interest	8.36		332,299.92
09/26/05		7670-00: Library Revenue, Sep	4,339.26		336,639.18
09/26/05		7670-01: Library Passport Revenue, Sep	7,441.65		344,080.83
09/26/05		6970-00: State Library Interlibrary Loan	5,729.17		349,810.00
09/26/05		6970-02: State Library CA Literacy Campaign	30,000.00		379,810.00
09/26/05		6970-05: State Library Project Grants, Staff Education	21,885.00		401,695.00
09/27/05		6610: Orange County Investment Pool interest, Aug	1,987.40	67.92	403,614.48
10/06/05	4798	General by Library Director & Escobosa		6,407.63	397,206.85
10/06/05	4799	General by Library Director & Escobosa & Shkoler		5,574.99	391,631.86
10/06/05	4800	General by Library Director & Shkoler		11,293.81	380,338.05
10/12/05		6280: Supplemental #3	4,050.18		384,388.23
10/17/05	4801	General by 3 Trustee signatures		18,361.32	366,026.91
10/17/05	4802	General by 3 Trustee signatures		3,073.23	362,953.68
10/17/05	4803	General by 3 Trustee signatures		17,178.84	345,774.84
10/17/05	4804	General by 3 Trustee signatures		2,802.50	342,972.34
10/17/05		Payroll #10 to wire Nov 9, 2006		38,789.65	304,182.69
10/17/05		Payroll #11 to wire Oct 26, 2006		38,789.65	265,393.04
10/19/05		6610: Orange County Investment Pool interest, Sep	1,684.33	55.79	267,021.58
10/24/05	4805	General by Library Director & DeVecchio		8,120.33	258,901.25
10/24/05	4806	General by Library Director & DeVecchio		5,113.15	253,788.10
10/24/05		6610-00: Bank of the West interest	27.67		253,815.77

Placentia Library District
FY2005-2006 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
10/24/05		6970-03: State Library Family Literacy	8,514.00		262,329.77
10/24/05		6970-06: State Mandated Claims Reimbursement	8,000.00		270,329.77
10/24/05		7670-00: Library Revenue, Oct	14,859.91		285,189.68
10/24/05		7670-01: Library Passport Revenue, Oct	16,631.59		301,821.27
11/01/05	4807	General by 3 Trustee signatures		2,911.63	298,909.64
11/01/05	4808	General by Library Director & Turner		1,646.79	297,262.85
11/10/05	4809	General by Library Director & Escobosa		8,312.11	288,950.74
11/10/05	4810	General by Library Director & Escobosa		6,654.80	282,295.94
11/10/05	4811	General by Library Director & Escobosa		15,588.81	266,707.13
11/16/05		6280: Supplemental #4	2,320.19		269,027.32
11/17/05	4812	General by Library Director & pending		2,778.52	266,248.80
11/21/05		6610: Orange County Investment Pool interest, Oct	1,826.50	58.16	268,017.14
11/22/05		6210: Secured #1	147,213.34	368.03	414,862.45
11/28/05	4813	General by 3 Trustee signatures		9,459.00	405,403.45
11/28/05	4814	General by 3 Trustee signatures		44,633.44	360,770.01
11/28/05	4815	General by 3 Trustee signatures		15,138.70	345,631.31
11/28/05	4816	General by 3 Trustee signatures		2,791.81	342,839.50
11/28/05		Payroll #12 to wire Dec 7, 2006		38,789.65	304,049.85
11/28/05		Payroll #13 to wire Dec 21, 2006		38,789.65	265,260.20
12/01/05	4817	General by Library Director & Turner		2,869.04	262,391.16
12/01/05	4818	General by Library Director & Turner		2,356.75	260,034.41
12/06/05	4819	General by Library Director & Escobosa		5,483.17	254,551.24
12/06/05	4820	General by Library Director & Wood		2,122.35	252,428.89
12/07/05		6610-00: Bank of the West interest	16.39		252,445.28
12/07/05		7670-00: Library Revenue, Nov	6,432.26		258,877.54
12/07/05		7670-01: Library Passport Revenue, Nov	15,731.27		274,608.81
12/08/05		6210: Secured #2	148,833.30	372.08	423,070.03
12/08/05		6690-00: State Homeowners #1	2,544.49		425,614.52
12/14/05		7670-00: Library Revenue, Dec	1,060.68		426,675.20
12/14/05		7670-01: Library Passport Revenue, Dec	1,672.95		428,348.15
12/19/05	4821	General by 3 Trustee signatures		11,550.15	416,798.00
12/19/05	4822	General by 3 Trustee signatures		5,637.20	411,160.80
12/19/05	4823	General by 3 Trustee signatures		1,586.11	409,574.69
12/19/05	4824	General by 3 Trustee signatures		13,255.97	396,318.72
12/19/05		Payroll #14 to wire Jan 4, 2006		66,838.45	329,480.27
12/19/05		Payroll #15 to wire Jan 18, 2006		38,789.65	290,690.62
12/20/05		6210: Secured #3	314,473.57	768.18	604,396.01
12/20/05		6280: Supplemental #5	10,545.85		614,941.86
12/22/05		6610: Orange County Investment Pool interest, Nov	1,596.78	48.38	616,490.26
12/27/05	4825	Fund 702: \$13,217.54 by Library Director & Shkoler			616,490.26
12/27/05	4826	General by Library Director & Shkoler		6,180.08	610,310.18
12/27/05	4827	General by Library Director & Shkoler		12,489.56	597,820.62
01/05/06	4828	General by Library Director & Wood		2,780.42	595,040.20
01/05/06	4829	General by Library Director & Wood		17,287.01	577,753.19
01/06/06		6970-00: State Library Interlibrary Loan	2,829.42		580,582.61
01/06/06		6970-03: State Library LSTA Grant for HIS House Project	21,885.00		602,467.61
01/06/06		7670-00: Library Revenue, Dec	3,430.19		605,897.80

Placentia Library District
FY2005-2006 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/06/06		7670-01: Library Passport Revenue, Dec	8,902.72		614,800.52
01/10/06		6690-00: State Homeowners #2	5,937.16		620,737.68
01/16/06	4830	General by 3 Trustee signatures		2,317.01	618,420.67
01/16/06	4831	General by 3 Trustee signatures		3,198.75	615,221.92
01/16/06	4832	General by 3 Trustee signatures		3,584.47	611,637.45
01/16/06	4833	General by 3 Trustee signatures		1,611.37	610,026.08
01/16/06	4834	General by 3 Trustee signatures		350.00	609,676.08
01/16/06	4835	General by 3 Trustee signatures		7,266.16	602,409.92
01/16/06		Payroll #16 to wire Feb 8, 2006		44,146.24	558,263.68
01/16/06		Payroll #17 to wire Feb 22, 2006		42,749.93	515,513.75
01/19/06		6210: Secured #4	191,941.89	479.85	706,975.79
01/19/06		6220: Unsecured	10,334.18	25.84	717,284.13
01/19/06		6280: Supplemental #6	18,604.59		735,888.72
01/23/06		6610: Orange County Investment Pool interest, Dec	2,597.09	72.51	738,413.30
01/24/06	4836	General by Library Director & Escobosa		1,829.28	736,584.02
01/24/06	4837	General by Library Director & Escobosa		3,214.42	733,369.60
01/26/06		6210-01: Public Utility #1	11,672.50	29.18	745,012.92
02/02/06	4838	General by Library Director & Shkoler		7,048.43	737,964.49
02/02/06	4839	General by Library Director & Shkoler		1,540.19	736,424.30
02/09/06	4840	General by Library Director & DeVecchio		11,666.10	724,758.20
02/09/06	4841	General by Library Director & DeVecchio		17,136.37	707,621.83
02/15/06		6250: SDAF #1	4,060.00		711,681.83
02/15/06		6280: Supplemental #7	4,390.19		711,681.83
02/21/06	4842	General by 3 Trustee signatures		6,907.93	704,773.90
02/21/06	4843	General by 3 Trustee signatures		1,936.00	702,837.90
02/21/06	4844	General by 3 Trustee signatures		2,931.93	699,905.97
02/21/06	4845	General by 3 Trustee signatures		4,079.33	695,826.64
02/21/06		Payroll #18 to wire Jan 4, 2006		40,316.17	655,510.47
02/21/06		Payroll #19 to wire Jan 18, 2006		42,237.93	613,272.54
02/21/06		Payroll #20 to wire Jan 18, 2006		38,789.65	574,482.89
02/21/06		6610: Orange County Investment Pool interest, Jan	3,122.06		577,604.95
02/23/06	4846	General by Library Director & DeVecchio		2,226.78	575,378.17
02/23/06	4847	General by Library Director & DeVecchio		611.75	574,766.42
02/23/06		6610-00: Bank of the West interest	11.75		574,778.17
02/23/06		6970-01: State Library CA Foundation Fund	21,080.00		595,858.17
02/23/06		6970-02: State Library CA Literacy Campaign	21,732.00		617,590.17
02/23/06		7670-00: Library Revenue, Jan	6,841.62	87.57	624,344.22
02/23/06		7670-01: Library Passport Revenue, Jan	18,300.13		642,644.35
03/02/06	4848	General by Escobosa, Turner & DeVecchio		7,417.20	635,227.15
03/02/06	4849	General by Escobosa, Turner & DeVecchio		5,914.37	629,312.78
03/09/06	4850	General by DeVecchio, Shkoler & Wood		3,672.64	625,640.14
03/09/06	4851	General by DeVecchio, Shkoler & Wood		1,483.78	624,156.36
03/16/06	4852	General by Shkoler, Turner & pending		4,584.58	619,571.78
03/16/06	4853	General by Shkoler, Turner & pending		11,929.16	607,642.62
03/16/06		6610: Orange County Investment Pool interest, Feb	3,110.43	82.16	610,670.89
03/16/06		6610-00: Bank of the West interest	37.81		610,708.70
03/16/06		6970-00: State Library Interlibrary Loan	2,613.60		613,322.30

Placentia Library District
FY2005-2006 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/16/06		7670-00: Library Revenue, Feb/Mar	4,374.09		617,696.39
03/16/06		7670-01: Library Passport Revenue, Feb/Mar	14,315.53		632,011.92
03/20/06		6210: Secured #5	76,219.63	190.55	708,041.00
03/20/06		6280: Supplemental #8	5,748.34		713,789.34
03/28/06	4854	General by 3 Trustee signatures		9,120.92	704,668.42
03/28/06		Payroll #21 to wire Apr 12, 2006		41,418.29	663,250.13
03/28/06		Payroll #22 to wire Apr 26, 2006		41,666.17	621,583.96
03/28/06	4855	General by 3 Trustee signatures		7,369.57	614,214.39
03/28/06	4856	General by 3 Trustee signatures		3,113.63	611,100.76
03/28/06	4857	General by 3 Trustee signatures		1,277.13	609,823.63
03/28/06	4858	General by 3 Trustee signatures		8,137.44	601,686.19
03/29/06	4859	General by Library Director & Turner		669.19	601,017.00
04/05/06	4860	General by Library Director & Wood		2,985.63	598,031.37
04/05/06	4861	General by Library Director & Wood		4,651.16	593,380.21
04/05/06	4862	General by Library Director & Wood		366.08	593,014.13
04/17/06	4863	General by 3 Trustee signatures		44,863.51	548,150.62
04/17/06	4864	General by 3 Trustee signatures		4,620.09	543,530.53
04/17/06	4865	General by 3 Trustee signatures		17,930.98	525,599.55
04/17/06	4866	General by 3 Trustee signatures		531.73	525,067.82
04/17/06		Payroll #23 to wire May 10, 2006		38,789.65	486,278.17
04/17/06		Payroll #24 to wire May 24, 2006		38,789.65	447,488.52
04/20/06	4867	General by Library Director & Shkoler		2,598.82	444,889.70
04/20/06	4868	General by Library Director & Shkoler		703.99	444,185.71
04/20/06	4869	General by Library Director & Wood		6,001.99	438,183.72
05/09/06	4870	General by 3 Trustee signatures		3,077.39	435,106.33
05/09/06	4871	General by 3 Trustee signatures		3,485.82	431,620.51
05/09/06	4872	General by 3 Trustee signatures		3,405.26	428,215.25
05/09/06		Payroll #24 to wire June 7, 2006		11,919.63	416,295.62
05/09/06		Payroll #24 to wire June 21, 2006		38,789.65	377,505.97
					377,505.97

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Property Tax Accounting

[Apportionment Schedule Letter]

Property Tax Apportionments Fiscal Year 2005-2006

APPORTIONMENT	APPORT. DATE	AVAIL. DATE	COLLECTIONS	PERCENTAGE
Pr Yr Sec & Penalties Non Teeter 1	8/10/2005	8/11/2005	July	
Supplemental 1	8/10/2005	8/11/2005	Collections for July	
Pr Yr Sec & Penalties Non Teeter 2	9/14/2005	9/15/2005	August	
Unsecured 1	9/22/2005	9/23/2005	Collections at 08-31-2005	80% - 85%
Supplemental 2	9/22/2005	9/23/2005	Collections for August	
Pr Yr Sec & Penalties Non Teeter 3	10/12/2005	10/13/2005	September	
Supplemental 3	10/12/2005	10/13/2005	Collections for September	
Pr Yr Sec & Penalties Non Teeter 4	11/16/2005	11/17/2005	October	
Supplemental 4	11/16/2005	11/17/2005	Collections for October	
Secured # 1	11/22/2005	11/23/2005	Collections at 11-10-2005	7% - 10%
H/O Propert Tax Relief 1	12/8/2005	12/9/2005		15%
Secured # 2	12/8/2005	12/9/2005	Collections at 12-02-2005	14% - 20%
Pr Yr Sec & Penalties Non Teeter 5	12/14/2005	12/15/2005	November	
Secured # 3	12/20/2005	12/21/2005	Collections at 12-09-2005	20% - 25%
Supplemental 5	12/20/2005	12/21/2005	Collections for November	
ERAF 1 - Non-Schools	1/3/2006	1/4/2006	For Non-schools	\$182 million + growth
Sales & Use Tax Compensation 1	1/5/2006	1/6/2006	Cities and County only	50%
Sales Tax In-Lieu of VLF/VLF Swap 1	1/5/2006	1/6/2006	Cities and County only	50%
H/O Property Tax Relief 2	1/10/2006	1/11/2006		35%
Pr Yr Sec & Penalties Non Teeter 6	1/11/2006	1/12/2006	December	
Secured # 4	1/19/2006	1/20/2006	Collections at 01-13-2006	3% - 7%
Unsecured 2	1/19/2006	1/20/2006	Collections at 12-31-2005	5% - 8%
Supplemental 6	1/19/2006	1/20/2006	Collections for December	
State-Assessed Public Utility 1	1/26/2006	1/27/2006	1 st Installment Collections	49% - 50%
Pr Yr Sec & Penalties Non Teeter 7	2/15/2006	2/16/2006	January	
Supplemental 7	2/15/2006	2/16/2006	Collections for January	
Pr Yr Sec & Penalties Non Teeter 8	3/15/2006	3/16/2006	February	
Secured # 5	3/20/2006	3/21/2006	Collections at 03-10-2006	5% - 7%
Supplemental 8	3/20/2006	3/21/2006	Collections for February	
Pr Yr Sec & Penalties	4/12/2006	4/13/2006	March	

Non Teeter 9				
Secured # 6	4/20/2006	4/21/2006	Collections at 04-7-2006	15% - 20%
Supplemental 9	4/20/2006	4/21/2006	Collections for March	
ERAF 2- Schools	4/25/2006	4/26/2006	For Schools	\$102 million + growth
ERAF 3- Non-Schools	5/1/2006	5/2/2006	For Non-schools	\$182 million + growth
Sales & Use Tax Compensation 2	5/4/2006	5/5/2006	Cities and County only	50%
Sales Tax In-Lieu of VLF/VLF Swap 2	5/4/2006	5/5/2006	Cities and County only	50%
Pr Yr Sec & Penalties Non Teeter 10	5/10/2006	5/11/2006	April	
H/O Property Tax Relief 3	5/10/2006	5/11/2006		35%
Secured # 7	5/18/2006	5/19/2006	Collections at 05-12-2006	10% - 15%
Supplemental 10	5/18/2006	5/19/2006	Collections for April	
State-Assessed Public Utility 2	5/25/2006	5/26/2006	2 nd Installment Collections	49% - 50%
ERAF 4 - Schools	5/25/2006	5/26/2006	For Schools	RDA tax shift, \$21.6 million
H/O Property Tax Relief 4	6/8/2006	6/9/2006		15%
ERAF 5 - Schools	6/8/2006	6/9/2006	For Schools	\$52 million + growth
Pr Yr Sec & Penalties Non Teeter 11	6/14/2006	6/15/2006	May	
Unsecured Final	6/20/2006	6/21/2006	Collections at 05-31-2006	2%- 5%
Supplemental 11	6/20/2006	6/21/2006	Collections for May	
Delq. PY Unsecured	6/20/2006	6/21/2006	06-01-05 through 05-31-06 Collections	
ERAF 6 - Schools	6/29/2006	6/30/2006	For Schools	Balance in Fund
Secured - Final	7/13/2006	7/14/2006	Final Collections at Year-end	1% - 2%
Pr Yr Sec & Penalties Non Teeter 12	7/13/2006	7/14/2006	June	
Supplemental 12	7/13/2006	7/14/2006	Collections for June	
Delq. PY Suppl. Taxes & Penalties:	7/13/2006	7/14/2006	07-01-05 through 06-30-06 Collections	
Teeter Plan	7/18/2006	7/19/2006	Actual Final Delinquencies	1% - 3%

[Apportionment Schedule Letter]

p

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Financial Reports for April 2006
DATE: May 9, 2006

The Library Board Meeting is being held before the Financial Reports for the month of April are available from the Orange County Auditor/Controller's Office.

The April 2006 Financial Report will be included with the May report at the Library Board Meeting on June 19, 2006.

Placentia Library District
Balance Sheet
As of April 30, 2006

	<u>Apr 30, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	2,470.54
County Exempt - Savings	10,978.72
General Fund - Checking	2,818.74
General Fund - Savings	9,176.72
Literacy Fund - Savings	11,523.50
Payroll Checking - Wells Fargo	72,321.94
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>152,951.50</u>
Total Current Assets	<u>152,951.50</u>
TOTAL ASSETS	<u><u>152,951.50</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Union Dues Payable	1,496.00
Total Other Current Liabilities	<u>1,496.00</u>
Total Current Liabilities	<u>1,496.00</u>
Total Liabilities	1,496.00
Equity	
Retained Earnings	41,406.99
Total Capital	68,808.81
Net Income	41,239.70
Total Equity	<u>151,455.50</u>
TOTAL LIABILITIES & EQUITY	<u><u>152,951.50</u></u>

**Placentia Library District
Profit & Loss by Class
July 2005 through April 2006**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,317.42	0.00	0.00	0.00	1,317.42
COE Interest	37.57	0.00	0.00	0.00	37.57
COE Life Insur Suplmt(EDM)	418.74	0.00	0.00	0.00	418.74
COE Meeting Room Income	5,465.00	0.00	0.00	0.00	5,465.00
COE Miscellaneous Income	135.00	0.00	0.00	0.00	135.00
COE Passport Chck Reimbursement	52,788.63	0.00	0.00	0.00	52,788.63
COE Staff Appreciation Reimb	500.00	0.00	0.00	0.00	500.00
COE Storytime (Friends)	50.00	0.00	0.00	0.00	50.00
COE Test Proctoring Income	875.00	0.00	0.00	0.00	875.00
GF Bankcard Deposit	0.00	101,364.44	0.00	0.00	101,364.44
GF Cash Register - Audio Visual	0.00	16.50	0.00	0.00	16.50
GF Cash Register - Childrens	0.00	666.60	0.00	0.00	666.60
GF Cash Register - Copy/Debit	0.00	4,498.06	0.00	0.00	4,498.06
GF Cash Register - Fines	0.00	14,915.74	0.00	0.00	14,915.74
GF Cash Register - Lost Items	0.00	1,848.39	0.00	0.00	1,848.39
GF Cash Register - Misc.	0.00	435.90	0.00	0.00	435.90
GF cash register - Passport Pho	0.00	14,533.00	0.00	0.00	14,533.00
GF Cash Register - Reserves	0.00	1,440.21	0.00	0.00	1,440.21
GF Children's (not at register)	0.00	2.00	0.00	0.00	2.00
GF County Reimbursements	0.00	17,600.83	0.00	0.00	17,600.83
GF Deposit Correction Income	0.00	10.00	0.00	0.00	10.00
GF Eqpmnt (4000) Reimbursement	0.00	366.46	0.00	0.00	366.46
GF Fed Work Study Reimbursement	0.00	50,889.85	0.00	0.00	50,889.85
GF Interest	0.00	149.54	0.00	0.00	149.54
GF Miscellaneous Income	0.00	15,983.01	0.00	0.00	15,983.01
GF Notary	0.00	1,020.00	0.00	0.00	1,020.00
GF Office Expense Reimbursement	0.00	150.60	0.00	0.00	150.60
GF Passport Revenue	0.00	103,854.44	0.00	0.00	103,854.44
GF Special Grants	0.00	10,000.00	0.00	0.00	10,000.00
GF State Library Grants	0.00	104,016.00	0.00	0.00	104,016.00
GF State Library Reimbursements	0.00	11,172.19	0.00	0.00	11,172.19
GF State of CA Foundation Funds	0.00	21,090.00	0.00	0.00	21,090.00
GF Typewriter Income	0.00	6.98	0.00	0.00	6.98
LIT Donations	0.00	0.00	427.60	0.00	427.60
LIT Interest Inc - Savings	0.00	0.00	50.32	0.00	50.32
PA Wire Transfer from County	0.00	0.00	0.00	901,217.93	901,217.93
PA Wire Transfer from Paychex	0.00	0.00	0.00	600.00	600.00
Total Income	61,587.36	476,030.74	477.92	901,817.93	1,439,913.95
Expense					
COE Bank fees	94.50	0.00	0.00	0.00	94.50
COE Childn's Summer Rdng Prgm	1,835.37	0.00	0.00	0.00	1,835.37
COE Children's Camp Library	723.01	0.00	0.00	0.00	723.01
COE Friend's Director's Fund	1,081.37	0.00	0.00	0.00	1,081.37
COE Friend's Other Activities	0.00	0.00	0.00	0.00	0.00
COE GF Petty Cash Reimb	280.15	0.00	0.00	0.00	280.15
COE Life Insurance payment	1,303.90	0.00	0.00	0.00	1,303.90
COE Meeting Room Maintenance	1,474.68	0.00	0.00	0.00	1,474.68
COE Meetings & Special Events	67.42	0.00	0.00	0.00	67.42
COE Miscellaneous Expense	250.00	0.00	0.00	0.00	250.00
COE Passport Expenses	48,879.30	0.00	0.00	0.00	48,879.30
COE Staff Appreciation	880.00	0.00	0.00	0.00	880.00
COE Transfer to COE Savings	500.00	0.00	0.00	0.00	500.00
GF Bank Fees	0.00	0.00	0.00	0.00	0.00
GF Bank Return Check Item/Fees	0.00	84.00	0.00	0.00	84.00
GF Bankcard Service Charge	0.00	2,170.95	0.00	0.00	2,170.95
GF Equipment (400)	0.00	1,264.62	0.00	0.00	1,264.62
GF Food	0.00	1,338.28	0.00	0.00	1,338.28
GF Household Expenses	0.00	570.22	0.00	0.00	570.22
GF Interlibrary Loan Expense	0.00	3.00	0.00	0.00	3.00
GF Library Materials (books)	0.00	6.00	0.00	0.00	6.00
GF Literacy	0.00	2,290.92	0.00	0.00	2,290.92
GF Memberships	0.00	173.00	0.00	0.00	173.00
GF Miscellaneous	0.00	2,442.06	0.00	0.00	2,442.06
GF Office Expense	0.00	6,562.50	0.00	0.00	6,562.50
GF Postage	0.00	2.15	0.00	0.00	2.15
GF Prof & Spec Services	0.00	1,075.13	0.00	0.00	1,075.13
GF Registration/trans/travel	0.00	126.25	0.00	0.00	126.25
GF Taxes & Fees (370)	0.00	4,268.00	0.00	0.00	4,268.00
GF Transfer to COE	0.00	32,334.89	0.00	0.00	32,334.89
GF Transfer to GF Savings	0.00	57,785.76	0.00	0.00	57,785.76
GF Transfers to County	0.00	380,676.92	0.00	0.00	380,676.92
GF Travel Literacy	0.00	283.66	0.00	0.00	283.66
GF Travel Staff	0.00	2,943.33	0.00	0.00	2,943.33
GF Travel Trustees	0.00	168.00	0.00	0.00	168.00
PA Bank fees	0.00	0.00	0.00	25.00	25.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	42,682.53	42,682.53
PA Employee 125 Co-Pay	0.00	0.00	0.00	9,186.81	9,186.81
PA Employee Life Insurance	0.00	0.00	0.00	398.80	398.80
PA Payroll Taxes	0.00	0.00	0.00	200,363.91	200,363.91
PA Salaries	0.00	0.00	0.00	592,077.86	592,077.86
Total Expense	57,369.70	496,569.64	0.00	844,734.91	1,398,674.25
Net Income	4,217.66	-20,538.90	477.92	57,083.02	41,239.70

Entrepenurial Activities Report
 Net Revenue Summary
 April-06

	Apr-06	Apr-05	YTD 2005-06	YTD 2004-05
Passport	22,952.46	28,303.39	132,009.47	145,490.75
Passport Photos	2,430.00	1,980.00	13,380.00	6,380.00
Notary Public	180.00	0.00	880.00	0.00
Total	25,562.46	30,283.39	146,269.47	151,870.75

Prepared by: Wendy Goodson

Summary of Current Status Of Unique Management Accounts
May 9, 2006

Agenda Item 19

FY 05-06	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	771	3	579.74	0
August	9	781	5	864.12	0
September	13	817	1	1,662.46	0
October	17	823	3	728.54	0
November	11	834	3	537.12	0
December	17	841	4	499.74	0
January	16	850	3	508.21	0
February	16	859	2	248.6	0
March	18	872	5	497.7	0
April	15	879	6	778.62	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	148	8327	35	6904.85	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 04/30/2006 2:52 PM MK

SUMMARY STATUS REPORT

PAGE: 130

MS YESENIA GOMEZ

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE


PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 04/30/2006

Accounts Submitted	: 1,320	Dollars Submitted	: 121,796.61	Dollars Received	: 48,052.27
Bankruptcies	: 13	Dollars in Bankruptcy	: 1,079.61	Material Returned	: 14,239.74
Incorrect Addresses	: 175	Dollars in Skips	: 10,510.47	Dollars Waived	: 3,022.38
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 83,083.24
Accounts in Process	: 1,131	Dollars in Process	: 105,681.38	% of Dollars Activated	: 78.62%
# of Accounts Activated	: 879				
% of Accounts Activated	: 77.72%				


PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Gift Report for April 2006
DATE: May 9, 2006

Volunteer Coordinator Laranne Remling is on vacation May 1-11, 2006.

The April 2006 Gift Report will be included with the May report at the Library Board Meeting on June 19, 2006.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Building Maintenance Report for April 2006
DATE: May 9, 2006

HVAC: 4-28-06 – Monthly servicing of system.
Exterminator: 4-17-06 – Checked traps.
Carpet Cleaners: 4-28-06 - Cleaned Meeting Room carpet.

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Personnel Report for April 2006
DATE: May 9, 2006

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:


None

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Volunteer Report for April 2006
DATE: May 9, 2006

Volunteer Coordinator Laranne Remling is on vacation May 1-11, 2006.

The April 2006 Volunteer Report will be included with the May report at the Library Board Meeting on June 19, 2006.



Placentia Library District
Circulation Report – April 2006

	Apr 2006	Apr 2005	Y-T-D 2006	Y-T-D 2005	Y-T-D % change
1st Time Checkouts	15,415	14,958	157,930	137,069	15%
Phone Renewals	1,587	820	10,629	12,160	-13%
In-Building Renewals	408	332	4,856	3,554	37%
TOTAL CHECKOUTS	17,410	16,110	173,415	152,783	14%
On-Time Checkins	17,620	16,293	173,991	147,243	18%
Late Checkins	1,619	1,248	11,511	10,327	11%
TOTAL CHECKINS	19,239	17,541	185,502	157,570	18%
Holds Placed	560	562	5,231	5,422	-4%
Holds Cancelled	44	24	208	340	-39%
Holds Filled	389	481	4,188	4,383	-4%
NEW PATRON REGISTRATIONS	395	386	6,522	3,443	89%
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	6,020	6,498	62,147	62,179	0%
Juvenile Print	7,413	7,498	75,225	69,587	8%
Audio	1,051	968	11,587	11,105	4%
Visual	3,480	2,264	34,358	18,682	84%
TOTAL CIRCULATION	17,964	17,228	183,317	161,553	13%
CIRCULATION BY PLACE OF RESIDENCE					
To Placentia residents	10,744	10,151	109,062	95,884	14%
To Anaheim/Yorba Linda residents	2,900	2,783	30,853	27,696	11%
To residents outside Tri-City	4,320	4,294	43,402	37,973	14%
TYPES OF ACTIVE BORROWERS					
Adult	13,378	12,626			
Young Adult	348	301			
Juvenile	2,873	2,914			
New Borrower	905	1,147			
Other (staff)	454	244			
TOTAL ACTIVE BORROWERS *	17,958	17,232			
TOTAL REGISTERED BORROWERS **		21,464			
ATTENDANCE	47,302	42,699	373,514	311,579	20%

* Active borrowers have used the Library this month

** Registered borrowers have used the Library within the past 12 months

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority for April 2006**

DATE: May 9, 2006

The Library Board Meeting is being held before the Invoice for the month of April is available from the City of Placentia Finance Department.

The April 2006 Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority will be included with the May report at the Library Board Meeting on June 19, 2006.



Elizabeth Minter

From: Geoffrey Neill [gneill@cdda.net]
Sent: Friday, May 05, 2006 12:53 PM
To: eminter@placentalibrary.org
Subject: CSDA Legislative Update - May 5, 2006

}Legislature OKs Major Infrastructure Bonds

In what Senate President Don Perata referred to as "a textbook example of what bipartisanship can look like," the California Legislature approved a series of four infrastructure bonds late Thursday night. The four bonds, which together would total \$37.3 billion in borrowing, will appear before voters on the November 7 ballot and represent twice as much borrowing as has ever been put to the electorate at one time before. The bonds have been divided up into four parts, with \$20 billion for transportation, more than \$10 billion for education, \$4 billion for flood protection, and nearly \$3 billion for affordable housing. If passed, they will constitute the most concentrated investment in the state's infrastructure in 40 years.

The approval of the bonds by the usually divided Legislature represents an exceptional achievement, which legislators are regarding with a sense of satisfaction and history. The bonds represent a balance of interests between the Democrats and Republicans with Republicans receiving concessions that will ease the environmental regulations for flood control spending and grant them some authority on transportation spending decisions and Democrats gaining funding for their affordable housing proposal. Gov. Schwarzenegger was also thrilled with the bonds' approval, stating that "for the first time in a generation, we are making a real investment in our state's future."

The approval of the infrastructure plan comes just in time to offer a political boost to both the governor and the Democrat-led Legislature for the November elections. Gov. Schwarzenegger, still recovering from the failure to prevail in last year's special election, has referred to the plan's approval as the fruition of the Strategic Growth Plan he outlined earlier this year in his State of the State address. The Legislature, often viewed as divided and incapable of producing strong public policy, has also scored low in public opinion polls recently. With such a major public works plan being approved and supported, they, too, hope to be viewed more favorably by the public.

Assembly Bills 1794 and 2951

Assembly Bill 1794 (DeVore) : This bill eliminates the Jan. 1, 2007, sunset date for the authorization for a local agency to invest their funds, under proscribed circumstances, in eligible investments. Specifically, the bill eliminates the restriction on investing in more than 10 percent of the outstanding paper of an issuing corporation. It also says that no more than 10 percent of the total investments that a local entity makes can be invested in any one issuer's commercial paper. The California Association of County Treasurers and Tax Collectors contends that the restriction on investing in more than 10 percent of the outstanding paper of an issuing corporation is meaningless given the other requirements for portfolio diversity under law. Many of the current restrictions on local government investment were put in place following Orange County's 1994 bankruptcy. Commercial paper is an important, flexible source of short-term financing for the largest and most creditworthy corporations worldwide, providing them with a low-cost alternative to bank loans; typically, CP is a senior level, unsecured short-term note used to finance short-term credit needs, such as accounts receivable and inventory. The bill was approved by the Assembly Banking and Finance Committee on Monday.

Assembly Bill 2951 (Goldberg) : This bill would clarify the authority of public agencies that provide utility services to charge other entities, including schools, capital facilities fees. A capital facilities fee is nondiscriminatory connection fee, a nondiscriminatory capacity charge, or both, but not any other rate, charge, or surcharge, or any capital component thereof. As the committee analysis for the bill says, the ultimate question that AB 2951 attempts to answer is whether or not public agencies (e.g., schools and state agencies) be treated the same as all other customers the public utility serves in the sense of paying fees to help maintain the utility system. This bill would authorize a public agency utility to charge public agency customers rates or charges on the same basis as comparable nonpublic users, except for capital facilities fees, which a public agency utility must negotiate with schools, public

higher education, and state agencies. This bill would further insulate billing agencies from legal challenges of the rate structures once the 120-day statute of limitations window has closed. In addition, an imposing agency shall provide advance notice of any proposal by the imposing agency to raise rates or charges. The bill was passed 6 to 0 on Wednesday by the Assembly Local Government Committee. The bill now moves to the Assembly Appropriations Committee.

Senate Bills 1432 and 1317

Senate Bill 1432 (Lowenthal) : This bill would make scores of changes, both substantive and technical, to the Mello-Roos Community Facilities Act. Most significantly, the bill would allow more services to be financed with Mello-Roos special taxes. Under current law, these taxes can be used to pay for police services, fire protection, recreation programs, library services, museum operations, park maintenance, flood protection, and hazardous waste cleanup services. SB 1432 would further allow their use for snow plowing and removal, maintenance and lighting of streets and roads, and graffiti management and removal. Special taxes to support the new services relating to streets, roads and graffiti must be approved by registered voters, unless the services are "reasonably related" to new development. It would also allow Community Financing Districts to finance incentives for - or subsidize construction, rehabilitation or acquisition of - housing for lower income households. The bill was approved on a 3 to 2 vote Wednesday in the Senate Local Government Committee.

Senate Bill 1317 (Torlakson) : Senate Bill 1317, as passed by the Senate Local Government Committee, will be heard in the Senate Appropriations Committee on Monday. As amended, SB 1317, which is sponsored by the Southern California Edison power company, would provide an "incentive" to cities and counties to site specified new power facilities. The incentive comes in the form of allocating enterprise special districts' share of the unitary property tax to the siting city or county, except for 10% that would be allocated to the water agency that provides direct service to the new power facility. Non-enterprise special districts would not lose their allocation from the unitary property tax resulting from the new power facility. This reallocation of the unitary property tax revenues are prospective and will not impact the current unitary property tax allocation formula. Reallocation of property taxes is permissible under Proposition 1A as long as the money stays within the same county, and the bill effecting the change is passed by a two-thirds majority in each legislative house.

CSDA continues to oppose Senate Bill 1317, as does the Howard Jarvis Taxpayers Association (HJTA). In an April 27 letter to the Senate Appropriations Committee, HJTA stated in part: *"In 2004, Governor Schwarzenegger asked special districts throughout the state to help solve the state's budget crisis by giving up \$350 million in property taxes. While this appeared to be a creative solution to the state budget shortfall, it was essentially a roundabout way for the state to raise taxes by essentially forcing special districts to increase fees and assessments to offset tax revenues taken by the state. SB 1317 would merely exacerbate the problems that this property tax loss created for special districts and the many thousands of Californians, both businesses and residential users, who rely on the services of special districts all over the state."*

Well said...

Email Updates Available for All Member Agencies' Officials and Employees

Legislative Updates are emailed every Friday that the California Legislature is in session. Past and current updates are available in the Legislation & Action section of the CSDA member's website. If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free (877) 924-CSDA or by emailing gneill@csda.net.

CSDA...keeping special districts informed!
A proud member of the CSDA Alliance.
California Special Districts Association
Special District Risk Management Authority
CSDA Finance Corporation

Elizabeth Minter

From: Geoffrey Neill [gneill@csga.net]
Sent: Friday, April 28, 2006 2:28 PM
To: eminter@placentalibrary.org
Subject: CSGA Legislative Update - April 28, 2006

Policy Committee Deadline Today

Today is the deadline for policy committees to act on bills for referral to the fiscal committees. The following bills of interest to CSGA were considered this week:

- Assembly Bill 1990 (Walters): This bill proposed to prohibit local agencies from utilizing eminent domain if ownership of the property was to be transferred to a private party or entity. The bill was defeated on Wednesday in the Assembly Housing and Community Development Committee.
- Assembly Bill 1953 (Chan): This bill would reduce from 8% and 4% to 0.25% the maximum lead content for pipes and plumbing fittings and fixtures to be considered "lead-free" in order to be installed in households and other facilities receiving water for human consumption. The bill passed the Assembly Appropriations Committee on Wednesday.
- Assembly Bill 2027 (LaMalfa): This bill relates to limited CEQA exemptions for flood protection projects. The bill failed passage on Tuesday in the Assembly Water, Parks & Wildlife Committee.
- Senate Constitutional Amendment 20 (McClintock): A major revision to eminent domain law, SCA 20 was defeated on Tuesday in the Senate Judiciary Committee. You can find a very detailed analysis of the measure through this link: <http://tinyurl.com/nphvz>.
- Assembly Bill 2463 (Houston): This bill proposed to increase the size of the board of trustees for Reclamation District 348 from three to five, with the two new seats voted on by residents, not landowners, and would have set a precedent for other Reclamation districts. The bill failed in the Assembly Local Government Committee on Wednesday.
- Assembly Bill 2699 (Emmerson): This bill would enact the Habitat Mitigation Act of 2006, which would require an entity that agrees to accept responsibility for the preservation and maintenance of any land set aside for mitigation purposes to create a management plan and conduct biological studies, as specified. The bill would also require the Department of Fish and Game to conduct annual audits to ensure that all endowment moneys are used for habitat management and preservation. The bill passed the Assembly Water, Parks & Wildlife Committee on Tuesday and the Assembly Local Government Committee on Wednesday.

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CSGA Finance Corporation

1112 I Street, Suite 200, Sacramento, CA 95814
(877) 924-CSGA toll-free; (916) 442-7889 fax
www.csga.net

Elizabeth Minter

From: Geoffrey Neill [gneill@csda.net]
Sent: Monday, April 24, 2006 12:42 PM
To: eminter@placentialibrary.org
Subject: CSDA Legislative Update - April 21, 2006

It has come to our attention that not everyone received last Friday's Legislative Update. With apologies to those of you who are now receiving it for the second time, you will find the full update below. Past and present updates are also available in the members section of www.csda.net, under 'Legislation & Action.' If you are unsure of your district's username or password, please contact the CSDA office toll-free at 877/924-CSDA (2732).

Senate Bill 1317 Passes Committee

On Wednesday, Senate Bill 1317 by Senator Torlakson passed the Senate Local Government Committee, as amended, on a 3-to-2 vote. Voting for the bill were Senators Kehoe, Machado and Torlakson. Voting against were Senators Cox and Ackerman.

SB 1317, as introduced, proposes to modify the current unitary property tax allocation to local governments with the intention of providing an "incentive" to cities and counties to site new specified energy facilities. The bill is sponsored by Southern California Edison and supported by other investor-owned utilities, the League of California Cities and the California Taxpayers Association. The California State Association of Counties did not take a position on the bill as of the hearing on Wednesday.

SB 1317, as amended on Wednesday, would allocate 90 percent of the portion of the unitary property tax to the city or county that sites new qualified energy facilities and provides a 10 percent allocation to the water district that provides direct services to the new facility. Counties and schools are held harmless and Senator Torlakson accepted an amendment Wednesday that would also hold non-enterprise special district, transit and hospital special districts harmless, or exempt, from the proposed shift of the unitary property tax. Cities that are not the siting city will lose their allocation of the unitary property tax, as would enterprise special districts, except the water district that serves the new energy facility.

The amendment that exempts non-enterprise special districts from the unitary property tax shift would require non-enterprise special districts that will continue to receive an allocation of the unitary property tax from new energy facilities to "spend the property tax (unitary) revenues in or near communities impacted by the qualified property (energy facility)." CSDA raised concerns with this language and Senator Torlakson committed to work with CSDA to better define the intent of this language. Senator Torlakson also indicated his willingness to continue working with CSDA and other opponents relative to the unitary property tax shift from enterprise special districts, but believes the "policy" for the shift is sound.

SB 1317 does not alter the current unitary property tax allocation to special districts as the measure is prospective and permitted under Proposition 1A. Prop. 1A allows the reallocation of property tax revenues, including the unitary property tax, among local jurisdictions within a county, provided the proposed reallocation receives a two-thirds vote in each house of the Legislature. SB 1317 meets the Proposition 1A requirements. The bill now moves to the Senate Appropriations Committee and CSDA remains opposed to the measure.

Eminent Domain Bill Advances

Also on Wednesday, the Senate Local Government Committee passed SB 1210 by Senator Torlakson, a measure that contains significant amendments to the current redevelopment and eminent domain laws.

SB 1210 was amended on April 6 to address many of the concerns CSDA had with the measure, and while CSDA remains opposed to the bill, the CSDA Legislative Committee will review the new amendments and determine if a position change is warranted.

2006 Government Affairs Day

CSDA members from throughout California met in Sacramento on April 18th for CSDA's annual Government Affairs Day. Some 120 special district board members, managers and staff heard presentations by Capitol observers and legislative and administration officials including Capitol Weekly Editor Anthony York, CSDA Legislative Advocate Ralph Heim, California Black Chamber of Commerce President Aubry Stone, Schwarzenegger administration representative Richard Costigan, Senate Local Government Committee Chair Christine Kehoe and Assemblymember Simon Salinas staffer Stacey Sullivan, and attended breakout sessions on infrastructure, GASB 43 and 45, and candidate forums. After lunch, special district representatives

headed over to the State Capitol to meet with their legislators.

Government Affairs Day serves as a wonderful opportunity for members to receive information from statewide elected officials and other experts, and to meet with their legislators about the most critical issues facing local government this year. Thank you all our members who attended this year and we look forward to seeing all of you next year.

Email Updates Available for All Member Agencies' Officials and Employees

Legislative Updates are emailed every Friday that the California Legislature is in session. Past and current updates are available in the Legislation & Action section of the CSDA member's website. If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free (877) 924-CSDA or by emailing gneill@csda.net.

CSDA...keeping special districts informed!
A proud member of the CSDA Alliance.
California Special Districts Association
Special District Risk Management Authority
CSDA Finance Corporation

1112 I Street, Suite 200, Sacramento, CA 95814
(877) 924-CSDA toll-free; (916) 442-7889 fax
www.csda.net

Elizabeth Minter

From: Geoffrey Neill [gneill@csla.net]
Sent: Friday, April 14, 2006 2:39 PM
To: eminter@placentialibrary.org
Subject: CSDA Legislative Update - April 14,2006

Spring Break, Slow Week

When the California Legislature returns Monday from this week's Spring Break, the pace of committee hearings will increase dramatically, as bills with referral to fiscal committees must pass policy committees by April 28. Bills of interest to CSDA scheduled for hearing next week include:

Senate Bill 1317 (Torlakson) relating to reallocation of the unitary property tax among local governments. CSDA opposes SB 1317, which is sponsored by the large electric company Southern California Edison. The Senate Local Government Committee will hear the bill on Wednesday.

Senate Bill 1210 (Torlakson) and Senate Constitutional Amendment 20 (McClintock) relating to eminent domain. CSDA opposes both measures, in part on the grounds that they would dramatically increase costs for true "public use" projects that involve eminent domain. The Senate Judiciary Committee has scheduled the bills' hearings for Tuesday.

Districts Respond to Action Alert

Responding to a request for action, many districts sent letters to the California Senate opposing SB 1317, which would reallocate certain property taxes away from special districts. The committee analysis of the bill, which you can find by searching for the bill in the 'Legislation & Action' section of CSDA's members website, lists all of the districts whose letters or faxes the committee received. Thank you all for making your voices heard.

Email Updates Available for All Member Agencies' Officials and Employees

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**CALIFORNIA
LIBRARY
ASSOCIATION**

Dear Library Director

April 15, 2006

This year CLA has joined with CALTAC (California Association of Library Trustees and Commissioners) in a lobbying effort for PLF (Public Library Foundation) which is an adjunct to the efforts of CLA's advocates, Mike and Christina Dillon. As you are undoubtedly aware, PLF has never been fully funded and has, in fact, been slashed 75% since 2000-2001.

PLF was established in 1983-1984 to augment public library funding with revenues from the state's budget. Allocation is based on the population in the library jurisdiction and there are no limitations on how the funds may be invested by the library. We're seeking your help to preserve and expand this valuable funding source.

Action steps:

1. Write a letter to all assembly members and senators who represent your library jurisdiction with copies to all Finance Committee members, the Governor's Office, the Dillons and CLA. This letter will help educate your legislators on how these critical funds are used, rather than just appearing as another multimillion dollar line item in the Governor's budget. The focus should be on how your PLF funds are currently being used and how they would be invested if full funding was received. A sample letter is attached to help you get started.

2. Agendize PLF for your next board meeting. This is to educate your trustees/commissioners on this important funding source. The end result should be for them to pass a resolution favoring full funding and empowering the board chair to write letters to the legislators and Finance Committee members.

3. Further, agendize PLF with your principal funding source (usually BOS or City Council) to educate them and have them pass a resolution favoring full funding. This may be accomplished on the consent calendar or as a short discussion item. If done as a short discussion item this could help educate the audience. The resolution would then be sent to the appropriate legislators.

4. Encourage trustees/commissioners to write letters to the editor and/or op. ed. pieces for your local newspapers. You may want to discuss at your Friends meetings and encourage them to participate in letter writing as well.

To have the most effect these letters should be written in April prior to the Governor's budget revisions in May. Working together across the state we can raise our voices and hopefully have a positive impact on PLF. Thank you for your participation.

Terri Maguire
CLA, Legislative Committee Chair
562-940-8418

Alan B. Smith
CALTAC, President
925-825-5575

LIBRARY LETTERHEAD

Date

Assembly/Senate member
Street address
City, state, zip

Dear Honorable Assemblymember/Senator

Thank you for your support last year of the Public Library Foundation (PLF). This library received \$XXX. This has enabled our library to (be specific, enter how the money was invested, e.g., purchased 565 additional books, etc.)

As you may be aware this program was established over 20 years ago to augment funding for public libraries so that they can strengthen services provided. This program has never been fully funded and between fiscal years 2001/02 and 2003/04 the program was slashed 70% which is probably one of the largest reductions of any state program. The current per capita spending of \$.39 is less than it was over 20 years ago.

With the state's improved financial status we encourage you to work towards full funding, which for our library would be approximately \$XXX. When this additional funding is received it would be invested (be specific, additional hours, programs, material budget, etc.). (Optional sentence...discuss increased usage, circulation, etc.)


Please remember Assemblyman/senator that libraries are an integral part of education, thus for the sake of education and our state's future, its time to put libraries first.

Thank you again for last year's support of PLF and I look forward to working with you and your staff to implement full funding this year. Please call me if you have any questions.

Sincerely,

Name
Title

Agenda Item 27

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 
DATE: May 9, 2006
SUBJECT: Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community.

Provided below is a list of active PLLS partnerships/coalitions in the community. Those with an asterisk (*) are pending and have not yet begun.


- ◆ Placentia Rotary Reading Enrichment Program (PRREP) meetings began in October at El Dorado and Valencia High Schools. Thus far, we had over 100 high school volunteers sign-up for PRREP and attend PRREP meetings.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.

EVEN START collaboration with Ruby Drive Elementary School began in FY 2004-05 and has continued this FY.

- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs. We have three IB interns so far this school year.
- ◆ In June, the California State Library awarded the PLLS an LSTA Grant to partner with H.I.S. House to start an after school homework program for children there. That project began on Tuesday, September 20, and we now tutor eight to twelve students Monday, Tuesday, and Thursday from 6:30-8:00 PM.
- ◆ On Monday, September 19, PLLS began a homework club at Topaz Elementary School for 7th grade students who attend Tuffree Middle School and are graduates of Topaz. Held Mon-Thurs from 4-6 PM, we are averaging 18 students each day.
- ◆ The School District started a citizenship class on February 4 in the Meeting Room.






TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 
DATE : May 09, 2006
SUBJECT: Poet Laureate.

Meredith Laskow, Poet Laureate of the Placentia Library District, met with the Program Committee two times in April.

She helped coordinate the poetry program on April 30 for National Poetry Month. Ten Library patrons attended the program.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Status Report – Audit Recommendations
DATE: May 9, 2006

Administrative Services Manager continues to compile content, structure format, and collaborate with appropriate agencies and the assistance of Moreland & Associates for the following reports:

Capital Assets Report
Long-Term Debt Report
Cash & Investments
General Ledger

Prepared by: Wendy Goodson

Prepared by: Wendy Goodson

Agenda Item 31

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator *JR*
DATE: May 9, 2006
SUBJECT: Third Quarter FY 2005-06, LSTA 06 Grant.

BACKGROUND:

The State Library requires a quarterly report on LSTA 06 Grant. The Third Quarter Report for LSTA 06 Grant, Placentia Achieves School Success (P.A.S.S.) at H.I.S. House has been completed and submitted.

RECOMMENDATION:

That the Library Board of Trustees receive and file.



LSTA Outcomes Project Design and Report (Part 1)

Library/Jurisdiction: Placentia Library District

Project name: Placentia Achieves School Success at The Homeless Intervention Shelter House (P.A.S.S. at H.I.S. House)

Contact name: James A. Roberts, M.Ed. **Phone #:** (714) 524-8408 ext. 215 **E-mail:** jroberts@placentialibrary.org

Users: School-age residents of H.I.S. House who have limited access to the library, reference materials, and homework assistance. **Grant Number:** 40-6426 **Fiscal Year:** 05-06

Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
<p>What will the library provide to the user in order to address the user need and move toward the library goal?</p> <p>A Placentia Library District satellite reference center will be established, in donated space, at the Homeless Intervention Shelter House (H.I.S. House shelter). The satellite center will provide reference books, computers, and homework-help tutors to facilitate homework completion by the school age residents of the shelter.</p>	<p>What resources will the library use to provide the services/ programs?</p> <ul style="list-style-type: none"> *An informal needs assessment will be completed by library staff. It will be based on conversations with and observations by the director of the shelter and H.I.S. House program staff. *Placentia/Yorba Linda Unified School District (PYLUSD) adopted textbooks and a collection of library selected reference books *Reference materials *Computers and software *Bookcases, filing cabinets, and computer furniture *Internet access subscription *Part time (20 hour) project coordinator *Ad hoc technical services *Volunteers/volunteer training *School supplies (notebooks, paper, writing implements, glue, crayons, markers, clip boards, etc. *Printer, paper, ink cartridges 	<p>How many of each service/ program will we provide? How many users will be served?</p> <ul style="list-style-type: none"> * 99 homework help sessions will be held at H.I.S. House Shelter * 30 children received homework help * 4 press releases distributed * 3 tutor training sessions held * 25 tutors trained * 1485 reference questions answered * Satellite library used frequently 	<p>What is the short-term benefit to the user as a result of the program/ service? What will the user do that is necessary if s/he is to achieve the long-term outcome?</p> <ul style="list-style-type: none"> * Students will feel more comfortable about attending school. * Students will be better equipped to work on, and complete, homework assignments. * Students will use the satellite library frequently. * Students will feel more confident about their homework. * Students will perform better in school. * The adult residents of the shelter will use the reference materials. 	<p>What does the user say or do that reveals the achievement of the intermediate outcome(s)? What can you measure that indicates the achievement? Include the quantity for the user's actions.</p> <ul style="list-style-type: none"> * 20% of students will have improved school engagement (attendance) during the project year. * 40% of students will have experienced increased motivation to do homework during the project year. * 50% of students will have developed a positive change in attitude towards the library during the project year. * 20% of students will have developed increased self-esteem fostered by caring tutors and improved school success during the project year. * 50% of the school-age residents of H.I.S. House will have obtained and used library cards at least once during the project year.

For Help completing this form click F1 while the cursor is in any field. Also, this form answers application question 15; it must accompany application and reports.

Page 1 of 9

LSTA Outcomes Project Design and Report (Part 1)

Design		Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
Services/ Programs		*White board and markers			* 20% of the adult residents of the shelter will have used reference materials during the project year. * On surveys,30% of school-age residents will report that they have improved academically. * On surveys,30% of the parents of these children will report that the students have had improved attendance and/or academic performance during the project year.

Final: Apr 1 thru Jun 30 (due July 31)	Is project on schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is project within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No	Revised <input type="checkbox"/>
Services/ Programs	Inputs	Outputs	Indicator(s) of Intermediate Outcome(s)

Third quarter: Jan 1 thru March 30 (due Apr 30)	Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Revised <input type="checkbox"/>	
Services/ Programs	Inputs	Outputs	Indicator(s) of Intermediate Outcome(s)	
Homework assistance for school-age residents at H.I.S. House has continued. Federal Work-Study tutors, interns and high-school volunteers have been working with students on a weekly basis. School-age residents have used computers provided by the library to check homework assignments, do research and improve their reading, writing and mathematical skills.	* Library staff (20 hours)/per week. *Needs of school-age residents are continually assessed through conversations with residents and director of H.I.S. House. *Computers and internet access are available to school-age residents for use during homework club meetings.	*33 homework help sessions held at H.I.S. House shelter. *20 children received homework help. * 2 tutor training session held. * 8 tutors trained. * 600 reference questions answered.	* Students feel more comfortable about attending school. *Students look forward to turning in assignments and receiving their grades. *Students are better equipped to work on and complete homework assignments. *Student attend the homework sessions on a regular basis.	* A third survey has been given to each student to assess his/her attitude towards school, homework and enthusiasm for reading. * 70% of students have developed a positive change in attitude towards school and homework * 60% of students have positive change in attitude reading.

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LSTA Outcomes Project Design and Report (Part 1)

Third quarter: Jan 1 thru March 30 (due Apr 30)		Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Revised <input type="checkbox"/>	
Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)			
<p>The satellite center opened at the end of January. School-age residents have used the reference center to do research for school assignments, and to read for enjoyment. The satellite reference center is the only place at H.I.S. House where school-age residents are able to work in a quiet environment.</p>	<p>*Educational games, worksheets and books have been provided for school-age residents to use. The games, worksheets and books reinforce skills that students are learning in school.</p> <p>* Software needed for students' school work was added to laptops.</p> <p>* 8 tutors trained.</p>	<p>*Satellite reference center has been used frequently by school-age residents . .</p>	<p>*Students are performing better in school.</p> <p>*Students grades have improved significantly.</p> <p>* Adult residents have used reference materials to assist their children with their homework.</p>	<p>*80% of students have shown a positive change in attitude towards the library.</p> <p>*70% of students have shown a significant increase in self-esteem and confidence in their intellectual abilities.</p> <p>* Reading comprehension tests were administered to all students to assess their reading level.</p>			

LSTA Outcomes Project Design and Report (Part 1)

Second quarter: Oct 1 thru Dec 30 (due Jan 31)		Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Revised <input type="checkbox"/>
Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)		
<p>Homework assistance for school-age residents at H.I.S. House has continued. Federal Work-Study tutors, interns and high-school volunteers have been working with students on a weekly basis.</p> <p>School-age residents have used computers provided by the library to check homework assignments, do research and improve their reading, writing and mathematical skills.</p> <p>The satellite center is not available for occupancy, therefore no reference materials are provided at this time.</p>	<p>* Library staff (20 hours)/per week.</p> <p>*Needs of school-age residents are continually assessed through conversations with residents and director of H.I.S. House.</p> <p>*Computers and internet access are available to school-age residents for use during homework club meetings.</p> <p>*Educational games, worksheets and books have been provided for school-age residents to use. The games, worksheets and books reinforce skills that students are learning in school.</p> <p>* Software needed for students' school work was added to laptops.</p> <p>* 8 tutors trained.</p>	<p>* 1 Halloween story time held for school-age residents and their families.</p> <p>* 1 holiday reception held for school-age residents and their families.</p> <p>*30 homework help sessions held at H.I.S. House shelter.</p> <p>*21 children received homework help.</p> <p>* 2 tutor training session held.</p> <p>* 8 tutors trained.</p> <p>* 500 reference questions answered.</p> <p>*Satellite reference center is not ready for occupancy, therefore it has not been used.</p>	<p>* Students feel more comfortable about attending school.</p> <p>*Students look forward to turning in assignments and receiving their grades.</p> <p>*Students are better equipped to work on and complete homework assignments.</p> <p>*Student attend the homework sessions on a regular basis.</p> <p>*Students are performing better in school.</p> <p>*Students grades have improved significantly.</p> <p>*Adult residents have not yet used reference materials because the satellite reference center is not ready for use.</p>	<p>* A second survey has been given to each student to assess his/her attitude towards school, homework and enthusiasm for reading.</p> <p>* 30% of students have developed a positive change in attitude towards school and homework.</p> <p>* 30% of students have developed a positive change in attitude towards reading.</p> <p>*50% of students have shown a positive change in attitude towards the library.</p> <p>*10% of students have shown a significant increase in self-esteem and confidence in their intellectual abilities.</p> <p>* Reading comprehension tests were administered to all students to assess their reading level.</p>		

First quarter: July 1 thru Sept 30 (due Oct 31)		Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Revised <input type="checkbox"/>
Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome		
<p>Homework assistance for school-age residents at H.I.S. House began in September. Federal Work-Study tutors and interns have been working with students on a weekly</p>	<p>* Library staff (20 hours)/ per week.</p> <p>* Needs assessment completed through conversations with</p>	<p>* A meeting was held to introduce program to H.I.S. House residents.</p> <p>*4 homework help sessions held at H.I.S. House shelter.</p>	<p>* Students have begun to feel more comfortable about attending school.</p> <p>*Students are better equipped to</p>	<p>* Surveys have been student to assess his/1 towards school, home enthusiasm for reading</p>		

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LSTA Outcomes Project Design and Report (Part 1)

Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
<p>basis.</p> <p>School-age residents have used internet access to check homework assignments, do research and practice their reading and writing skills.</p> <p>The satellite reference center is not ready for occupancy, therefore no reference materials are provided at this time.</p>	<p>residents and director of H.I.S. House.</p> <p>* Computers and internet access are available to school-age residents for use during homework club meetings.</p> <p>* School supplies purchased for homework club use.</p> <p>* 6 volunteers trained.</p>	<p>* 10 children received homework help.</p> <p>* 1 tutor training session held.</p> <p>* 6 tutors trained.</p> <p>* 52 reference questions answered.</p> <p>* Satellite reference center is not ready for occupancy, therefore it has not been used.</p>	<p>work on and complete homework assignments.</p> <p>* Student attend the homework sessions o a regular basis.</p> <p>* Students are performing better in school.</p> <p>* Adult residents have not yet used reference materials because the satellite reference center is not ready for use.</p>	<p>* Reading comprehension tests were administered to all students to assess their reading level.</p>

First quarter: July 1 thru Sept 30 (due Oct 31) Is project on schedule? Yes No Is project within budget? Yes No Revised

LSTA Outcomes Project Design and Report (Part 2)

Design	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)
<p>How will you measure the indicators and how often?</p> <p>* P.A.S.S. Attendance and satellite reference questions will be recorded for every session and tallied monthly.</p> <p>* Attitude surveys will be administered every 2 months or on the eve of "graduation" from the shelter.</p> <p>* Participants and their parents will be interviewed about academic achievement and school attendance every 2 months or on the eve of "graduation" from the shelter.</p>	<p>What is the numerical standard for your program? What percentage of participants must achieve the intermediate outcome(s) and long range outcome(s) for your program to be a success?</p>	<p>What is the long-range benefit to the user as a result of the program/ service? What change in his/her knowledge, skills, attitude, behavior or condition will show the impact of your program?</p> <p>* School-age residents of the shelter will feel more confident and comfortable about doing homework.</p> <p>* School-age residents will feel that the satellite library is an important information resource.</p> <p>* School-age residents will report that the homework tutors helped them to improve their academic performance.</p>	<p>What does the user say or do that reveals the achievement of the long-range outcome(s)?</p> <p>What can you measure that indicates the achievement? Include a quantity for the users actions.</p> <p>* School-age residents of the shelter will attend P.A.S.S. tutoring sessions regularly.</p> <p>* Increasing numbers of school-age shelter residents and their parents will state that the satellite reference/homework center serves as an important resource for their use.</p>	<p>How will you measure the indicators and how often?</p> <p>* Attendance at P.A.S.S. at H.I.S. House will be recorded for each session and tallied monthly.</p> <p>* School-age residents and their parents will respond to bi-monthly surveys about the importance of the satellite reference/homework center.</p> <p>* Parents of school-age participants will report academic improvement based on report card grades and teacher conferences.</p>

Final: Apr 1 thru Jun 30 (due July 31)	Is project on schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is project within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No	Data Collection Method and Schedule for Long Range Outcome(s)	Revised <input type="checkbox"/>
<p>Data Collection Method and Schedule for Intermediate Outcome(s)</p>	<p>Target for Success for Intermediate Outcome(s)</p>	<p>Long Range Outcome(s)</p>	<p>Indicator(s) of Long Range Outcome(s)</p>	<p>Data Collection Method and Schedule for Long Range Outcome(s)</p>

Third quarter: Jan 1 thru March 30 (due Apr 30)	Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Data Collection Method and Schedule for Long Range Outcome(s)	Revised <input type="checkbox"/>
<p>Data Collection Method and Schedule for Intermediate Outcome(s)</p> <p>* 18 school-age residents have attended at least one meeting.</p> <p>* 86 hours of homework help has</p>	<p>Target for Success for Intermediate Outcome(s)</p> <p>* School-age residents have become acclimated to the P.A.S.S. program.</p>	<p>Long Range Outcome(s)</p> <p>School-age residents of the shelter attend P.A.S.S. tutoring sessions regularly.</p>	<p>Indicator(s) of Long Range Outcome(s)</p>	<p>Data Collection Method and Schedule for Long Range Outcome(s)</p> <p>* School-age resident attended the P.A.S.S. sessions at least once, 197 times.</p>

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LSTA Outcomes Project Design and Report (Part 2)

Third quarter: Jan 1 thru March 30 (due Apr 30)		Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Revised <input type="checkbox"/>	
Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)	Revised <input type="checkbox"/>		
<p>been given to students by tutors.</p> <p>* 600 reference questions have been answered.</p> <p>* Attitude surveys were administered to all school-age residents.</p> <p>* Participants and their parents have been interviewed about academic achievement and school attendance.</p>		<p>* School-age residents feel more confident and comfortable about doing homework.</p> <p>* School-age residents have expressed, to library staff, the importance of the program and the positive effect it has had on their school work.</p> <p>* School-age residents have reported that the homework tutors have helped them to improve their homework grades.</p>	<p>* School-age residents of the shelter have reported that the computer and internet access has served as an important resource for their use.</p>	<p>* Tutors have assisted school-age residents for a minimum of 1 1/2 hours per tutor, per week, for a total of 86 hours.</p> <p>* Parents of school-age participants have met with program coordinator to discuss their child's academic habits and grades.</p> <p>* Parents of school-age participants have reported improvements in some areas of their child's academic work and grades.</p>			
Second quarter: Oct 1 thru Dec 30 (due Jan 31)		Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Revised <input type="checkbox"/>	
Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)	Revised <input type="checkbox"/>		
<p>* 13 school-age residents have attended at least one meeting.</p> <p>* 75 hours of homework help has been given to students by tutors.</p> <p>* 500 reference questions have been answered.</p> <p>* Attitude surveys were administered to all school-age residents.</p>		<p>* School-age residents have become acclimated to the P.A.S.S. program.</p> <p>* School-age residents feel more confident and comfortable about doing homework.</p> <p>* School-age residents have expressed, to library staff, the importance of the program and the positive effect it has had on their school work.</p>	<p>* School-age residents of the shelter attend P.A.S.S. tutoring sessions regularly.</p> <p>* School-age residents of the shelter have reported that the computer and internet access has served as an important resource for their use.</p>	<p>* School-age residents have attended the P.A.S.S. tutoring sessions at least once, for a total of 185 times.</p> <p>* Tutors have assisted school-age residents for a minimum of 1 1/2 hours per tutor, per week, for a total of 86 hours.</p> <p>* Parents of school-age participants have met with program coordinator to discuss their child's academic work and grades.</p>			

For Help completing this form click F1 while the cursor is in any field. Also, this form answers application question 15; it must accompany application and report.

LSTA Outcomes Project Design and Report (Part 2)

Second quarter: Oct 1 thru Dec 30 (due Jan 31)		Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Revised <input type="checkbox"/>	
Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)			
* Participants and their parents have been interviewed about academic achievement and school attendance.		* School-age residents have reported that the homework tutors have helped them to improve their homework grades.		academic habits and grades. * Parents of school-age participants have reported improvements in some areas of their child's academic work and grades.			
First quarter: July 1 thru Sept 30 (due Oct 31)		Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Revised <input type="checkbox"/>	
Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)			
* 10 school-age residents have attended at least one meeting. * 10 hours of homework help has been given to students by tutors. * 52 reference questions have been answered. * Attitude surveys were administered to all school-age residents. * Participants and their parents have been interviewed about academic achievement and school attendance.		* School-age residents have become acclimated to the P.A.S.S. program. * School-age residents feel more confident and comfortable about doing homework. * School-age residents have reported that the homework tutors have helped them to improve their homework grades.	* School-age residents of the shelter attend P.A.S.S. tutoring sessions regularly. * School-age residents of the shelter have reported that the computer and internet access has served as an important resource for their use.	* School-age residents have attended the P.A.S.S. tutoring sessions at least once, for a total of 27 times. *Tutors have assisted school-age residents for a minimum of 1 1/2 hours per tutor, per week, for a total of 10 1/2 hours. *Parents of school-age participants have met with program coordinator to discuss their child's academic habits and grades.			

For Help completing this form click F1 while the cursor is in any field. Also, this form answers application question 15; it must accompany application and re

LSTA Outcomes Project Design and Report

Certification

Grant number: 40-6426 Report: Third quarter - Jan 1 thru March 30

Placentia Achieves School Success at Homeless Intervention Shelter (P.A.S.S. at H.I.S.

Project name: House)

Library/Jurisdiction: Placentia Library District

Address: 411 E. Chapman Avenue


City: Placentia, CA Zip code: -928706198

Director name: Elizabeth D. Minter, MLS

Phone number: (714) 528-1925 ext. 203

Fax number: (714) 528-8236 ext.

E-mail: eminter@placentialibrary.org

Authorized signature:  Date: 4/20/2006

(Please Sign With Blue Ink)

Send ORIGINAL and three copies to:

California State Library
Budget Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

**LSTA Quarterly Narrative Report Form
OUTCOMES MEASUREMENT PROJECTS – 2005/06**

Is State Library Assistance needed? Yes No If yes, give details under question #8.

Instructions: By the deadline dates shown below:

Step 1: Complete LSTA Outcomes Project Design and Report Form (Parts 1 & 2) for the quarter and e-mail it to lsta@library.ca.gov.

Step 2: Complete this Narrative Form and e-mail it to lsta@library.ca.gov.

Step 3: Complete Quarterly Fiscal Report Form (LSTA 8) and mail to the address given below:

Step 4: Mail three (3) print copies of each form named in Steps 1 to 3 above. One of each of these print copies must have an original signature (preferably in blue ink). Mail completed forms to:

California State Library
Budget Office -- LSTA
PO Box 942837
Sacramento, CA 94237-0001

This report covers: (please check one)

- July 1, 2005 - September 30, 2005 (Due October 31, 2005)
- October 1, 2005 - December 31, 2005 (Due January 31, 2006)
- January 1, 2006 – March 31, 2006 (Due April 30, 2006)

NOTE: April 1, 2006 – June 30, 2006 (Due July 31, 2006) report will be a different narrative form.

Grantee: Placentia Library District **Grant Award #:** 40-6426

1. Grantee: Placentia Library District

2. Project: Placentia Achieves School Success at The Homeless Intervention Shelter House (P.A.S.S. at H.I.S. House)

Grantee: Placentia Library District Grant Award #: 40-6426

3. Insert the timeline from your application here. Is the project on schedule? If not, please explain in the appropriate space below and describe what corrective actions are being taken.

1st report:

The project is on schedule except for the satellite reference center. The satellite reference center will be ready for use in January 2006. In the meantime reference materials are being made available to school-age residents during the P.A.S.S. homework sessions.

July Order computers and other equipment
 Recruit librarian
 Write volunteer job descriptions
 Evaluation action plan and timetable completed
 Evaluation instruments (surveys) designed
 Order books and library materials

August
 Recruit Staff
 Select and train volunteers
 Press release sent to local newspaper
 Flyers posted at the shelter
 Prepare and administer pre-test surveys at the shelter
 Purchase school and printer supplies
 Set-up satellite reference center in the shelter

September
 Prepare schedule for volunteers and staff
 Open the satellite homework/reference center to residents of the shelter
 Prepare and distribute grade appropriate school supplies
 Start after- school tutoring

October
 Write and submit first quarterly reports
 Continue all public services
 Administer first interim post survey

November
 Start to seek funding sources for second year of program
 Give presentations to program partners and other local groups
 Continue all public services

December
 Obtain RFPs for foundation funding
 Begin writing applications for continuation funding
 Continue all public services
 Administer second interim post survey

Grantee: Placentia Library District

Grant Award #: 40-6426

January

Write and submit second quarterly reports
Submit applications for continuation funding
Continue all public services

February

Give another presentation to program partners and other local groups
Continue to seek funding for a second year of the program
Continue all public services
Administer third interim post survey

March

Continue all public services

April

Write and submit third quarterly reports
Continue all public services

May

Continue all public services
Administer post survey

June

Continue all public services
Write program evaluation
Write and submit final reports to State Library
Meet with program partners to discuss the future of the satellite center

2nd report:

The project is on schedule except for the satellite reference center. The satellite reference center will be ready for use in January 2006. In the meantime reference materials are being made available to school-age residents during the P.A.S.S. homework sessions.

We have begun to apply for grants that can fund the program next year. We received a Pacificare Foundation Grant last year and intend to apply again this year. In addition, we have applied for a Boeing grant and we have submitted a letter of intent for a LSTA grant. We have a grant writer and we expect to submit more applications before the end of our fiscal year (June 30, 2006).

3rd report:

The project is on schedule. The satellite reference center has been opened for use by residents of H.I.S. House. The reference center contains hundreds of books that the students have been using to assist them with their homework. In addition, there are many fiction books that the children have been reading for enjoyment. H.I.S. House has purchased several educational puzzles, board games and posters that the children use frequently. Most importantly, the satellite reference center has provided a place for the school-age residents of H.I.S. House to study and complete homework assignments without distraction.

Grantee: Placentia Library District Grant Award #: 40-6426

We have continued to contact local agencies and organizations in order to apply for funding for next year.

4. Is the project within budget as described in the application and award letter? If not, have any budget modifications been made? Please explain.

1st report:

The project is within budget as described in the application and award letter. No budget modifications have been made.

2nd report:

The project is within budget as described in the application and award letter. No budget modifications have been made.

3rd report:

The project is within budget as described in the application and award letter. No budget modifications have been made.

5. So far, do the outcomes selected for your project still seem appropriate for your users? If not, please explain.

1st report:

The outcomes selected for the P.A.S.S. project still seem appropriate for users.

2nd report:

The outcomes selected for the P.A.S.S. project still seem appropriate for users.

3rd report:

The outcomes selected for the P.A.S.S. project still seem appropriate for users.

6. So far, do the outcomes selected for your project still seem achievable by the library? If not, please explain.

1st report:

The outcomes selected for our project still seem achievable by the library.

Grantee: Placentia Library District

Grant Award #: 40-6426

2nd report:

The outcomes selected for our project still seem achievable by the library.

3rd report:

The outcomes selected for our project still seem achievable by the library.

7. Note any constraints or foreseeable problems that may affect the success of the project. How can such problems be overcome?

1st report:

The satellite reference center is not ready to be used by residents. This is due to a fire that occurred in August 2005. H.I.S. House is working with their insurance company and contractors to come up with a timeline for clean-up and remodeling of the donated space. The satellite reference center should be ready for use by January 2006. In the meantime, a locked cabinet is being used to store some of the reference materials and computers at H.I.S. House. These items are made available to school-age residents during the P.A.S.S. meetings.

2nd report:

There are no new constraints or foreseeable problems that will effect the success of the project. The satellite reference center is almost ready to be used by residents. It should be completed by the end of January 2006.

3rd report:

There are no new constraints or foreseeable problems that will effect the success of the project. On the other hand, the program has become extremely popular with residents and their children. We are receiving volunteer support from all H.I.S. House staff and area organizations.

8. What assistance, if any, can the State Library give you at this point?

1st report:

No assistance is needed at this time.

2nd report:

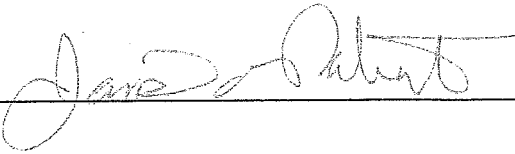
No assistance is needed at this time.

3rd report:

No assistance is needed at this time.

Grantee: Placentia Library District Grant Award #: 40-6426

9. Attach any samples of publicity or other materials you want to share.

10. Signature of person completing report: 

Title: Literacy Coordinator

Telephone: (714) 524-8408 ext. 215 Email: jroberts@placentialibrary.org

Signature of Library Director: _____

State Library Consultant Action Taken:

1st report:

2nd report:

3rd report:

Quarterly Financial Report

Quarter	<input checked="" type="checkbox"/>
1 st Jul, Aug, Sep	<input checked="" type="checkbox"/>
2 nd Oct, Nov, Dec	<input checked="" type="checkbox"/>
3 rd Jan, Feb, Mar	<input type="checkbox"/>
4 th Apr, May, Jun	<input type="checkbox"/>
Liquidation	<input type="checkbox"/>

Grant Award I.D.: _____

Fiscal Year: 2005-2006

Project title: Placentia Achieves Scool Success at The Homeless Intervention Shelter (P.A.S.S.at H.I.S. HOUSE)

Grantee: Placentia Library District

Telephone: (714) 524-8408 ext 215 E-mail: jroberts@placentialibrary.org

Completed by: James A. Roberts, M.Ed. Title: Literacy Coordinator

Signature:  Date: April 25, 2006

Send ORIGINAL (please sign in blue ink) and three copies to:
California State Library
Budget Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001


	Current Approved Budget (1)	1 st Quarter (2)	2 nd Quarter (3)	3 rd Quarter (4)	4 th Quarter (5)	Total Expended/ Encumbered (6)	Outstanding Encumbrances at Close of 4 th Qtr. (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
a.	\$24,927	\$6,231	\$6,231	\$6,231	\$0	\$18,693	\$0	\$0	\$6,234
b.	\$8,500	\$1,418	\$1,418	\$4,500	\$0	\$7,336	\$0	\$0	\$1,164
c.	\$14,757	\$6,500	\$2,500	\$3,500	\$0	\$12,500	\$0	\$0	\$2,257
d.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e.	\$450	\$112	\$112	\$112	\$0	\$336	\$0	\$0	\$114
f.	\$48,634	\$14,261	\$10,261	\$14,343	\$0	\$38,865	\$0	\$0	\$9,769

a. Salaries and Benefits
b. Materials
c. Operating Expenses
d. Equipment
e. Indirect Costs
f. Total

NOTE: Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment. Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.

Agenda Item 32

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: May 9, 2006

SUBJECT: Application for LSTA Grant FY 2006-07.

BACKGROUND:

The Placentia Library Literacy Services completed and submitted Library Science and Technology Grant FY 2006-07 Application in April. The Grant requested funding to continue the homework club at Topaz Elementary School and to begin new homework clubs at Ruby Drive and Tynes Elementary Schools for their graduates attending Kraemer Middle School.

RECOMMENDATION:

That the Library Board of Trustees receive and file.

California State Library
Library Services and Technology Act (LSTA)
Fiscal Year 2006/2007

APPLICATION (LSTA 6)

Submit **ORIGINAL** (please sign in blue ink) and **four (4) copies to be received** by 4:00 p.m. on April 21, 2006 to **Attn: LSTA Grants, Library Development Services, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001, for mail. (Non-postal delivery: 900 N Street, Suite 500, Sacramento, CA 95814).** **FAX is not acceptable. INFORMATION: Tel. (916) 653-5217.**

1. **Project title:** Placentia Achieves School Success (P.A.S.S.) at the Topaz/Tuffree, the Ruby Drive/Kraemer, and the Tynes/Kraemer Homework Clubs
2. **Applicant organization/jurisdiction:** Placentia Library District
- Web page URL:** www.placentialibrary.org
- Director's name:** Elizabeth D. Minter **Phone:** (714) 528-1925 ext 203
- E-mail:** eminter@placentialibray.org **Fax:** (714) 528-8236
3. **Address:** 411 E. Chapman Ave.; Placentia, CA 92870
4. **Contact person:** James Roberts **Phone:** (714) 524-8408 ext 215
- E-mail:** jroberts@placentialibrary.org **Fax:** (714) 528-8236
- Address (if different from #3):** _____
5. **How many people will be directly served as clients by this project?** 100
- Source of this number (e.g., US Census, library circulation records, etc.):** current 6th grade enrollment
6. **What other libraries, agencies and organizations will collaborate with you on this project? (Submit information on the roles of each in Q15. Attach letters of agreement from each.)**
- Organization Name:** Tuffree Middle School and Kraemer Middle School
- Contact Person:** Sharon Cortes, Principal and Minerva Gandara-Boggs, Principal
Topaz Elementary School, Ruby Drive Elementary School, and Tynes Elementary
- Organization Name:** School
- Contact Person:** Kathy Kreil, Principal; Dorie Staack, Principal; and Paula Emry-Burt, Principal
7. **What amount of LSTA funding is requested?** \$68,654
8. **Which goal in the State Plan will this project address? (See the State Plan on the CA State Library website. <http://www.library.ca.gov>)** goal #1

Project title: P.A.S.S. at Topaz/Tuffree, Ruby Drive/Kraemer, Tynes/Kraemer Homework
Applicant/Jurisdiction: Placencia Library District

9. **Executive Summary.** (Complete in space provided) This is an abstract of your entire project and should be written *after* you've completed the rest of the application. It should be clear and persuasive for all who will evaluate your application. Include answers to these questions: **Whom do you propose to serve? What needs have you identified? What are your project goals and objectives? What new services will the library provide?**

The mission of the Placencia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community. The mission of the Placencia Library Literacy Services (PLLS) is to provide a wide range of literacy services to the community. The students who attend Title I elementary schools in the Placencia/Yorba Linda Unified School District are an underserved, at-risk, part of the Library community. Many of these students are English language learners whose parents do not speak English. They reside in the lowest socio-economic areas of the school district. These students are often responsible for the after-school care of their younger siblings and face significant obstacles when trying to complete their homework assignments.

Placencia Achieves School Success (P.A.S.S.) at the Topaz/Tuffree, Ruby/Kraemer, and Tynes/Kraemer homework clubs will provide services to 7th and 8th grade English Language Development (ELD) students who are recent graduates of either Tuffree, Ruby Drive, or Tynes Elementary Schools. We identified the need for this program through an existing program and during interviews with the school administrators and staff. The discussions focused on the proficiency levels of the 6th graders and achievement levels of the ELD students in middle school. Ruby Drive Elementary school reported that fewer than 10% of the ELD students scored Proficient (PRO) or above, and that nearly 50% scored Far Below Basic (FBB) on the CST test in language arts. Similar scores were reported by both Tynes and Topaz elementary schools. Clearly, these students require additional support if they are to succeed in middle school and beyond. The program outlined in this proposal will serve to provide that needed support.

Our project will create and staff homework clubs at three (3) Title I elementary schools. The clubs will provide a positive and nurturing venue in which seventh and eighth graders may complete their homework assignments. Volunteer tutors, supervised by Library staff, will be available to provide assistance to middle school students. An additional benefit and a positive off-shoot of this program is that younger siblings (from the elementary schools) will also be able to receive homework assistance while in the care of their older brothers and sisters.

Our project goal is to establish an innovative after-school program that provides supportive tutors and a welcoming site to facilitate the successful completion of homework assignments. This program will add a new dimension to our Library outreach services by providing additional services to some of the neediest students in our local school district.

Project title: P.A.S.S. at Topaz/Tufree, Ruby Drive/Kraemer, Tynes/Kraemer Home
Applicant/Jurisdiction: Placentia Library District

10. Budget Summary

- a. Salaries and benefits
- b. Library materials
- c. Operation
- d. Equipment (5k/unit)
- e. Total for objectives
- f. Indirect cost
- g. Total

LSTA (1)	Other funds (2)	In-kind (3)	Total (4)
\$49,854	\$0	\$26,500	\$76,354
\$1,000	\$0	\$0	\$1,000
\$15,300	\$5,000	\$24,360	\$44,660
\$0	\$0	\$0	\$0
\$66,154	\$5,000	\$50,860	\$122,014
\$2,500	\$2,500	\$0	\$5,000
\$68,654	\$7,500	\$50,860	\$127,014

11. What client needs will your project address and how did you determine these needs?

The clients will be English Language Development (ELD) students who are recent graduates of Topaz, Ruby Drive, and Tynes Elementary Schools, three Title I elementary schools in the Placentia Yorba Linda Unified School District (PYLUSD). Placentia Library Literacy Services already has an English Language and Literacy Intensive (ELLI) partnership with each of the schools. Our ELLI tutors are in several classrooms at each site. The school administrators identify the best placements for ELLI tutors. The ELLI tutors work under the guidance of classroom teachers to provide remediation to students who need some extra help. The students in the target group attend either Kraemer or Tuffree Middle Schools. We determined the need for this program by reviewing CELDT and CST scores for ELD students who are in the 6th grade at the three elementary schools, and through interviews with the school principals and Title I administrators. Our discussions revealed that ELD students who had been successful in their elementary schools were finding it difficult and challenging to achieve similar academic success in middle school. The principals thought that the larger middle schools were unable to provide the same levels of nurturing support for these at-risk learners. The brain-storming sessions developed the concept of establishing homework clubs at the elementary school sites which are close to the students' homes. The ELD students would return to the "cocoon" of the elementary school site to work on the challenging assignments of the middle schools.

A pilot program during school year 2005-2006 has proven that the concept leads to improved academic achievement for these underserved, at-risk ELD students.

12. What is your project goal? How does your project goal address the state plan goal identified in Q8?

Our project goal is to establish an innovative after-school program that provides nurturing and supportive tutors and a welcoming venue in which students may successfully complete their homework assignments. State Plan goal #1 states that libraries will provide their clientele with equitable access to lifelong education

Project title: P.A.S.S. at Topaz/Tufree, Ruby Drive/Kraemer, Tynes/Kraemer Home
Applicant/Jurisdiction: Placentia Library District

through development of children, youth, adult and family literacy services; after-school programs for children and youth; innovative or enhanced school library programs; distance or online learning; and other educational resources so that all Californians can improve their education and achieve their life goals as lifelong learners, workers, family members and members of society. Our project exemplifies State Plan goal # 1.

13. Please list the project objectives (i.e. the quantity of services, products and/or programs you expect to provide).

Forty (40) volunteer tutors will be recruited and trained to serve as homework helpers for 120 ELD students in three homework clubs during 116 sessions (2 hour sessions, 4 days each week) and will attain 60% success as evidenced in improved academic grades, California English Language Development Test (CELDT) scores, attendance records, and overall student achievement.

The Homework clubs will meet Monday through Thursday for 2 hour sessions, 29 weeks (when school is in session) at Topaz, Ruby Drive, and Tynes Elementary Schools. Each site will be staffed by volunteer literacy tutors. The program coordinator will oversee the sites with the help of a 10 hour/week part-time assistant at each site.

Tutors will work directly with students so that each student is able to complete his/her daily homework assignments and work on any long term projects that have been assigned. Tutors will also provide remedial, one-to-one tutoring when possible. Students will be able to use computers and printers during homework club hours.

14. Please list your project activities in time sequence. Activities are specific tasks that must be accomplished to achieve your objectives.

July and August

- Recruit from existing Library staff and add additional hours to back-fill those positions
- Write volunteer job descriptions
- Order materials
- Begin to recruit volunteers

September

- Continue to recruit volunteers
- Select and train volunteers
- Distribute flyers to parents of the target students
- Hold meetings with the parents and obtain consent forms (to collect test scores and take photographs)

Project title: P.A.S.S. at Topaz/Tuffree, Ruby Drive/Kraemer, Tynes/Kraemer Home
Applicat/Jurisdiction: Placentia Library District

Prepare schedules for the librarian and the volunteers
Start providing services at the two elementary school sites

October
Write and submit first quarterly reports
Continue all public services
Review first quarter grades of the students

November
Continue all public services
Seek out funding sources for FY2007-2008

December
Continue all public services
Begin writing proposals for continued funding

January
Continue all public services
Continue seeking funding for FY2007-2008
Review second quarter grades of the students

February
Continue all public services
Continue seeking funding for FY 2007-2008

March
Continue all public services

April
Continue all public services
Review third quarter grades of the students

May
Continue all public services
Evaluate the possibility of expanding the project to all TitleI schools in PYLUSD

June
Evaluate the success of the program
Plan for continuation in school year 2007-2008

15. **Please describe the role(s) of the collaborating agencies listed in Q6 (i.e., what will they do? contribute? receive?). For each agency, please attach a letter of agreement describing its role and signed by its administrator or other official.**

The project will be a collaborative effort involving:

- * The Placentia Library Literacy Services;
- * Topaz, Ruby Drive, and Tynes Elementary Schools;
- * Tuffree and Kraemer Middle Schools;
- * El Dorado and Valencia High Schools;
- * Cal State University, Fullerton (CSUF) and,
- * Western State University College of Law (WSU).

Project title: P.A.S.S. at Topaz/Tufree, Ruby Drive/Kraemer, Tynes/Kraemer Hon

Applicant/Jurisdiction: Placentia Library District

The Library has arranged for and nurtured the partnerships, and developed the concept for the homework clubs. It will also be responsible for recruiting the paid staff, providing the materials and any equipment, support, or additional materials needed for general operations for the clubs. The Placentia Library Literacy Services will recruit and train all volunteers.

The elementary schools will provide the facilities.

The middle schools will publicize the program, identify potential students, obtain consent forms, and invite parents to meetings that will explain the project.

The high schools will provide volunteer tutors from the Placentia Rotary Reading Enrichment Program (PRREP) an academic/service club in PYLUSD. High school students receive community service hours based on their tutoring hours. PYLUSD has an exit requirement of 40 hours of community service for all graduates.

CSUF will provide interns, service learners, and Federal Work/Study students to serve as tutors. Interns and service learners fulfill academic requirements when they serve as tutors. Federal Work/Study students receive a stipend for their service.

WSU will provide Federal Work/Study students to serve as tutors. Federal Work/Study students receive a stipend for their service.

16. **Please describe the roles your current staff will play in this project. Also list any additional staff that you will hire or contract with for this project and the roles they will have. Note whose work will be paid for by the grant.**

Existing Library staff will administer the project. Any new staff hired will "fill in" for reassigned Library staff and will be paid with grant funds. Federal Work/Study students from Western State University College of Law (WSU) and California State University, Fullerton (CSUF) will comprise a portion of the tutoring staff (in-kind funding).

17. **Will you need to do staff training *before* implementing this project? *During* the project? If you answered 'yes' to either question, please describe your staff-training plan here.**

no

Project title: P.A.S.S. at Topaz/Tufree, Ruby Drive/Kraemer, Tynes/Kraemer Homewo:
Applicant/Jurisdiction: Placentia Library District

18. **How will you ensure that the people whom this project intends to serve are aware of the program? Describe how you will publicize the program to potential users.**

The middle schools will provide a list of potential participants, distribute flyers to the target group, and invite parents to meetings about the project. We will submit articles and meeting notices to the local newspaper, and include information about the project in Library newsletters. Public service announcements about the project will air on cable television. We expect that teachers will refer students to the homework clubs, and that word of mouth will also inform people about the clubs.

19. **How will you ensure that the greater community is aware of what the library is doing? Describe how you will publicize the project to stakeholders and others.**

We will invite members of the local press to observe and photograph the project. We will attend meetings of local service organizations (Placentia Rotary Club, Placentia Round Table Women's Club, Placentia Chamber of Commerce, and other groups) to publicize the project in the larger community.

20. **How will you evaluate this project?**

We will use standardized test scores, overall student achievement records, grade point averages, homework completion data, student attendance records, and report card grades to evaluate the academic success of the participants. Feedback from the administration and staff of middle schools and parent's comments will also be included in the evaluation process.

21. **Will this project be continued beyond this grant year? If so, how will it be funded and/ or staffed?**

We plan to continue this program and, eventually, to expand it to all Title I schools in the PYLUD. We plan to apply for other grant funding to continue and to expand this project. We expect to continue our on-going partnerships with Federal Work/Study students from WSU and CSUF.

22. **How and when are you planning to share the results of this project beyond your local jurisdiction? Is the project a model for replication?**

We plan to share the results of this project with SCLLN members and in CLLS mid and year end reports. We are planning to apply for a HighSmith Innovation award in 2007 (the next grant cycle).

The project is a model for replication in other jurisdictions that provide services to ELD and at-risk students. We will welcome observers who want to learn more about how our program works.

Project title: P.A.S.S. at Topaz/Tufree, Ruby Drive/Kraemer, Tynes/Kraemer Home
Applicant/Jurisdiction: Placentia Library District

23. Program budget: LSTA funds requested. (Larger budget tables available upon request)

LSTA Funds Requested	Objective (1)	Objective (2)	Objective (3)	Total
a. Salaries (including benefits, if applicable)				
1) 10 hour/week employee	\$16,618	\$0	\$0	\$16,618
2) 10 hour/week employee	\$16,618	\$0	\$0	\$16,618
3) 10 hour/week employee	\$16,618	\$0	\$0	\$16,618
4)	\$0	\$0	\$0	\$0
5)	\$0	\$0	\$0	\$0
6)	\$0	\$0	\$0	\$0
Subtotal for objective(s)	\$49,854	\$0	\$0	\$49,854
b. Library Materials				
	\$1,000	\$0	\$0	\$1,000
c. Operation				
Contracts (specify):				
1)	\$0	\$0	\$0	\$0
2)	\$0	\$0	\$0	\$0
3)	\$0	\$0	\$0	\$0
Equipment (under \$5,000 per unit)	\$7,000	\$0	\$0	\$7,000
Computer software	\$1,500	\$0	\$0	\$1,500
Database subscriptions		\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0
Printing	\$0	\$0	\$0	\$0
Supplies	\$4,500	\$0	\$0	\$4,500
Telecommunications	\$1,550	\$0	\$0	\$1,550
Training	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Other (specify):				
1) service agreements for hardware	\$750	\$0	\$0	\$750
2)	\$0	\$0	\$0	\$0
Subtotal for objective(s)	\$15,300	\$0	\$0	\$15,300
d. Equipment (over \$5,000 per unit)				
1)	\$0	\$0	\$0	\$0
2)	\$0	\$0	\$0	\$0
Subtotal for objective(s)	\$0	\$0	\$0	\$0
e. Total for objective(s)				
	\$66,154	\$0	\$0	\$66,154
f. Indirect cost, maximum 10% of line e total				
				\$2,500
g. Total LSTA funds requested				
				\$68,654
h. Other funds				
				\$6,000
i. In-kind				
				\$50,860
j. Total project				
				\$125,514

Project title: P.A.S.S. at Topaz/Tufree, Ruby Drive/Kraemer, Tynes/Kraemer Home
Applicant/Jurisdiction: Placentia Library District

24. **Narrative support for budget. Please provide additional information about staffing, salaries (including benefits percentages), library materials, and operation. Please be sure to justify all equipment, both large and small, specifying what type will be purchased and how it will be used. Also identify what other funds, and their source, will be available for the project and the nature of the in-kind support that will be provided. Itemize all contracts. Itemize all staff positions.**

Facility space and utilities will not be funded by the grant. They will be donated by the Placentia/Yorba Linda Unified School District, valued at \$70.00/session for 348 sessions (116 at each of 3 sites) of 2 hours each, or a total of \$24,360 in-kind.

Federal Work/Study tutors will work for a total of 55 hours/week @\$16.60/hour for 29 weeks, for approximately \$26,500 in-kind.

Project assistant coordinators: Three (3) 10 hour/week employees to fill Library positions resulting from staff reassignment to the new project. These positions include benefits. \$16,618 per 10 hour employee for a total of \$49,854 from the grant.

Library materials: \$1,000 from grant for reference books for project sites.

Equipment: \$7000 from grant for 2 laptop computers and a color printer for each of the 3 sites

Software: \$1500 from grant. Includes Microsoft Office- Student/ Teacher Edition, Microsoft Publisher and Encarta 2006 Edition for each of 3 sites.

Supplies: \$4500 from grant. Includes general school supplies, general office supplies, printer cartridges, printer paper and a locking file cabinet for each of 3 sites.

Telecommunications: \$1550 from grant. Includes Internet service provider and telephones for each of 3 sites.

Service contracts for computers and printers: \$750 for all 3 sites.

Project title: P.A.S.S. at Topaz/Tufree, Ruby Drive/Kraemer, Tynes/Kraemer Homework
Applicant/Jurisdiction: Placentia Library District

25. Certification.

- a. I affirm that the jurisdiction or agency named below is the legally designated fiscal agent for this program and is authorized to receive and expend funds for the conduct of this program.
- b. I affirm that any or all other agencies participating in the program have agreed to the terms of the application/grant award, and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended, application.
- c. Children's Internet Protection Act (CIPA). Public libraries, public school libraries, and library consortia must complete, sign, and attach appropriate original CIPA form (available on State Library website, <http://www.library.ca.gov/html/grants.cfm>).

Name and title: Elizabeth D. Minter, M.L.S

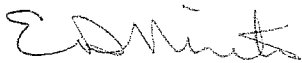
Organization: Placentia Library District

Street/mailling address: 411 E. Chapman Ave.

City: Placentia County: Orange Zip+4: 92870-6198

Telephone: (714) 528-1925 ext. 203 Fax: (714) 528-8236

E-mail: eminter@placentialibrary.org

Authorized representative:  Date: April 13, 2006
(Signature)

CAPITOL OFFICE
STATE CAPITOL
ROOM 3082
SACRAMENTO, CA 95814
TEL: (916) 651-4029
FAX: (916) 324-0922

DISTRICT OFFICE
2605 E. FOOTHILL BLVD., #A
GLEN DORA, CA 91740
TEL: (626) 914-5046
FAX: (626) 914-8976

California State Senate

SENATOR
BOB MARGETT

TWENTY-NINTH SENATORIAL DISTRICT

PUBLIC SAFETY
GOVERNMENTAL
ORGANIZATION
TRANSPORTATION &
HOUSING



April 18, 2006

Mr. Chris Berger
LSTA Selection Committee
California State Library
P.O. Box 942837
Sacramento, California 94237-0001

Dear Mr. Berger

I am pleased to offer my support for the Placentia Library District's application for a Library Science and Technology Act (LSTA6) grant. The Placentia Library District has been providing top quality literacy services for more than two decades, and they are continually seeking ways to enhance the services they provide, in particular to the at-risk and underserved youth of Placentia.

The Placentia Library District will utilize their LSTA6 grant to expand a homework assistance club that was established at Topaz Elementary School and Tuffree Middle School in 2005. This program targets Title I students who are in most need of tutoring. This program is seeing results, with students' grade point averages on the rise, and completing their homework assignments, which is a significant improvement over their previous performance. The expanded homework club program will include partnerships between Ruby Drive Elementary School, John O. Tynes Elementary School, and Kraemer Middle School.

With LSTA6 funding, I firmly believe that the partnership between the Placentia Library District and their local elementary and middle schools will have an extremely positive impact on Placentia's student population. I strongly urge the Selection Committee's support for the Placentia Library District's LSTA6 grant application.

Kind regards,

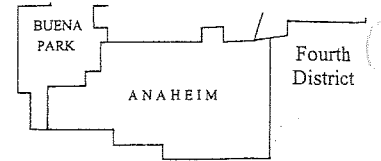
A handwritten signature in cursive script that reads "Bob Margett".

BOB MARGETT
Senator, 29th District



CHRIS NORBY
Supervisor, Fourth District
Orange County Board of Supervisors

Orange County Hall of Administration
10 Civic Center Plaza, P.O. Box 687, Santa Ana, California 92702-0687
Phone (714) 834-3440 Fax (714) 834-2045
chris.norby@ocgov.com
www.oc.ca.gov/supes/fourth/



April 11, 2006

LSTA6 Grant
Re: Letter of Support, Placentia Library Literacy Services

Dear Selection Committee:

As the Fourth District Supervisor for the Orange County Board of Supervisors, I am honored to write this letter of support for the Placentia Library Literacy Services' Nomination Application for the LSTA6 Grant.

The Placentia Library District has provided top quality literacy services for over 21 years, and it is continually seeking ways to increase literacy services to the community, particularly for at-risk and under-served youth. Two years ago, as a result of redistricting, Topaz Elementary School began sending its sixth grade graduates to Tuffree Middle School. Topaz is the only Title I School that feeds into Tuffree. Title I Schools serve the children of lower-socio economic families, many of whom are also English Learners. Many educators agree that the transition from sixth to seventh grade is a difficult one for many students. This is particularly true when the students transitioning are English Learners.

This school year, the Placentia Library Literacy Services, through a partnership with Topaz and Tuffree, began the Topaz-Tuffree Homework Club, a program aimed at providing homework help for Topaz graduates in the seventh and eighth grades at Tuffree Middle School. Two measurements of success are students in the homework club completed homework assignments on time and received above average grades on first semester report cards -- things they weren't doing last school year.

Ruby Drive and Tynes Elementary Schools are Title I schools that feed into Kraemer Middle School. Ruby Drive has nearly fifty English Learners and Tynes has more than sixty. I'm also aware that, on their most recent standardized testing, the majority of these English Learners were not proficient. I firmly support and believe it is crucial to begin new homework clubs at Tynes and Ruby Drive next school year for these at-risk, under-served seventh grade students.

The Placentia Library Literacy Services has a proven track record of beginning innovative programs and of continuing them. With LSTA6 funding, I firmly believe that the three homework club partnerships between the Topaz-Tuffree, Ruby Drive-Kraemer, and Tynes-Kraemer schools and the Placentia Library will have a positive impact in the community. I urge the selection committee to favorably consider the Placentia Library Literacy Services' Application for the LSTA6 Grant.

Respectfully,

A handwritten signature in cursive script that reads "Chris Norby".

Chris Norby
Supervisor, Fourth District
Orange County Board of Supervisors



April 3, 2006

Re: Letter of Support for the LSTA6 Grant - Placentia Library Literacy Services

Dear Selection Committee:

It is with great enthusiasm that I write this letter of support for the Placentia Library Literacy Services' Nomination Application for the LSTA6 Grant that, if funded, will help our students become more successful academic learners while strengthening their English language skills.

Five elementary schools feed into Tuffree Middle School. Two years ago, as a result of new attendance boundaries, Topaz Elementary School began sending its 6th grade graduates to Tuffree. Topaz is the only Title I school in the Tuffree attendance area, and as you know, Title I schools serve the children of lower socio-economic families, many of whom are also English Learners.

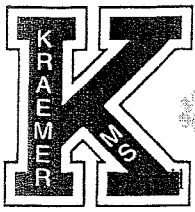
This school year, through a partnership with the Placentia Library Literacy Services, Topaz Elementary, and Tuffree Middle School, we began the *Topaz-Tuffree Homework Club*, an after-school program that provides academic assistance to 7th and 8th grade students who attended Topaz in their elementary school years. Two measurements of success that we are pleased to report are that several students who regularly attend the homework club received above-average grades on their first semester report cards, and they are successfully completing homework assignments on time. These are achievements that the same students weren't accomplishing last school year.

There are now 44 English Learners in the 6th grade at Topaz Elementary, and most if not all, will attend Tuffree Middle School for the 2006-07 school year. I also know that on their most recent standardized testing, the majority of these students did not score at the proficient level. I firmly support and believe it is crucial to provide a homework club at Topaz next school year for these at-risk, underserved 7th grade students.

The Placentia Library Literacy Services has a proven track record of implementing and maintaining innovative literacy programs. With LSTA6 funding, I firmly believe that the partnership among Topaz, Tuffree, and the Placentia Library will continue to have a positive impact in the community. I urge the selection committee to favorably consider the Placentia Library Literacy Services' Application for the LSTA6 Grant.

Respectfully

Sharon Cordes, Ed.D.
Principal



KRAEMER MIDDLE SCHOOL

Striving for Straight A's.....Excellence in Academics, Arts, A

10, 2006

LSTA6 Grant

Re: Letter of Support, Placentia Library Literacy Services

Dear Selection Committee:

I am the Principal of Kraemer Middle School, and it is my pleasure to write this letter of support for the Placentia Library Literacy Services' Nomination Application for the LSTA6 Grant.

Kraemer Middle School has six elementary schools in Placentia that are feeder schools. Five of these six feeder schools, including Ruby Drive and Tynes Elementary Schools, are Title I Schools. Title I Schools serve the children of lower-socio economic families, many of whom are also English Learners. Kraemer presently has 567 English Language Learners whose literacy skills are far below basic on the California Standardized Tests.

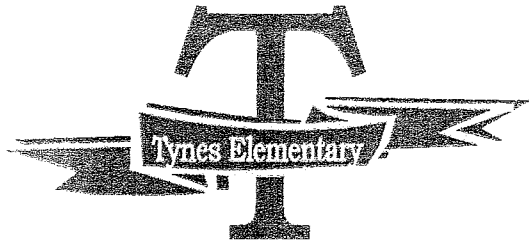
I am excited at the prospect of forming a partnership with the Placentia Library Literacy Services and Ruby Drive and Tynes Elementary Schools. To start a Ruby Drive-Kraemer and a Tynes-Kraemer Homework Clubs next school year would be most beneficial to our struggling readers.

There are now forty-eight English Learners in the sixth grade at Ruby Drive Elementary, and most, if not all, will be attending Kraemer next school year. I also know that on their most recent standardized testing that the majority of them were not at grade level in reading. Even more alarming is the fact that 90 percent of these sixth grade students were not proficient on the California Standardized Testing (CST) for Language Arts. At Tynes, 65 % of the students are socio-economically disadvantaged, and a large number of them are English Learners. I firmly support and believe it is crucial to provide a homework clubs at Ruby Drive and Tynes Elementary Schools next school year for these at-risk, under served seventh grade students.

The Placentia Library Literacy Services has a proven track record of beginning innovative programs and of continuing them. With LSTA6 Grant funding, I firmly believe that the partnership among Kraemer Middle School, Ruby Drive Elementary School, Tynes Elementary School and the Placentia Library Literacy Services will have a positive impact in the community. I urge the selection committee to favorably consider the Placentia Library Literacy Services' Application for the LSTA6 Grant.

Respectfully,

Minerva Gandara-Boggs, Principal
Kraemer Middle School



John O. Tynes Element
735 Stanford Drive
Placentia, CA 92870
(714) 996-5550/Fax (71

Paula Emry-Burttt, Principal
Peggy Faure, Assistant Principal

March 29, 2006

Re: LSTA6 for the Placentia Library

Dear Selection Committee:

I am the Principal of Tynes Elementary School in Placentia, California and I am writing this letter in support of the Placentia Library Literacy Services' Nomination Application for the LSTA6 Grant.

Tynes Elementary is a K-6 school serving the neighboring Placentia community as well as students from neighboring cities, primarily Anaheim and Fullerton. Student of the Tynes community come both from families that live in local housing developments as well as many multi-family apartment dwellers and mobile home parks. Tynes Elementary serves over 900 students with a 16 language subgroup of English Learners that make up 60% of the population. Tynes Elementary is a Title I School with 65% of the student population designated as Socioeconomically Disadvantaged based on their qualification for free and reduced lunch.

Throughout the years, Tynes Elementary has had the pleasure of having a very successful partnership with the Placentia Library. Students in 2nd through 6th grade use the library as a resource for homework help and research assistance as well as to check out books for our school wide Accelerated Reading Program.

With LSTA6 funding, our affiliation with the Placentia Library can solidify our partnership by providing further assistance to our student population who is at-risk of not mastering grade level curriculum. Under this funding, the Placentia Library would host a homework club for Tynes students who need extra academic help. Further aid would provide our socioeconomically disadvantaged population (65% of Tynes students), an academic setting beyond the school realm and provide assistance for many students that perhaps would not be able to have an opportunity to afford private tutoring.

With LSTA6 funding, I firmly believe that the partnership between Tynes Elementary School and the Placentia Library can only become stronger and benefit all stakeholders involved, Tynes students and the Placentia community. I urge the selection committee to favorably consider the Placentia Library Literacy Services' Application for the LSTA6 Grant.

Sincerely,

Paula Emry-Burttt

Paula Emry-Burttt, Principal
Tynes Elementary School

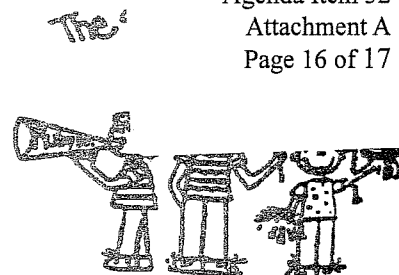


"The Power of Team Work"
Essential Pieces = Achievement
Students ~ Parents ~ Teachers
Can't imagine "Us" without "You"



Ruby Drive Elementary School

601 Ruby Drive - Placentia, CA 92870
(714) 996-1921



April 3, 2006

LSTA6 Grant

Re: Letter of Support, Placentia Library Literacy Services

Dear Selection Committee:

I am the Principal of Ruby Drive Elementary School, and it is my pleasure to write this letter of support for the Placentia Library Literacy Services' Nomination Application for the LSTA6 Grant.

Ruby Drive Elementary is a Title I School and serves the children of many lower income families. In addition, the majority of the Ruby Drive student population comes from Spanish speaking homes. Ruby Drive Elementary School feeds into Kraemer Middle School. Five out of the six elementary schools that feed into Kraemer are Title I Schools.

There are now forty-eight English Learners in the sixth grade at Ruby Drive Elementary School. On their most recent California English Language Development Test (CELDT), twenty-five scored at a level below reasonable fluency, and on their California Standardize Testing (CST) for Language Arts, forty-four were not proficient. I am very pleased that the Placentia Library Literacy Services wants Ruby Drive to host a homework club next school year for these at-risk seventh grade students. I am also aware that the Topaz-Tuffree model has been a tremendous success this school year, and I am excited at the prospect of the Ruby Drive-Kraemer Homework Club emulating that model next school year.

With LSTA6 Grant funding, I firmly believe that creating a partnership among Ruby Drive Elementary School, Kraemer Middle School, and the Placentia Library will have a positive impact in the community and outreach to an underserved segment of students. I urge the selection committee to favorably consider the Placentia Library Literacy Services' Application for the LSTA6 Grant.

Respectfully,

Dorie Staack

Principal

Ruby Drive Elementary School

School Mission: It is the mission of Ruby Drive School to provide a strong basic education for every student and to develop self-esteem and citizenship thereby enabling the student to be a successful life-long learner and a contributing member of a changing society.

Topaz Elementary School

Mrs. Kathy Kreil, Principal

March 28, 2006

LSTA6 Grant

Re: Letter of Support, Placentia Library Literacy Services

Dear Selection Committee:

I am the Principal of Topaz Elementary School, and it is my pleasure to write this letter of support for the Placentia Library Literacy Services' Nomination Application for the LSTA6 Grant.

Topaz Elementary is a Title I school and serves the children of many lower income families. In addition, the majority of the Topaz student population comes from Spanish speaking homes. This school year, through a partnership with the Placentia Library Literacy Services, we began the Topaz-Tuffree Homework Club, a program aimed at providing homework help for Topaz graduates in the seventh and eighth grades at Tuffree Middle School. The homework club meets at Topaz every Monday to Thursday from 4-6 PM and has been averaging twenty students each day. The measurement of success is that the first semester report cards for most of these students were above average.

There are now forty-four English Learners in the sixth grade at Topaz Elementary. On their most recent California English Language Development Test (CELDT), twenty-six scored below grade level, and on their California Standardize Testing (CST) for Language Arts, thirty-five were not proficient. I believe that is critical to host a homework club at Topaz next school year for these at-risk seventh grade students.

There is no question that the Topaz-Tuffree homework club is a model program that serves an under-served population in our community. With LSTA6 funding, I firmly believe that this partnership between Topaz Elementary School and the Placentia Library District Literacy Services is a legacy that will continue to have a positive impact in the community. I urge the selection committee to favorably consider the Placentia Library Literacy Services' Application for the LSTA6 Grant.

Respectfully,



Kathy Kreil
Principal
Topaz Elementary School





PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: **Library Director's Report**
DATE: May 9, 2006

Activities Report:

- Apr 17 Library Board Meeting
- Apr 18 ISDOC Executive Committee, Special Meeting to discuss complaints received from two Districts (Trabuco Canyon and East OC Water) about increases in their LAFCO budget allocation that they claimed were based on errors in their Annual Reports to the State Auditor/Controller.
- Apr 19 Participated in the Boeing Employees grant awards presentation at the Anaheim facility. The Foundation processed a grant application for \$5,000 to the Literacy Program.
- Participated in the Friends/Foundation Joint Publications Committee meeting.
- Apr 27 Attended the Chamber of Commerce Breakfast.
- Attended the Orange County Volunteer Center Spirit of Philanthropy Awards at the Hyatt in Irvine to celebrate the nominations of All Lee and Allie Smith from Placentia Library Literacy Services.
- May 1 Participated in the Friends Board Meeting and conducted an orientation and tour of the Library for new members prior to the Meeting.
- May 2 ISDOC Executive Committee Meeting.
- May 3 Attended the Placentia Round Table Women's Club and received a check for \$1,000 that is designated for the History Room digitization project.
- Participated in the Friends/Foundation Joint Publications Committee meeting.
- May 4 Hosted the Executive Council Meeting of Santiago Library System.
- Attended a Chamber of Commerce Ribbon Cutting.
- Participated in the Foundation Board of Directors Meeting.

May 6 Saturday Manager at the Library


Staff Meetings:

Apr 19 Wendy conducted the meeting while I attended for the Joint Publications Committee at the same time.

May 3 Announced the Friends/Foundation merger and discussed some of the potential impacts for the Library; announced that Mary Strazdas has been nominated by a staff committee as the ABWA Shining Star, distributed two SDRMA safety pamphlets, discussed some Passport processing issues, and discussed budget development.

Agenda Item 34

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: May 9, 2006

SUBJECT: Program Committee Report for the month of April.

ADULT SERVICES

	Apr 04-05	Apr 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	4	2	12	11
NUMBER OF ATTENDEES	73	60	188	232

CHILDREN'S SERVICES

	Apr 04-05	Apr 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	25	29	208	229
NUMBER OF ATTENDEES	1,464	1,150	9,048	9,869

PROGRAM COMMITTEE


	Apr 04-05	Apr 05-06	YTD 04-05	YTD 05-06
NUMBER OF MEETINGS	0	2	0	11
NUMBER OF ATTENDEES	0	18	0	69
NEWS RELEASES	NA	1	NA	6

LITERACY SERVICES

	Apr 04-05	Apr 05-06	YTD 04-05	YTD 05-06
Total Tutors	185	188	305	290
Total Students	254	220	337	325
Total Hours	1,816	2,210	12,951	12,382

Agenda Item 35

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian 


Date: for Board Meeting, May 9, 2006

Subject: April 2006 Activities in the Children's Department

Type of Program	Number of Programs	Total Attendance
Lap Sit: 2 years and younger	4	133
Story Time I: 6 years and younger	4	163
Story Time II: 6 years and younger	4	202
Music Time I: 6 years and younger	4	122
Music Time II: 6 years and younger	4	88
Music Time III: 6 years and younger	4	79
Afternoon Adventures: Stories, grade 3 & up	3	27
Springtime Reading Program	1	300
Read to the Dogs event	1	36
Total April 2006	29	1150
Total April 2005	25	1464
Current FY to date	229	9869
Previous FY to date	208	9048



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: May 9, 2006

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

Tutor Training. There was no tutor training workshop in April. The next tutor training workshop is scheduled for May 7.

Families for Literacy (FFL) Program Status. We had no FFL programming in April. We are planning an FFL event with Topaz Elementary School on Saturday morning, May 20, from 9:00 to 11:00 AM.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP started again this school year last October. Thus far, we have recruited more than 80 PRREP tutors from El Dorado High School and Valencia High School, and they are again participating in the program this school year.

Update on the two new PLLS homework clubs. The Topaz-Tuffree Homework Club at Topaz Elementary School is averaging around 20 students every Monday-Thursday from 4-6 PM. At the Homeless Intervention Shelter (H.I.S. House), we are averaging six (6) school-age children Tuesday, Wednesday, and Thursday evenings from 6:30-8:00 PM.

English Language and Literacy Intensive (ELLI) Program Update. In October, we started ELLI again this school year. We have ELLI active at three elementary schools: Ruby Drive, and Topaz, and Tynes, and we presently have six tutors who are working with more than 200 grade school students.

Federal Work Study (FWS). Our FWS partnership with Financial Aid at Cal State Fullerton grew stronger during FY 2005-06. In that respect, our FWS allocation for FY 2005-06 is now \$90,000, and we already have twenty-three (23) students approved for this school year. Our FWS partnership is also very strong with Western State University College of Law as we have fifteen (15) who have tutored in PLLS this school year.

Literacy statistics. See Agenda Item 36, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Apr 04-05	Apr 05-06	YTD 04-05	YTD 05-06
Tutors				
Adult	101	104	181	163
Teen	84	84	124	139
Hours Instruction	1,816	1,315	12,951	11,487
Other Volunteer Hours	72	120	912	1,020
Total Hours	1,888	1,330	13,863	12,559
Training Workshops				
Workshops Held	2	0	24	22
Tutors Trained	11	0	185	175
Students				
With Adult Tutors	139	88	189	195
With Teen Tutors	87	132	135	143
In Groups	28	0	28	0
Total Active Students	254	220	311	338
Families for Literacy				
Family Students	8	5	10	12
Family Tutors	6	5	10	10
Hours of Instruction	100	60	480	640
ELLI Program				
K-6th Grade Students	100	201	100	201
Tutors for K-6th Grade	15	6	22	15
Hours of Instruction	250	520	3,004	5,967
Homework Clubs				
On-Site: Students	0	70	0	499
On-Site Tutors	0	16	0	33
Hours of Instruction	0	500	0	1,700
H.I.S. House Students	0	8	0	35
H.I.S. House Tutors	0	6	0	20
Hours of Instruction	0	200	0	1,040
Topaz Students	0	18	0	81
Topaz Tutors	0	6	0	39
Hours of Instruction	0	300	0	3,460
Total Tutors	185	188	305	290
Total Students	254	220	337	325
Total Instruction Hours	1,816	2,210	12,951	12,382

TO: Elizabeth Minter, Library Director
FROM: Mary Strazdas, Librarian *MS*
DATE: May 9, 2006
SUBJECT: **Reference and Adult Services report for April, 2006**

- There were two Program Committee meetings during the month.
- Special library displays included one for the Placentia Round Table Women's Club (Bicentennial quilt), National Poetry Month, the Photography Contest at City Hall, and a small display of materials about jazz. The display of Jan Burke (the speaker at the annual Friends' meeting on April 3) materials was replaced after the meeting with items for Women's Health Resources. We selected colorful, fresh materials for the National Poetry Month display, and several patrons commented positively on the selection.
- There were two programs during the month. The first program, April 10, was ON COMMON GROUNDS. This ecumenical evening drew 50 patrons, over double the usual number. The program was complex to organize and drew on other organizations in Orange County (such as Habitat for Humanity Orange County, Islamic Institute of Orange County, and local houses of worship) for support. It included a film, a panel, and patron questions. Some of the participating groups brought handouts. The library had materials available for checkout as well as a bibliography/webliography. Most people commented very positively as they left that evening. The second program, April 30, celebrated National Poetry Month on a Sunday afternoon. It drew 15 people. The group Poetic License performed the first half of the program. They dramatized poetry with music and interpretation, using the theme "The Seven Ages of Man." Refreshments, to include an assortment of coffee, were available during the program's second hour, which featured the library's poet laureate, Meredith Laskow, and offered patrons a chance to read some of their personal poetry or that of a favorite author.

Statistical Comparisons at the Reference Desk
April FY 2005/2006

	2005	2006	YTD 04-05	YTD 05-06
Phone Reference Questions	232	246	1,861	2,053
Desk Reference Questions	2,079	1,833	15,506	16,756
E-Mail Reference Questions	6	5	52	57
Ready Reference	31	18	405	327
Instruction	34	133	491	914
Computer Use	2,878	2,322	22,656	25,727
Reference Books: In-Library Use	13	3,617	13,091	31,870
Patron Database Signups	252	250	2,209	2,121

TO: Elizabeth Minter, Library Director

FROM: Gary Bell, Librarian *GB*

DATE: May 9, 2006

SUBJECT: History Room report for April

History Room visitors in April: fiscal year 2005-2006 6

History Room visitors in April: fiscal year 2004-2005 3

Grade 3 curriculum materials were delivered to St. Joseph's school, on loan for photocopying. The new Historical Resources Directory was delivered to St. Joseph's school and Rose Drive Friends' school.

A visit was made to Melrose School to locate the marker commemorating the 1938 flood. There was also a request from Melrose School for consultation regarding plans for the school's murals pertaining to local history.

A call was made to Melrose School regarding a picture of Richard Melrose.

John Stahler, curator of the Bradford House requested a picture of the Bradford House for their files.

Mary Castner was contacted regarding information for street names. Names enquired about were Bob Langer and Ed Powell, former city officials.

A biography of Charles C. Chapman was requested.

Information on Placentia's name was requested by the city clerk, Pat Melia.

Esperanza yearbooks for 1998,1999,2000,2001 and 2002 were asked for.

Richard Barker, who is writing a history of the citrus industry, asked for photos in our collection.

A rough DVD copy of the 1938 flood video was presented by the videographer, shortly after production. We are attempting to schedule a meeting with him to edit, improve and fine tune the presentation. Questions have arisen about the sale and distribution of the final product.

TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: May 4, 2006



SUBJECT: Website update

At the annual meeting of the Friends of Placentia Library this past Monday I demonstrated the new website. Having received approval of the project from both the Board of Trustees and the Friends, I then gave instructions to let the website "go live".

As of today, the Library's new website is up and running!

By using behind the scenes redirection, people may continue to use the published url (i.e., www.placentialibrary.org).

I look forward to seeing what the public reaction may be.

To: Elizabeth Minter, Library Director
 From: Vernon Napier, Technical Services Manager
 Date: May 9, 2006



SUBJECT: Placentia Library Web Site Development Report for March and April.....

In March, the Placentia Library District had 41,896 "hits" and 38,505 "hits" in April. The following are our year to date statistics of the most "hits."

Pages Visited	Feb 04-05	Feb 05-06	Mar 04-05	Mar 05-06	Apr 04-05	Apr 05-06
Borrowers	230	256	263	425	263	380
Friends	114	214	151	236	151	168
District	187	217	217	360	217	255
Kids	216	579	249	744	249	481
Foundation	193	162	154	193	154	135
History Room	96	257	334	383	334	266
Literacy/CLC Logo	154	222	205	268	205	262
Passports	376	793	900	540	900	888
Poet Laureate	154	415	563	900	563	697
Total Views Most Hits	2,497	3,115	2,590	4,049	3,036	3,532

Total Most Hits YTD 17,996 23,619 20,856 27,668 23,622 27,703

TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: May 4, 2006



SUBJECT: Technology Report for April, 2006

- Continued investigation into several projects, including
 - increasing bandwidth to improve public and staff access to the internet
 - preliminary discussion with OCLC about the digitization of newspapers
 - upgrading of the Library's security cameras
- Launched the Library's new website
- Attended a meeting to discuss a cooperative effort to digitize historical photographs of Orange County.
- Replaced 9 of the public PC monitors with new flat screen LCD monitors. These monitors are considerably smaller, leaving the public with some desk space for taking notes, etc.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Publicity Materials Produced in April 2006**
DATE: May 9, 2006

Volunteer Coordinator Laranne Remling is on vacation May 1-11, 2006.

The Publicity Materials Produced in April 2006 will be included with the May report at the Library Board Meeting on June 19, 2006.

SAFETY COMMITTEE MEETING
APRIL 27, 2006
MINUTES

I. Call to Order: 10:20 A.M.

Members Attending: Esther Guzman
Katie Matas
Wendy Goodson
Caroline Gurkweitz

III. Old Business

1. The fire extinguishers were checked by Katie Matas on April 27, 2006.
2. The broken Koala Seat in the public women's restroom was removed. A new one was ordered but has not arrived.
3. "Respect in the Workplace" and "Back Injury Prevention" handouts were distributed at the April 5, 2006 staff meeting.
4. The City Maintenance department repaired the tiles in the lobby.

IV. New Business

None.

The next meeting will be May 25, 2006 at 10:30 A.M.

Respectfully submitted,



Katie Matas

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: April 17, 2006

BACKGROUND

Public Library Foundation (PLF)

The legislative information from the California Special Districts Association and the California Library Association is included with Agenda item 26. Agenda Item 26, pages 7 and 8, contains a request from the California Association of Library Trustees and Commissioners (CALTAC) that the Library Board review the content and history of the Public Library Foundation (PLF), adopt a resolution of support of full funding, and send letters to legislators.

Placentia Library District's allocations from the Public Library Foundation PLF for the past ten years are illustrated in the following chart:

Placentia Library District										
Public Library Foundation Fund Grants from the State of California										
Fiscal Years 1996-1997 through 2005-2006 with Percentage Change										
	1996-97	1997-98	1998-99	1999-00	2000-01	2001-01	2002-03	2003-04	2004-05	2005-06
Amount Received	\$28,082	\$28,313	\$59,146	\$88,459	\$88,826	\$77,328	\$46,377	\$23,537	\$21,402	\$21,090
Change from Previous Year	\$12,079	\$231	\$30,833	\$29,313	\$367	-\$11,498	-\$30,951	-\$22,840	-\$2,135	-\$312
% Change from Previous Year	75.5%	0.8%	108.9%	49.6%	0.4%	-12.9%	-40.0%	-49.2%	-9.1%	-1.5%

A sample letter is Attachment A.

SB1317

Senate Bill 1317 (affecting property tax allocation for cities, counties and independent special districts) has been amended to exempt non-enterprise districts. ISDOC and CSDA are asking for the continued support of non-enterprise districts in opposing this bill because it sets a precedent for funding future state and local projects by re-allocating property tax growth allocations.

LAFCO Budget Allocation

The Trabuco Canyon and East Orange County Water Districts have requested a review of the formula used to allocate one third of the Orange County Local Area Formation Commission's (LAFCO) budget among the independent special districts.

Several of the issues to be studied are the impact of mergers on the remaining districts and the change of districts from one allocation category to another. The Library Director has been appointed to the

Committee by the ISDOC President to represent the interest of non-enterprise districts and to also serve as a staff representative. If any changes in the formula are recommended, the new formula will need to be voted on by each independent special district board of directors that is responsible for contributing to the LAFCO budget. At this point in time Placentia Library District contributes \$1,000 and Buena Park Library District contributes \$2,000. The allocations are based on revenue as reported in the Annual Report to the State Auditor Controller.

RECOMMENDATION

1. Resolution to correspond with California legislators regarding preserving and full funding the Public Library Foundation Funds.
2. Authorize the Library Board President to sign all letters on behalf of the Library Board of Trustees.



PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202 administration@placentialibrary.org
(714) 528-8236 (Fax) www.placentialibrary.org

May 10, 2006

Board of Trustees

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

The Honorable Bob Margett
Member, California State Senate 29th District
State Capitol, Room 3082
Sacramento, California 95814

RE: PUBLIC LIBRARY FOUNDATION (PLF)

Dear Senator Margett:

I am writing to you on behalf of the Placentia Library District Board of Trustees to request your support of an increase to the allocation for the Public Library Foundation (PLF). In Fiscal Year 2005-2006 Placentia Library received \$21,090. This represents approximately 845 new books added to our collection.

As you may be aware, this program was established over 20 years ago to augment funding for public libraries so that we can strengthen the service we provide. This program has never been fully funded and between fiscal years 2001-02 and 2004-04 the program was slashed 70%. This is probably one of the largest reductions of any state program. The current per capita spending of 39¢ is less than it was over 20 years ago!

Placentia Library District's allocation is illustrated with the following:

Placentia Library District										
Public Library Foundation Fund Grants from the State of California										
Fiscal Years 1996-1997 through 2005-2006 with Percentage Change										
	1996-97	1997-98	1998-99	1999-00	2000-01	2001-01	2002-03	2003-04	2004-05	2005-06
Amount Received	\$28,082	\$28,313	\$59,146	\$88,459	\$88,826	\$77,328	\$46,377	\$23,537	\$21,402	\$21,090
Change from Previous Year	+\$12,079	+\$231	+\$30,833	+\$29,313	+\$367	-\$11,498	-\$30,951	-\$22,840	-\$2,135	-\$312
% Change from Previous Year	75.5%	0.8%	108.9%	49.6%	0.4%	-12.9%	-40.0%	-49.2%	-9.1%	-1.5%

With the state's improved financial status we encourage you to work towards full funding for PLF, which for Placentia Library District would be approximately \$130,720. This would purchase approximately 5,228 new books or other library materials, thus providing a major improvement in public library services to the residents of our state.

Please remember, Senator Margett, that public libraries are an integral part of education. For the sake of education and California's future, we urge you to support this program that is so important to the life long learning opportunities that California seeks to provide to all of its citizens.

Thank you for you continuing support of issues related to Placentia Library District and we are looking forward to working with you and your staff to implement increased PLF funding this year.

Please give us a call if you have any questions.

Al Shkoler
President

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Review the Special District Risk Management Authority's (SDRMA) proposal for medical insurance coverage for staff, determine whether to transfer coverage to that program effective August 1, 2006, and select which option of the program to provide.

DATE: May 9, 2006

BACKGROUND:

At its meeting on April 17, 2006 the Library Board meet with its medical insurance broker, Stormy Waldeck, to review the District's medical, dental and vision policies. The Board voted to renew the existing medical policy with Blue Cross of California and to make a determination about future medical insurance coverage as soon as the cost information became available from SDRMA. No changes were recommended or made in the vision or dental plans.

SDRMA has been providing the District's workers' compensation coverage for over 20 years and its liability and public officials' coverage for approximately 10 years. For approximately 16 years the District held a seat on the Special District Workers Compensation Authority (SDWCA) Board of Directors (Assistant Director Sal Addotta for 4 years and Trustee Saundra Stark for 12 years), and later the Special District Risk Management Board of Directors. The Library Director and Mrs. Stark have strongly encouraged SDRMA to expand its offerings to include a full spectrum of medical and life insurance plans.

The SDRMA medical insurance coverage will begin August 1, 2006. Dental, vision, life and accidental death and disability options will be added as each policy can be negotiated during the next year or so.

The description of the three programs offered by SDRMA are Attachment A. The EPO program is the closest to the District's current Blue Cross of California program provisions. The main difference is the office visit increase from \$10 to \$30 but the prescription program has a less expensive co-pay and long term prescriptions are available on a 90-day supply instead of a 60-day supply. Emergency room visits are \$100. The rates quoted are reported by SDRMA staff to be good through 2008 – this is why they are a little bit higher than originally estimated.

The cost of each program is Attachment B. The cost varies by location of the State but is the same for each employee. Since Placentia Library District has a lot of older employees this is a major savings.

The comparative cost for Placentia Library District, using the EPO plan, is illustrated in the chart below. *“All eligible” means budgeting for all eligible employees whether they are currently in the program or not, and “existing only” means budgeting only for employees who are actually in the program or have indicated a likeliness to join the program.*

OBJECT CODE	DESCRIPTION	FY2005-06 PROPOSED	All Eligible Blue Cross FY2006-07 Illustration	Existing only Blue Cross FY2006-07 Illustration	All Eligible SDRMA EPO FY2006-07 Illustration	Existing only SDRMA EPO FY2006-07 Illustration
0100	Salaries & Wages	927,954	1,137,443	1,137,443	1,137,443	1,137,443
0200	Retirement (Social Security & Pension Contribution)	126,197	151,971	151,971	151,971	151,971
	Health Insurance/Care America	111,127	163,146	133,953	135,840	111,538
	Long Term Disability/CNA	4,780	5,824	5,824	5,824	5,824
	Life Insurance/Fortis & Protective Life	2,721	2,948	2,948	2,948	2,948
	Vision/Vision Service Plan	2,501	2,988	2,988	2,988	2,988
	Dental/Ameritas	8,006	8,981	8,981	8,981	8,981
0300	Total Employee Insurance	129,136	183,887	154,695	156,582	132,280

Blue Cross of California requires a 60-day notice of intent to cancel a contract.

If the District switches to the SDRMA medical insurance plan there will be an impact on the life insurance coverage. Blue Cross of California provides \$15,000 of life insurance coverage with each of its policies. Placentia Library District provides \$50,000 in life insurance coverage to each non-exempt employee working 30 hours per week or more. The additional term life insurance is purchased through Assurant Employee Benefits. The coverage with Assurant could be increased from \$35,000 to \$50,000 with an increase in cost to the District of approximately \$1,500.

RECOMMENDATION:

1. Authorize the transfer of the medical insurance plan from Blue Cross HMO to the SDRMA effective August 1, 2006.
2. Select the EPO plan for the District’s SDRMA medical program.
3. Authorize Stormy Waldeck to change the life insurance policies with Assurant Employee Benefits from \$35,000 to \$50,000 to make up for the coverage being lost in the transfer of medical insurance coverage from Blue Cross to SDRMA.
4. Authorize the Library Director to sign all contract documents related to the transfer of medical insurance coverage.

PLANS	Services
Calendar Year Deductible(s) (Indiv / Fam)	
Maximum *Co-Insurance (Indiv / Fam)	
Co-insurance is the member's responsibility to pay when the plan is paying less than 100% (i.e. plan pays 80%, member pays the other 20%)	
Inpatient Hospital	Room, Board & Support Services (prior authorization required)
Ambulatory Surgery Center	
Emergency Room (non-emergency)	Facility Expenses:
Professional Expenses:	
Surgeon & Anesthetist	
Accident Care (Professional)	(initial care)
Preventative Care (age 0 - 25)	
Routine Exam Employee & Spouse	
Diagnostic X-Ray & Lab	
Psychiatric and Substance Abuse	
Office Visits	
Physical Therapy (medically necessary)	
Acupuncture	
Durable Medical Equipment	
Hospice (\$10,000 maximum per member)	
Ambulance	
Home Health Care	100 visits/yr (prior authorization required)
Chiropractic Services (26 visits per yr)	
Lifetime Maximum	

PRESCRIPTION DRUGS
(At Participating Pharmacies only)
Retail - 30 day supply
Mail Order - 90 day supply
Brand Rx Deductible (Indiv / Fam)

GOLD PPO	Participating Providers	Non-Participating Providers
	\$500 / \$1,000	\$1,500 / \$3,000
	Once the member's 20% co-insurance totals the max. the plan will pay 100% of the allowable amount for the remainder of the calendar year.	
	80%	\$540 per day
	80%	\$50 co-pay 50%
	\$50 co-pay	
	80%	50%
	80%	50%
	80%	50%
	80%	80% C&R
	80%	50%
	80%	50%
	Up to \$200 per year	
	80%	50%
	See PCBH Summary	
	Ded Waived	50%
	\$20 co-pay	50%
	80%	50%
	80%	50%
	80%	80% C&R
	80%	80%
	80%	80%
	80%	80%
	80% up to	50% up to
	\$50 per visit	\$25 per visit
	\$5,000,000	

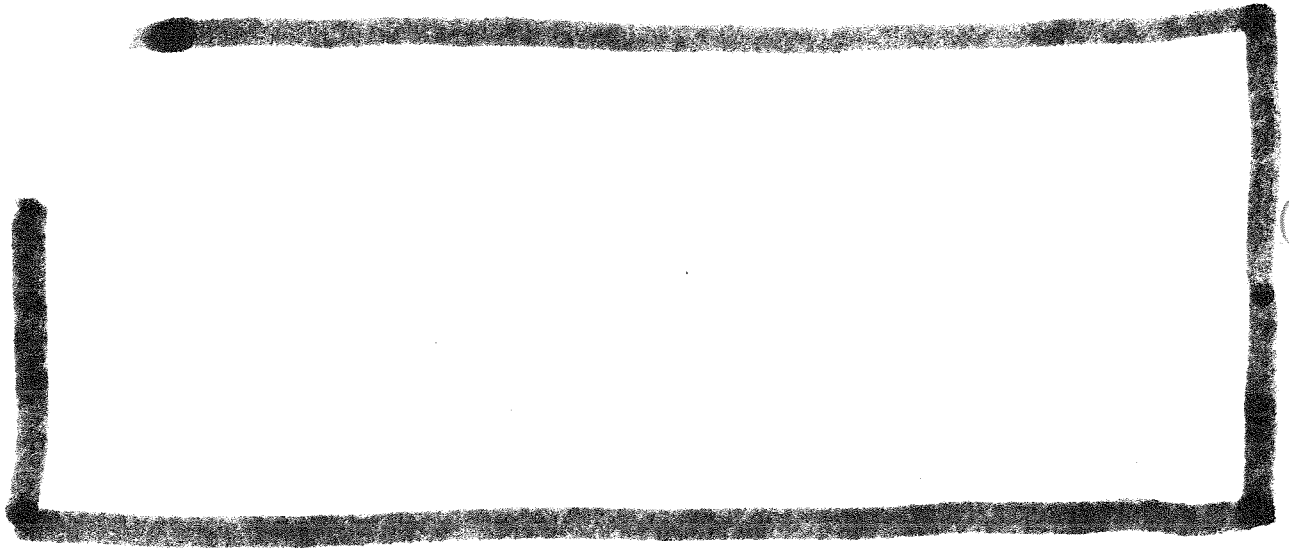
Generic / Brand Formulary / Brand Non-Formulary
\$5 / \$15 / \$45
\$10 / \$25 / \$75
None

SILVER PPO	Participating Providers	Non-Participating Providers
	\$2,000 / \$4,000	\$3,000 / \$6,000
	Once the member's 20% co-insurance totals the max. the plan will pay 100% of the allowable amount for the remainder of the calendar year.	
	80%	\$540 per day
	80%	\$50 co-pay 50%
	\$50 co-pay	
	80%	50%
	80%	50%
	80%	50%
	80%	80% C&R
	80%	50%
	80%	50%
	Up to \$200 per year	
	80%	50%
	See PCBH Summary	
	Ded Waived	50%
	\$30 co-pay	50%
	80%	50%
	80%	50%
	80%	80% C&R
	80%	80%
	80%	80%
	80%	80%
	80% up to	50% up to
	\$50 per visit	\$25 per visit
	\$5,000,000	

Generic / Brand Formulary / Brand Non-Formulary
\$10 / \$20 / \$45
\$20 / \$40 / \$90
\$200 / \$500

EPO	Participating Providers
	\$300 / \$600
	\$1,000 / \$2,000
	No Charge
	No Charge
	\$100 Ded. Waived if Admitted
	\$100 Ded. Waived if Admitted
	No Charge
	No Charge
	No Charge
	No Charge
	Up to \$200 per year
	No Charge
	See PCBH Summary
	\$30 co-pay
	\$30 co-pay
	N/A
	80% (\$2,000 max / yr)
	No Charge
	\$50
	\$30 / visit (100 visits / yr)
	N/A
	None

Generic / Brand Formulary / Brand Non-Formulary
\$10 / \$20 / \$45
\$20 / \$40 / \$90
None



Health Benefits Program Rates

Beginning August 1, 2006

5/7/2006

SDRMA Member Rates

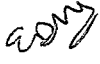
	Code	Gold PPO	Silver PPO	EPO
Area I - Northern CA	E	405.41	305.94	455.15
Bay Area/Sacramento	E+1	805.83	606.87	905.31
	F	1,049.57	790.93	1,178.89
Area II - Northern CA	E	421.17	317.75	472.88
Other Counties	E+1	837.34	630.50	940.76
	F	1,090.55	821.66	1,224.99
Area III - Southern CA	E	377.84	285.25	424.13
Los Angeles Area	E+1	750.67	565.51	843.26
	F	977.88	737.16	1,098.24
Area IV - Southern CA	E	385.71	291.16	432.99
Other Counties	E+1	766.43	577.32	860.98
	F	998.36	752.52	1,121.28
Area V	E	440.87	332.53	495.04
Out of State	E+1	876.74	660.05	985.08
	F	1,141.76	860.07	1,282.60

SDRMA Non-Member Rates

	Code	Gold PPO	Silver PPO	EPO
Area I - Northern CA	E	407.91	308.44	457.65
Bay Area/Sacramento	E+1	810.83	611.87	910.31
	F	1,054.57	795.93	1,183.89
Area II - Northern CA	E	423.67	320.25	475.38
Other Counties	E+1	842.34	635.50	945.76
	F	1,095.55	826.66	1,229.99
Area III - Southern CA	E	380.34	287.75	426.63
Los Angeles Area	E+1	755.67	570.51	848.26
	F	982.88	742.16	1,103.24
Area IV - Southern CA	E	388.21	293.66	435.49
Other Counties	E+1	771.43	582.32	865.98
	F	1,003.36	757.52	1,126.28
Area V	E	443.37	335.03	497.54
Out of State	E+1	881.74	665.05	990.08
	F	1,146.76	865.07	1,287.60

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Staff Report on the progress of seeking an outside consultant to advise the Library Board on Redevelopment pass-through funds and developer fees.

DATE: May 9, 2006

BACKGROUND

At its regular meeting on April 17, 2006 the Library Board instructed the Library Director to identify several consultants or attorneys who could advise the Board on the status of Redevelopment Pass Through Property Taxes and Developer Fees with the City of Placentia.

The Library Director has contacted the firms discussed at the April 17 meeting and is in the process of developing a scope of work for bids to be prepared.

Any updated information will be presented at the Library Board Meeting.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 2006-2007 Budget
DATE: May 9, 2006

BACKGROUND

The Library Board will be having a work session on the Fiscal Year 2006-2007 budget at 5:00 P.M. on the same day as the Library Board Meeting. Actions based on the recommendations from the work session may be taken at this point in the Agenda.

The Library Director's analysis presented at the April 17, 2006 Library Board Meeting is Attachment A.

The most recent Fund Balance Report, April 17, 2006, is Attachment B. This shows how much is available for District projects from funds other than Fund 707.

The Revenue Estimate, including an analysis of the State Library portion, is Attachment C.

The U.S. Department of Labor Consumer Price Index, Los Angeles-Riverside-Orange County percentage change for March 2005 to March 2006 was 4.7%. The report is Attachment D.

An analysis of the salary information for Fiscal Year 2004-2005 as reported to and published by the State Library of California is Attachment E.

The results to date of an exempt employee compensation study currently being done by the Library Director are in Attachment F. This information will be updated through the end of May as several of the libraries will be adding and updating their information.

The first run on the Expenditure Estimate, using a 4.7% salary adjustment for non-exempt staff and exempt staff excluding the Library Director and the Special District Risk Management Authority (SDRMA) Medical EPO Plan, is attachment G.

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 *EDM*
SUBJECT: Budget Priorities for Fiscal Year 2006-2007
DATE: April 17, 2006

BACKGROUND

Revenue Assumptions

📖 Neal Gruber, Orange County Auditor's Office of Property Tax Allocation, estimates that the property tax growth rate for Fiscal Year 2006-2007 will be approximately the same as Fiscal Year 2005-2006. The actual last year was 11.15%. I am recommending budgeting for 9.0% over the current year estimate from the Auditor: \$1,432,742.06 plus 9% (\$128,946.79) for \$1,561,688.85. Mr. Gruber estimates that there will be a distinct slowing in property tax growth by the time of the Fiscal Year 2007-2008 Budget because of changes in the real estate market.

Mr. Gruber also estimated that there would be a continued slowdown in the rate for unsecured. The actual for last year was -2.23%. I am recommending budgeting for -5% over the current year estimate from the Auditor: \$60,928.84 minus 5% (\$3,046.44) for \$57,882.40.

📖 I estimate that local revenue will remain fairly constant. The loss in Passport processing is being offset by photo fees and notary fees.






📖 I estimate that the State Library reimbursements will remain fairly constant will no increase in either the Public Library Fund or Literacy grants. The only area at risk is interlibrary loan reimbursements because of the withdrawal of Yorba Library Public Library from the Tri City Library Network and the loss of delivery service to that Library.

📖 The net increase in budget will be approximately \$125,900.

Expenditure Possibilities

📖 COLA information will be available on Wednesday, April 19. It looks as if it is going to be in the 5% range. A change in minimum wage would affect the Page salary rates. A 5% increase in personnel costs would equal approximately \$50,000.

📖 A 10% increase in medical benefits would equal approximately \$12,915.

-  The addition of 1.0 FTE Library Assistant would equal approximately \$47,900. This position, actually probably two half time positions (making two current half time positions full time) will allow for activities related to the Strategic Plan – expanding the relationship with area schools, establishing a formal home schooling support program with parents and students, expanding Library programming and web site activities and creating programs for retirees.
-  Adding to the Library Materials Budget at 10% would equal approximately \$10,000.
-  Absorbing increases in supplies and services would equal approximately \$5,000.
-  Staff is looking at some savings in telecommunications costs that will be used to offset other fee increases in supplies and services.
-  Literacy Services has applied for grants to expand the homework club programs.

Placentia Library District
Fiscal Year 2006-2007 Budget Priorities
April 17, 2006

Category	Revenue Changes	Expenditure Changes	Balance
			\$0
Secured property tax	\$128,947		\$128,947
Unsecured property tax	(\$3,046.44)		\$125,900
Salary COLA		\$50,000	\$75,900
Medical Benefits		\$12,915	\$62,985
1.0 FTE Library Assistant		\$47,900	\$15,085
Library Materials Increase		\$10,000	\$5,085
Supplies & Services Increase		\$5,000	\$85

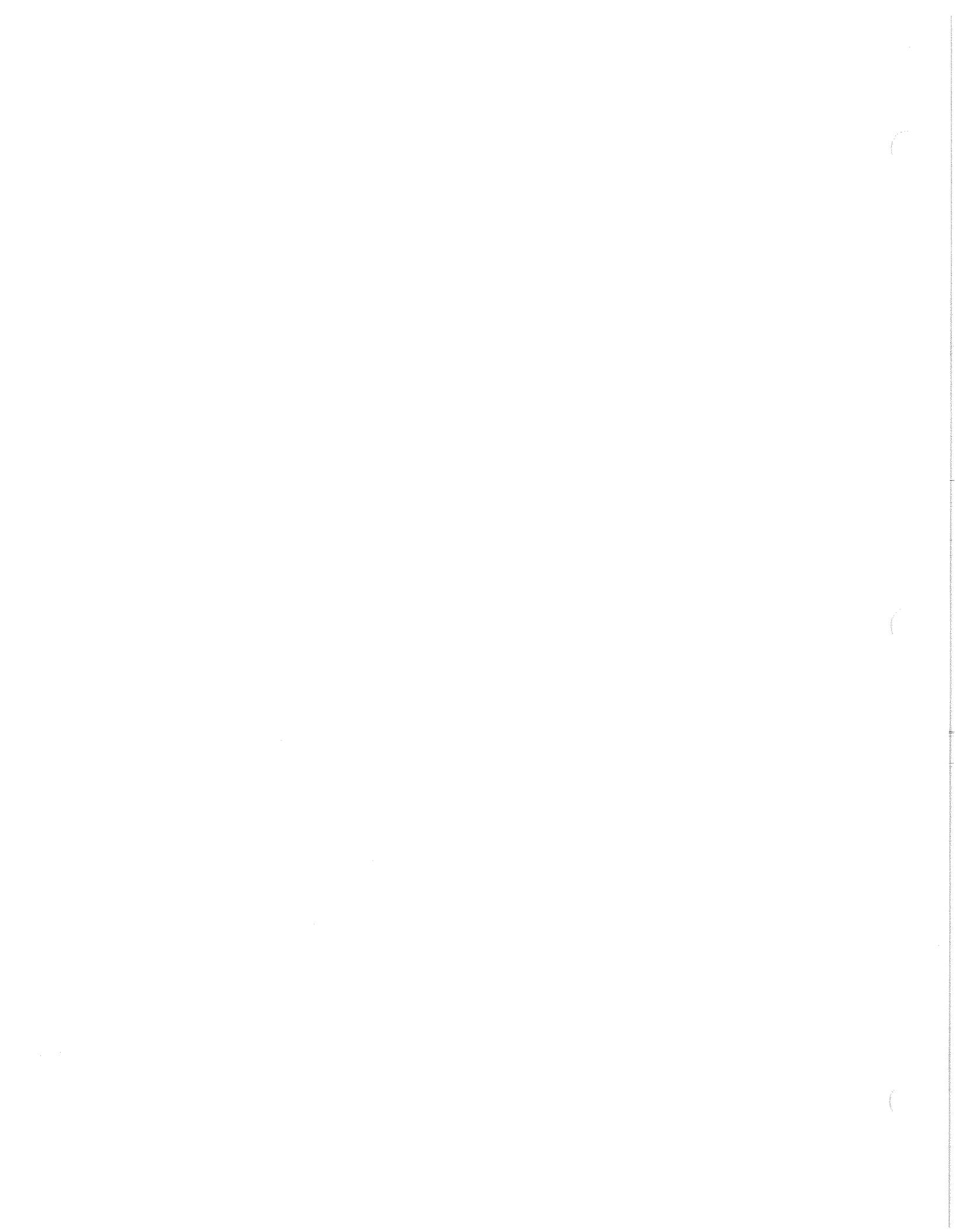
RECOMMENDATION

Action to be determined by the Library Board of Trustees

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
April 17, 2006

	Fiscal Year 2005-2006						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87	
07/31/05	122,741.64	10,382.49	165,592.69	760,016.26	10,131.05	1,068,864.13	308,847.87	
08/31/05	123,044.94	10,408.15	166,001.88	601,465.37	10,156.09	911,076.43	309,611.06	
09/30/05	123,366.14	10,435.32	166,435.23	629,662.56	10,182.61	940,081.86	310,419.30	
10/31/05	123,699.64	10,463.53	166,885.16	511,382.72	10,210.14	822,641.19	311,258.47	
11/30/05	124,033.15	10,491.74	167,335.11	534,616.78	10,237.67	846,714.45	312,097.67	
12/31/05	124,393.83	10,522.25	167,821.70	861,368.68	10,267.44	1,174,373.90	313,005.22	
01/31/06	111,512.01	10,553.35	168,317.80	977,684.72	10,297.80	1,278,365.68	300,680.96	
02/28/06	111,927.45	10,588.46	168,877.74	942,809.05	10,332.05	1,244,534.75	301,725.70	
03/31/06	112,329.88	10,623.61	169,438.33	885,128.36	10,366.35	1,187,886.53	302,758.17	
04/30/06						0.00	0.00	
05/31/06						0.00	0.00	
06/30/06						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Fiscal Year 2004-2005						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
06/30/04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97	
07/31/04	120,332.88	10,178.76	162,343.02	657,770.13	9,932.25	960,557.04	302,786.91	
08/31/04	120,450.85	10,188.74	162,502.17	531,470.57	9,941.98	834,554.31	303,083.74	
09/30/04	120,739.55	10,213.16	162,891.67	459,788.59	9,965.81	763,598.78	303,810.19	
10/31/04	120,896.28	10,226.42	163,103.11	447,074.31	9,978.75	751,278.87	304,204.56	
11/30/04	120,883.45	10,225.33	163,085.79	474,439.99	9,977.69	778,612.25	304,172.26	
12/31/04	121,058.44	10,240.13	163,321.88	760,018.61	9,992.13	1,064,631.19	304,612.58	
01/31/05	121,244.85	10,255.90	163,573.36	741,355.45	10,007.52	1,046,437.08	305,081.63	
02/28/05	121,456.53	10,273.81	163,858.93	700,519.23	10,024.99	1,006,133.49	305,614.26	
03/31/05	121,679.20	10,292.64	164,159.33	664,264.14	10,043.37	970,438.68	306,174.54	
04/30/05	121,930.13	10,313.85	164,159.33	907,923.87	10,064.08	1,214,391.26	306,467.39	
05/31/05	122,177.95	10,334.81	164,832.20	1,011,076.12	10,084.54	1,318,505.62	307,429.50	
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	



Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 2006-2007
May 9, 2006

Object Code	Category	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Actual	FY2003-04 Actual	FY2004-2005 Actual	FY2005-2006 Adopted	FY2006-2007 Proposed
6210-00	Current Secured	921,767	995,217	1,072,450	1,163,387	1,280,570	1,333,163	1,561,688
6210-01	Public Utility	23,111	25,158	22,886	22,598	21,745	22,500	21,000
6210-04	Teeter Plan - Current Delinquent	12,334	13,876	14,764	14,296	12,766	12,500	15,000
	SUB-TOTAL CURRENT SECURED	957,212	1,034,251	1,110,100	1,200,281	1,315,081	1,368,163	1,597,688
6230	Prior Secured	12,028	12,031	14,166	16,612	0	13,000	16,500
	TOTAL SECURED	969,240	1,046,282	1,124,266	1,216,893	1,315,081	1,381,163	1,614,188
6220	Current Unsecured	55,274	56,067	58,450	60,783	62,315	61,000	57,900
6240	Prior Unsecured	962	668	785	719	984	750	750
	TOTAL UNSECURED	56,236	56,734	59,235	61,503	63,299	61,750	58,650
6690	HOMEOWNER	16,245	16,101	16,339	17,408	17,217	17,000	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,041,721	1,119,118	1,199,840	1,295,803	1,395,598	1,459,913	1,689,838
6250	SPECIAL DISTRICT AUGMENTATION	8,555	9,088	8,224	8,120	7,813	4,000	6,500
6260/6540	PENALTIES/DELINQUENCIES	268	0	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	36,813	39,810	48,663	54,711	83,836	58,000	65,000
6300	SUPPLEMENTAL - PRIOR	821	1,303	1,364	1,567	2,035	1,400	1,400
6610	INTEREST	21,191	11,628	8,670	7,096	18,463	10,000	20,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	67,648	61,829	66,921	71,495	112,146	73,400	92,900
	TOTAL PROPERTY TAX REVENUE	1,109,369	1,180,947	1,266,761	1,367,298	1,507,744	1,533,313	1,782,738
6970	STATE LIBRARY & STATE	169,318	125,235	242,019	92,378	110,739	163,472	131,472
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	0	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUND:	0	0	0	0	0	0	0
7670	LOCAL REVENUE	80,563	114,603	184,470	232,373	251,823	255,000	260,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	0	96	0	10	0	0	0
	TOTAL REVENUE	1,359,249	1,420,881	1,693,250	1,692,060	1,870,306	1,951,785	2,174,210

Placentia Library District
 State Library Reimbursements and Grants
 May 9, 2006

FUND	Actual FY2000-01	Actual FY2001-02	Actual FY2002-03	Actual FY2003-04	Actual FY2004-05	Adopted FY2005-06	Proposed FY2006-07
ILL & Direct Loan Reimbursements	11,399	13,314	16,432	17,578	15,626	14,000	12,000
CA Foundation Funds	88,826	77,328	46,377	23,537	21,402	21,402	21,402
CA Literacy Campaign	18,818	19,593	24,725	51,194	59,191	58,000	58,000
Family Literacy Grant	20,000	10,000	12,060	0	0	0	0
Dept Educ. 321 Grant/ELLI	0	0	130,680	0	0	0	0
One-Year Grants/Partnerships for Change	5,000	5,000	5,745	0	14,520	70,000	40,000
Miscellaneous State Revenues	25,275	0	0	6,968	70	70	70
TOTAL STATE REVENUE	169,318	125,235	236,019	99,277	110,809	163,472	131,472



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Series Id: CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1996	157.3
1997	159.8
1998	161.4
1999	165.0
2000	170.7
2001	176.2
2002	181.1
2003	188.2
2004	191.5
2005	199.2
2006	208.5

12 Months Percent Change

Series Id: CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items

Base Period: 1982-84=100

Year	Mar
1996	1.7
1997	1.6
1998	1.0
1999	2.2
2000	3.5
2001	3.2
2002	2.8
2003	3.9
2004	1.8
2005	4.0
2006	4.7

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Other comments: feedback@bls.gov

Placentia Library District
Summary of State Library FY20
May 2006

Libraries in Orange County	Salary Library Dir.	Salary Svc. Mgr.	Salary Librarian I	Salary Lib. Asst.	Salary Clerk	FTE
Anaheim City	89,256 - 122,724	63,432 - 87,216	43,368 - 55,344	36,444 - 44,280	24,360 - 31,080	99.10
Buena Park District	90,000 - 114,996	57,300 - 69,828	42,120 - 50,064	28,140 - 34,284	25,356 - 30,864	24.00
Fullerton City	107,520	57,240 - 69,480	41,400 - 53,040	33,720 - 39,240	26,880 - 34,320	44.00
Huntington Beach City	95,052 - 118,332	60,048 - 74,424	41,112 - 50,916	No Library Asst.	33,600 - 41,328	66.25
Mission Viejo City	79,980 - 119,976	46,908 - 63,324	40,584 - 54,792	33,084 - 44,664	27,096 - 36,588	37.99
Newport Beach	102,072 - 124,404	53,700 - 75,564	40,368 - 56,784	34,296 - 48,312	26,724 - 37,620	59.50
Orange County	139,860	66,564 - 122,724	45,276 - 64,476	28,332 - 38,688	26,064 - 32,220	373.00
Orange City	92,400 - 118,488	59,280 - 76,020	40,980 - 52,560	33,576 - 43,056	25,392 - 32,556	42.35
Placentia District	100,008	54,540 - 69,768	39,516 - 50,556	33,420 - 42,768	24,900 - 36,000	20.18
Santa Ana City	122,964	86,532	45,864 - 58,584	34,236 - 43,680	22,824 - 29,124	46.50
Yorba Linda City	95,592 - 116,196	51,072 - 62,088	44,496 - 54,084	39,024 - 47,436	26,580 - 32,304	29.10

Similar Size & Districts	Salary Library Dir.	Salary Svc. Mgr.	Salary Librarian I	Salary Lib. Asst.	Salary Clerk	FTE
Alta Dena District	75,708 - 94,320	45,936 - 57,228	39,600 - 49,332	29,460 - 36,708	27,384 - 34,116	20.70
Buena Park District	90,000 - 114,996	57,300 - 69,828	42,120 - 50,064	28,140 - 34,284	25,356 - 30,864	24.00
Cerritos City	85,056 - 106,248	58,824 - 73,368	49,428 - 61,668	39,384 - 50,472	36,756 - 45,168	59.50
Downey City	79,800 - 97,356	53,256 - 65,976	45,360 - 56,184	34,944 - 43,284	26,736 - 33,120	30.40
Palos Verdes District	99,996 - 105,000	50,616 - 65,508	44,736 - 57,612	27,234 - 35,580	24,012 - 31,116	52.50
Placentia District	100,008	54,540 - 69,768	39,516 - 50,556	33,420 - 42,768	24,900 - 36,000	20.18
Whittier City	85,032 - 103,956	50,724 - 69,600	33,888 - 46,476	27,720 - 37,992	24,204 - 36,216	40.70

Placentia Library District

Summary of State Library FY2004-05 Library Statistics

May 2006

Libraries in Orange County	Population	Local Income		Operating		Operating Books/Materials		Books/Materials		Child Materials		% Total Operating Expend for Materials
		Local Income	Per/Capita	Expenditures	Per/Capita	Expenditures	Per/Capita	Expenditures	Per/Capita	Per/Capita	Expend for Materials	
Anaheim City	345,317	7,151,411	20.71	7,959,809	23.05	692,894	2.01	692,894	2.01	0.43	8.70%	
Buena Park District	81,066	1,749,866	21.59	1,758,145	21.69	217,700	2.69	217,700	2.69	0.46	12.38%	
Fullerton City	135,672	3,059,180	22.55	3,522,420	25.96	395,000	2.91	395,000	2.91	0.69	11.21%	
Huntington Beach City	200,763	3,405,763	16.96	3,980,049	19.82	507,750	2.53	507,750	2.53	0.53	12.76%	
Mission Viejo City	98,197	1,737,220	17.69	2,541,120	25.88	338,829	3.45	338,829	3.45	0.85	13.33%	
Newport Beach	83,120	4,549,080	54.73	5,165,107	62.14	887,489	10.68	887,489	10.68	1.74	17.18%	
Orange County	1,503,961	28,503,989	18.95	30,741,253	20.44	1,838,916	1.22	1,838,916	1.22	0.39	5.98%	
Orange City	137,751	3,484,559	25.30	3,132,822	22.74	357,395	2.59	357,395	2.59	0.71	11.41%	
Placentia District	53,706	1,507,744	28.07	1,752,859	32.64	206,341	3.84	206,341	3.84	0.65	11.77%	
Santa Ana City	351,697	4,640,595	13.19	3,054,633	8.69	432,431	1.23	432,431	1.23	0.50	14.16%	
Yorba Linda City	65,621	3,442,307	52.46	1,930,533	29.42	424,343	6.47	424,343	6.47	1.17	21.98%	

Similar Size & Districts	Population	Local Income		Operating		Operating Books/Materials		Books/Materials		Child Materials		% Total Operating Expend for Materials
		Local Income	Per/Capita	Expenditures	Per/Capita	Expenditures	Per/Capita	Expenditures	Per/Capita	Per/Capita	Expend for Materials	
Alta Dena District	54,876	1,978,151	36.05	1,959,499	35.71	143,601	2.62	143,601	2.62	0.29	7.33%	
Buena Park District	81,066	1,749,866	21.59	1,758,145	21.69	217,700	2.69	217,700	2.69	0.46	12.38%	
Cerritos City	55,074	5,043,810	91.58	5,115,691	92.89	648,323	11.77	648,323	11.77	2.56	12.67%	
Downey City	113,607	2,168,585	19.09	2,455,292	21.61	320,192	2.82	320,192	2.82	0.80	13.04%	
Palos Verdes District	68,045	4,496,777	66.09	4,551,274	66.89	560,416	8.24	560,416	8.24	1.40	12.31%	
Placentia District	53,706	1,507,744	28.07	1,752,859	32.64	206,341	3.84	206,341	3.84	0.65	11.77%	
Whittier City	87,250	2,679,551	30.71	2,888,577	33.11	525,377	6.02	525,377	6.02	0.57	18.19%	

Placentia Library District
 Summary of State Library FY20
 May 2006

Libraries in Orange County	Circulation		Circulation		Circulation
	Circulation	Per Capita	Per FTE	Per Hr. Open	
Anaheim City	1,422,072	4.12	14,350	113	
Buena Park District	477,976	5.90	19,916	172	
Fullerton City	1,012,540	7.46	23,012	321	
Huntington Beach City	1,058,715	5.27	15,981	94	
Mission Viejo City	650,297	6.62	17,118	215	
Newport Beach	1,475,025	17.75	24,790	120	
Orange County	6,913,954	4.60	18,536	114	
Orange City	664,473	4.82	15,690	124	
Placentia District	198,853	3.70	9,854	99	
Santa Ana City	416,261	1.18	8,952	69	
Yorba Linda City	638,563	9.73	21,944	192	

Similar Size & Districts	Circulation		Circulation		Circulation
	Circulation	Per Capita	Per FTE	Per Hr. Open	
Alta Dena District	177,903	3.24	8,594	45	
Buena Park District	477,976	5.90	19,916	125	
Cerritos City	1,112,505	20.20	18,698	331	
Downey City	472,725	4.16	15,550	165	
Palos Verdes District	863,062	12.68	16,439	120	
Placentia District	198,853	3.70	9,854	72	
Whittier City	530,872	6.08	13,044	90	

Placentia Library District
Exempt Employees Compensation Survey
May 9, 2006

<u>Current Salary</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	Not provided	Not provided	Not provided
Anaheim	Not provided	Not provided	Not provided
Buena Park	104,416	Not provided	Not provided
Fullerton	107,520	69,480	47,688
Mission Viejo	124,236	65,568	No position
Newport Beach	131,000	86,112	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	130,000	Not provided	Not provided
Palos Verdes	108,150	67,472	97,982
Placentia	100,008	69,771	53,405
Yorba Linda	119,124	84,804	No position

<u>Does position receive COLA's</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	Not provided	Not provided	Not provided
Anaheim	Not provided	Not provided	Not provided
Buena Park	Yes	Yes	Yes
Fullerton	Irregular	Irregular	Irregular
Mission Viejo	Yes	Yes	No position
Newport Beach	Yes	Yes	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	No	Yes	Yes
Palos Verdes	No	No	No
Placentia	No	Yes	Yes
Yorba Linda	Yes	Yes	No position

<u>Does position receive bonus/merit adj.</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	Not provided	Not provided	Not provided
Anaheim	Not provided	Not provided	Not provided
Buena Park	No	No	No
Fullerton	No	No	No
Mission Viejo	No	No	No position
Newport Beach	No	No	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	No	No	No
Palos Verdes	No	No	No
Placentia	No	No	No
Yorba Linda	Yes, up to 7.5 %	Yes up to 5%	No position

<u>Is position on a step-scale/# of steps</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	Not provided	Not provided	Not provided
Anaheim	Not provided	Not provided	Not provided
Buena Park	No	Yes/9 steps	Yes/9 steps
Fullerton	No	Yes/5 steps	Yes/6 steps
Mission Viejo	No	No	No position
Newport Beach	Yes/5 steps	Yes/5 steps	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	Yes/"Broad Band"	Not provided	Not provided
Palos Verdes	No	Yes/8 steps	Yes/8 steps
Placentia	No	Yes/10 steps	Yes/10 steps
Yorba Linda	Yes/5 steps	Yes/5 steps	No position

<u>Salary range for step scale</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	Not provided	Not provided	Not provided
Anaheim	Not provided	Not provided	Not provided
Buena Park	No steps	Not provided	Not provided
Fullerton	No steps	57,240-69,480	37,368-47,677
Mission Viejo	No steps	No steps	No position
Newport Beach	111,113-135,345	Not provided	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	75,000-200,000	Not provided	Not provided
Palos Verdes	No steps	52,125-67,472	72,000-97,982
Placentia	No steps	54,538-69,711	46,051-58,914
Yorba Linda	98,004-119,124	69,804-84,804	No position

<u>Number vacation days per year</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	Not provided	Not provided	Not provided
Anaheim	Not provided	Not provided	Not provided
Buena Park	10-20	10-20	10-20
Fullerton	15-22	15-22	15-22
Mission Viejo	Flex 35 @ 7 years	Flex 35 @ 7 years	No position
Newport Beach	Flex 27	Flex 27	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	15	15	15
Palos Verdes	10-20	10-20	10-20
Placentia	10-20	10-20	10-20
Yorba Linda	10-20	10-20	10-20

<u>Number of sick days per year</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	Not provided	Not provided	Not provided
Anaheim	Not provided	Not provided	Not provided
Buena Park	12	12	12
Fullerton	12	12	12
Mission Viejo	Flex (see vacation)	Flex (see vacation)	No position
Newport Beach	Flex (see vacation)	Flex (see vacation)	Flex (see vacation)
Orange (City)	Not provided	Not provided	Not provided
Orange County	15	15	15
Palos Verdes	12	12	12
Placentia	12	12	12
Yorba Linda	12	12	12

<u>Number of administrative days per year</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	Not provided	Not provided	Not provided
Anaheim	Not provided	Not provided	Not provided
Buena Park	3	2	0
Fullerton	6	3	0
Mission Viejo	Flex (see vacation)	Flex (see vacation)	No position
Newport Beach	10	Not provided	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	0	0	0
Palos Verdes	0	0	0
Placentia	0	0	0
Yorba Linda	5	2.5	No position

<u>PERS/PERS retirement provision</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	Not provided	Not provided	Not provided
Anaheim	Not provided	Not provided	Not provided
Buena Park	Yes/2% at 55	Yes/2% at 55	Yes/2% at 55
Fullerton	Yes/2% at 55	Yes/2% at 55	Yes/2% at 55
Mission Viejo	Yes/2.7 at 55	Yes/2.7 at 55	No position
Newport Beach	Yes/2% at 55	Yes/2% at 55	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	No/Orange County Plan	No/Orange County Plan	No/Orange County Plan
Palos Verdes	Yes/2% at 55	Yes/2% at 55	Yes/2% at 55
Placentia	No/7% self managed	No/7% self managed	No/7% self managed
Yorba Linda	Yes/2% at 55	Yes/2% at 55	No position

<u>457 Plan & Employer Match</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	Yes/Not Provided	Yes/Not Provided	Yes/Not Provided
Anaheim	Not provided	Not provided	Not provided
Buena Park	Yes/1:1 up to 5%	Yes/1:1 up to 5%	Yes/1:1 up to 5%
Fullerton	Yes/no match	Yes/no match	Yes/no match
Mission Viejo	Yes/no match	Yes/no match	No position
Newport Beach	Yes/no match	Yes/no match	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	Yes/no match	Yes/no match	Yes/no match
Palos Verdes	Yes/no match	Yes/no match	Yes/no match
Placentia	Yes/no match	Yes/no match	Yes/no match
Yorba Linda	Yes/no match	Yes/no match	No position

<u>Medical Plan</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	PERS 450/month allowance	PERS 450/month allowance	PERS 450/month allowance
Anaheim	Not provided	Not provided	Not provided
Buena Park	100% employee + 250 dep.	100% employee + 250 dep.	100% employee + 250 dep.
Fullerton	Not provided	Not provided	Not provided
Mission Viejo	PERS 850/month allowance	PERS 850/month allowance	No position
Newport Beach	PERS 788/month allowance	PERS 788/month allowance	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	4 plans/100 % emp coverage	54plans/100 % emp coverage	4 plans/100 % emp coverage
Palos Verdes	100% emp + 50% depend	100% emp + 50% depend	100% emp + 50% depend
Placentia	HMO 100% emp + family less \$54 co-pay	HMO 100% emp + family less \$54 co-pay	HMO 100% emp + family less \$54 co-pay
Yorba Linda	PERS 700/month allowance	PERS 700/month allowance	No position

<u>Retiree Medical Coverage</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	Yes	Yes	Yes
Anaheim	Not provided	Not provided	Not provided
Buena Park	Yes	Yes	Yes
Fullerton	Yes after 20+ years	Yes after 20+ years	Yes after 20+ years
Mission Viejo	Yes, after 12+ years	Yes, after 12+ years	No position
Newport Beach	Yes., if vested	Yes., if vested	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	Under negotiations	Under negotiations	Under negotiations
Palos Verdes	No	No	No
Placentia	No	No	No
Yorba Linda	Yes 50% of current + 5%/yr.	Yes 50% of current + 5%/yr.	No position

<u>Life Insurance</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	50,000	50,000	50,000
Anaheim	Not provided	Not provided	Not provided
Buena Park	1 x annual salary for full time	1 x annual salary for full time	1 x annual salary for full time
Fullerton	1 x annual salary for full time	1 x annual salary for full time	1 x annual salary for full time
Mission Viejo	2 x annual salary to \$300,000	2 x annual salary to \$300,000	No position
Newport Beach	50,000	50,000	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	1 x annual salary for full time	1 x annual salary for full time	1 x annual salary for full time
Palos Verdes	100,000	10,000	50,000
Placentia	150,000	50,000	50,000
Yorba Linda	Variable with cafeteria plan	Variable with cafeteria plan	Variable with cafeteria plan

<u>Car allowance</u>	<u>Library Director</u>	<u>Pub/Tech Mgr</u>	<u>Admin/Bus. Mgr.</u>
Alta Dena	No	No	No
Anaheim	Not provided	Not provided	Not provided
Buena Park	No	No	No
Fullerton	4,212/yr	No	0
Mission Viejo	136.46/month	No	No position
Newport Beach	No	No	No position
Orange (City)	Not provided	Not provided	Not provided
Orange County	715/month	Not provided	Not provided
Palos Verdes	No	No	No
Placentia	No	No	No
Yorba Linda	325/month	No	No position



PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2006-2007
May 9, 2006

OBJECT CODE	DESCRIPTION	FY2005-2006 ADOPTED	All Eligible Blue Cross FY2006-2007 Illustration	Existing only Blue Cross FY2006-2007 Illustration	All Eligible SDRMA EPO FY2006-2007 Illustration	Existing only SDRMA EPO FY2006-2007 Illustration
0100	Salaries & Wages	927,954	1,137,443	1,137,443	1,137,443	1,137,443
0200	Retirement (Social Security & Pension Contribution)	126,197	151,971	151,971	151,971	151,971
	Health Insurance/Care America	111,127	163,146	133,953	135,840	111,538
	Long Term Disability/CNA	4,780	5,824	5,824	5,824	5,824
	Life Insurance/Fortis & Protective Life	2,721	2,948	2,948	2,948	2,948
	Vision/Vision Service Plan	2,501	2,988	2,988	2,988	2,988
	Dental/Ameritas	8,006	8,981	8,981	8,981	8,981
0300	Total Employee Insurance	129,136	183,887	154,695	156,582	132,280
0310	Unemployment Insurance	-	-	-	-	-
0350	Workers Compensation - General	11,000	12,000	12,000	12,000	12,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,194,287	1,485,301	1,456,109	1,457,996	1,433,694
0700-00	Communications - Telephone	3,000				3,000
0700-01	Communications - Modem/Fax/T1/DSL	8,400				8,400
0700-02	Communications - Internet Access	-				-
0700-05	Communications - Brodart Cataloging Access	2,700				2,700
0700-07	Communications - ELLI Grant	-				-
0700-08	Communications - Adult Literacy	1,400				1,400
	Total Communications	15,500				15,500
0900-00	Food - General Fund	600				600
0900-07	Food - ELLI Grant	-				-
0900-08	Food - Adult Literacy	500				500
090-009	Food - Family Literacy	-				-
	Total Food	1,100				1,100
1000-00	Household Expense	5,000				5,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2006-2007
May 9, 2006

OBJECT CODE	DESCRIPTION	FY2005-2006 ADOPTED	All Eligible Blue Cross FY2006-2007 Illustration	Existing only Blue Cross FY2006-2007 Illustration	All Eligible SDRMA EPO FY2006-2007 Illustration	Existing only SDRMA EPO FY2006-2007 Illustration
1100-00	Insurance	12,000				12,000
1300-00	Maintenance of Equipment - General Fund (Other than Computer)					
1300-01	Maintenance of Equipment - General Fund (Computer)	5,000				5,000
1300-07	Maintenance of Equipment - ELLI Grant	25,000				25,000
1300-08	Maintenance of Equipment - Adult Literacy	-				-
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	500				500
	Total Maintenance of Equipment	30,500				30,500
	HVAC	7,500				7,500
	Carpet Cleaning	2,750				2,750
	Groundskeeping, City of Placentia	27,500				27,500
	Plumbing	3,000				3,000
	Electrical	4,000				4,000
	Cleaning Service	16,000				16,000
	Locksmith	1,000				1,000
	Other (includes fire alarms & seismic retrofit project)	5,000				5,000
1400-00	Total Maintenance of Building & Grounds	66,750				66,750
1600-00	Memberships - General Fund	3,750				3,750
1600-07	Memberships - ELLI Grant	-				-
1600-08	Memberships - Adult Literacy	1,000				1,000
1600-09	Memberships - Family Literacy	-				-
	Total Memberships	4,750				4,750
1700-00	Miscellaneous Expense - General Fund	7,740				7,740
1700-07	Miscellaneous Expense - ELLI Grant	-				-
1700-08	Miscellaneous Expense - Adult Literacy	22,953				22,953
1700-09	Miscellaneous Expense - Family Literacy	-				-
	Total Miscellaneous Expense	30,693				30,693
	Library Supplies	15,000				15,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2006-2007
May 9, 2006

OBJECT CODE	DESCRIPTION	FY2005-2006 ADOPTED	All Eligible Blue Cross FY2006-2007 Illustration	Existing only Blue Cross FY2006-2007 Illustration	All Eligible SDRMA EPO FY2006-2007 Illustration	Existing only SDRMA EPO FY2006-2007 Illustration
	Printing	13,000				13,000
	EZ Copy - copy cards for sale to patrons	-				-
	Publications	1,100				1,100
	Paper	700				700
	Drinking Water Service	350				350
	Other Office Supplies	15,000				15,000
1800-00	Total Office Supply Expense - General Fund	45,150				45,150
1800-07	Literacy - ELLI Grant	-				-
	Printing	2,000				2,000
	Publications	2,500				2,500
	Paper	-				-
	Other Office Supplies	1,000				1,000
1800-08	Total Adult Literacy Office Supply Expense	5,500				5,500
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	2,000				2,000
	Total Office Expense	52,650				52,650
1803-00	Postage Expense - General Fund	6,000				6,000
1803-01	Postage Expense - LSCA II Grant	-				-
1803-08	Postage Expense - Adult Literacy	100				100
1803-09	Postage Expense - Family Literacy/LSCA Grant	-				-
	Total Postage Expense	6,100				6,100
	Care Resources (Employee Assistance)	420				420
	Pension Fund Operating & Investment Mgmt. Expenses	7,000				7,000
	Anaheim Library Automated Library System	35,000				35,000
	Library Board Consultants & Legal	5,000				5,000
	Clipping Service	600				600
	Tax Collection Services & Fees by Orange County & LAFCO	9,800				9,800
	Advertising (including WEB site)	2,500				2,500

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2006-2007
May 9, 2006

OBJECT CODE	DESCRIPTION	FY2005-2006 ADOPTED	All Eligible Blue Cross FY2006-2007 Illustration	Existing only Blue Cross FY2006-2007 Illustration	All Eligible SDRMA EPO FY2006-2007 Illustration	Existing only SDRMA EPO FY2006-2007 Illustration
	Medical Exams	1,500				1,500
	Collection Services - Accounts Receivable	2,800				2,800
	Audit & Accounting Services (Munson, Cronick & Assoc.)	10,000				10,000
	Payroll Preparation	4,000				4,000
	Election Expenses	-				-
	Staff Training in Library	3,500				3,500
	Other (Includes contract storyteller)	14,500				14,500
1900-00	Total Specialized Services - General Fund	96,620				96,620
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	3,000				3,000
1900-07	Specialized Services - ELLI Grant	-				-
1900-08	Specialized Services - Adult Literacy	9,000				9,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	-				-
1900-18	Tax Collection Services & Fees by Orange County	15,000				15,000
	Total Specialized Services	123,620				123,620
1912-00	Investment Administrative fees for Orange County	700				700
2000-00	Legal Notices - General Fund	1,000				1,000
2000-01	Legal Notices - LSCA II Grant	-				-
	Total Legal Notices	1,000				1,000
2100-00	Rents/Leases-Equipment	700				700
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	105,000				105,000
2300-00	Small Tools/Instruments	-				-


PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2006-2007
May 9, 2006

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2400-00	Special Department Expense - Miscellaneous	-	-	-	-	-
2400-01	Special Department Expense- Books	184,435	200,000	-	200,000	200,000
2400-02	Special Department Expense - Video	-	-	-	-	-
2400-03	Special Department Expense - Electronic	-	-	-	-	-
2400-04	Special Department Expense - Periodicals	-	-	-	-	-
2400-05	Special Department Expense - Audio	-	-	-	-	-
2400-07	Special Department Expense - ELLI Grant	-	-	-	-	-
2400-08	Special Department Expense - Adult Literacy	2,000	2,000	-	2,000	2,000
2400-09	Special Department Expense - Family Literacy	-	-	-	-	-
	Total Special Department Expense	186,435	202,000	-	202,000	202,000
2600-00	Transportation/Travel - General	-	-	-	-	-
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500	8,500	-	8,500	8,500
2700-01	Transportation/Travel - Meetings, Staff Local	4,500	8,000	-	8,000	8,000
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	3,000	-	3,000	3,000
2700-03	Transportation/Travel - Meetings, Board Local	750	750	-	750	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant	-	-	-	-	-
2700-07	Transportation/Travel - Meetings, ELLI Grant	-	-	-	-	-
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	1,000	-	1,000	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	-	-	-	-	-
	Total Transportation/Travel - Meetings	15,250	21,250	-	21,250	21,250
	Electricity	60,000	-	-	-	60,000
	Gas	8,500	-	-	-	8,500
	Water	4,250	-	-	-	4,250
2800-00	Total Utilities	72,750	-	-	-	72,750
	TOTAL SUPPLIES & SERVICES	730,498	-	-	-	752,063
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	7,000	-	-	-	7,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2006-2007
May 9, 2006

OBJECT CODE	DESCRIPTION	FY2005-2006 ADOPTED	All Eligible Blue Cross FY2006-2007 Illustration	Existing only Blue Cross FY2006-2007 Illustration	All Eligible SDRMA EPO FY2006-2007 Illustration	Existing only SDRMA EPO FY2006-2007 Illustration
4000-00	Equipment	20,000				20,000
4000-07	Equipment - ELLI Grant	-				-
4000-08	Equipment - CLC Grant	-				-
4000-09	Equipment - Gates Foundation Grant	-				-
4000-11	Equipment	-				-
	Total Equipment	20,000				20,000
4200-00	Structures/Improvements					
	TOTAL EQUIPMENT EXPENSE	20,000				20,000
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	-				-
5600	INVESTMENT POOL LOSS	-				-
	TOTAL EXPENSES	1,951,785				2,212,757
	ELLI Grant Summary Object Code 07	0				0
	CLC Summary Object Code 08	43,953				43,953
	FFL Grant Summary Object Code 09	2,000				2,000
	Partnerships for Change Grant/Spanish Literacy	3,000				3,000
	TOTAL LITERACY (Excluding Personnel)	45,953				45,953
	Revenues					2,174,210
	Balance					(38,547)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Strategic Planning Update
DATE: May 9, 2006

BACKGROUND

This item was deferred from the March 28, 2006 and April 17, 2006 Library Board Meetings. A presentation will be made by the Library Director. There are no materials for this item.

RECOMMENDATIONS

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 *EDM*
SUBJECT: SDI Insurance (Short-Term Disability Insurance)
DATE: May 9, 2006

BACKGROUND

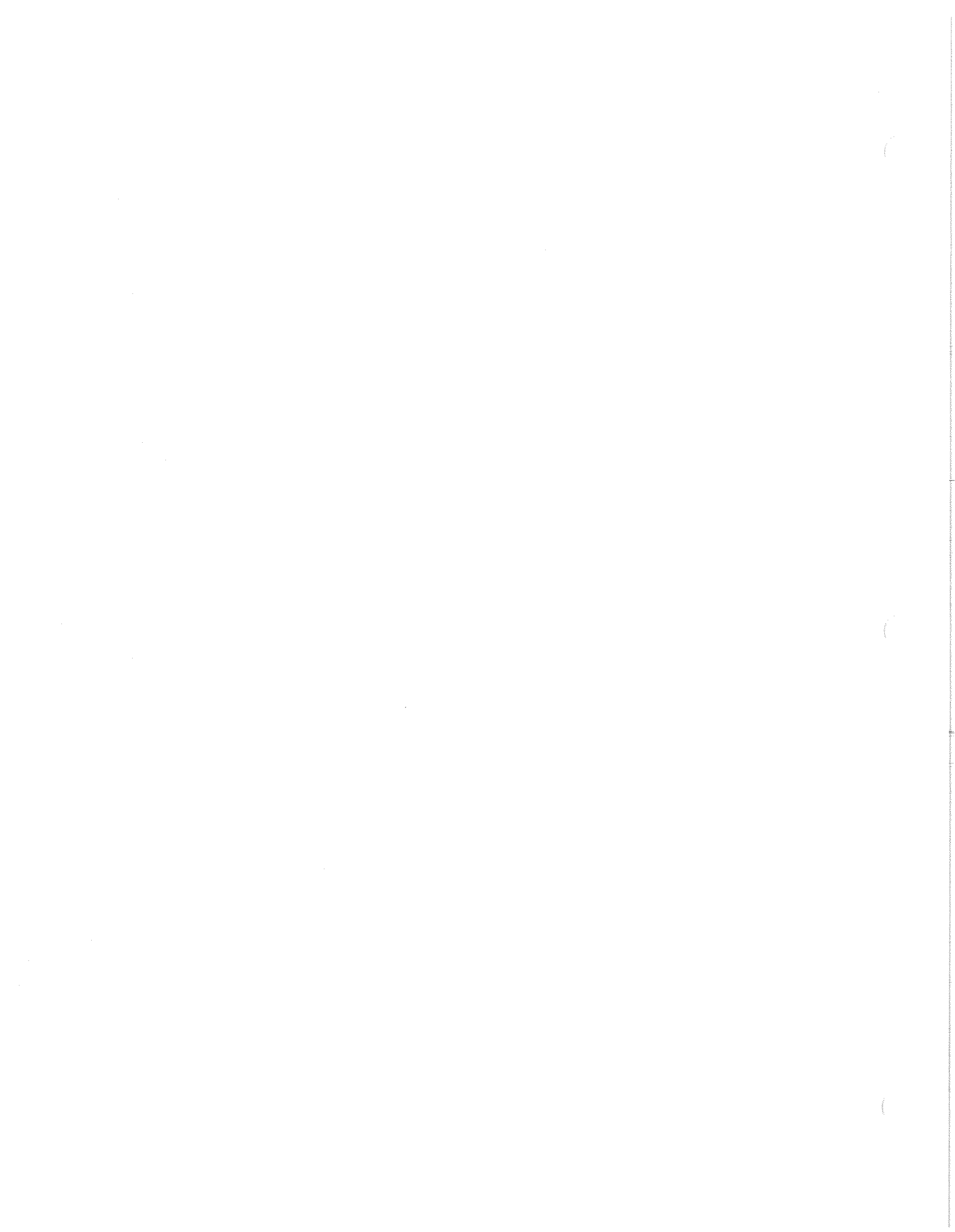
While the District is not mandated by California Code to participate in the State's SDI program (funded entirely by payroll deduction) the District's long-term disability insurance is predicated on the short-term coverage being provided. The District may give the staff the option to join the State SDI program voluntarily. Administrative Services Manager Wendy Goodson has been discussing the details of the program with State officials.

The Library Director has been discussing this program with Stormy Waldeck, the District's employee medical benefit broker, for a number of months because during the past few years several employees have filed for benefits under this program through EDD and have been denied because the District is not a participant.

We recommend that the Library Board let the staff decide whether they wish to have this benefit because they pay for it themselves by payroll deduction. Mr. Waldeck recommends that if the issue fails an election that it be repeated on an annual basis. The Library Director recommends that only those employees who would be eligible to make a claim for SDI should be permitted to vote on joining the program and that the votes should be pro-rated based on the number of hours worked per week.

RECOMMENDATION

Authorize the Library staff eligible for SDI benefits to have an election to determine whether they wish Placentia Library District to join the State SDI Program that is funded entirely by payroll deduction. The election is to be repeated each year in the month of July if the vote is negative. Votes are to be weighted by the number of hours worked per week by the employee.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Authorize Staff Appreciation Dinner
DATE: May 9, 2006

BACKGROUND:

The 2005 Staff Appreciation Dinner was held at the Off Broadway Bistro, Anaheim on Thursday, October 20, 2005 at 6:30 P.M.

Forty staff members, Library Trustees, Friends Board Members, Foundation Board members and guests attended.

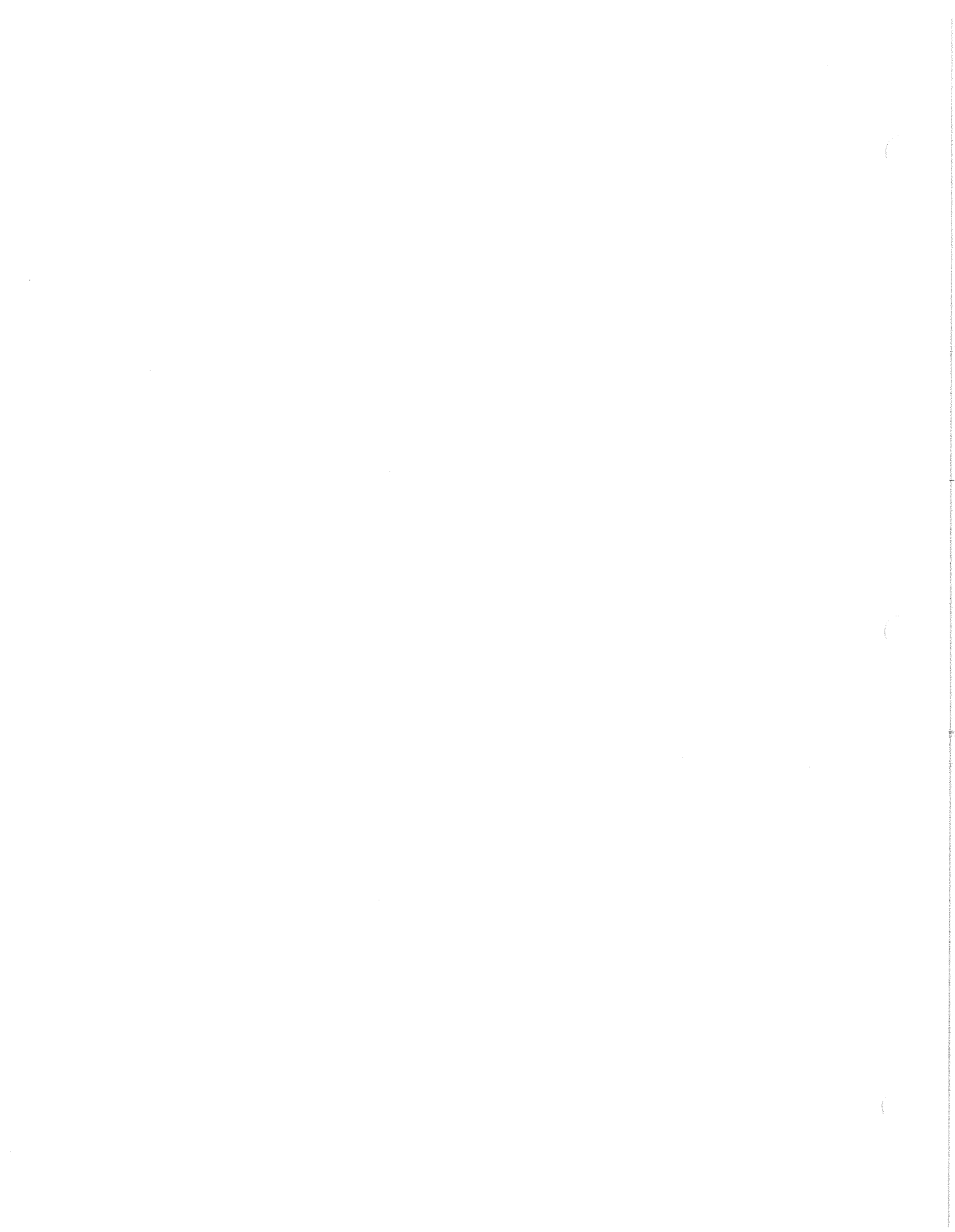
The cost was \$800.00. There were five paid guests. The cost for the Library Board and Friends was \$700.00 or \$350.00 per organization.

For the past several years the staff has indicated that a Thursday evening at 6:30 P.M is its preferred time.

Former Library Trustee Sandra Stark has extended an invitation to have the Staff Appreciation Dinner at her home this year. It has been held there a number of times in the past.

RECOMMENDATION:

1. Authorize a Staff Appreciation Dinner to be held in September or October.
2. Authorize the Library Director to ask the Friends of Placentia Library to co-sponsor the event with a 50% match of expenses up to \$500.
3. Determine whether to accept Sandra Stark's invitation to host the event at her home.
4. Appoint some one to coordinate the arrangements with the Friends and Mrs. Stark.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director Performance Evaluation
DATE: May 9, 2006

BACKGROUND

President Shkoler had requested that the Board determine the performance evaluation process for the Library Director and set the schedule.

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 *Edm*

SUBJECT: **Appoint a Placentia Library District representative to the Santiago Library System Advisory Board (SAB) for a two-year term, July 1, 2006 to June 30, 2008**

DATE: May 9, 2005

BACKGROUND

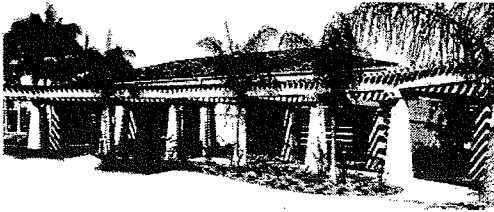
The System Advisory Board (SAB) for Santiago Library System (SLS) is supposed to provide citizen participation in the development of System programs. In reality the Board meets once a year plus they attend as many of the meetings of the Administrative Council of SLS as possible. These are all daytime meetings.

The incumbent representative from Placentia Library District is Camille Himes. The Library Director has written a letter, Attachment A, to Ms. Himes and she has responded that she is willing to be reappointed to this position. She has attended the Council meetings on a regular basis and has been an enthusiastic representative of the District.

RECOMMENDATION

Appoint Camille Himes to a two-year term commencing July 1, 2006 on the System Advisory Board for the Santiago Library System.





PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202 administration@placentialibrary.org
(714) 528-8236 (Fax) www.placentialibrary.org

April 26, 2006

Board of Trustees

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

Ms. Camille Himes
Treasurer, Friends of Placentia Library
2030 Frederick
Placentia, CA 92870

Dear Camille:

On behalf of the Placentia Library District Board of Trustees I would like to thank you for service as its delegate to the Santiago Library System Advisory Board for the past two years. We deeply appreciate the time that you have taken to attend the Executive Council Meetings and to participate in its discussions.

Would you be willing to continue in this capacity for another two-year term beginning July 1, 2006? With your permission I would like to make that recommendation to the Library Board;

Please let me know at your earliest convenience and we will place the appointment on the Library Board Agenda for May 9, 2006.

Your continuing efforts on behalf of Placentia Library District are deeply appreciated.

Yours aye,

Elizabeth D. Minter
Library Director



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Travel Authorizations: Library Director Minter to the Public Library Director's Forum with the State Librarian in San Diego; Library Assistant Yesenia Gomez to the 23-day, Library School on-campus course at San Jose State University; the California Special Districts Association Annual Conference in Lake Tahoe/Olympic Valley; and the American Business Women's Association Business Associates Awards Night in Anaheim.**

DATE: May 9, 2006

BACKGROUND:

Library Director Minter has been invited to participate in the Public Library Directors' Forum with the State Librarian and State Library Staff in San Diego, May 17-19, 2006. The agenda for this program is Attachment A. The State Library pays all expenses. District policy requires Board approval for overnight trips for insurance purposes. Public Services Manager Jim Roberts will be attending the Wednesday afternoon presentations while the Library Director is on Jury Duty.

Library Assistant Yesenia Gomez is applying for a State Library Grant to work on her masters degree in library science at Cal State San Jose. While most of the courses will be processed at Cal State Fullerton, a three-week resident course is required at the San Jose campus. The Library Director is recommending that the District pay the travel, lodging and meal expenses because they are not covered by the State Library tuition grant. The estimate provided by Administrative Services Manager Wendy Goodson (Attachment B) is \$4,227.75. I am recommending that this be paid from the General Fund.

The California Special Districts Association Annual Conference will be held September 25-28, 2006 at Lake Tahoe/Olympic Valley. The information currently available is Attachment C. There is a discount if three or more register from the same district. The Library Director would like to reserve the hotel rooms as early as possible. Unneeded rooms may be canceled at a later time without penalty. I would also like to get an idea whether those going would like to car pool or fly. There may be an advantage to early airplane reservations if they are needed.

The American Business Women's Association's (ABWA) Business Associates Awards Night will be on Tuesday, May 23, 2006 at the Foxfire Restaurant in Anaheim. A staff committee has nominated Mary Strazdas as its "Star Among Us". Staff is requesting that the Library Board purchase a table for this event (Ms. Strazdas receives a free dinner). The cost for nine tickets will

be \$315. Tickets not used by the Trustees and Mary's family will be used by Library staff. I am recommending that this be paid from the Trustee Account of the County Exempt Fund.

RECOMMENDATION:

1. Authorize Library Director Minter to attend the Public Library Directors' Forum with the State Librarian in San Diego, May 17-19, 2006 in San Diego with no cost to the District.
2. Authorize Library Assistant Yesenia Gomez to attend the Graduate Library School Residency Program at San Jose State University, July 23-26, 2006 at a cost not to exceed \$4,250 to be paid from the General Fund.
3. Determine who will attend the California Special Districts Association Annual Conference in Lake Tahoe/Olympic Valley, September 25-28, 2006, and authorize the Library Director to process the hotel reservations, transportation arrangements and registrations.
4. Authorize the Library Director to purchase nine seats for the American Business Women's Association Business Associates Awards Night, Tuesday, May 23, 2006 at the Foxfire Restaurant at a cost of \$315 to be paid from the Trustee Account of the County Exempt Fund and determine who from the Library Board will attend this event.



To: Public Library Directors
CLSA System Coordinators

From: Susan Hildreth, State Librarian of California

Re: 2006 Public Library Directors' Forum

Date: March 1, 2006

I am pleased to invite you to the 2006 Public Library Directors' Forum. This is the first Forum to be held in four years, and we plan to begin holding it on a more regular schedule.

This year's Forum will take place at the Wyndham San Diego at Emerald Plaza, May 17-19. The State Library's partners in organizing this meeting are the Mountain Valley Library System (MVLS) and the Infopeople Project. Your hotel rooms and most meals will be covered by a grant to MVLS. We will take care of hotel reservations; you are responsible for making your own travel arrangements. I ask that your institution pay for your travel expenses if at all possible; if that is not feasible, reasonable costs of travel to and from San Diego will be reimbursed.

We are putting together a program that we hope will be educational, informative, and fun. Business casual dress will be the order of the day – gentlemen, leave those ties at home. You will have a free evening on Thursday. We are hosting a group dinner Wednesday evening, featuring special guest speakers Bill Barnes and Gene Ambaum, the creative forces behind *Unshelved*, the only daily comic strip set in a public library. I do ask that you plan on attending the dinner and all of the day sessions.

Although I hope you will be able to join us, if you will be unable to attend, I encourage you to send your deputy or a key member of your management team. Registration materials and a preliminary program are enclosed. **Please note that we must receive all registrations no later than March 30, 2006.** If you have questions about lodging or travel, please contact Barbara Will at (916) 653-7071 or bwill@library.ca.gov.

See you in San Diego!



Public Library Directors' Forum May 17-19, 2006

Preliminary Program

"The Library as Place: Customer Expectations and Experiences"

Note: Times and topics may change. Additional topics may be scheduled.

Wednesday, May 17

11-12 AM

- Registration

12 Noon

- Lunch and Welcome from Susan Hildreth

1-5 PM

- George Needham and Joan Frye Williams discuss the OCLC Public Perceptions Report and its implications for library service, followed by: Q&A, talk table discussions and reports, and the State Library perspective

6-9 PM

- Social Hour and Dinner with Guest Speakers Bill Barnes and Gene Ambaum, creators of the *Unshelved* comic strip

Thursday, May 18

7:30-9 AM

- Breakfast

9-11:45 AM

- Keynote Address – Places, Spaces, and Human Behavior: Learning from Retail – Anne Marie Luthro, Associate of Paco Underhill at EnviroSell
- Reinventing the Library Customer's Experience: A panel presentation by directors of libraries that have developed innovative approaches to customer service

11:45

- Lunch

1-4 PM

- Customer service exploration activities and reports

4-5 PM

- Informal networking by library type

5 PM

- Adjourn for the day – free evening

Friday, May 19

7:30-9 AM

- Breakfast

9-12 AM

- Gates Foundation – National and California Library Programs
- Infopeople Initiatives for 2006/07
- CLSA: What's Next After the Focus Groups?
- Library Development Services Update
- Concluding Remarks – Susan Hildreth

Placentia Library District
Travel Estimate

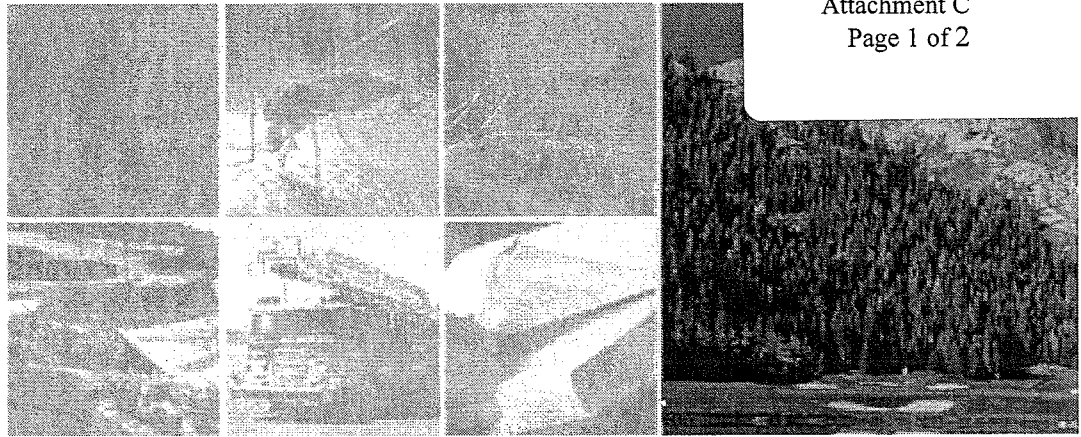
Name: Yesenia Gomez
Event: August Library School Program (Residency Requirement)
Location: San Jose State University
fund: 707

Date	July 23, 2006 - August 12, 2006	
Registration	N/A	0
Hotel @ 105/nt.	22 nights	2,310.00
Breakfast	23 days	330.00
Lunch	23 days	440.00
Dinner	23 days	550.00
Air/Train	N/A	0.00
Local Trans.	N/A	0.00
Mileage @ \$.445	375 miles	333.75
Parking/Tolls	12.00/day	264.00
Telephone		
Misc.		
TOTAL		4,227.75





California Special Districts Association
1112 F Street, Suite 200
Sacramento, California 95814
t: 916.442.7887
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toll-free: 877.924.CSDA



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HOTEL ACCOMMODATIONS

Resort at Squaw Creek
400 Squaw Creek Road
Olympic Valley, CA 96146
Phone: (530) 583-6300
Fax: (530) 581-5407

Room Rate:
\$159 single/double
\$209 Mountain Suite
Forest View
Reserve Rooms by:
September 11, 2006

Sept. 25-28, 2006
The Resort at Squaw Creek
Olympic Valley, Calif.

2006 Annual Conference and Exhibitor Showcase

September 25-28, 2006
Lake Tahoe/Squaw Creek

Conference Location and Hotel Accommodations

Resort at Squaw Creek
400 Squaw Creek Road
Olympic Valley, CA 96146
Phone: (530) 583-6300
Fax: (530) 581-5407
Reserve Rooms by: September 11, 2006

Who should Attend?

- Trustees/Directors
- General Managers
- Administrative Staff
- Anyone interested in knowing more about special districts!

Special Program Features

- Keynote lunch with World Renowned AFTERBURNERS – F15 FIGHTER PILOT teaching Flawless Execution
- Surprise Entertainment at the Wednesday evening Awards Banquet
- Two opportunities to obtain your mandatory AB 1234 Ethics Training
- A variety of educational workshops on topics specific to California Special Districts including Pension Reform, CA Levy Issues, and Managing Legal Expenses

in your district.

SDA Exam, SDRMA Safety Awards, Breakfast & D
special surprise giveaways

Conference Registration by

August 30, 2006 – Send 3 or more and save!

Hotel Rooms Registration by

September 11, 2006

(800) 403-4434

Room Rate

\$159 single/double

\$209 Mountain Suite Forest View

CONSTRUCTION FUNDING 101

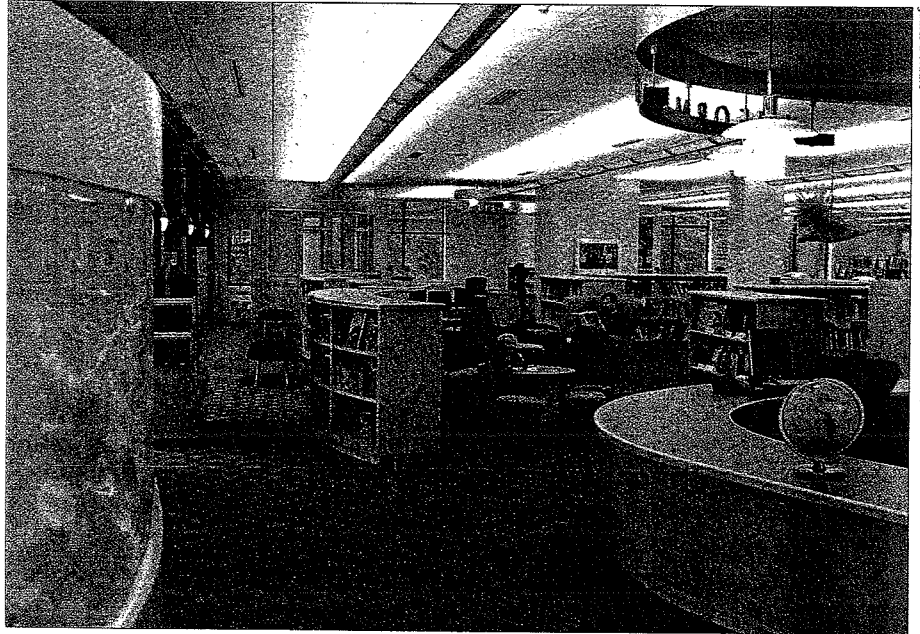
The secret to a capital campaign is in how you ask for the money
By Leslie Burger and Nicholas Garrison

Raising private and public funds to finance new facilities has become an integral part of a library director's job. But many may not be prepared for what it takes to mount a sustained campaign over several years to raise millions of dollars. We certainly were not. Yet this is what Princeton (N.J.) Public Library faced five years ago when a number of studies made it clear that our old library was structurally incapable of withstanding a badly needed expansion.

PPL's service area has experienced a population spurt from some 25,000 in 1990 to about 32,000, including an estimated 6,000 Princeton University students. Along with that growth has come escalating demand for new technology, pressure for additional community-focused programming, and the need to increase our current inventory. All these factors meant we needed additional room for everything from computers to meeting space.

Although the need was apparent, the conversation about expanding the library, which began in 1989, resulted in a failed expansion plan in 1991. It continued with ongoing debates about where to locate an expanded library and aborted land-swap deals. Finally, in 2000, it was decided to raze the old library and build a new one in the same location.

In the intervening years, the project cost escalated from \$12 million to \$18 million with our two funding communities only committing \$6 million to the effort. That left us with the daunting task of raising an additional \$12 million from a community that had no history of charitable giving to the library.



James D'Adda

The children of Princeton, New Jersey, enjoy a dedicated space that is triple that of the service area in the former city library. Furniture here and throughout the new building is as flexible as the design.

The journey to our new quarters spanned five years and involved hundreds of people. But one pivotal player, often overlooked as a significant resource during a capital campaign, was the architectural firm. The architects put their experience with library development and funding drives in other cities, from Newark to Seattle, to work for us, adding value to the project far beyond schematics and construction know-how.

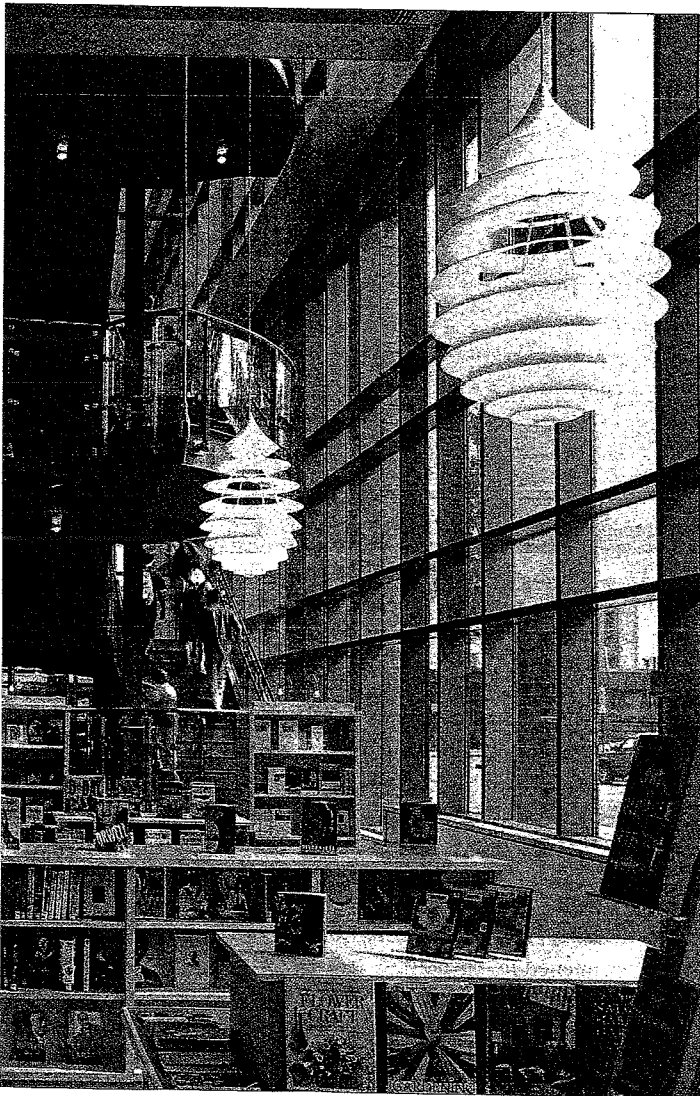
The result is a new three-story, 58,000-square-foot facility that opened in April 2004. It is twice the size of the original and includes most of the features one finds in recently built libraries: more than 100 computers, wireless access throughout the building with hot spots that extend to an adjoining outdoor plaza, spacious browsing areas, a café, a 150-seat meeting room, a technology center, group study rooms, a conference room, two working fireplaces, a teen center, and children's space three times the size of the area it replaced. The library project spurred a

downtown redevelopment project adjacent to our building, with a 530-car parking garage built just a few feet from the library's entrance, a 22-unit apartment building, and a beautiful new plaza fronting the streetscape.

Though the cost was considerable, so was the payoff. We demonstrated through careful planning and a collaborative design process what libraries are all about in the 21st century. Statistics tell the story: On weekdays, we now serve double the 1,100 people a day who visited the old building, with an average of 2,800 visitors a day on weekends.

Strategizing for success

The success of the project is attributable in part to the team the library staff created with the architects to forge a development and fundraising strategy that helped us secure the funds needed to achieve our vision for the new



James D'Adda

Ubiquitous glass mirrors the library's open-access philosophy by making all three floors transparent—and welcoming—to passersby.

library. Our campaign included the following elements:

- We offered the community a vision of what a city library for Princeton should represent and asked for their input, rather than propose a rigid design. This helped stimulate the imagination of residents and inspired giving; contributors felt they were, in essence, funding their own dream.

- The designers developed an easy-to-understand master plan, including preliminary drawings of the building and the surrounding site, which was instrumental in helping to sell the concept.

- The team's flexibility allowed it to incorporate changes throughout the development process.

- We worked closely with the community, including those opposed to the project and/or different elements of it, always aiming to build consensus rather than to push the plans through.

Some of the most salient fundraising lessons we learned were:

- To be successful, as many individuals and groups as possible must be involved in the fundraising effort, as well as the entire library staff.

- You make the greatest impact by assessing the different abilities of volunteers and then targeting them to the appropriate audience.

- Look to individuals, not corporations, to contribute most of the money.

The vision thing

The concept of a library we offered was anything but an idealized collection of reading rooms. We presented the building as the community's living room, with books, but also with plenty of other resources to attract people who might otherwise have no reason to mingle.

But what should the "living room" offer? The architects helped us find out. Through a series of focus groups with community members, we learned that the amenities most desired were cozy areas, comfortable seating, places to eat and meet, and special spaces for children and teens, along with plenty of research technology.

The designers integrated these into preliminary schematic drawings of the building and the surrounding site, and then created an easy-to-understand master plan that remained fluid throughout the fundraising campaign to incorporate change. With the plan in hand to engage the community and get feedback, we took our "show" on the road.

Securing the cash

Our overall fundraising plan included several stages:

- **The Quiet Phase:** During this period we approached several high-profile people in the community and asked them for a six-figure lead gift. This strategy allowed us to use the names of well-respected local residents to leverage additional funding from those who might have been skeptical about our chances of success.

- **The Targeted Solicitation Phase:** Through our library foundation, we established a fundraising commit-

tee consisting of individuals who took on the role of campaign solicitors. The group identified prospects (people with a history of philanthropy and giving to community causes), made initial contact, and in some instances, asked for contributions. We raised \$3.5 million in this phase.

■ **The Communitywide Solicitation Phase:** When we were close to reaching our \$12-million goal, we sent a letter to every household in Princeton asking for support in the final stages of the campaign to put us over the top. We raised \$500,000 from this effort.

Connecting with the constituencies

We approached just about every element of the community but mainly targeted individual donors. They were responsible for almost 95% of our donations. The largest givers were a local couple who contributed \$5 million toward our effort. In all, 150 individuals donated at least \$25,000 apiece, while some 800 others gave smaller gifts of \$2 or more. Community institutions such as Princeton University, the Princeton Theological Seminary, the Institute for Advanced Study, as well as our project team, Hillier Architecture and Turner Construction, were also significant contributors.

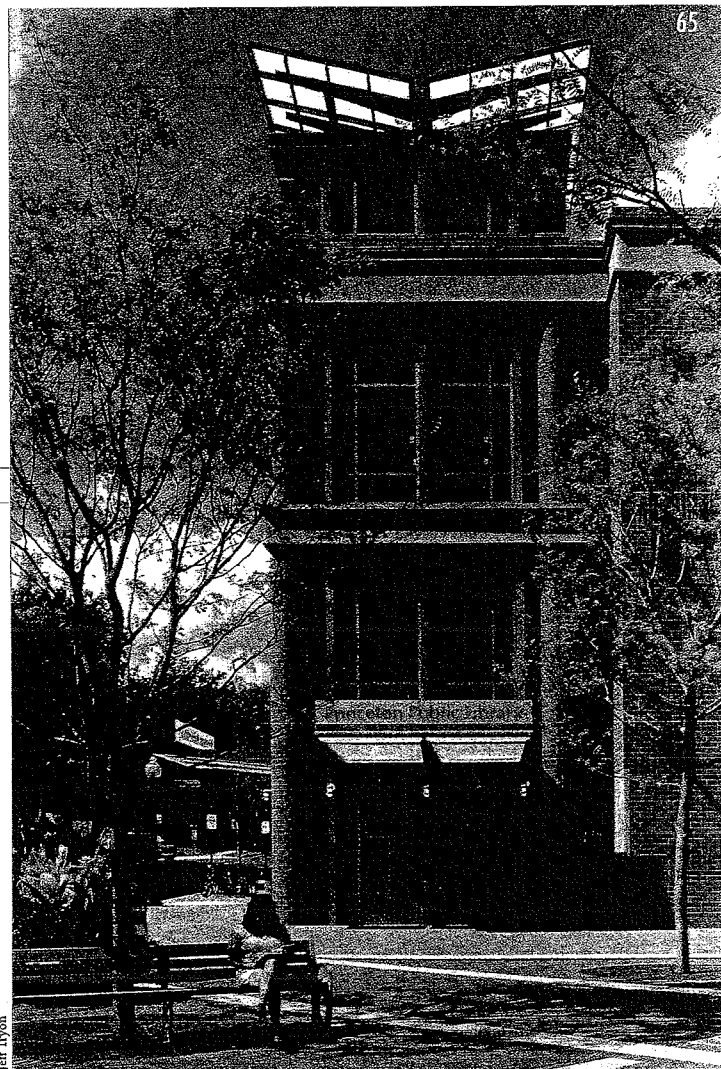
We segmented the talents of our volunteers and approached individuals we came to call connectors—people who are in the know and who like to collect information and pass it along—to link us up to their friends who had a history of philanthropy. The connectors responded with a series of small cocktail parties, teas, and coffee klatches at which we made presentations.

Board President Harry Levine would warm up the crowd and we would follow by describing our vision for the new library and the value it would bring to the community. We concentrated on the critical role of the library as a community anchor; as a destination that would add to the economic and social vitality of the central business district where the new building would be located; and as a signature structure that would help boost civic pride and project an inspirational image far beyond the boundaries of Princeton.

Then we would present the plans, employing schematics and other graphics that brought the library project to life. There were no solicitations at these presentations; those would follow in the weeks afterward.

Hillier's being headquartered in Princeton provided easy access to civic, business, and institutional leaders, and helped us reach out to these individuals for contributions and to have them ask their friends and associates to give. They even highlighted attractive small-gift opportunities, such as the need for furnishing the children's and teen areas.

Throughout this process, the team addressed the concerns of our constituency, including—and this is essential—the opposition, from those who disputed specific floor-plan elements to those who were against new construction of any kind. The plan was often changed to ac-



The plaza outside Princeton PL's entrance offers a sense of community connection as well as a wireless hotspot for those who'd rather experience their online sessions al fresco.

commodate community needs. The architects also often served as library spokespeople by responding to media queries, especially where planning and technical matters were concerned.

We always encouraged widespread discussion of the project, and there was an abundance of it over the duration of the development campaign. The designers' job was to distinguish, with hard facts, the impossible from the feasible, the impractical from the desirable. Then, whenever possible, we hammered out a compromise.

As doubt faded and opposition was resolved, the original vision neared brick-and-mortar reality. Once satisfied that their interest would be served, Princetonians reached into their pocketbooks and generously contributed to the cause. ■

LESLIE BURGER is director of the Princeton (N.J.) Public Library and president-elect of the American Library Association. NICHOLAS GARRISON is a principal at Hillier Architecture, which designed Princeton Public Library.

Extreme

Library Makeover

ONE YEAR LATER

A splash of paint, a cooperative staff, and a few dollars make a world of difference for a New Jersey library
By Joan E. Bernstein and Kathy Schalk-Greene

Take a typical library and in nine months apply a variety of low-cost, high-commitment retail merchandising solutions. What do you get? An extreme library makeover—part interior redesign mixed with a heightened emphasis on customer service—that resulted in customers streaming into the library, yielding a 39% circulation boost and changes to every library job.

“Trading Spaces Project: Reinventing the Library” (www.sjrlc.org/tradingspaces/) is a joint creation of South Jersey Regional Library Cooperative (SJRLC) Executive Director Karen Hyman and New Jersey State Librarian Norma Blake. SJRLC and the State Library each donated \$15,000 to the project and Mount Laurel (N.J.) Library, which was selected as the demonstration site, kicked in another \$15,000 for a total renovation budget of \$45,000.

The concept for the project came from a 2003 New Jersey Library Association preconference, “The Merchant Librarian,” presented by Redwood City (Calif.) Public Library Director Dave Genes, who also freelances as a library-merchandising consultant. The idea was to redesign Mount Laurel’s layout and to encourage and coach staff to merchandise library collections and develop new ways of doing business.



JOAN E. BERNSTEIN (left) is director of the Mount Laurel (N.J.) Library and serves as 2006–2007 president of the New Jersey Library Association. KATHY SCHALK-GREENE is Mount Laurel assistant director and is the 2005 NJLA Librarian of the Year.

The makeover included the addition of an internet café and wireless network; themed environments geared to young readers, families, teens, and quiet study; as well as popular collections attractively displayed throughout the library on gondolas and slat wall panels.

One example of a themed environment is the former children’s room. Tall shelving was removed, colorful paint replaced gray walls, books were displayed on slat wall panels, and comfortable seating and colorful accessories were added to comprise a new family room that is a friendly space for young readers.

Customers were amazed. “When did you buy all those new books?” they asked. “When did you put in those windows?” (Same books, same windows.) One mom said, “Now I come into the library and just shop the wall.”

Ever-changing roles

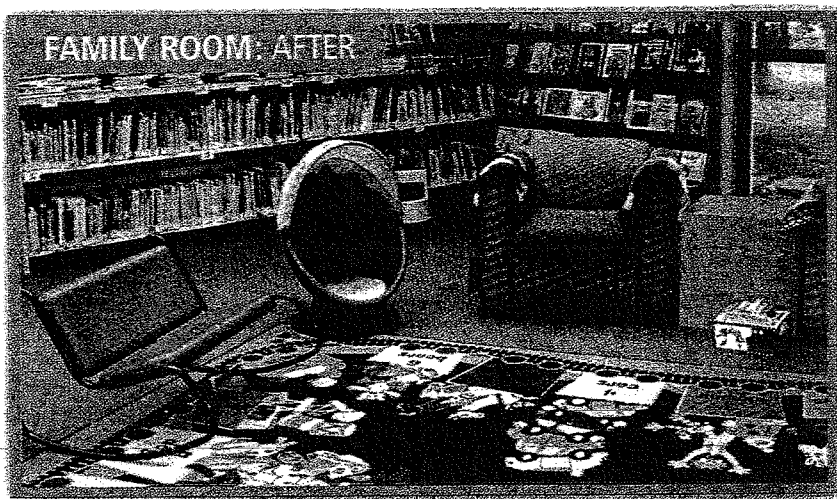
As physical changes took place in the library, new duties and roles evolved for our staff. Everyone now spends time each day merchandising—keeping the displays looking full and fresh.

A new role has evolved dubbed “the greeter,” a mobile knowledgeable staff member who helps customers anywhere in the library. Hour-long shifts are rotated among all library workers, including typical back-room administrative and technical services staff as well as those in circulation and reference, so that everyone is involved in direct public service.

We recognized what a huge change the greeter role was for staff and accepted the fact that it wouldn’t happen overnight. Open communication, staff training, and a good



BEFORE
Comfortable seating and creative book displays make the renovated family room more inviting to patrons.



sense of humor are the keys to making this work. We understood and accepted that everyone was starting with different skill levels, but decided to take the plunge and not wait to be perfect before we began. Multiple-training strategies include PowerPoint overviews, hands-on training and tip sheets, as well as support and encouragement to help staff learn new skills.

Mount Laurel added a daily morning briefing to improve communication and to provide unity. The 5–10-minute heads-up before the library opens also offers another mini-training opportunity. A short staff-wide e-mail keeps those who arrive later and part-timers in the loop.

Tips other libraries can use in their own institutions include:

■ **Listen to your customers.**

Ask them, "What would an amazing library look like to you?"

■ **Listen to your staff.**

Let staff and volunteers loose with paper and pencils. Their mission: Walk through the library as if they were first-time customers. What makes it easy (or difficult) to find their way around? What changes would they like to see in the space to make working with the public easier? Record and distribute all responses.

■ **Get outside help.**

Whether it's an outside consultant or local colleagues, others often see new opportunities or approaches in your library.

■ **Take before pictures.**

It's a quick and easy way to start seeing your library with new eyes.

WHAT MAKES A PROJECT WORK? by Karen Hyman

The Trading Spaces project succeeded beyond our wildest expectations and despite our occasional fears. Could a consultant from California mentor this much change from 3,000 miles away? Could the Mount Laurel (N.J.) Library management, board, and staff really have the nerve to make this much change in a library that people liked to start with? How much could we actually do with \$45,000? Could we sustain the momentum beyond a one-shot wonder after the party was over? The answer to all of these questions was yes.

You, too, can fund and implement projects that make a big difference—way beyond the dollars that you spend—if you:

Have a great idea. Small ideas, such as digitizing documents still in paper form because nobody wants to look at them anyway, produce insignificant results, even if a gee-whiz number of documents are digitized. We aimed big—not just to buy bookstore furniture, but also to change the staff culture and customer experience in the library.

Make something happen for the customer. A relentless focus on results for the customer helps to avoid compromises that produce no results, handle the down side of great choices, and do the extra work that transforms okay into fabulous.

Get a critical mass of staff on board. Sometimes the library director is the only person who wants to take on a new project. More frequently, nobody wants to do the project but they wouldn't mind buying new furniture. At the first consultant meeting at Mount Laurel, everybody was

there—even, and especially, the custodians, who were bright, resourceful, and a key to our success.

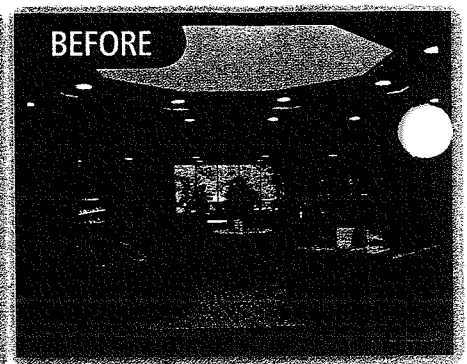
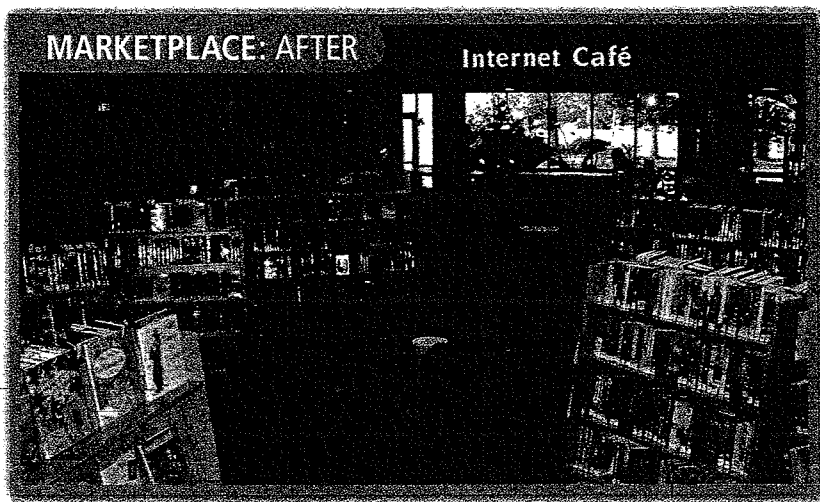
Move fast. The "Trading Spaces" project went from idea to fruition in one year. Why did we do it so quickly? Because we wanted to change the public perception of libraries and we were running out of time to do it. Consultant Dave Genesy liked to say, "You can't leap a chasm with baby steps." In the library biz, you'll need to do something really different all at once to attract the public's notice.

Make it easy to replicate. The "little project that could" has changed the way people design buildings and offer services in the Middle Atlantic region. Most pilot projects fail to drive anyone anywhere—including the libraries that implement them. Don't rely on a single ribbon cutting, workshop, or article to support change in other libraries. A full-service website, continuing tours, and programs support change and update the story.

Take risks. Change begets change and risk-taking begets fearlessness.

Just do it. We aimed big with \$45,000—a figure within the redesign budget of many libraries and pocket change to some. But a library with only \$5,000 can get started by punching up an entrance or children's room. Librarians love to "ooh and ah" over \$80-million buildings, but 99.9% of us will never have one. Start where you are. You could end up with approachability, flexibility, and style that the big boys lack.

KAREN HYMAN is executive director of the South Jersey Regional Library Cooperative.



An internet café adds a special touch to the new library marketplace area.

■ Expand your idea of display.

We created a large new book marketplace with eight freestanding bookshelf gondolas that hold current items for 12–24 months. We borrowed the names for popular nonfiction areas, like Computers, Home and Garden, and Colleges and Careers, from Dewey ranges in the stacks and highlighted them on special shelving. Reference collections, such as Health, Investments, and Consumer Information, were also highlighted into special areas for greater self-service.

One year later

We learned that merchandising is not an isolated activity and it's more than buying new shelving and slat wall. It impacts everything—from collection development to where and how staff offer customer assistance.

After the intensity of making major changes, it's sometimes hard to maintain momentum. Some ways we've tried are: continual staff training, providing multiple ways to encourage questions and air concerns, including everyone in decision-making, and reminding staff of milestones to show the positive impact of the changes. One thing we do is walk around looking for weirdness. This means, what areas aren't looking good? Are any of our new practices going off track? Then we try to figure out how we can tweak to improve things.

Lessons learned

1. You don't need a huge investment to create a big impact. Our

total project budget was a modest \$45,000. Several areas required more imagination than money. Just painting a bright color made a big change in our juvenile area. New rooms were created in the library at no cost by reassembling existing shelving in new ways to redefine space.

2. Furniture matters. New CD browsers, gondolas, and freestanding bookshelves promote easier cover-out display and browsing.

3. Install slat wall for vertical display. Use it on walls to spotlight special collections and on shelf ends to draw people to the stacks and to define new spaces, such as a teen area with floor-to-ceiling denim-colored slat wall and clear acrylic shelves.

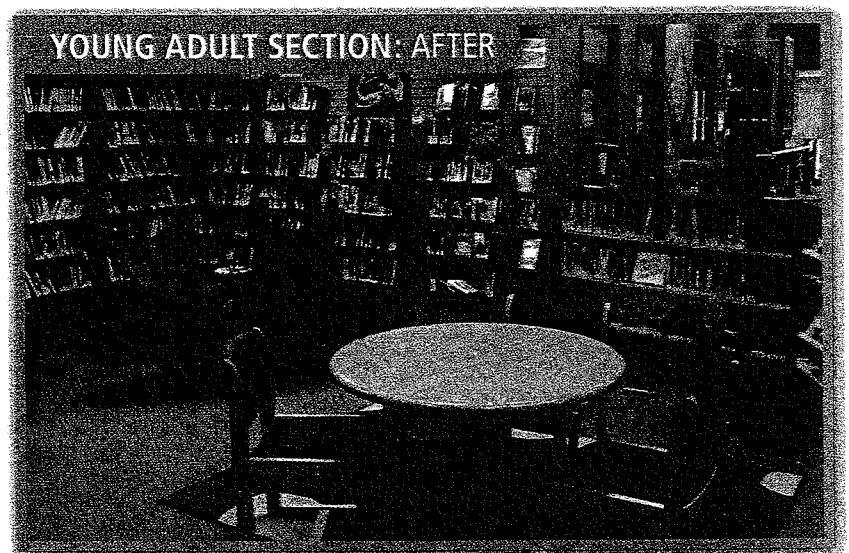
4. Give people a wow experi-

ence on entering the library. Display high-impact (and high-demand) items in areas where people first enter, such as DVDs and music. Everyone knows libraries have books but fewer people know we have DVDs and music CDs.

5. Move teens away from the children's area. They don't want to be anywhere near smaller kids anyway.

6. Dramatic change yields dramatic results. Unique and comfortable areas for different customer groups—such as families with young children, teens, and those wanting a quiet reading area—can each have a dramatically different look and feel within the library.

7. Changing a number of areas at once has greater total impact than



The new and improved young adult section features denim-colored slat wall and clear acrylic shelves.

a piecemeal approach. It shows a single vision for the whole library. Change itself becomes an event involving staff and customers alike.

8. Involve everyone in changes.

Time invested in listening to, involving, and training staff before, during, and after implementation yielded high returns in buy-in to the project and presented a common message to the public. Having cross-departmental teams with all staff levels directing the project was a major factor in its success, along with involving other staff in specific sub-team projects through the implementation. Customers were kept in the loop with a large-scale map of the final layout and "Look for Changes" signs posted as areas were transformed. Public feedback forms were available throughout the process to keep the lines of communication open.

9. Mess equals success. A messy area in the library means people have been touching or messing up the displays and borrowing stuff. This is a good thing and not a source of irritation. Staff maintains the librarywide displays every day and throughout the day to keep the library looking comfortable and easy-to-browse.

10. Practice proactive customer service. Bring staff out to customers, rather than make customers come to staff desks.

Sharing our story

Since unveiling the "Trading Spaces" project at workshops in March 2004, more than 2,000 library staff and trustees have visited the library or attended programs on the project. Many others nationwide have visited the project website maintained by SJRLC. Conference programs on Mount Laurel's experience took place in March during the Public Library Association national conference. Another program is planned for this June during the ALA Annual Conference.

According to SJRLC's Karen Hyman, "The Mount Laurel Library has succeeded beyond our wildest dreams with the 'Trading Spaces' project. We are eager to see the full impact on use and satisfaction of

their customers and transformation of more libraries in New Jersey."

New Jersey State Librarian Norma Blake echoed Hyman's enthusiasm. "The Mount Laurel Library is to be

commended for their innovation and success in the 'Trading Spaces' project. The library has become a model for other libraries in New Jersey—and the country." ☐

TAKE THE MERCHANDISING TEST by Dave Genesy

Do you see more desks and furniture than collection displays at your front door?

First impressions are lasting impressions. Service desks should be off to the side and collection displays, welcoming spaces, and public art should be up front.

Does your staff greet incoming customers with eye contact and a smile? Greeters who just greet are becoming standard business practice for great customer service. As a bonus, retailers say that eye contact by staff is an effective theft deterrent.

If your library floors are 25,000 square feet or less, is there one service point? Customers do not want to be shunted from desk to desk. Have a heart and establish one central service point and, for heaven's sake, cross-train your staff.

Is there an ample display of new books, media, and current-interest themes at the front of your library? Go to a bookstore where you literally run into dozens of tables, gondolas, and wedding cakes bursting with books. Now walk into your front door. See any difference?

Do you have a large new book area with plenty of face-outs? Stacks are where books go to die. Expanded new book areas, with new titles kept up to two years, will delight your customers.

Are your music CDs in music store-tiered browsers? If I see another metal-shelving unit with CDs in pullout drawers . . .

Are all shelving-unit ends slat-walled with bountiful book displays? End-of-stack panels are valuable real estate in every retail business. Business folks must be rolling in the aisles when they see all that empty and unproductive space. Every library, no matter how small, has dozens of these built-in display opportunities.

Is your signage in English or in math? Signs are for customers. A sign that says 613.1-646.9 is madness. An aisle number and a few subject headings in plain English is not too much

to ask for.

Do you use wood bookstore shelving? Wood and books go together like books and coffee. A slight slant, backing to keep books upright and with ends of the shelving unit that keep books tight and the shelf full . . . beautiful.

Do you have a separate home and garden collection? Pluck low-hanging fruit by bringing together this collection, which resides in several locations in nonfiction. There is a reason that newspapers have a separate home and garden section every week.

Has your print reference collection decreased in size at least 50% over the past few years? Face it, print reference is a dying animal. Digital reference is also on the endangered species list.

Does your children's area have a percentage of floor space that equals the percentage of circulation? Play fair. Children's service is the heart of the library. Material budgets and space allocation should reflect usage. Take it from reference.

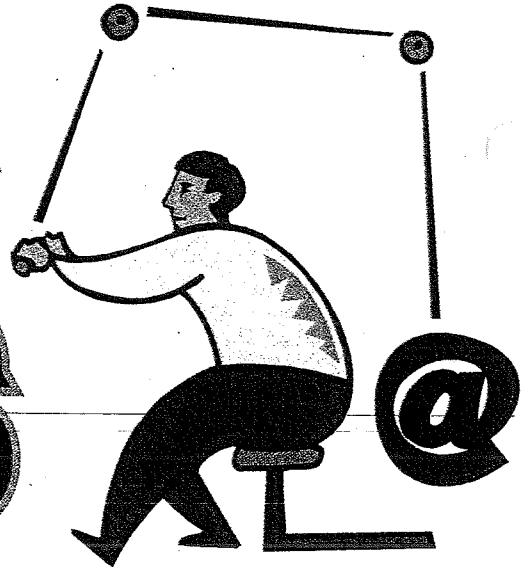
Does your children's room not look like a mini-adult area? Same color scheme, lack of displays, nothing to play or cuddle on? Children's areas should have more face-outs, more fun, and more excitement in design so that kids run to it from the front door. What's so crazy about kids going crazy over your library?

Do picture books have as much space devoted to face-out as spine-out? This is a rule of thumb I tell anyone who will listen: For every section of two shelves of picture books, there has to be three feet of face-outs above.

If you answered yes to most of these questions, congratulations. Your community must love you. If you answered yes to some, keep up the effort and call me. If you answered yes to few, can you spell the word "Luddite"?

DAVE GENESY is director of the Redwood City (Calif.) Public Library.

PUMP UP YOUR PATRONS



By emulating the best features of health clubs, libraries can ensure their future as a physical place for exercising the mind

By Larry Wilt and Freeman A. Hrabowski III

Experts who speculate on the future of our profession often focus on the library as place. Their conjectures range from doomsday predictions of empty buildings to optimistic scenarios of a reconfigured space with a new range of services. We want to weigh in on the optimistic side by offering a different conceptual model for the role of libraries and their spaces: the modern health club.

What are the defining features of the modern health club? It's a fashionable, high-tech, full-service, well-staffed business that invites you to buy into not just a few hours of sweaty exercise each week, but a new lifestyle and self-image.

While their core remains sweaty exercise, you'd hardly know it from the images they convey to the public. They show the finished product first—the svelte bodies, along with the specialized and good-looking gear that you buy there and wear with pride; the friendly environment, with smiling attendants and supportive trainers; the state-of-the-art facilities and equipment, well-lit and inviting

enough to make the inevitable suffering tolerable; a snack bar with “healthy foods” served with speed and convenience for those exercising on a lunch hour; and sometimes value-added services such as a steam room and sauna, a barber shop and beauty salon. The images attract you; in fact, once you're there, why would you ever want to leave?

The modern health club is an American success story. It is reproducing itself, Starbucks-like, everywhere. But who would have predicted that success? It seems irrational, on the face of it, that we would spend \$50 or more per month so we can exert the extra effort of traveling to another location and renouncing our privacy, when for the cost of three months' membership we could buy a set of free weights and exercise at home. The intangible value people now place on going to a health club is hard to understand before you experience it. Actually, even for some of us who have been there, it still is.

Similarly, the value of going to a “fashionable,” well-equipped, full-service library is hard to see when information is becoming easier by the minute to get from home, in our offices and cars, and everywhere else. It is especially unfathomable for the millions of potential library users who didn't show up even before the online revolution gave them another reason to stay home. Yet, just as entrepreneurs figured out how to configure and sell the health club idea, some librarians are figuring out how to attract users despite the belief of some people that “we don't need libraries anymore.”

We believe that helpful entrepreneurial insights for libraries can be found within a “health club model.”

LARRY WILT (left) is director of the library and FREEMAN A. HRABOWSKI III president of the University of Maryland, Baltimore County. This piece

was expanded from a portion of Hrabowski's keynote address at the Association of College and Research Libraries President's Program at the 2003 ALA Annual Conference.



Using that model as the paradigm for the 21st-century library can advance our thinking on how to develop library services and space.

The health club model is already being used elsewhere in education: Language labs are a close analog. In the for-profit education arena, language study is being reshaped on the health club model: The Wall Street Institute links online resources, texts, and teachers with a health club-like "Speaking Center" where students can use resources and get assistance and coaching on a drop-in basis (www.wallstreetinstitute.com).

Which principles of the health club model can be applied to libraries? We are not going to be passing out towels in our libraries. But outside of the particulars, libraries can, and increasingly do, function as health clubs function:

1. Better facilities and equipment than home. OK, we grant that maybe for some—especially the information gurus with new and expensive computers and fast internet connections—the library would not be better than home. But then, some rich and fanatical fitness buffs own better equipment at home than most health clubs.

Library equipment does not have to be superior to every piece of each person's home equipment, but we should have some equipment that is superior for each client. Libraries should aim to have equipment, software, and connectivity that are at least better than the typical user would have at home. Libraries should trade up in quality more often than the average home user would. Workspaces should be more spacious than at home, with several options for work environments, just as health clubs sometimes offer different equipment in various settings to work the same muscle group.

Some settings in the library should be conducive to small-group activity. Small groups could meet at people's homes, of course, but then someone has to be the host and clean up afterwards. A centrally located public environment is easier to use, especially for

work groups whose members are only loosely acquainted. We get used to a convenient space, just as we get used to the aerobics classroom at the health club. Since we are "competing" with rooms in people's homes, we need to compete with the advantages of homes, such as flexible hours, availability of food, and privacy.

2. Coaching and monitoring.

The information consultant (or reference librarian, as we said in the last century) in the library is like a trainer in a fitness club. Like trainers, librarians don't do the work for the patron; instead, they might explain or demonstrate how it is to be done, then encourage the client to follow the suggestions. Libraries should offer at least two levels of coaching and monitoring, just as the better health clubs do. The most basic level, performed by the "attendant," consists

rate, weight-training technique, aerobics, diet, and vitamin supplements. Libraries offer basic information literacy classes to freshman courses, to "intro" courses, and for orientation programs. Sometimes librarians manage to reach all students through a required basic-skills course. However, these efforts do not really give students any specialized skills; they are more like the walkthrough that a neophyte gets at the health club, showing what each exercise machine does and how to avoid getting injured. Some health club members start without even that amount of help, and do just fine. The club's specialized courses are more like the "methods" courses that students get in their majors. Librarians can, at that point in a student's career, offer specialized subject-oriented "information mastery" instruction.

The intangible value people now place on going to a health club is hard to understand before you experience it.

of answering users' questions, similar to a reference librarian at the reference desk. The attendant also handles the equipment troubleshooting in the health club. Similarly, library troubleshooting can be performed by librarians, students at a technical help desk, and security guards.

The higher level of coaching and monitoring at a health club involves coaching by appointment, usually for a substantial fee. The user gets the undivided attention of the coach for an allotted time. Many libraries already offer this level of service, especially to faculty members, but usually without the fee. If automation replaces some of the more basic library coaching services, then perhaps staff will have time to expand individual coaching services. One example of a promising place to insert such a service in academe is at the start of each graduate student's work on a dissertation proposal.

3. Specialized classes. A successful health club offers classes in a wide range of specialties: yoga, ka-

4. Opportunity to focus. Many of us need a place where we can—indeed must—concentrate with few distractions. Going to that place also becomes a way to manage time; we set aside an appropriate amount of time in that place with the goal of making a respectable amount of progress on the task at hand before we leave.

5. Opportunity to not focus. Health clubs have learned that people are drawn to them as much by the extras as by the core function. As people exercise and experience pain for gain, they appreciate the little pleasures and often want to feel part of a group of people with a common purpose: Misery loves company. Just the possibility of taking a break, socializing, eating something, or meeting someone often helps to encourage clients. Similarly, libraries should support and create study areas that are large, open, and even slightly crowded and somewhat noisy (contrary to popular belief). Many students like a buzz of activity such as we find in a health club, even while studying.

6. Looking good. How do you look intellectually buff? That may be hard to answer. But libraries do not have to give our users chiseled minds to be successful, any more than the health club has to produce a svelte customer. They only need to leave the customers better off than they would have been had they not come into the club. Similarly, we only need to help users gain a sense (hopefully justified) of information. Few clients leaving the health club have achieved perfection, and we need not expect that our clients will either; but they should at least know what they would need to do to succeed.

7. Style and symbol. The image of the high-end health club is one of success. Its users are winners and the activities going on there are important. One can observe others who are taking their workouts seriously. The club rules and culture support work, though amenities are present. The modern library needs to send similar messages.

Accordingly, the structure, furniture, signage, and rules should all reflect the dignity of the enterprise. Its size should be emphasized. Some parts of the building should be available for people to work in groups and others should be able to see these groups engaging in constructive activity. Furniture must be kept in excellent condition, free of graffiti, to help ensure that library research is viewed as important. Similarly, anything that distracts from the focus on core functions from the users' point of view should be out of sight.

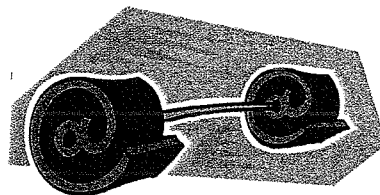
The limits of the model

Of course, the health club metaphor for libraries can be taken too far. Obviously health clubs and libraries are different. We don't want to smell like a gym; nor should we embrace all of the business elements implicit in the health club. The most serious limitation to using the health club model involves all those information-seekers who never use the library building but work solely online. The operation of the library as physical place contributes to our

conception of the virtual place only insofar as these virtual services and resources mirror those of the physical library. Yet, librarians still have responsibility for developing and maintaining this virtual place—a set of tasks and responsibilities without current analog in the health club.

Librarians do coach, advise, and train in the online environment, just as some nutrition and fitness experts answer questions online. But

interactions that might formerly have taken place by mail or telephone. Similarly, in nutrition and fitness coaching, the core facts and generic advice can be found online. Mail and phone inquiries are being transformed into online interactions. In health clubs, the interpretation of the core facts and generic advice and their application to clients' particular needs are most efficiently done in person; we can expect the same to hold for library services.



Libraries should aim to have equipment, software, and connectivity that are at least better than the typical user would have at home.

sustained information research assistance is not, so far, fostered by online contact, just as in-depth nutrition and fitness coaching are not developed exclusively online.

Academic libraries are still seeking the proper balance between online and on-site services, and similar explorations are underway in other sectors of society; the banking industry, for instance, has found that some services, such as the provision of monthly statements, are more effectively offered online than on-site. Yet in-person interactions are most efficient for many of the more complex banking tasks where the intervention or advice of knowledgeable bank employees is needed.

In addition to the basic lookup of bits of information, the most likely candidates for conversion to online services have been the banking in-

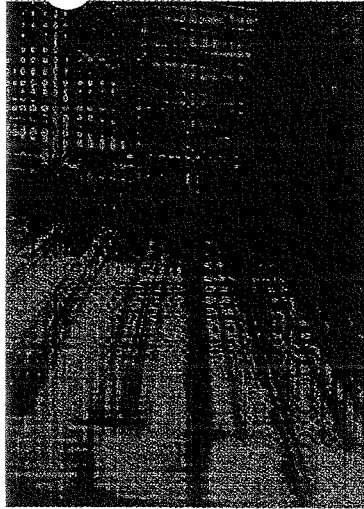
Applying the model

The future may very likely see health clubs balancing on-site coaching and motivation of clients (in attractive physical spaces) against online support of clients for nutrition and fitness advice. Similarly, libraries will be supporting clients both face-to-face and through technology, both on- and off-site.

Even with the growing popularity of online education, we are finding that many students continue to prefer traditional classroom settings (often incorporating technology) and professors to talk with—in person, face-to-face. Even graduate-level online course providers are finding that occasional, but regular, face-to-face group work and instruction adds value.

Overall, the health club model can be useful in rethinking the role of libraries and librarians in supporting users, in a way that renders the need for a physical location both clear and critical to user success. The need for physical presence implies strong and positive relationships between librarians and users without any wistful longing for the good old days.

Ultimately, the health club model for libraries is an optimistic one. It projects a plausible future role for the library building as a physical location for in-person librarian contact with users without opposing the growing significance of online activity. The success of the same paradigm in other education settings (such as a language lab) strengthens our conviction that it can succeed in the information research context for libraries in this century. ■



32nd National Library Legislative Day

This year marks the 60th Anniversary of the American Library Association's Washington Office and the 32nd National Library Legislative Day! Join hundreds of library supporters from across the country visiting members of Congress to share stories about libraries in your communities and to talk about the needs and accomplishments of libraries in your area.

A special Lobbying 101 pre-conference will be held on Sunday, April 30, at the ALA Washington Office (New location: 1615 New Hampshire Ave., NW, First Floor, Washington, D.C.). Trustees are needed at Legislative Day to represent the public. What we do best! Congressional

delegations are much more receptive to trustees than librarians.

On Monday, May 1, a special briefing day will be held at the Holiday Inn on the Hill, 415 New Jersey Avenue, NW. You will enjoy seeing other advocates, learning how to share your library stories, and finding out the latest information on current legislation. We will be talking with our Congress members on Monday afternoon and Tuesday with a congressional reception on May 2.

Registration and further information is available at www.ala.org/ala/washoff. This site will also give you information on current legislative issues.

Praise for Library Staff

During National Library Week, libraries are encouraged to plan a day to recognize and show appreciation for all library workers on Tuesday, April 4, National Library Workers' Day. Sample buttons, proclamations, and press releases are at www.ala-apa.org/about/nlwd.html.

Here are some ideas about what other libraries are planning (www.ala-apa.org/about/NLWDideas.html).

- Chocolate and roses for staff with thank-you cards for their great service from the library board.
- Press releases in the paper highlighting local library

workers and National Library Workers' Day.

- Brochure to highlight the "Library's Unsung Heroes."
- "Going the Extra Mile" award.
- Special days for nonpublic service areas—Technical Services Appreciation Day.
- Food (pizza, lunch, cake).
- Wall of Fame, featuring library staff.
- Post heartwarming stories about staff hobbies.

In a recent article in *Benefits Quarterly* (21.2, Sec.Qtr. 2005, pp. 13–17), Leah Reynolds discusses the four distinct generations that are in the workforce

at the same time for the first time in American history. Each generation is highlighted with what motivators and rewards are important for that group. The Veterans generation wants respect for experience while the Generation Yers want learning and development opportunities.

Some top employee motivators are:

- Learning activity
- Flexible working hours
- Verbal praise
- Increased authority
- Autonomy

Plan some appreciation activities for your library staff.

In

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President's Message Plan on Attending the New Orleans' Conference

Get ready to let the good times roll while improving your library board skills. The ALA/ALTA Annual Conference in New Orleans will be the first large conference held in that beleaguered city since Hurricane Katrina. Plans are being made to give us the royal treatment—and CNN, ABC, CBS, NBC, and Fox will be there to show the world that the city is back in the conference/tourist business.

Helen Kohlman and Marge Sherrod, New Orleans Trustees, are working hard to give a grand "Taste of New Orleans" during our Friday night ALTA Gala. The event is to be held in beautiful Gallier Hall, the former City Hall. We can enjoy viewing the stained glass and antique furnishings while tasting food prepared by outstanding local restaurateurs. There will be entertainment, favors, and so much more!

The variety of programs offered during the conference will cover marketing your library, reaching out to your community, making your library safe and secure, examining the impact of intellectual freedom on libraries, showcasing your library to your community in unique ways, and advocating for your library using key messages.

ONLINE ELECTIONS THIS SPRING

Many important issues were addressed during the San Antonio Midwinter Meeting. ALA is requesting that the membership approve a \$10 increase each year for the next three years to help strengthen the association. Division members benefit from a financially strong ALA and will benefit from the dues increase in a number of ways. Services provided by the association that support the divisions include development, legal services, technology, human resources, finance and accounting, membership processing, office space, and utilities. Division members also benefit directly from the association's work in areas such as intellectual freedom, legislation, diversity, public information, research, accreditation, copyright, and international relations. A financially stronger ALA will be better able to meet the needs of the divisions and division members.

The number-one priority of the twenty thousand members who participated in the planning process was increased advocacy for libraries and librarians. This includes public awareness of the value of libraries and librarians, increased research to document the value of libraries, legislative advocacy at the national level, and support for grassroots advocacy at the state and local level. In communities across the country, libraries of all types continue to be threatened by funding reductions, staff cutbacks and even the elimination of libraries altogether. Librarians and library supporters need more help if they are to win these battles. ALA can—and should—be as helpful to those seeking to fight budget cuts, pass a referendum, prevent the closing of a school library, build or expand a library building, or increase library funding as it is to a library facing a censorship challenge. The dues increase will help provide the resources, training, and networks that local advocates desperately need.

Your ALTA Board unanimously approved this increase. The request for this increase will appear on the spring ballot, and I strongly recommend that you vote for it. Also, be sure to vote for your choice of ALTA officers.

ADVOCACY NOW

In addition to attending your state library advocacy day, I hope you will be able to attend National Library Legislative Day in Washington, D.C., May 1 and 2. Your participation is very important, and your experience will be exciting, effective, and satisfying.

When you're contacting your local, state, and national legislators, remember that we legislate how our libraries operate. We make the most efficient use of tax dollars in our delivery of service.

RESTRUCTURING TASK FORCE

A Task Force was formed, chaired by Dale Ross, to explore restructuring ALTA. We must find new ways to reach out to trustees throughout the nation to show them how ALTA can help them be more effective. Let me know your thoughts on how ALTA could be restructured to better serve its membership and reach out to prospective members.

Keep in Touch!

Jane Rowland—jrowland@calumetcitypl.org



ALTA President
Jane Rowland

Kansas Trustees Eye Options

Speakers at board meetings? Workshops on recruiting trustees, getting more revenue, or evaluating the director? Maybe even state certification of library boards?

Trustee continuing education offers so many flavors!

Deciding how, what, and why is the task of the Kansas Library Trustee Association's (KLTA) new Continuing Education (CE) Committee. Working with the State Library, the seven regional systems and others, KLTA will help implement the December 2005 *Report on Statewide Continuing Education (CE) for Kansas Librarians and Trustees* (www.skyways.org/KSL/admin/statecereport.pdf).

The Kansas CE report's eleven recommendations include two on trustees:

6. "A program of certification for public librarians and public library boards will be developed."
7. "A Kansas Library Leadership Program will be developed for all types of librarians and trustees within a competitive application process."

The report built on two major 2005 events. In April, new State Librarian Christie Brandau called a CE Summit. To prepare for that Summit, a survey showed that the number-one trustee priority was finance and budget training. (See *The Voice*, Fall 2005.) In late 2005, five task forces made recommendations about scope, sequence, delivery modes, and certification.

STATE LIBRARIAN'S CHARGE

Where does KLTA start its work? With core skills for trustees. Brandau's February 9, 2006, participation letter requested that "the KLTA CE Committee discuss the pros and cons of library board certification and consider the core skills that trustees need to function effectively during their board terms. When these core skills are established, they can be used to build curriculum for trustee training programs."

VISIONARY LIBRARIES SUPPORT TRUSTEE CE

Anticipating this request from the state librarian, KLTA sought the financial support of leader libraries. Even with more than eight hundred members, the multi-year commitment needed to do the job right for trustee CE was beyond the association's finances.

Throughout the summer and fall of 2005, a team of two KLTA board members visited candidate libraries' directors. The team explained that CE was KLTA's top priority (www.kslibrtrustees.org). Then they asked what kinds of CE needs that library's board had. Finally, the team asked the library to consider financial support that would enable KLTA to participate wherever needed—planning, designing, or helping present trustee training.

Eight visionary libraries provided funds to underwrite the CE Committee activities, addressing trustees statewide:

- Bonner Springs, population 6,777
- Dodge City, population 25,568
- Emporia, population 32,516
- Hutchison, population 40,783
- Johnson County, population 381,237
- Kansas City, population 150,316
- Olathe, population 105,274
- Topeka & Shawnee County, population 148,323

NEXT STEPS

The four-person KLTA CE Committee started work in late February with a face-to-face kickoff meeting. It then switched to e-mails, telecons, and PolyCom meetings (via eight statewide audio/video sites). In early summer, draft recommendations will go to the committee's three advisors for comments. A status report will be prepared for the eight leader libraries during September. For further information contact me at webemgrp@mindspring.com.

—Ellen Miller, ALTA Regional VP for Kansas, Missouri, Nebraska, and Iowa



Kansas State Librarian Christie Brandau targets trustee CE.

ALTA at a Glance
www.ala.org/alta

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ALTA Mission Statement

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

ALTA Vision Statement

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services

ALA Presidential Candidates Speak Out about ALTA

Dr. Loriene Roy is Professor, School of Information, and Professor, Center for Women's and Gender Studies, The University of Texas at Austin. She attended the ALTA Board meeting to discuss her campaign for ALA president.

What do you see as a meaningful role for trustees in ALA leadership, on Council and on ALA committees?

In 1995, John Berry III, editor-in-chief for *Library Journal* published an editorial titled, "Great Libraries Have Great Boards." We might take this one step further and say, "Great Library Associations Welcome and Recognize Support from ALTA and its members."

Trustees have much to offer ALA, especially in the areas of advocacy, continuing education, leadership, and financial management. The challenge is connecting ALTA membership with the appropriate ALA units. This is a task that can only be accomplished through cooperation and the development and implementation advocacy agenda for ALTA by ALTA itself. ALTA membership needs to communicate with ALA officers, staff, and with committees, including the Council Committee on Committees and the Nominating Committee, that prepare nominating slates and invite ALA members to serve. Similarly, committees making appointments need to be advised to consult with ALTA when conducting their work.

What programs would you forward to sustain ALTA to be a fiscally healthy and productive division of ALA?

While total ALTA membership is approximately 15 percent of total ALA membership, ALTA remains one of the smallest ALA divisions, exceeding only the membership of ASCLA and only one-third the size of ALSC, the next largest division. Clearly, ALTA members are involved in highly visible and key activities within ALA, including the new Advocacy Registry, the Advocacy Institutes, and

great programs including the Honor Roll Banquet. It certainly may be time for ALTA to review its potential for increasing membership and its potential revenue streams. We know that over 90 percent of the ten thousand public libraries in the United States have library boards; this translates into thousands of prospective ALTA members. ALTA might benefit by examining how other units, or organizations to which trustees belong, are increasing their membership. ALA's revenue sources include dues, grants and awards, products, meetings and conferences, and publications. ALTA might review how other units are increasing their finances through these traditional sources as well as newer activities, such as online course delivery. Finally, ALTA can continue to monitor new ALA initiatives to see where there are potential areas of partnership. For example, the impact of the new Certified Public Library Administrator Program may indicate a similar voluntary certification program for trustees.

Dr. William J. Crowe is Spencer Librarian at the Kenneth Spencer Research Library, The University of Kansas.

What do you see as a meaningful role for trustees in ALA leadership, on Council and on ALA committees?

We speak often about diversity in ALA, but many of us may not recognize that seeking out active participation—in all venues of ALA—by trustees or advocates for libraries is a compelling example of how we can rely on diversity to improve the quality of our work. ALA leaders must ensure, for example, that all who recommend or appoint committees and working groups are reminded to look beyond those of us who work in libraries—to library educators, too, for example. We need to tell the story better, with examples of successes, to give us a chance to enrich our shared understanding of the issues we face and promote possibilities for improved results in all that we do together.

What programs would you forward to sustain ALTA to be a fiscally healthy and productive division of ALA?

Here, the key is to get the ideas of the leadership of ALTA to inform what ALA leaders,

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ALTA Program Schedule for Annual Conference 2006 in New Orleans

FRIDAY, JUNE 23, 2006

7:30–10:00 P.M.

ALTA Gala

Session ID: 220443

“New Orleans is open and welcoming ALA for our Annual Conference. A special evening is planned at Gallier Hall (New Orleans’ original city hall), a magnificent setting on St. Charles Avenue (trolley line) with a Mardi Gras theme to special favors, wine, and fabulous food. You won’t want to miss this opportunity to see the old along with the new (returning) New Orleans at its very best.”

Join us for this special event and celebrate with the ALTA president on her successful year in the wonderful city of New Orleans. Enjoy the wonderful dinner and company.

SATURDAY, JUNE 24, 2006

Show Me the Money: Marketing Your Library To Stakeholders for Maximum Impact (and Cash!)

10:30 A.M.—NOON

ALTA Opening Session

Session ID: 220340

this interactive and fact-paced session, Stephanie Vance, the advocacy guru of Advocacy Associates and former congressional staffer will help you gain

more tricks of the trade on selling your library message to officials at the local, state, and federal levels. Learn more key skills and strategies advocates need to pitch the library message, close a deal, and walk away with additional funds and support. Vance will share techniques on talking to community leaders at all levels, from your neighbors to your representatives in Congress, who control and influence the destiny of your library. Through example and role-playing she will energize your advocacy campaign to effectively reach the decision makers and build coalitions. Cosponsored with the ALA Washington Office. *Organizer:* Don Roalkvam

ALTA—Touching the Community

1:30–3:30 P.M.

ALTA President’s Program

Session ID: 220338

The program is vital in teaching participants how to raise awareness of library services and benefits available through ALTA and their local libraries, by providing resources and marketing tips which include facts, benefits, and unique solutions to the persistent problem of changing or altering opinions. Plus, what happens when all of this is in place and disaster strikes? How do you regroup? *Organizer:* Rose Mosley

SUNDAY, JUNE 25, 2006

Who’s Watching Your Back? Making Your Library Safe and Secure

8–10 A.M.

Education of Trustees Program

Session ID: 220352

Will include a building consultant, insurance specialist, and security person to cover materials and hardware issues. *Speakers:* Aaron & Alex Cohen, of Aaron Cohen Associates Ltd. *Organizer:* Lillian Edlmann

Emerge-Enlighten-Enrich

10:30 A.M.—NOON

Intellectual Freedom Program

Session ID: 220329

Emerge from the throws of darkness, *Enlighten* with the glory of libraries, *Enrich* with free access to information to keep our democracy strong. Come

continued on page 7

Welcome new ALTA members!

Debora Cospers
Ashland, KY

Rodney Davis
Norfolk, VA

Gregory Gagne
Leesburg, VA

Jane Goldman
Norfolk, VA

Renee Griffin
Greensboro, NC

Gloria Holt
East Orange, NJ

Ann Hutton
Rochester, MN

Patrick Kansoer
Morton Grove, IL

Linda Kapusta
Stillman, IL

Shirley Martin
Lincoln, NE

Marilyn Mitchell
Port To, WA

Elizabeth Pugh
Clinton, MI

Grace Shore
Clinton, MI

Myrtle Solaman
Greensboro, NC

Bill Stewart
Laramie, WY

Warren Stewart
Norfolk, VA

Presidential Candidates

continued from page 4

including the president-elect and president, need to hear. What opportunities have we missed in the past, for example, to strengthen an all-conference program? Many of our libraries have people of exceptional talent and energy as trustees, who often are leaders in many spheres in the community. When we hold a meeting in any region of the country, we must offer ALTA an opportunity to suggest local trustees and advocates to speak, to participate in panels, and to be honored for their service in ways more visible to the membership at large. We should also ask if there is local interest in having ALA leaders appear at functions (dedications, lectures, etc.) of particular interest to trustees. We must find more ways to show the ALA colors in the community where our best friends may want our presence to help them. Register for this summer's conference at www.ala.org/annual.

ALTA PLANS PRACTICAL PUBLICATIONS

The ALTA Publications Committee would like your help planning three new publications. These small booklets will be designed to answer questions that many library boards regularly face. The first three in the series will be:

1. *A Library Board's Practical Guide To Evaluating the Library Director*, Betsy A. Larson, editor (betsy.larson@abbott.com)
2. *A Library Board's Practical Guide To Evaluating the Library Board*, Nicholas Spillios, editor (nikos@telusplanet.net)
3. *A Library Board's Practical Guide To Hiring Experts (Consultants, Professionals and Contractors)*, Christine Lind Hage, editor (Christine.Hage@rhpl.org)

If you would like to work with our subcommittees to write one of these booklets, please contact one of our editors. Most of the work will be done online, and the goal is to have the publications finished by January 2007.

PERFORMANCE APPRAISALS

Despite their prevalence, only 6 percent of CEOs find performance appraisals to be useful, according to research by Washington, D.C.-based People IQ. Managers cite three main reasons for their dissatisfaction: Most systems fail to differentiate between high and low performers; are too cumbersome to use; and fail to provide relevant feedback for assessing how well

someone actually executes job tasks. Moreover, the research pointed out another conclusion: 88 percent of employees blame their low opinion of human resources at least partly on ineffective performance appraisals. (*Workforce Management Week* 7, no. 6 Feb. 5–11, 2006)

A SMALL PUBLIC LIBRARY

Each library has a distinct personality based on the population it serves. Rural libraries are especially unique as they often face distinctive issues. Rural America comprises 2,288 counties, containing 83 percent of the nation's land, and home to 21 percent of the population. Rural libraries face significant funding shortages, planning concerns and unease on how to implement and maintain technology.

Yet small towns are often very conservative and this may manifest itself in an unwillingness to accept new ideas. The library personnel and board members may share this conservative approach, as they see no reason to change the routines. One solution to this dilemma is the development of the board's skills with planning issues. Many state library agencies provide workshops and other educational training for board members. A board and the library staff must work together as a team to insure that the library plans for the future, uses its resources wisely, and becomes a community information center.

Planning and training can make a big difference. Jeffery City,

Wyoming came together when the town could no longer support the branch library. Volunteers hosted bake sales and advocated with local officials and property owners until the library was funded. Churchill County Library in Fallen, Nevada, saw an increasing number of new families and expanded their materials. The library developed a new five-year plan and is working toward a 4,000-sq.-ft. expansion. (Lauren O'Neill, "A Small Public Library and Its Community: Case Study of Churchill County Library," *PNLA Quarterly* 69, no. 4 [Summer 2005]: 12–13, 32)

A Library Board's Practical Guide to Finding the Right Library Director is a new book by the Public Library Association. This step-by-step manual will help boards define the skills they want their new director to have, prepare a recruitment plan, interview candidates and welcome the new director. The booklet is available through ALA's ordering department (1-866-Shop-ALA or 1-866-746-7252) and costs \$20.—Christine Lind Hage, PLA representative to the ALTA Board

ALTA ELECTIONS

ALTA has elections coming up this spring. Please vote online. Your vote *does count*. Statements for each candidate are included in your ballot. Additional information and photos are available online at www.ala.org/alta. Thank you to the quality community leaders and trustees who have consented to lead ALTA.

ALTA Program Schedule *continued from page 5*

hear speakers Judith Krug, Candace Morgan, and Atty. Helen Kohlman examine intellectual freedom issues as it has impacted libraries in the past, the present, and the future. Panelists will discuss issues that concern libraries and options available in today's world. Q & A will be provided. *Organizers:* Ruth Newell and Mary Davis

Embracing the Community: An Ongoing Romance

NOON-1:30 P.M.

SOS Luncheon

Session ID: 220346

The African proverb "It takes a village to raise a child" defines our program "It takes the library to embrace the community." Our program will give insight to programs, projects, and activities that will assist libraries for recruiting families to the library to explore our endless galaxy of in-

formation. How libraries are a beacon of light for the community. Our 2006 luncheon will not only please the appetite it will satisfy your imagination as well. Join us for the presentation of the 2006 ALA/ALTA Literacy Award. *Organizer:* Benjamin Coleman and Kim Johnson

Raise Your Advocacy Comfort Level: The ABC's of Advocacy—Simple Ideas

1:30-3:30 P.M.

Advocacy Program

Session ID: 220355

Learn simple strategies to increase your comfort level in advocacy develop and practice key messages for your library. Review new materials developed just for trustees and library advocates and learn how to use these materials effectively. *Speaker:* Pat Tavissa for Pat Tavissa Consulting *Organizer:* Gail Dysleski

Over to You

A recent topic on one of ALTA's electronic discussion lists was about what the limitations or conflicts are on what an appointed trustee can do regarding advocacy or lobbying. While an elected trustee can be the voice of the public, an appointed trustee may face a conflict with the body that appointed that person.

- The library's charter may state in brief the duties of the trustees, and the bylaws may also allude to trustee duties. However, state laws are much more specific about advocacy and lobbying. Advocacy is a way to support and promote the institution and its goals and objectives.
- Elected and appointed trustees have, unless specifically prohibited, the duty and responsibility to advocate for their library. This is what trusteeship is all about.
- When trustees (elected or appointed) have to present a budget proposal to a municipal authority, that is not lobbying, it is fulfilling the trustees' fiduciary responsibility with regard to the funds necessary

for the library to adequately serve the community.

- It is the trustees' duty to do what they are appointed to—represent the community for the best interests of library service and follow the mission approved by the board and the city council. The price trustees might pay may be that they are not reappointed, but that was their job. Elected officials should expect no less than trustees doing what is best for the library. Checking local laws may help clarify your role. In Oklahoma, lobbying is by definition someone who is employed to influence legislation.

You can join the ALTA discussion list and tap into other trustees around the country. ALTA has created a discussion list for anyone interested in posting questions or learning more about issues affecting America's libraries. If you are a library trustee or advocate and wish to subscribe to the ALTA discussion list, just send a message to listproc@ala.org. Leave the subject area blank and in the body of the message type:

Subscribe ALTA-L [FIRST NAME] [LAST NAME]

Mark Your Calendar Important ALTA Dates

NATIONAL LIBRARY WEEK

April 2-8, 2006

NATIONAL LIBRARY WORKERS' DAY

April 4, 2006

NATIONAL LIBRARY LEGISLATIVE DAY

Preconference April 30
May 1-2, 2006

ALA ANNUAL CONFERENCE

ALTA Events

June 23-26, 2006

New Orleans

LIBRARY CARD SIGN-UP MONTH

September 2006

BANNED BOOKS WEEK

September 23-30, 2006



Ruth Newell, past ALTA president, and Helen Kohlman, New Orleans library trustee, enjoy the President's Reception in San Antonio.

A Special Invitation for You

You are cordially invited to attend ALA Annual Conference in New Orleans this summer. "We're ready for the conference and are excited that trustees are attending the conference to not only network and learn, but support our city," said Helen Kohlman, a trustee of the New Orleans Public Library. Kohlman attended the ALTA President's Reception in San Antonio to personally extend the invitation, passing out Mardi Gras beads and spreading the good news about the New Orleans' recovery efforts.

"The best thing that you can do for New Orleans is attend conference this summer," Kohlman said. Conference attendees will be given opportunities to volunteer in local libraries while they are in New Orleans.

Register for the conference at www.ala.org/annual.

Summer

deadline:

April 1, 2006

ALTA Voice of
America's
Library
Trustees &
Advocates

American Library Association
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Chicago, IL 60611

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The Voice is published quarterly by the Association for Library Trustees and Advocates and is available with membership in ALA/ALTA. Address membership correspondence to Kerry Ward, ALTA, 50 E. Huron St., Chicago IL 60611. Send newsletter information to Sharon Saulmon, 12228 High Meadow Ct., Oklahoma City, OK 73170; ssaulmon@rose.edu; (405) 736-0259



3:43 PM
 05/04/06
 Cash Basis

**Placentia Library Foundation
 Balance Sheet
 As of April 30, 2006**

	<u>Apr 30, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
Adopt-A-Book (Bank of the West)	24,378.01
Endowment Savings-(Bank West)	7,546.59
General Fund-(Bank of the West)	16,162.36
Total Checking/Savings	<u>48,086.96</u>
Other Current Assets	
Back up withholding	1,754.44
Total Other Current Assets	<u>1,754.44</u>
Total Current Assets	49,841.40
Other Assets	
AIG Securities (GF)	
AIG Securities-Cash	4,490.59
AIG Securities (GF) - Other	1,918.08
Total AIG Securities (GF)	<u>6,408.67</u>
T.Rowe Price (Shaw Endowment)	
FMV Adjustment	-268.20
T.Rowe Price (Shaw Endowment) - Other	15,863.80
Total T.Rowe Price (Shaw Endowment)	<u>15,595.60</u>
Vanguard Asset Allocation (BEF)	
FMV Adjustment	931.62
Vanguard Asset Allocation (BEF) - Other	56,614.45
Total Vanguard Asset Allocation (BEF)	<u>57,546.07</u>
Vanguard Wellington (BEF)	
FMV Adjustment	1,427.44
Vanguard Wellington (BEF) - Other	43,559.76
Total Vanguard Wellington (BEF)	<u>44,987.20</u>
Total Other Assets	<u>124,537.54</u>
TOTAL ASSETS	<u>174,378.94</u>
LIABILITIES & EQUITY	
Equity	
Board Designated	
Designated - Direct Mail	8,000.00
Total Board Designated	8,000.00
Opening Bal Equity	29.99
Permanently Restricted	
Lapsit Program	10,599.84
Total Permanently Restricted	10,599.84
Retained Earnings	51,372.24
Temporarily Restricted	
History Room	520.13
Lapsit	1,572.60
Total Temporarily Restricted	2,092.73
Unrestricted Net Assets	78,287.27
Net Income	23,996.87
Total Equity	<u>174,378.94</u>
TOTAL LIABILITIES & EQUITY	<u>174,378.94</u>

3:39 PM
 05/04/06
 Cash Basis

**Placentia Library Foundation
 Profit & Loss by Class
 January through April 2006**

	<u>Adopt-A-Book</u>	<u>Book Endowment</u>	<u>Operating Gen Fund</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
AAB AL Auctions	600.00	0.00	0.00	600.00
AAB AL Merchandise Sales	693.00	0.00	0.00	693.00
AAB AL Raffles	557.00	0.00	0.00	557.00
AAB AL Sponsorships	450.00	0.00	0.00	450.00
AAB AL Ticket Sales	7,625.00	0.00	0.00	7,625.00
AAB AL Tips	2,607.40	0.00	0.00	2,607.40
AAB Bankcard Deposit	3,026.86	0.00	0.00	3,026.86
AAB Donation Box	513.71	0.00	0.00	513.71
AAB Donations	177.00	0.00	0.00	177.00
AAB Friends Book Sales	158.00	0.00	0.00	158.00
AAB Interest	4.59	0.00	0.00	4.59
BEF Donations - Friends Bkstr	0.00	437.70	0.00	437.70
BEF Donations Indiv.- (not AL)	0.00	1,550.00	0.00	1,550.00
BEF Interest	0.00	4.77	0.00	4.77
BEF Unrealized Gain Loss/Invest	0.00	3,597.86	0.00	3,597.86
GF Adopt-a-Chair Revenue	0.00	0.00	700.00	700.00
GF Afghan Sales	0.00	0.00	58.47	58.47
GF Afghan Sales Tax	0.00	0.00	4.53	4.53
GF Donations-Childrens	0.00	0.00	537.50	537.50
GF Donations-History Room	0.00	0.00	405.00	405.00
GF Donations-Literacy	0.00	0.00	6,457.65	6,457.65
GF Donations-Unrestricted	0.00	0.00	4,845.00	4,845.00
GF Friends Book Sales	0.00	0.00	333.97	333.97
GF Friends Newsletter Reimburse	0.00	0.00	1,072.12	1,072.12
GF Interest	0.00	0.00	3.03	3.03
GF Placentia Child Hist Bk Dist	0.00	0.00	1,512.95	1,512.95
GF Shaw Projects (Not Lapsit)	0.00	0.00	3,000.00	3,000.00
GF Unrealized Gain	0.00	0.00	258.25	258.25
GF Vending Machines	0.00	0.00	4,240.95	4,240.95
Total Income	16,412.56	5,590.33	23,429.42	45,432.31
Expense				
AAB AL Expenses	4,664.21	0.00	0.00	4,664.21
AAB AL Merchandise Expense	66.16	0.00	0.00	66.16
AAB AL Printing Expense	91.05	0.00	0.00	91.05
AAB AL Refund - Tickets	245.00	0.00	0.00	245.00
AAB AL Supplies Expense	509.13	0.00	31.90	541.03
AAB Bankcard Service Charge	117.70	0.00	0.00	117.70
AAB Book Purchases	54.68	0.00	0.00	54.68
AAB Transfer to BEF	25.00	0.00	0.00	25.00
AAB Transfer to GF	598.00	0.00	0.00	598.00
GF Donor Reception Expenses	0.00	0.00	354.98	354.98
GF Friends Book Sales Transfer	0.00	0.00	333.97	333.97
GF History Room Expenses	0.00	0.00	138.46	138.46
GF Lapsit/Storyhours-Shaw Endow	0.00	0.00	540.00	540.00
GF Miscellaneous Expense	0.00	0.00	156.53	156.53
GF Newsletter	0.00	0.00	6,484.16	6,484.16
GF Other Expense	0.00	0.00	1,417.31	1,417.31
GF Postage and Delivery	0.00	0.00	315.30	315.30
GF Printing Expense	0.00	0.00	188.56	188.56
GF Professional Fees	0.00	0.00	2,225.00	2,225.00
GF Registration/Travel	0.00	0.00	0.00	0.00
GF Shaw Projects Expense	0.00	0.00	250.00	250.00
GF Uncategorized Expenses	0.00	0.00	269.46	269.46
GF Vending Machine Repair	0.00	0.00	180.00	180.00
GF Vending Machine Supplies	0.00	0.00	2,178.88	2,178.88
Total Expense	6,370.93	0.00	15,064.51	21,435.44
Net Ordinary Income	10,041.63	5,590.33	8,364.91	23,996.87
Net Income	10,041.63	5,590.33	8,364.91	23,996.87

3:48 PM
05/04/06

Placentia Library Foundation
Check Detail
March through April 2006

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		3/1/2006	Bank of the West		Adopt-A-Book (Ba...		-40.96
					AAB Bankcard Ser...	-40.96	40.96
TOTAL						-40.96	40.96
Check		3/2/2006	Bank of the West		Adopt-A-Book (Ba...		-8.33
					AAB Bankcard Ser...	-8.33	8.33
TOTAL						-8.33	8.33
Check	2388	3/4/2006	Doug P. Lyle M.D.		Adopt-A-Book (Ba...		-300.00
					AAB AL Expenses	-300.00	300.00
TOTAL						-300.00	300.00
Check	2389	3/4/2006	Alta Vista Countr...		Adopt-A-Book (Ba...		-500.00
					AAB AL Expenses	-500.00	500.00
TOTAL						-500.00	500.00
Check	2390	3/4/2006	Alta Vista Countr...		Adopt-A-Book (Ba...		-3,691.00
					AAB AL Expenses	-3,691.00	3,691.00
TOTAL						-3,691.00	3,691.00
Check	2391	3/4/2006	Bill Mitchell		Adopt-A-Book (Ba...		-50.00
					AAB AL Expenses	-50.00	50.00
TOTAL						-50.00	50.00
Check	2392	3/14/2006	A Plus Awards by...		Adopt-A-Book (Ba...		-13.47
					AAB AL Printing E...	-13.47	13.47
TOTAL						-13.47	13.47
Check	2393	3/14/2006	Susan Petrella		Adopt-A-Book (Ba...		-245.00
					AAB AL Refund - T...	-245.00	245.00
TOTAL						-245.00	245.00
Check	2394	3/14/2006	Placentia Library ...		Adopt-A-Book (Ba...		-25.00
					AAB Transfer to BEF	-25.00	25.00
TOTAL						-25.00	25.00
Check	2395	3/2/2006	Sam's Club		General Fund-(Ba...		-160.07
					GF Vending Machi...	-160.07	160.07
TOTAL						-160.07	160.07

3:48 PM

05/04/06

Placentia Library Foundation
Check Detail
March through April 2006

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	2395	3/14/2006	Placentia Library ...		Adopt-A-Book (Ba...		-598.00
					AAB Transfer to GF	-598.00	598.00
TOTAL						-598.00	598.00
Check	2396	3/2/2006	Pat Irot		General Fund-(Ba...		-88.89
					GF History Room ...	-88.89	88.89
TOTAL						-88.89	88.89
Check	2396	3/28/2006	Kelly Paper Comp...		Adopt-A-Book (Ba...		-116.78
					AAB AL Supplies ...	-116.78	116.78
TOTAL						-116.78	116.78
Check	2397	3/4/2006	Linda Baesler		General Fund-(Ba...		-120.00
					GF Lapsit/Storyho...	-120.00	120.00
TOTAL						-120.00	120.00
Check	2397	3/28/2006	Photography by J...		Adopt-A-Book (Ba...		0.00
TOTAL						0.00	0.00
Check	2398	3/9/2006	Sam's Club		General Fund-(Ba...		-143.92
					GF Vending Machi...	-143.92	143.92
TOTAL						-143.92	143.92
Check	2398	3/23/2006	Bank of the West		Adopt-A-Book (Ba...		-4.50
					AAB Bankcard Ser...	-4.50	4.50
TOTAL						-4.50	4.50
Check	2399	3/16/2006	Sam's Club		General Fund-(Ba...		-129.22
					GF Vending Machi...	-129.22	129.22
TOTAL						-129.22	129.22
Check	2400	3/23/2006	Sam's Club		General Fund-(Ba...		-185.04
					GF Vending Machi...	-185.04	185.04
TOTAL						-185.04	185.04
Check	2401	3/23/2006	U.S. Postmaster-...		General Fund-(Ba...		-117.00
					GF Postage and D...	-117.00	117.00
TOTAL						-117.00	117.00

3:48 PM
05/04/06

**Placentia Library Foundation
Check Detail
March through April 2006**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	2402	3/21/2006	Marie Schmidt		General Fund-(Ba...		-40.97
					GF History Room ...	-40.97	40.97
TOTAL						-40.97	40.97
Check	2403	3/28/2006	OmniGrafix Printi...		General Fund-(Ba...		-2,144.23
					GF Newsletter	-2,144.23	2,144.23
TOTAL						-2,144.23	2,144.23
Check	2404	3/30/2006	Sam's Club		General Fund-(Ba...		-118.12
					GF Vending Machi...	-118.12	118.12
TOTAL						-118.12	118.12
Check	2405	3/25/2006	Executive Consul...		General Fund-(Ba...		-1,700.00
					GF Professional F...	-1,700.00	1,700.00
TOTAL						-1,700.00	1,700.00
Check	2406	4/3/2006	Planned Giving R...		General Fund-(Ba...		0.00
TOTAL						0.00	0.00
Check	2407	4/3/2006	Planned Giving R...		General Fund-(Ba...		0.00
TOTAL						0.00	0.00
Check	2408	4/6/2006	Sam's Club		General Fund-(Ba...		-107.80
					GF Vending Machi...	-107.80	107.80
TOTAL						-107.80	107.80
Check	2409	4/5/2006	Linda Baesler		General Fund-(Ba...		-150.00
					GF Lapsit/Storyho...	-150.00	150.00
TOTAL						-150.00	150.00
Check	2410	4/11/2006	U.S. Postmaster-...		General Fund-(Ba...		0.00
TOTAL						0.00	0.00
Check	2411	4/11/2006	U.S. Postmaster-...		General Fund-(Ba...		0.00
TOTAL						0.00	0.00
Check	2412	4/11/2006	U.S. Postmaster-...		General Fund-(Ba...		-56.25
					GF Postage and D...	-56.25	56.25
TOTAL						-56.25	56.25

3:48 PM
05/04/06

**Placentia Library Foundation
Check Detail
March through April 2006**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	2413	4/13/2006	Jart Direct Mail S...		General Fund-(Ba...		-668.11
				GF Newsletter		-668.11	668.11
TOTAL						-668.11	668.11
Check	2414	4/13/2006	Jart Direct Mail S...		General Fund-(Ba...		-668.11
				GF Newsletter		-668.11	668.11
TOTAL						-668.11	668.11
Check	2415	4/17/2006	Easy Ware Corpo...		General Fund-(Ba...		-525.00
				GF Professional F...		-525.00	525.00
TOTAL						-525.00	525.00
Check	2416	4/17/2006	U.S. Postmaster-...		General Fund-(Ba...		0.00
TOTAL						0.00	0.00
Check	2417	4/20/2006	Sam's Club		General Fund-(Ba...		-100.75
				GF Vending Machi...		-100.75	100.75
TOTAL						-100.75	100.75
Check	2418	4/27/2006	Sam's Club		General Fund-(Ba...		-108.34
				GF Vending Machi...		-108.34	108.34
TOTAL						-108.34	108.34
Check	2419	4/27/2006	U.S. Postmaster-...		General Fund-(Ba...		-3.00
				GF Postage and D...		-3.00	3.00
TOTAL						-3.00	3.00
Check	2420	4/30/2006	Poetic License		General Fund-(Ba...		-250.00
				GF Shaw Projects ...		-250.00	250.00
TOTAL						-250.00	250.00