TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: May 29, 2007

SUBJECT: **New grant for the Placentia Library Literacy Services.**

BACKGROUND:

In a letter dated May 9, 2007, the Orange County Community Foundation announced that the Placentia Library Literacy Services through the Placentia Library Foundation has been awarded a $10,000 Draper Family Foundation grant for the **Helping Kids Achieve Program.** The check will be presented at a ceremony at the Community Foundation on June 5, 2007. These funds will be used for our homework clubs next school year.

RECOMMENDATION:

That the Library Board of Trustees receive, file, and ratify the grant.

Orange County Community Foundation
30 Corporate Park, Suite 410
Irvine, California 92606

phone   949.553.4202
facsimile 949.553.4211
website   www.oc-cf.org

**Orange County
Community
Foundation**

GRANT AGREEMENT

NUMBER: 9543

The grant to your organization from the **Helping Kids Achieve Program** of the Orange County Community Foundation is for the explicit purpose described below and is subject to your acceptance of the following conditions.

GRANTEE:
     Placentia Library Foundation
     411 East Chapman Ave.
     Placentia, CA 92870
     Contact: Jim Roberts, Director

AMOUNT OF GRANT: $10,000.00

FOR GRANT PERIOD: from June 1, 2007 to May 31, 2008

GRANT PURPOSE: to support the Placentia Library Literacy Services, as described in your full proposal.

PAYMENT SCHEDULE: Paid upon receipt by OCCF of a signed copy of this agreement.

GRANT CONDITIONS: See pages 2-3 & accompanying enclosure

REPORTS: Two reports will be required:

- **A progress report on year-to-date activities is required mid-year, to be submitted by December 1, 2007.**

- **A final report is due upon completion of your program or by May 31, 2008, whichever is sooner.**

Arrangements and responsibility to prepare for these should be assigned immediately. See the enclosed Grant Reporting Guidelines for specific information to be included.

Page Two

SPECIAL PROVISIONS:

All grants are made in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended and the regulations issued thereunder.

Please read the following carefully:

I.   ANNOUNCING GRANTS

Announcements by the grantee of the grant award, indicating the Foundation's participation in the program funding, are encouraged. Grantees are asked to fax the text of any planned announcements to the Foundation's program director for same day review and response regarding accuracy. Please also forward copies of any published accounts that mention the project or the Foundation to the Foundation.

II.   EXPENDING OF FUNDS

This grant is to be used only for the purpose described in the grant proposal and in accordance with the approved budget. The program is subject to modification only with the Foundation's prior written approval.

A.   The grantee shall return to the Foundation any unexpended funds:

1.   At the end of the grant period, or
2.   If the Foundation determines that the grantee has not performed in accordance with this agreement and approved program budget, or
3.   If the grantee loses its exemption from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

B.   No funds provided by the Foundation may be used for any political campaign, or to support attempts to influence legislation by any governmental body, other than through making available the results of nonpartisan analysis, study and research.

C.   Expenses charged against this grant may not be incurred prior to the effective date of the grant or subsequent to the termination date, and may be incurred only as necessary to carry out the purpose and activities of the approved program.

D.   The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records.

Page Three

    E.   Equipment or property purchased with grant funds shall be the property of the grantee organization so long as it is not diverted from the purposes for which the grant was made. If the purpose of the organization or the use of grant funds is changed, the equipment or property reverts to the Foundation at its option.

    F.   Reports, materials, books and articles resulting from this grant may be copyrighted by the organization receiving the grant or by the author, in accordance with the policies of the grantee organization toward the goal of obtaining the widest dissemination of such reports, materials, books and articles. The Foundation reserves the royalty-free license to use such publications. For projects involving possibility of patents, the grantee should request further information from the Foundation.

III.   INDEMNIFICATION

The GRANTEE agrees to defend, hold harmless, and indemnify the FOUNDATION, its officers, agents, employees, and assigns against any and all expense, liability, loss, damages or claims (including attorneys' fees, judgments, fines, excise taxes or penalties and amounts to be paid in settlement) arising from or allegedly arising from the GRANTEE's performance or activities. The FOUNDATION assumes no liability concerning persons or property associated with the FOUNDATION's sponsorship contemplated under this Agreement.

IV.   LIMIT OF COMMITMENT

Unless otherwise stipulated in writing, this grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.

FOR THE GRANTEE: _C. D. Minter_
                                   Signature of Authorized Representative

                                   Elizabeth D. Minter
                                   Name, printed

                                   Library Director
                                   Title

                                   May 15, 2007
                                   Date

O.C. COMMUNITY FOUNDATION: _Shelley Hoss_
                                     Shelley Hoss, President

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: May 29, 2007

SUBJECT: **California Library Literacy Services (CLLS) Application for FY 2007/08.**

BACKGROUND:

To qualify for CLLS funding for FY 2007/07, the Placentia Library Literacy Services was required to submit our application on-line by May 18, 2007. Enclosed is a copy of that application.

RECOMMENDATION:

That the Library Board of Trustees receive and file.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Library Director's Report**

DATE: May 29, 2007

Activities Report:

Apr 16	Library Board Meeting.
Apr 17	Attended Placentia Library Friends Foundation (PLFF) Membership Committee Meeting.
Apr 19	Met with Ben Boelman to discuss PLFF Foundation Committee responsibilities.
	Attended the Orange County Volunteer Center Spirit of Volunteerism Awards in Irvine with Jim Roberts and the District's two nominees.
Apr 20	Attended the Friends Annual Meeting and Volunteer Recognition and organizational meeting for PLFF.
Apr 24	Participated in meeting with Mike Caston and Rene Townsend, search consultants for the Placentia/Yorba Linda Unified School District Superintendent.
Apr 25	Attended PLFF Finance Committee Meeting at Munson, Cronick & Associates.
Apr 26	Attended Chamber of Commerce Breakfast.
Apr 30	Met with PLFF Financial Officers to discuss PLFF accounting system.
May 2	Attended Santiago Library System annual workshop for library staff at the Nixon Library.
May 3	Attended PPREP meeting at El Dorado High School to thank students for Library volunteer service.
	Met with PLFF Financial Officers to Discuss PLFF accounting system.
May 7	Met with PLFF Budget Committee.
May 8	Met with PLFF Bookstore Committee.

May 9	Met with Jean Lasley and Ben Boelman to discuss PLFF Foundation Committee.
	Met with PLFF Membership Committee.
May 10	Hosted Rotary Group Study Exchange Team Librarian from the Philippines.
May 14	PLFF Foundation Committee organizational meeting.
	PLFF Board of Directors.
May 17	Attended Sirsi/Dynix Users Group Meeting at Newport Beach Public Library.
May 23	Attended Santiago Library System Council Meeting at Orange Public Library.
May 24	Attended PLFF Finance Committee Meeting.

Staff Meetings:

Apr 17	Staff group meeting with Dallstream, Rivera, Silberfarb and Poole.
Apr 18	Staff Meeting. Agenda is Attachment A.
Apr 18	Staff group meeting with Guzman, Peterson, Strysik and Poole.
Apr 23	Staff group meeting with Gomez, Hoffman, Wnek and Poole.
Apr 24	Staff group meeting with Bell, Staymates, Strazdas and Poole.
May 2	In lieu of Staff Meeting staff participated in the Santiago Library System Workshop all day at the Nixon Library.
May 16	Staff Meeting. Agenda is Attachment B.

Managers' Meeting

April 16	Manager Meeting. Agenda is Attachment C.
Apr 26	Met with Goodson and Poole to discuss small group staff meeting results.
Apr 30	Met with Managers and Circulation Supervisors to review procedures for handling evening emergencies in the Library. Agenda is Attachment D.
May 3	Met with Roberts and Poole to discuss small group staff meeting results.
May 23	Met with Roberts and Goodson to discuss operation and function of PC Reservation software

STAFF MEETING AGENDA
5-16-07

Topics

- Placentia Library Friends Foundation

- Staff Meeting Schedule

- Safety - Handouts

Department Updates

- Public Services
  - Adult (Mary, Kathy)
  - Children's (Caroline & Phyllis)
  - Literacy (Jim, Toby, Nadia, Hilda)
  - History Room (Gary)

- Technology Services
  - Web/Technology (Vernon)
  - Acquisitions (Katie)
  - Circulation (Yesenia)

- Administrative Services
  - Development/Volunteer Ofc. (Lois)
  - Passports (Wendy)
  - Budget (Wendy)
  - Personnel – Benefits (Wendy)

STAFF MEETING AGENDA
4-18-07

❑ Budget 06-07 Review/Discussion

❑ Budget 07-08 Review/Discussion

❑ Suggested topics of discussion as submitted by several staff

1. Should staff meeting topics be limited to library related subjects?
2. Should staff meetings be held once every 3 weeks?
3. Can we save enough money, by holding staff meetings less often (fewer meetings=less
   money being spent on subs), to hire regular staff?
4. Is staff meeting attendance mandatory when the topic is not library related?
5. Can a meeting agenda be emailed to staff on the Monday before staff meeting?
6. What topics are required by administration (safety, etc)?
7. What topics are desired by administration?
8. Library Retirement Plan Information (possibly May 2nd?)
9. Staff Coffee Social, just to catch up w/each other.
10. Healthy food for the vending machines and packages that do not jam the machine.

Department Updates/Status

❑ Public Services
  o Adult (Mary, Gary, Kathy)
  o Childrens (Caroline & Phyllis)
  o Literacy (Jim, Toby, Nadia, Hilda)

❑ Technology Services
  o Web/Technology (Vernon)
  o Acquisitions (Katie)
  o Circulation (Yesenia)

❑ Administrative Services
  o Development/Volunteer Ofc. (Lois)
  o Passports (Alex)
  o Purchasing (end of FY) TURN IN ALL INVOICES NLT 6/11/07

Placentia Library District
Staff Meeting Schedule

June 6, 2007
- 1:30   All Staff (Minter/Goodson)
- 2:30   Program Committee (includes exhibits & publications) (Roberts)
- 3:30   Reference Desk (Strazdas) (even numbered months)
  - Children's Desk (Gurkweitz) (even numbered months)
  - Shelvers (Gomez)
- 4:30   Circulation (Gomez)

June 20, 2007
- 1:30   Acquisitions (Matas)
  - Literacy Staff (Roberts)
- 2:30   Program Committee (includes exhibits & publications) (Roberts)
- 3:30   All Staff (Minter/Goodson)
- 4:30   Circulation and Passport (Gomez and Goodson)

July 11, 2007
- 1:30   All Staff (Minter/Goodson)
- 2:30   Program Committee (includes exhibits & publications) (Roberts)
- 3:30   Reference Desk and Children's Desk Joint Meeting (Strazdas and Gurkweitz)
  - (July/November/March)
  - All Public Services Staff Meeting (Roberts) (September/January/May)
  - Shelvers (Gomez)
- 4:30   Circulation (Gomez)

July 18, 2007
- 1:30   Acquisitions (Matas)
  - Literacy (Roberts)
- 2:30   Program Committee (includes exhibits & publications) (Roberts)
- 3:30   All Staff (Minter/Goodson)
- 4:30   Circulation and Passport (Gomez and Goodson)

August 1, 2007
- 1:30   All Staff (Minter/Goodson)
- 2:30   Program Committee (includes exhibits & publications) (Roberts)
- 3:30   Reference Desk (Strazdas) (even numbered months)
  - Children's Desk (Gurkweitz) (even numbered months)
  - Shelvers (Gomez)
- 4:30   Circulation (Gomez)

August 15, 2007
- 1:30   Acquisitions (Matas)
  - Literacy (Roberts)
- 2:30   Program Committee (includes exhibits & publications) (Roberts)
- 3:30   All Staff (Minter/Goodson)
- 4:30   Circulation and Passport (Gomez and Goodson)

Technical Services Department Meeting is TBD

When the All Staff Meeting is at 1:30 P.M. the evening part time clerks do not need to attend. Gomez will make any announcements at the Circulation Meeting.

Requests for topics to be discussed at any of the meetings should be submitted to the Convener of that meeting by email or memo by 5:00 P.M. on the Monday preceding the meeting date.

The Convener of each meeting is responsible for assigning a participant to take notes and file a meeting report with the Manager of Administrative Services no later than five (5) work days following the meeting. Meeting notes will be shared with all regular Library staff.

Placentia Library District
Managers Meeting Agenda
April 16, 2007

1.   Selection of Recorder.

2.   Communications

      A.   Web Site -- Vernon

      B.   Community Calendar -- Jim

      C.   Channel 31 -- report on discussion with City Manager -- Elizabeth

      D.   Electronic Sign -- Wendy

5.   Budget Process

      A.   Requests for changes -- Still no request from Public Services.

      B.   Review Strategic Plan issues (60-90 minutes) Please bring the charts from the March 19 Library Board Meeting and be prepared to report on and discuss the items from each of your areas.

6.   Placentia History Room -- plans for introducing the new book & dvd to the public and recognition recommendations for the Library Board.

7.   Upcoming Staff Meetings

      A.   Content/topics for upcoming meetings

      B.   Feedback from staff that Managers are not attending (or leaving early) or participating in staff meetings -- need for improved attitude leadership.

      C.   Suggestions from staff for improving information flow at Staff Meetings.

8.   Library Director's Performance Improvement Plan -- report on the progress of the staff meetings with the Library Director.

9.   Manager participation in the Friends/Foundation Annual Meeting.

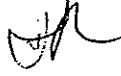10. Status report on Departmental Projects & Staff Meetings

    A. Administration

    B. Public Services

    C. Technical Services – coverage of departmental activities during Vernon's absence, review of pending issues.

Placentia Library District
Managers Meeting Agenda
April 30, 2007

Emergency Procedures for Evenings & Weekends

1. Selection of Recorder.

2. Emergency Procedures Manual

   a. Do you know where your copies are?

   b. How are you orienting new staff in this area?

   c. Recommended changes in staff orientation. Who will be responsible for implementation?

3. Manager on Call

   a. When do you call?

   b. Where do you find the name & phone number?

4. Handling difficult/threatening clients.

   a. Yellow Folder – how are you orienting new staff to this procedure?

   b. Recommended changes in staff orientation. Who will be responsible for implementation?

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager

DATE: May 29, 2007

SUBJECT: Program Committee Report for the month of April.

ADULT SERVICES

	Apr 05-06	Apr 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	2	2	11	12
NUMBER OF ATTENDEES	60	44	232	254

CHILDREN'S SERVICES

	Apr 05-06	Apr 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	29	26	229	239
NUMBER OF ATTENDEES	1,150	1,262	9,869	8,890

PROGRAM COMMITTEE

	Apr 05-06	Apr 06-07	YTD 05-06	YTD O6-O7
NUMBER OF MEETINGS	2	2	11	16
NUMBER OF ATTENDEES	18	18	69	125
NEWS RELEASES	1	2	6	11

LITERACY SERVICES

	Apr 05-06	Apr 06-07	YTD 05-06	YTD 06-07
Total Tutors	188	101	290	246
Total Students	220	240	325	342
Total Hours	2,210	1,331	12,382	14,708

For more detailed literacy statistics, see Agenda Item 39, pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian

Date: for Board Meeting, May 29, 2007

Subject: April 2007 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	117
Story Time I: 6 years & younger	4	163
Story Time II: 6 years & younger	4	150
Music Time I: 6 years & younger	4	161
Music Time II: 6 years & younger	4	182
Read to the Dogs event	1	60
School Visit	1	27
After School Craft	1	25
Month of the Young Child program	1	25
Conversation Club	1	8
In-N-Out Food for Thought program	1	344
Total April 2007	26	1262
Total April 2006	29	1150
Current FY to date	239	8890
Previous FY to date	229	9869

CHILDREN'S DEPT. REFERENCE STATS			Apr-07	
DATE	IN-PERSON	PHONE	TOTAL	
1	116	0	116	
2	87	4	91	
3	65	4	69	
4	37	0	37	
5	60	3	63	
closed 6				
7	41	3	44	
closed 8				
9	41	4	45	
10	39	5	44	
11	39	5	44	
12	57	4	61	
closed13				
14	40	4	44	
15	41	0	41	
16	57	4	61	
17	69	6	75	
18	52	3	55	
19	61	4	65	
closed20				
21	44	4	48	
22	38	1	39	
23	50	3	53	
24	31	3	34	
25	43	7	50	
26	53	4	57	
closed27				
28	48	2	50	
29	29	0	29	
30	62	4	66	
TOTAL	1300	81	1381	

Board Meeting May 29, 2007 Agenda item #38

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: May 29, 2007

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

Tutor Training. There was no tutor training workshop in April.

Families for Literacy (FFL) Program Status. There was no FFL programming in March.

Placentia Rotary Reading Enrichment Program (PRREP). We began recruiting PRREP tutors at El Dorado High School and Valencia High School in late September and early October, and the response has been tremendous. We have had more than 100 PRREP tutors this school year.

Update on the three off-site PLLS homework clubs. Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on September 18. The Kraemer-Placentia Library Homework Club started on October 30 and has been very successful. The homework club there is held Mon.-Thurs. from 3:45-5:30 and has been averaging more than 40 students daily.

English Language and Literacy Intensive (ELLI) Program Update. ELLI started again this school year in late September. We are active at three elementary schools--Ruby Drive, Topaz, and Tynes--and we have a total of seventeen tutors working with more than 200 grade school students.

Federal Work Study (FWS). Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY have been very strong. We have already renewed our FWS contract with Western State for FY 2007/08.

Disney Show Your Character: Gang Awareness and Prevention Program (GAPP) Concludes. On March 26, more than 350 high school and middle school students participated in the GAPP assembly at Valencia High School Auditorium. Sponsored by the Valencia PRREP/Interact Club, GAPP received very positive feedback.

Literacy statistics. See Agenda Item 39 Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services
Report of Growth and Progress

	April 05-06	April 06-07		YTD 05-06	YTD 06-07
Tutors					
Adult	104	57		163	125
Teen	84	44		139	121
Hours Instruction	1,315	1,331		11,487	14,708
Other Volunteer Hours	120	120		1,020	1,200
Total Hours	1,435	1,451		12,559	15,908
Training Workshops					
Workshops Held	0	0		22	12
Tutors Trained	0	0		175	101
Students					
With Adult Tutors	88	187		195	250
With Teen Tutors	132	53		143	92
In Groups	0	0		0	0
Total Active Students	220	240		338	342
Families for Literacy					
Family Students	5	6		12	6
Family Tutors	5	6		10	6
Hours of Instruction	60	60		640	660
ELLI Program					
K-6th Grade Students	201	201		201	201
Tutors for K-6th Grade	6	15		15	24
Hours of Instruction	520	540		5,967	4,491
Homework Clubs					
On-Site: Students	70	168		499	804
On-Site Tutors	16	22		30	102
Hours of Instruction	500	172		1,700	1,194
H.I.S. House Students	8	12		35	23
H.I.S. House Tutors	6	12		20	26
Hours of Instruction	200	168		1,272	1,108
Topaz Students	18	40		81	203
Topaz Tutors	6	3		39	21
Hours of Instruction	300	656		3,460	9,263
Kraemer Students	NA	110		NA	362
Kraemer Tutors	NA	8		NA	27
Hours of Instruction	NA	600		NA	2,378
Total Tutors	188	101		290	246
Total Students	220	240		325	342
Total Instruction Hours	1,315	1,331		11,487	14,708
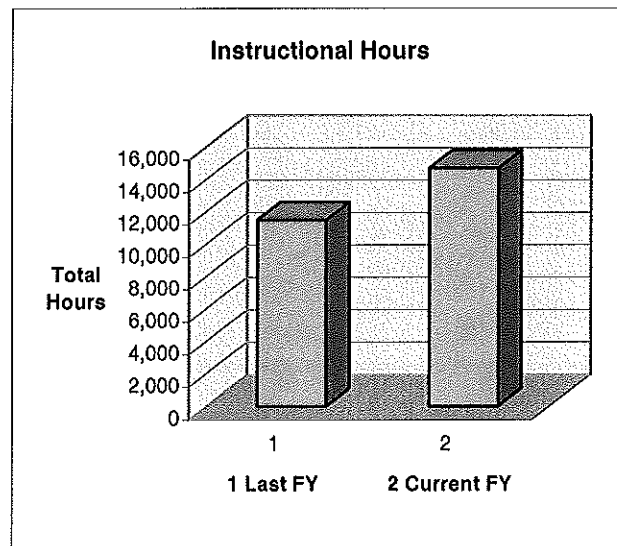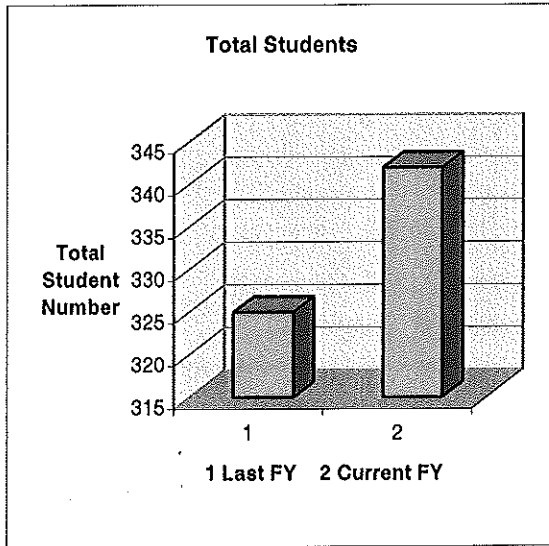
Total Students

Instructional Hours

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **References and Adult Services Report for April 2007**

DATE: May 29, 2007

This report was not submitted for the May 29, 2007 Library Board Meeting. It will be submitted for the June 18, 2007 Meeting.

TO: Elizabeth Minter, Library Director

FROM: Gary Bell, Librarian

DATE: May 29, 2007

SUBJECT: History Room report for April

History Room visitors in April: fiscal year: 2005-2006: 3
History Room visitors in April: fiscal year: 2006-2007: 5

I attended the April 20th presentation of Packed Up, Squeezed Out at the Backs Community Center.

The book on Early Placentia is now on sale at the Library and there are seven copies in the library's collection; one in Reference, one in local history, and five in circulation. The book has generated much interest and is selling quite well.

Many students were assisted with information on the history of our community and a poster made by one of the students about the oil and citrus industry is now on display in the History Room.

Milly Lugo from the Santa Ana Library History room spent a day with us researching History Room operations at Placentia.

Larry Cummings, our volunteer, has been transferring pictures from the albums into new folders and labeling them. He is listing the photographs as well and has begun learning how to scan photographs.

Pat Irot and I have been going through the inventory lists and many books on the list have been accounted for and others deleted from the system. Various inconsistencies have been noted and addressed.

I participated in the poetry program on April 21st for National Poetry Month, conducted by our Poet Laureate Meredith Laskow.

Pat Irot, Marie Schmidt and Pat Jertberg continue with their superb organizational skills in cataloging, filing and sorting the many items the history room obtains.

A celebration of our local authors is being planned for later in the summer.

Books continue to be ordered and added to the History Room Collection.
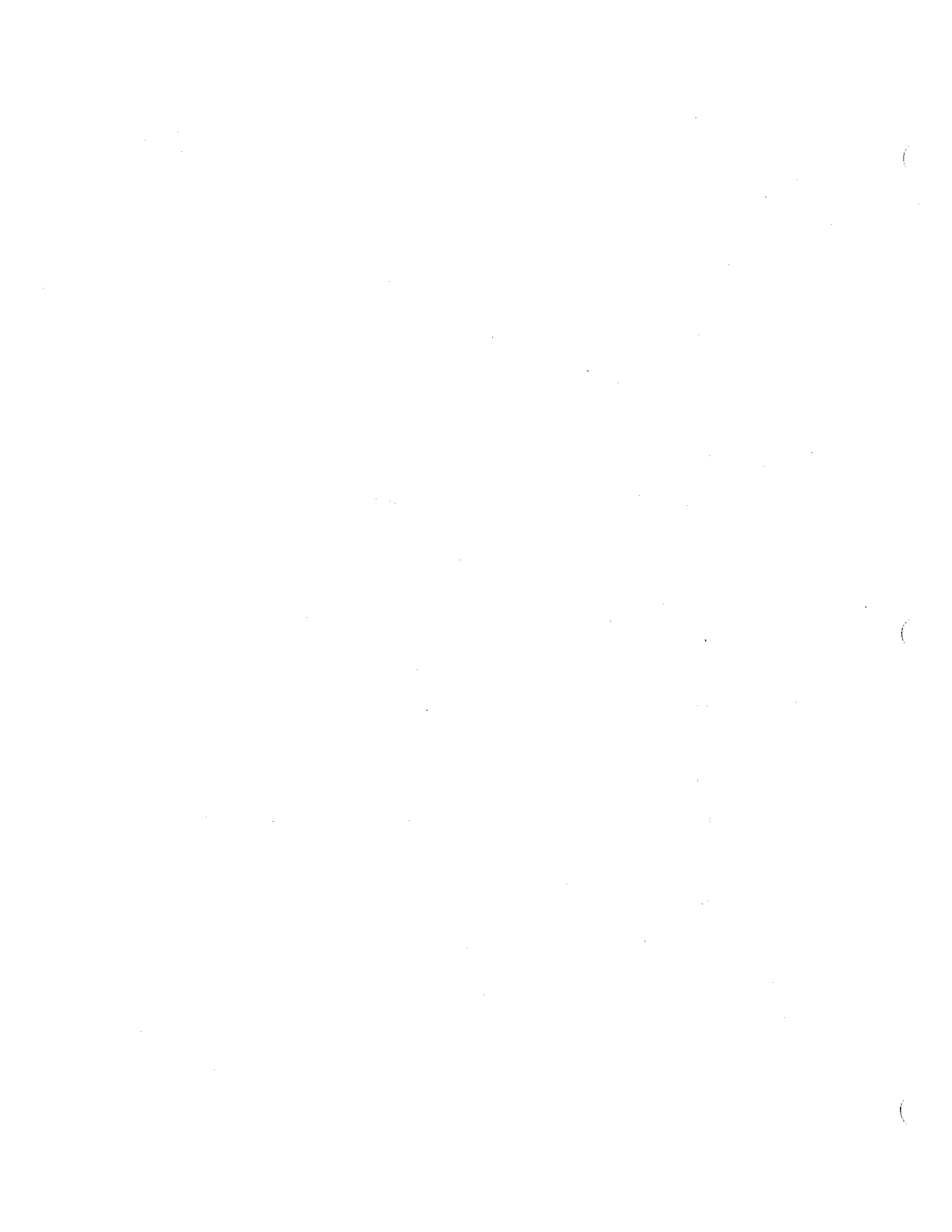
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Placentia Library Web Site Report for April 2007**

DATE: May 29, 2007

Technical Services Manager Vernon Napier has been on vacation since April 25, 2007.

He will be at the Library Board Meeting on May 29, 2007 and will distribute the Web Site Report at that time.

ON-LINE REFERENCE USAGE FOR THE FISCAL YEAR 2006-2007 THROUGH THE MONTH OF APRIL 2007

Prepared by Vernon Napier, Technical Services Manager

Usage statistics for	May '06	Jun '06	Jul '06	Aug '06	Sept '06	Oct '06	Nov '06	Dec '06	Jan '07	Feb '07	Mar '07	Apr '07
General Reference Center	78	82	94	39	111	104	99	81	39	82	13	25
Opposing Viewpoints	334	43	50	32	92	62	27	95	51	94	58	17
Newsbank -Newspaper search	13	30	25	6	23	8	52	70	12	6	73	89
Newsbank -Magazine search	0	0	0	0	0	0	2	2	0	0	0	0
LA Times	35	7	2	0	0	6	9	8	0	6	23	6
Wall Street Journal	13	0	0	47	218	381	6	5	8	20	72	35
Heritage Quest	866	1320	1673	1308	1966	6120	8363	5067	9211	2087	2127	7756
Learning Express (Learn a test)	5	3	3	5	1	2	2	2	13	7	11	14
Novelist	127	4	44	0	0	175	1	4	9	1	1	2
Tumblebooks	12	177	69	81	252	139	421	864	441	465	388	358
MorningStar	-	-	-	-	135	-	15	38	39	303	322	362
Value Line	-	-	-	-	-	-	-	-	-	195	30	65

LIBRARY WEBSITE TRAFFIC FOR THE FISCAL YEAR 2006-2007 THROUGH THE MONTH OF APRIL 2007

Prepared by Vernon Napier, Technical Services Manager

	May06	Jun06	Jul06	Aug06	Sep06	Oct06	Nov06	Dec06	Mar07	Apr07	Y-T-D	Average
Unique visitors	1,589	1,822	1,865	1,910	1,832	2,035	2,032	1,926	2,569	2,388	19,968	1,997
Number of visits	2,555	2,966	2,987	3,135	3,062	3,469	3,441	3,056	4,317	4,000	32,988	3,299
(visits per visitor)	1.60	1.62	1.60	1.64	1.67	1.70	1.69	1.58	1.68	1.67		1.63
Pages visited	15,949	15,091	16,047	15,571	18,913	23,774	22,888	17,544	20,338	18,835	184,950	18,495
(pages per visit)	6.24	5.08	5.37	4.96	6.17	6.85	6.65	5.74	4.71	4.70		5.65
Pages most viewed												
Application for library card	96	69	40	46	0	0	0	62	0	57	370	37
Borrowing library materials	127	136	116	538	122	216	157	96	164	135	1,807	181
Calendar	290	298	228	408	252	187	125	2	174	122	2,086	209
Catalog	2,118	502	662	673	628	820	1,119	810	491	604	8,427	843
Community links	63	70	75	85	53	71	55	51	66	57	646	65
Contact Us	150	122	108	140	108	150	207	118	150	162	1,415	142
Frequently Asked Questions	298	223	255	313	266	265	189	183	242	261	2,495	250
Home page	10,582	10,915	12,657	11,394	14,827	18,988	18,073	13,739	14,543	13,008	138,726	13,873
Kids page	109	233	111	191	277	155	238	401	206	178	2,099	210
Literacy services	66	57	71	106	70	122	72	42	77	83	766	77
Passport applications	256	214	197	205	182	241	175	178	546	444	2,638	264
Photos (pick of the pics)	n/a	n/a	n/a	126	141	173	135	96	159	115	945	135
Searching for information	337	332	385	37	474	543	642	381	670	626	4,427	443

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES
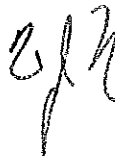
TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Technology Report for April 2007**

DATE: May 29, 2007

Technical Services Manager Vernon Napier has been on vacation since April 25, 2007.

He will be at the Library Board Meeting on May 29, 2007 and will distribute the Technology Report at that time.

Placentia Library District

TO: Elizabeth Minter, Library Director

FROM: Vernon Napier, Technical Services Manager

DATE: May 29, 2007

SUBJECT: **Technology Report for April 2007**

The critical event this past month was the demise of the Library's main server.

Several days prior to my departure on vacation, one of our server's 6 hard drives crashed. Although these particular hard drives are now out of production, we managed to locate a used one in working order, and restarted the system. However, we took the event as a harbinger of things to come and ordered a replacement server "just in case". A second hard drive failed a few days later and crashed the system beyond repair.

Over a period of several days (and nights) the new server was installed, configured and loaded with previously backed up data. During this time the public and staff had no or reduced access to computer services. Numerous minor problems continued over several weeks, but it appears that everything is now back to normal.

Throughout this entire episode I was in England, so it fell to Katie Matas to provide staff input to the recovery process. I wish to commend her fine efforts.

Most importantly, I need to acknowledge the commitment and professionalism of PKorp Associates. Peter and Patrick worked many days and some nights in order to get the Library back on its I.T. feet. And then, having exerted themselves to get us running again, they donated the new server (valued at $3000) to the Library!

pacific clippings
p m b   1 1 7 8 9
santa ana, calif. 92711

Placentia News
Weekly   APR - 5 2007

ASK US

What is in the stacks?

Still haven't been getting questions from our readers, so here is one of our own.

Question: How many books and other items does the Placentia Public Library have, and how do they choose which new ones to buy?

— Placentia News-Times

Answer: I called up Jim Roberts, the public services manager and literacy coordinator for the library and he told me all I needed to know to answer this question.

"We have over 110,000 items that circulate — DVDs, CDs, books, magazines — all 100 percent free," Roberts said.

Who picks out the books then? Staff gets a budget from the director through the library's board of trustees. They divvy the cash up among themselves each year to purchase all the new library materials.

Each genre — like mysteries, children's books, non-fiction and other groups — has its own expert librarian who picks out the items they figure library patrons will get the most use from.

— Adam Townsend
Placentia News-Times

Have a question about something around town that you have been curious about? Ask us, we'll try to find the answer for you. E-mail questions to placentianews-times@ocregister.com or call 714-704-3704.

---

pacific clippings
p m b   1 1 7 8 9
santa ana, calif. 92711

Placentia News
Weekly   APR 1 2 2007

Art association meets April 23

The Placentia-Yorba Linda Art Association will hold its meeting at 7:30 p.m. April 23 at the Placentia Public Library.

Watercolorist Roger Folk, an eminent watercolorist, will demonstrate and members will display their work. Refreshments will be served. The meeting is open to the public.

For information, call 714-528-1634.

---

pacific clippings
p m b   1 1 7 8 9
santa ana, calif. 92711

Placentia News
Weekly   APR 1 2 2007

Library to hold poetry celebration

The Placentia Public Library is hosting an open poetry reading from 1 to 3 p.m. April 21 in celebration of National Poetry Month.

Light refreshments will be available, and residents are encouraged to bring their favorite poems — original or published — to read out loud.

For more information, call 714-528-1906.

---

pacific clippings
p m b   1 1 7 8 9
santa ana, calif. 92711

The Register
Day   APR 1 3 2007

● **National Poetry Month** — An open reading with light refreshments, 1 p.m. April 21, Placentia Library, 411 E. Chapman Ave., Placentia. 714-528-1906.

Old Town stores clean up their act

Businesses remove sale signs after city staff cites them for breaking rules on what's acceptable in Placentia.

BY SUSHMA SUBRAMANIAN
THE ORANGE COUNTY REGISTER

PLACENTIA - Most of the 18 Old Town businesses cited by the city have removed the illegal banners, handwritten signs, piñatas and mannequins displayed in front of their stores.

The cleanup effort came after some merchants complained for months to city staff that downtown stores were covered in banners and handwritten signs that made the area look rundown, especially as the city is trying to draw investors to the area for its redevelopment effort.

"It's become a free-for-all for years. It looks like a Third World country here," said business owner Ed Garcia. "If we have a city ordinance, we should follow the rules."

Garcia and other merchants asked city staff to cite businesses that broke city signage rules. Citations were issued last month.

The city officials swept through the cluttered shopping complex again last week to make sure the party rental store, supermarket, clothing boutiques and other businesses complied with the rules, which most haven't paid attention to for years.

"Thus far, there's been good compliance, 70 to 80 percent," city administrator Bob Dominguez said.

CONTACT THE WRITER:
714-704-3796 or
ssubramanian@ocregister.com

'Early Placentia' chronicles city history

Set for official release this month, the book is the first of two planned.

BY ADAM TOWNSEND
STATE WRITER

"Early Placentia," a paperback by the Placentia Historical Committee chronicling the city's history through 1960 is slated for release next week.

"Our hope is that this book will be an informative and entertaining way to get acquainted with the city," said Lawrence de Graaf, a committee member, history professor emeritus of Cal State Fullerton and author of the textual portion of "Early Placentia."

"There are several books on Placentia. This is more heavily illustrated (and) the earlier books, you hardly knew there's a large Mexican community."

Arcadia Publishing contracted the book. The company has published hundreds of books in its "Images of America" series. Each volume chronicles the history of a community in photographs.

Jeanette Gardner, the chairwoman of the Placentia Historical Committee, said assembling the photos was a huge effort. All the members of the committee helped choose the photos that appear in "Early Placentia" from archives of the Placentia Public Library, the George Key Ranch and the Anaheim and Fullerton libraries. Gardner assembled, organized and digitized photos for the history book.

"I brought the nine historical committee members in here as a group and let them choose them," Gardner said, sitting in the History Room of the Placentia Library. "Larry drew up a table of contents first for guidelines. If there were any subjects that were missing pictures, we went to outside sources."

De Graaf said the committee plans for another volume in a year or so to bring the history through the rest of the 20th century. He said the same route the city of Anaheim took with its history book project.

"Early Placentia"
Release Date: Monthly
Book signings: 2 p.m. May 12 at the Barnes and Noble in Fullerton 1:30 p.m. May 20 at Placentia Public Library
Available at: Barnes and Noble, Borders and Placentia City Hall

FIELD HANDS: Men haul fruit crates through a Placentia orchard owned by the Semi-Tropical Fruit Company, which was renamed the Placentia Fruit Company in 1891. George B. Key, center, managed the Gilman ranch and Andrew Jepson at left in a tree, was a future city councilman.

PHOTOS: Jeanette Gardner organized and digitized all the photos for "Early Placentia."

AUTHOR: Lawrence de Graaf, a history professor emeritus at Cal State Fullerton, wrote the text and captions.

PHOTOS: ROD VEAL / THE REGISTER

LOCAL HONOR: George Hill, Julie McCluskey and Michael Hill, from left hold a key to the city of Placentia, where they set up shop this year.

LOCKS ENTHRALL CRAFTS WORKERS

Artisans assemble a collection of thousands of samples of metal handiwork in a Placentia building.

BY ADAM TOWNSEND
THE ORANGE COUNTY REGISTER

PLACENTIA — In an industrial building off Crowther Avenue sits one of the largest private collections of antique locks and keys anywhere.

Among the treasures: a 500-year-old lock from the William Randolph Hearst collection, handcuffs used by Harry Houdini and bank-vault mechanisms from the late 1700s to the 1980s.

"We have well over 5,000 locks and cuffs, keys to chastity balls and chains, and chastity belts," said George Hill, 48, co-owner of Keedex. "It's pretty amazing when you look at how intricate these mechanisms are."

One of the numerous glass-and-wood cases is dedicated entirely to the cuff collection, from early 1900s magician "The Great Reno." The escape

artist traded equipment with Houdini and several pieces in the collection were used by Houdini.

This isn't a service center. Workers design and assemble locksmith tools and accessories.

The collection isn't on open display, although the family will let people see it.

Hill and co-owners, brother Michael Hill and sister Julie McCluskey, are licensed locksmiths. The family sold the Garden Grove locksmith service it ran for almost 30 years and in January moved the operation to roomier quarters in Placentia.

It was George Hill who first had a passion for the trade. When he was an Inglewood teenager, an old hand who lived down the street passed down locksmith skills honed by generations.

"This was made by an ap-

prentice locksmith to prove he was a journeyman," Hill said, holding a heavy, tarnished trick lock the size of a thick paperback novel. He said the device was a couple of centuries old.

"You have to push on one of the rivets to get it to spring open," Hill continued, expertly popping the shackle.

He demonstrated a similar lock.

"This one was brass and untarnished," a trick lock he

EASTERN ART PIECE: The siblings' Placentia lock collection includes a padlock from India.

made himself.

One has to twist the keyhole cover and push it down to make the key turn.

"Fortunately, I was taught by an old master locksmith," he said. "Nowadays, (locksmiths) are considered technicians, and they don't really make anything."

Keedex

Location: 510 Cameron St.

Makes and designs: Specialty locksmith tools

Opened: January

Employees: Nine

Founders: Siblings George Hill, Michael Hill and Julie McCluskey

To view the collection: Call Keedex at 714-993-4300

ON THE SAME PAGE

Orange County's diverse literary
community is growing up.

BY VALERIE TAKAHAMA
THE ORANGE COUNTY REGISTER

One evening last month, UC Irvine hosted separate appearances by E.L. Doctorow and Alex Espinoza, novelists with ties to the university's famed fiction writing program.

The next week, more than 400 people packed a church hall in Laguna Beach to hear T. Coraghessan Boyle discuss his novel "The Tortilla Curtain"; 500 people turned out to hear author Michael Pollan talk about the modern food chain at the Newport Beach Public Library; and 90 writers and fans heard Ray Bradbury address a writers club in Fountain Valley.

Around the same time, the debut novel of UCI grad Joshua Ferris, "Then We Came to the End," earned a glowing review in the New Yorker and another rave on the cover of the New York Times Book Review.

Coincidence?

We think not.

While best-sellers by Danielle Steel and James Patterson continue to fly out of stores, there's evidence that a literary community has not only taken root in Orange County but also is flourishing. What's more, the reputation of this book-minded O.C. has spread outside the region and is counteracting the sun-baked image of the county perpetuated by television's "The O.C." and "Laguna Beach: The Real Orange County."

Take, for example, the Newport Beach Public Library's Manuscripts

Literary Orange

● **What:** Thomas Perry, Carolyn See, Lisa See and Aimee Liu are among the 30 authors scheduled to speak at the first Literary Orange festival.
● **When:** 8:30 a.m. to 5:30 p.m. today.
● **Where:** Hyatt Regency, 11999 Harbor Blvd., Garden Grove.
● **How much:** $75, including lunch.
● **Information:** 714-566-3000
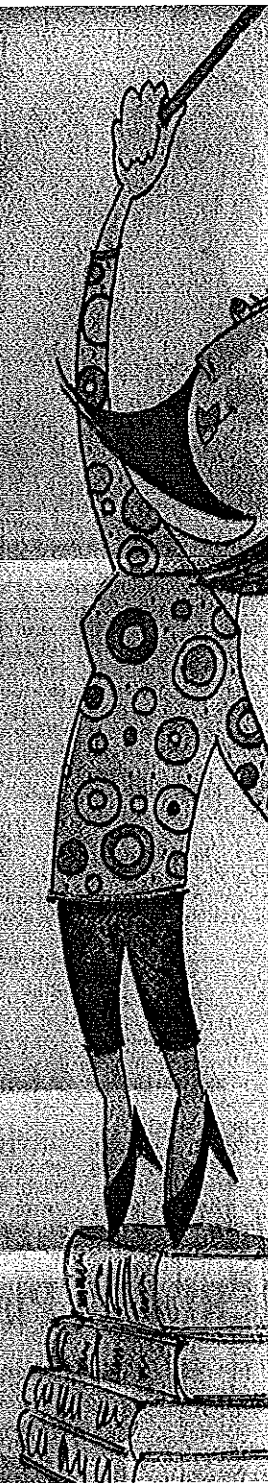
LITERARY: We're bookish in O.C.

AUTHOR DRAWS A CROWD: T. Coraghessan Boyle reads excerpts and discusses his novel "The Tortilla Curtain" last month in Laguna Beach. More than 400 people attended the event.

SAM GANGWER
THE REGISTER

HOT-SHOT UPSTART: Falkon trains with his handler, Chris Anderson, for duty with the Placentia Police Department.

GRIZZLED VET: Storm, Placentia's K-9 dog for seven years, is retiring from the force for medical reasons.

PHOTOS: ROD VEAL, THE REGISTER

A NEW TOP DOG

The Placentia Police Department's K-9 veteran and rookie don't quite get along, but their handler has high hopes for the latest four-legged recruit.

BY ADAM TOWNSEND
THE ORANGE COUNTY REGISTER

PLACENTIA – Storm was a great police officer – he was born and bred to be a cop.

A Belgian Malinois, Storm joined the department seven years ago.

Now, in his first weeks of retirement, Storm has been pacing around his back yard and digging holes, itching to get back on the beat.

"I know Storm's already missing coming to work," said his former partner, K-9 officer Chris Anderson. "He knows when it's time to go to work. He sees me putting on my uniform, and he's literally running in circles."

During his time with the Placentia Police Department, Storm did SWAT work, numerous evidence searches, drug arrests and building searches. He also trained with his human partner for 20 hours each month.

Making Storm's restless retirement worse, he lives right next to his replacement at Anderson's house – an eager young rookie named Falkon, who hasn't even graduated from the academy yet.

"Storm – he doesn't get along with other dogs, so unfortunately, I'll keep them separate," Anderson said. "I wish they got along."

Storm started slipping in monthly training, bumping into things as he went through his fitness exercises. His veterinarian noticed some degeneration in the lenses of his eyes and referred him to a specialist, who diagnosed Storm with additional vision problems.

The city recently agreed to purchase Falkon, a $12,000 hot-shot pooch shipped from the Czech Republic, so the force would continue to have a police dog.

Storm and Falkon are the same breed, but Storm responds to commands in Dutch while Falkon responds to Czech.

"The dog they're retiring is

an excellent dog," said David Reaver, who has owned and operated the Adlerhorst Police K-9 Training Academy in Riverside for 31 years. "(Falkon) is the same quality dog. It's difficult when you start comparing, because Storm was a new dog once, too. You tend to remember them after they've taught a couple crooks."

Though he's known Falkon only for a few weeks, Anderson said he notices the same drive for police work in the new dog as with his predecessor.

"They both have a strong play drive," Anderson said. "They're similar in a lot of ways, but it's so early on. They're both playful, loving dogs. (Falkon) is going to be a really good dog. Give him another couple years."

CONTACT THE WRITER:
714-704-3706 or
atownsend@ocregister.com

Barking out orders

Falkon, Placentia's new police dog, responds to commands in Czech. Here are a few of the common ones:

Sadni (pronounced "set-nee") Sit

Lachni (pronounced "Lay-nee") Down

Knohay (pronounced "ka-no-sa") Heel

Sostan (pronounced "zo-ston") Stay

Cumnee (pronounced "kem-yee") Come

Passport processors in "pandemonium"

Feds to require passports for land border crossing by next year.

BY ADAM TOWNSEND
STAFF WRITER

With changes in federal requirements for passports for land and sea border crossing, local passport agencies have been slammed with residents applying for the documents.

On top of the usual rush of spring break and summer vacation applications, passport processing agents in Placentia say they have heard from many that they are applying in response to the new rules that took effect in January requiring passports for air travel to Canada, Mexico, Central and South America, the Caribbean and Bermuda and in anticipation of federal guidelines slated to take effect in January 2008 that will require passports for land and sea travel to those places.

The rush has been great for Placentia Public Library. Di-

rector Elizabeth Minter said March was the first month the library had sent off about 1,200 passport applications, netting the institution $30,000.

"A year ago, our daily average for March was 22.8 passports, and this year it was 45.2," she said. "That's a 64 percent increase."

Minter said passport services — available at the library since 1996 — will soon have netted the library $1 million over the program's lifespan.

and she expects passport sales to break the million dollar mark within the next three months.

"It's been pandemonium," said Manny Perez, the library employee who handles passport applications full time. "We are expecting another large increase next year because that's when the big hammer comes down."

The library, upped the $30 processing fee for each passport to fund additional its col-

lection. Kiki Truong the passport clerk at the Placentia branch of the U.S. Post Office, also said applications there have more than doubled since the feds announced the new requirement in January.

"Since we heard the news that everybody has to have passports, we've been busy every day," she said. "We've had about 22 to 25 applications a day. Before in our office, it was less than 10 a day – sometimes two or three."

Perez warned that the federal agencies that put together U.S. passports are also swamped, and that currently the wait is about 10 to 12 weeks unless applicants pay a $60 fee to expedite the issuance.

According to the U.S. State Department Web site, however, it is possible that the feds could extend the January 2008 deadline for requiring passports for overland travel in and out of the country.

KIDDIE PASSPORT: Alex Hernandez, right, a library clerk at the Placentia Public Library, helps Debra Patriquin complete paperwork for her 2-year-old son, Brandon's passport.

ROO VEAL, STAFF PHOTOGRAPHER

To get a passport:

Placentia branch of the U.S. Post Office: Services available from 10 a.m. to 1 p.m. weekdays or 10 a.m. to 1 p.m. Saturdays by appointment.

Placentia Public Library: Services available from 9 a.m. to 6:30 p.m. Mondays through Thursdays, 9 a.m. to 4:30 p.m. on Saturdays, and 1 p.m. to 4:30 p.m. Sundays. **Requirements:** Certified copy of your birth certificate, valid driver's license and two photographs.

PLACENTIA

Trip to make: Brookhaven Elementary students earned first place in a statewide "Destination Imagination" competition. The team advances to the May 22 international finals in Knoxville, Tenn. The Brookhaven team needs to raise $7,000 to make the trip. To make a donation, call Principal Shirley Fargo at 714-996-1912.

Adam Townsend
714-704-3706   atownsend@ocregister.com

PLACENTIA

Family history: The Placentia Public Library has started offering free access for patrons to Heritage Quest and Ancestry.com, two extensive genealogy databases that contain billions of individual and historical records. The library, in conjunction with the Genealogical Society of North Orange County, has also scheduled classes on how to use the programs at 7 p.m. Monday and 1 p.m. May 6. For more information, call the library at 714-528-1906, ext. 209.

Adam Townsend
714-704-3706   atownsend@ocregister.com

PLACENTIA

Placentia in pictures: "Early Placentia," a paperback by the Placentia Historical Committee chronicling the city's history through 1960, was officially released Monday. The book chronicles the city's history in photographs, much like the hundreds of books Arcadia Publishing has published in its "Images of America" series.

Sushma Subramanian
714-704-3706   ssubramanian@ocregister.com

Study your heritage at Placentia Library

The Placentia Public Library has started offering free access for patrons to Heritage Quest and Ancestry.com, two expensive genealogy databases that contain billions of individual and historical records.

The library, in conjunction with the Genealogical Society of North Orange County, has also scheduled classes on how to use the programs at 7 p.m. Monday and 1 p.m. May 6.

For more information, call the library at 714-528-1906, ext. 200.

Program tackles gang violence

332

I t's a scary world out there, and educators are always looking for ways to solve problems in the community.

The Placentia Library Library Services and the Placentia Library Foundation — along with **VALENCIA HIGH SCHOOL** and the **PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT** have created GAPP or Gang Awareness Prevention Program to see if they could make a difference in the local gang problems.

GAPP, the brainchild of VHS Language Arts teacher Jamie Jauch and Placentia Library Literacy Coordinator Jim Roberts, uses the power of literature and drama to encourage students to discuss issues related to gangs.

Participating students took an attitude survey prior to and a post survey after they saw a skit enacted by students from the Valencia drama department.

CORINNE GRIFFITHS ON CAMPUS

The skit is an adaptation of the book "Monster" by Walter Dean Myers, which deals with the issue of gangs and how it impacts youngsters and their loved ones.

After viewing the skit, the students worked in groups to discuss the implications of the skit.

The responses collected from the surveys will be compiled to determine any possible shift in students' attitude toward gangs.

ORGANIZERS: Valencia High School Language Arts teacher Jamie Jauch and Placentia Library Literacy Services Coordinator Jim Roberts have created the Gang Awareness Prevention Program.

COURTESY SUNITA TENDOLKAR

Study your heritage at Placentia Library

The Placentia Public Library has started offering free access for patrons to Heritage Quest and Ancestry.com, two expensive genealogy databases that contain billions of individual and historical records.

The library, in conjunction with the Genealogical Society of North Orange County, has also scheduled classes on how to use the programs 1 p.m. Saturday.

For more information, call the library at 714-528-1906, ext. 209.

'I Want to Draw'

Professional illustrator Grant Pomiville will demonstrate the art of drawing faces and people. Then, kids 7-12 at the sessions will make their own drawings, and Pomiville will offer tips, 2, 3 and 4 p.m. Sunday. Free. To register: 714-528-1906, ext. 212, ocimaginationcelebration.org. Placentia Library, 411 E. Chapman Ave.

SNAPSHOTS

332

IT WAS THIS BIG: Roy Redman, from left, of Business Health Insurance Made Simple, Pat Mella, the Placentia city clerk, and Gregory Meyers, director of chambers relations and marketing, laugh.

Getting to know each other

Photos by Rod Veal

Members of the Placentia Chamber of Commerce gathered last week for a networking luncheon at the Holiday Inn Express & Suites.

The luncheons are held weekly at 11:46 p.m. on Wednesdays. The chamber also holds regular mixers. Visit www.placentiachamber.com for a calendar of chamber and community events.
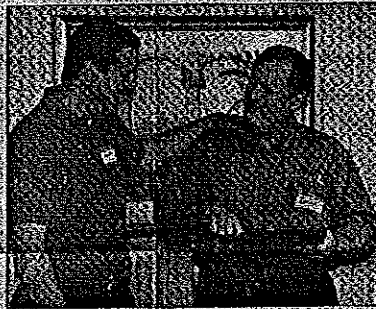
GOOD JOKE: Scott Saber, of WestCal Mortgage, left, and Dwayne De-Rose, of Pre-paid Legal Services, share a laugh.

SMILING FACES: Norma Rodriguez, left, of FACES, a non-profit based in Fullerton, greets chamber Director of Relations Gregory Meyers.

THE BUSINESS OF RELATIONSHIPS: Lee Holden, of Lee Holden Consulting Inc., was the guest speaker.

LIBRARY CHECK IN: James A. Roberts, of the Placentia Library, introduces himself to the meetings attendees.

CHAMBER OF FUN: Cynthia Rouze, of Images in Motion, Norma Rodriguez of FACES, Walter Baker and Swayne DeRose, of Pre-paid Legal Services, laugh during a demonstration.

6th Grade

PHOTOS COURTESY OF THE PLACENTIA PUBLIC LIBRARY

Library to digitize historic photos

Placentia's pictorial history sent off for archiving.

BY ADAM TOWNSEND
STAFF WRITER

Photos documenting all facets of life in Placentia throughout the history of the city will be joining an online photo archive as part of a grant from the state to the Placentia Public Library.

"It's a way to promote local history and get it out for everyone to see," said Gary Bell, Placentia Library's history room librarian. "We've contributed over 200 photographs. They encompass everything, from the agricultural industry to oil, to people — the town fathers and such — to recreation."

The Placentia Historical Committee in partnership with the Placentia Library secured the $5,000 grant from the California State Library to pay to digitize the pictures.

They will be available on the California Digital Library Calisphere Web site, as well as on the online archive of California.

Bell said many of the pictures were taken by a former Placentia librarian, Virginia Carpenter, who authored a history of Placentia published in 1988.

She died in the 1990s, leaving her research to the history room.

The photos aren't yet archived online, but Bell said they'll be available on the Web sites sometime this year.

ROAD TRIP: This is a photo taken in 1910 of the Placentia Philharmonic Society on its Pacific Red Car Trip. It's one of thousands of historical photos in the Placentia Public library's local history collection. The library is working on digitizing its collection.

SAFETY COMMITTEE MEETING
APRIL 23, 2007
MINUTES

I.   Call to Order: 2:20 P.M.

        Members Attending: Katie Matas
                                    Wendy Goodson
                                    Caroline Gurkweitz

        Members Absent: Esther Guzman

II.   Old Business

1. The fire extinguishers were checked by Katie Matas on March 27, 2007 and April 23, 2007.
2. The broken Koala Seat in the public women's restroom was removed. The new one has arrived and will be installed April 24, 2007.
3. "Bloodborne Pathogens" and "Personal Protective Equipment" handouts were distributed at the March 7, 2007 staff meeting, and "Incident Reporting" and "Heat Illness Prevention" handouts were distributed at the April 18, 2007 staff meeting.

III.   New Business

1. An employee found the stovetop in the staff lounge on. Since no one uses the stove, the control knobs were removed to avoid accidental movement until the stove can be disconnected.
2. The loose tiles in the lobby will be repaired as soon as maintenance can be scheduled.

The next meeting will be May 23, 2007 at 11:00 A.M.

Respectfully submitted,

Katie Matas

Katie Matas

CALIFORNIA
Library Literacy
SERVICES

APPLICATION

Applicant Information

Applicant
(Full legal name of jurisdiction and/or library)

Placentia Library Distric

Street

411 E. Chapman Ave.

City

Placentia, CA

Zip

92870

Contact information

Contact Name:

Jim Roberts

Phone:

714-524-8408 x 215

Fax:

714-528-8236

email:

jroberts@placentialibrary.org

Intent to Participate
(Only programs funded in 2006/2007 can apply for 2007/2008):

Programs applying for in 2007/2008:

Adult Literacy Services (ALS)	☑ Applying	☐ Not Applying
Families for Literacy (FFL)	☑ Applying	☐ Not Applying
English Language Literacy (ELLI)	☑ Applying	☐ Not Applying
Mobile Library Literacy Services (MLLS)	☐ Applying	☑ Not Applying

Clear   Next

CALIFORNIA
Library Literacy
SERVICES

APPLICATION

MINIMUM STANDARDS FOR CALIFORNIA LIBRARY LITERACY SERVICES

ADULT LITERACY SERVICES

The mission of California Library Literacy Services is to enable Californians of all ages to reach their literacy goals and use library services effectively

Adult Literacy Services and outreach to the adult learner is the foundation of library literacy services because reaching the adult is the critical first step in addressing the literacy needs of the entire family. Serving adults provides continuity and a bridge to the family and the community.

Essential Components of Adult Literacy Services include the following CLLS values:

All adult learners you report to the State Library must meet this Definition of an Adult Learner -- For the purposes of qualifying for the per capita award portion of the CLLS funding formula, an adult learner:

- Is 16 years or older and not concurrently enrolled in high school
- Seeks literacy services for him/herself in English and is able to do the intake interview in English
- Has completed an intake interview, has been assessed and is receiving instruction including, but not limited to, one-to-one, small group and/or computer instruction
- Has established one or more personal literacy goals
- Does not include someone who requests services from your library but is referred elsewhere

LEARNER GOAL ORIENTED

Our interest is in helping learners meet their goals for improving their basic skills, not solely in helping them achieve increased test scores or grade levels.
Learner-centered literacy instruction supports adult learners and their families in their major life roles as community members, workers, family members and life-long learners.

RESPECTFUL OF VOLUNTEER INVOLVEMENT

Volunteer tutors and other volunteers are fundamental to the success of library literacy services. We honor and value their commitment through initial and on-going training and support, and provide opportunities for recognition and appreciation.

LEARNER-CENTERED

The niche for library literacy services is in serving those who have not succeeded in a classroom setting. Our service is individually geared to each learner and provided in a one-to-one or small group environment.

DEDICATED TO EMPOWERING ADULT LEARNERS

Service to adult learners encompasses more than just tutor/student instruction; we support the creation of programming in which adult learners can meet and learn from each other. We recognize the value that adult learners bring to literacy services as active participants, volunteers, and as library literacy staff members.

STATE/LOCAL PARTNERSHIPS

Because literacy is viewed as a core library service, both the state and local levels strive to ensure continuity of programming. The state funding process provides a continual baseline of support based on achievement of minimum standards and

reporting requirements. In addition, a strong healthy library literacy service is funde
in large measure by its local jurisdiction, and the state funding process rewards that
commitment.

INCLUSIVE OF ENGLISH AS A SECOND LANGUAGE

While the primary focus of California Library Literacy Services is literacy for English
speaking adults, we support those libraries that have targeted ESL parents through
the English Language Literacy Intensive (ELLI) program or have identified other
resources to provide ESL services in communities where there is a need.

**In order to receive a baseline amount of funding from the California State
Library for Adult Literacy Services, please describe how each minimum
standard is met to certify that your library literacy services are in
compliance with these minimum operational standards:**

How does your library literacy program attract adult learners? In what ways
do adult learners find you?

Word of mouth, asking in the library, cable TV,
newspaper publicity, Placentia Quarterly, Placentia
Library Newstetter, media releases.

What is included in your initial intake process for adult learners?

Application form, reading and speaking assessment.

When you identify an ESL student or an adult otherwise not suitable for your
CSL-funded adult literacy services, where do you direct/refer these adults?

Direct them to adult school.

How is instruction provided to adult learners? (e.g. one-to-one, small group
and/or computer instruction, other)

One-to-one.

What support services are provided to your adult learners (e.g. learner support groups, learner institutes, referral to other services)?

On-site support by literacy staff, periodic adult programming.

What on-going support do you provide to ensure that adult learners are working toward/meeting the goals they have set for themselves?

Personal contact with volunteers and learners.

How do you recruit volunteers?

Website, flyers, brochures, off-site outreach, press releases.

How do you train volunteers; after training, how and when are they matched with adult learners?

One training workshop/month. Matches are made by
assistant coordinator ASAP after training.

What on-going tutor support services and programs do you offer?
We monitor one-to-one sessions, have accessible staff,
and suggest refinements as needed.

**How do you ensure that volunteer tutors meet regularly with adult learners
and report regularly to the library on their progress?**
We keep attendance logs and maintain staff supervision.

**If literacy services are provided outside the public library setting, how is a
strong connection to the library made?**
When we have give-aways at local elementary schools, all
material have Library Literacy book plates in them.

**While library literacy services may charge a third party, such as a
workplace, for services, is your literacy instruction always provided for free
to the "end-user," the adult learner or participating family? If you offer
fee-based services, please tell us about them.**

NA

How do you train staff and volunteers who are responsible for gathering Roles and Goals data and other program statistics?

Staff assists with Roles and Goals form.

How does the library seek community and local government awareness of and support for the program?

We do not receive any local government support for our program. We make the community aware through outreach and media campaigns. We often receive letters of support from elected officials for grants we apply for. Elected officials are also invited to programs recognizing our volunteers.

What is your plan for increased local support,(e.g., a financial commitment from the local jurisdiction) to ensure the program's continuation?

NA

In which regional network does your literacy staff participate (BALIT, CVLLN, NCLC, SCLLN, CSJVLN, etc.), and to what extent?

```
SCLLN. Attend meetings.
```

What other community adult service providers participate in your local adult literacy coalition?

```
The local school district, which includes several
elementary schools, two middle schools, and two high
schools.
```

How does the library know its service population and the community's literacy needs, and how has it designed its literacy services in response to those needs?

```
We track current demographic trends and outreach in the
community.
```

Clear | Next |

APPLICATION

MINIMUM STANDARDS FOR CALIFORNIA LIBRARY LITERACY SERVICES

FAMILIES FOR LITERACY (FFL)

In a continuing effort to break the cycle of low literacy, the mission of Families for Literacy services is to offer coordinated adult literacy and early-literacy services to families that include a low literate adult caregiver and at least one pre-school child.

Families for Literacy is designed as an "inreach" program that supports the adult learner population. Therefore, an adult caregiver must be enrolled in an adult literacy program and is the primary focus of family literacy instruction.

Essential Components of Families for Literacy include the following:

- Literacy services for the adult caregiver
- Parenting education
- Parent and child time together
- Orientation to library & other community resources
- Enrichment of the family environment through free book distribution
- Early literacy approaches that assist with school readiness

In order to receive a baseline amount of funding from the California State Library for Families for Literacy, please describe how each minimum standard is met to certify that your library literacy services are in compliance with these minimum operational standards.

Families served in FFL contain an adult learner and at least 1 child under age 5. How do you recruit and/or identify FFL program participants?

We invite parenting groups such as CBET classes to visit the Library and then recruit participants.

How are volunteers utilized in FFL programming?

Volunteers read aloud and help to distribute give-aways.

How are volunteer tutors who work with the participating adult caregivers trained to support family literacy concepts and practices?

Our volunteer tutors receive special training that supports FFL concepts and practices.

How is FFL programming provided for the adult caregiver and the child together?

Parents attend read aloud events and are instructed in best practices for reading to and with children.

If FFL programming is provided outside a public library setting, how is a strong connection to the library made?

The library is identified on all FFL giveaways. We
place bookplates in all FFL books.

How are adult caregivers given instruction in the use of children's books, in
reading aloud to children, in the selection of books on topics such as
parenting, childcare, health, nutrition and family life education, and in how
to create a literacy-rich environment at home?

We encourage them to try reading aloud, then we observe
and offer suggestions.

How are activities like storytelling, word games and other exercises
designed to promote the enjoyment of reading taught to adult caregivers so
they can share with their children?

We model all activities for the adults.

How do participating families receive free children's books for ownership, as
well as other reading materials and incentives?

All families receive books at all FFL events.

How do literacy and other library staff cooperate, partner and collaborate to
assure integration of library services for participating adult caregivers and
children?

Library staff members help with all FFL events.

How do you train staff and volunteers who are responsible for gathering Family Survey data and other program statistics?

We model how to administer the survey.

What process do you use to ensure effective implementation of the pre-/post Family Survey to report service outcomes?

We observe and help to refine implementation techniques.

Clear | Next
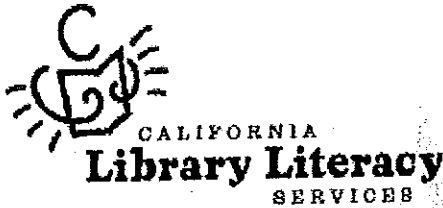
APPLICATION

MINIMUM STANDARDS FOR CALIFORNIA LIBRARY LITERACY SERVICES

ENGLISH LANGUAGE & LITERACY INTENSIVE PROGRAM (ELLI)

In order to receive a baseline amount of funding from the California State Library for ELLI, please describe how each minimum standard is met to certify that your library literacy services are in compliance with these minimum operational standards.

ELLI participants are identified as at-risk school-age children (grades K – 12) whose home language is one other than English and the parents of these children.

How do you identify/recruit the children you will serve?

Our school site partners identify the children.

How does ELLI programming include regular meetings of the English language-learning children, their parents, and meetings of the families together at a time and location that is convenient for them?

NA

If regular programming is provided in other than a library setting, how is a strong connection to the public library made?

NA

How does your ELLI program provide instruction to parents on navigating the school system and involvement with their child's school as well as other aspects of parenting?

We mentor ELLI parents individually.

Where do you direct/refer parents who desire ESL instruction?

We direct parents to the school district programs.

How do literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children?

Our library services and programs involve all staff members and are open to all patrons.

How are programming activities like storytelling, educational games, tutoring, arts programming and book discussions designed to promote the enjoyment of reading and writing in children and adults?

Parents and children are welcome to attend all
storytelling and book discussions. We model best
methods and demonstrate ways to read to and engage
children in the listening/reading process.

How do you train staff and/or volunteers who are responsible for gathering
and compiling ELLI data and other program statistics, including CELDT test
scores for participating children?

Literacy staff is responsible for gathering and
compiling ELLI data.

How do you ensure that the library knows its service population and the
community's need for English language literacy services? How has your
library designed ELLI services to respond to those needs?

We communicate with the school sites and track local
demographics. We adjust our services based on what we
learn.

Clear | Next
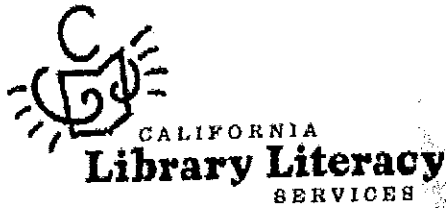
APPLICATION

PROPOSED REVENUE FOR FISCAL YEAR 2007/2008

List below all private and public funds budgeted for all of your California Library Literacy Services - -**Adult Literacy Services, Family Literacy Services, ELLI, MLLS, as well as for any ESL and Other Services**you plan to provide during the Fiscal Year.

In order to capture the whole funding picture of your literacy services you must include the funds you use to support your ESL, Reach Out & Read, and other complementary literacy services not funded with State Library funds in the columns provided. Understand that those ESL/Other funds will not be included in the matching formula by the California State Library when calculating an award. Any funds received from the California State Library, whether State or Federal (such as LSTA) are not eligible for matching. In-kind support such as space, utilities, etc,. is also not eligible for matching and is not included in the budget, but is reported at the end of the year as In-kind.

Budget for FY 2007/2008 by Program & Supporting Functions	Adult Literacy Services	Family Literacy	ELLI	Mobile Library Literacy	ESL	Other Services	Total Revenue	
Library Name: **Placentia Library District**							State Revenue	Other Revenue
Projected Support Revenue								
California Library Literacy Services (California State Library Grant) *	34384	10000	1000	0			54384	
Library/Local Jurisdiction Commitment (City, County, District, Library)	287730	0	0	0	0	0		287730
California Work Opportunity (CalWorks)	0	0	0	0	0	0		0
Community Based English Tutoring (CBET)		0	0	0	0	0		0
Community Development Block Grant (CDBG)	0	0	0	0	0	0		0
County Health/Human Services/Alcohol & Drug (Prop 36)	0	0	0	0	0	0		0
County Housing Authorities/Departments (CHA)	0	0	0	0	0	0		0
County Sheriff's Department/Corrections	0	0	0	0	0	0		0
Donations from Individuals (including Bequests)	0	0	0	0	0	0		0
Even Start	0	0	0	0	0	0		0

First Five/Children & Families Commission (Prop 10)	0	0	0	0	0	0		0
Head Start	0	0	0	0	0	0		0
	0	0	0	0	0	0		0
Healthy Start								
Library Foundations	0	0	0	0	0	0		0
Library Friends Groups	0	0	0	0	0	0		0
Local Literacy Councils/Groups	0	0	0	0	0	0		0
Private/Corporate Foundations (e.g., Verizon)	20000	0	0	0	0	0		20000
Pro Literacy Worldwide (PLW) (formerly LVA/Laubach)	0	0	0	0	0	0		0
Service Clubs (e.g., Rotary, Kiwanis)	0	0	0	0	0	0		0
Special Events Net (fundraisers)	0	0	0	0	0	0		0
United Way	0	0	0	0	0	0		0
WIA (Workforce Investment Act) Sec. 225/231	0	0	0	0	0	0		0
WIA (Workforce Investment Act) EL CIVICS	0	0	0	0	0	0		0
Other (identify)	0	0	0	0	0	0		0
Total	342114	10000	1000	0	0	0	54384	307730
Total eligible for California State Library Match	307730			Grand Total				362114
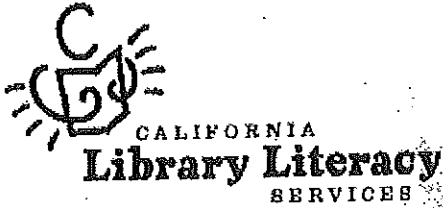
APPLICATION

Budget Detail Fiscal Year 2007/2008

Budget Categories	Proposed Revenue								Literacy Budget	
	Adult Literacy Services		Family Literacy	ELLI	MLLS	ESL	Other	Total	State Revenue	Local Revenue
	CLLS	Local								
1. Salaries and Benefits	34384	167730	10000	10000	0	0	0	222114	54384	167730
2. Contract Staff	0	0	0	60000	0	0	60000	120000	0	120000
3. Operations	0	0	0	0	0	0	20000	20000	0	20000
4. Library Materials	0	0	0	0	0	0	0	0	0	0
5. Equipment ($5K+)	0	0	0	0	0	0	0	0	0	0
6. Indirect Costs (not to exceed 10%)	0	0	0	0	0	0	0	0	0	0
Total	34384	167730	10000	70000	0	0	80000	362114	54384	307730
Total ALS:	202114							Grand Total:	362114	

Next

APPLICATION

FY 2007/2008

Name of Library: **Placentia Library District**

Back

Staff Commitment - Library Personnel

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

Report as FTE

Position/Job Title	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other Services	Salary
	0	0	0	0	0	0	0

Back   Add   Continue

The following has been entered:

| Position/Job Title | Report as FTE | | | | | | Salary | | |
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other Services			
Literacy Coordinator	1	0	0	0	0	0	84379	Edit	Delete
Literacy Assistant	0	0.5	0.5	0	0	0	43596	Edit	Delete
Support Staff	1	0	0	0	0	0	32177	Edit	Delete
Support Staff	0	0	1	0	0	0	33194	Edit	Delete
Literacy Assistant	0	0	1	0	0	0	28768	Edit	Delete
Total:	2	0.5	2.5	0	0	0	222114		

APPLICATION

FY 2007/2008

Name of Library: **Placentia Library District**

Back

Staff Commitment - Contract Personnel

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

Report as FTE

Position/Job Title	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other Services	Salary
[ ]	0	0	0	0	0	0	0

| Back | | Add | | Continue |

The following has been entered:

| Position/Job Title | Report as FTE | | | | | | Salary | | |
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other Services			
ELLI Off-site Coordinator	0	0	0	0	0	1	60000	Edit	Delete
Other Services	0	0	0	0	0	1	60000	Edit	Delete
Total:	0	0	0	0	0	2	120000		

CALIFORNIA
Library Literacy
SERVICES

APPLICATION

Please review you application before submitting it and **print this page for your records:**

Applicant Information

Applicant
(Full legal name of jurisdiction and/or library)

Placentia Library District

Street

411 E. Chapman Ave.

City

Placentia, CA

Zip

92870

Contact information

Contact Name:

Jim Roberts

Phone:

714-524-8408 x 215

Fax:

714-528-8236

email:

jroberts@placentialibrary.org

Intent to Participate

Programs applying for in 2007/2008:

Applying   Not Applying Adult Literacy Services (ALS)

Applying   Not Applying Families for Literacy (FFL)

Applying   Not Applying English Language Literacy (ELLI)

Applying   Not Applying Mobile Library Literacy Services (MLLS)

ADULT LITERACY SERVICES

How does your library literacy program attract adult learners? In what ways do adult learners find you?

Word of mouth, asking in the library, cable TV, newspaper publicity, Placentia Quarterly, Placentia Library Newstetter, media releases.

What is included in your initial intake process for adult learners?

Application form, reading and speaking assessment.

When you identify an ESL student or an adult otherwise not suitable for your CSL-funded adult literacy services, where do you direct/refer these adults?

Direct them to adult school.

How is instruction provided to adult learners? (e.g. one-to-one, small group and/or computer instruction, other)

One-to-one.

What support services are provided to your adult learners (e.g. learner support groups, learner institutes, referral to other services)?

On-site support by literacy staff, periodic adult programming.

What on-going support do you provide to ensure that adult learners are working toward/meeting the goals they have set for themselves?

Personal contact with volunteers and learners.

How do you recruit volunteers?

Website, flyers, brochures, off-site outreach, press releases.

How do you train volunteers; after training, how and when are they matched with adult learners?

One training workshop/month. Matches are made by assistant coordinator ASAP after training.

What on-going tutor support services and programs do you offer?

We monitor one-to-one sessions, have accessible staff, and suggest refinements as needed.

How do you ensure that volunteer tutors meet regularly with adult learners and report regularly to the library on their progress?

We keep attendance logs and maintain staff supervision.

If literacy services are provided outside the public library setting, how is a strong connection to the library made?

When we have give-aways at local elementary schools, all material have Library Literacy book plates in them.

While library literacy services may charge a third party, such as a workplace, for services, is your literacy instruction always provided for free to the "end-user," the adult learner or participating family? If you offer fee-based services, please tell us about them.

NA

How do you train staff and volunteers who are responsible for gathering Roles and Goals data and other program statistics?

Staff assists with Roles and Goals form.

How does the library seek community and local government awareness of and support for the program?

We do not receive any local government support for our program. We make the community aware through outreach and media campaigns. We often receive letters of support from elected officials for grants we apply for. Elected officials are also invited to programs recognizing our volunteers.

What is your plan for increased local support, (e.g., a financial commitment from the local jurisdiction) to ensure the program's continuation?

NA

In which regional network does your literacy staff participate (BALIT, CVLLN, NCLC, SCLLN, CSJVLN, etc.), and to what extent?

SCLLN. Attend meetings.

What other community adult service providers participate in your local adult literacy coalition?

The local school district, which includes several elementary schools, two middle schools, and two high schools.

How does the library know its service population and the community's literacy needs, and how has it designed its literacy services in response to those needs?

We track current demographic trends and outreach in the community.

FAMILIES FOR LITERACY (FFL)

Families served in FFL contain an adult learner and at least 1 child under age 5. How do you recruit and/or identify FFL program participants?

We invite parenting groups such as CBET classes to visit the Library and then recruit participants.

How are volunteers utilized in FFL programming?

Volunteers read aloud and help to distribute give-aways.

How are volunteer tutors who work with the participating adult caregivers trained to support family literacy concepts and practices?

Our volunteer tutors receive special training that supports FFL concepts and practices.

How is FFL programming provided for the adult caregiver and the child together?

Parents attend read aloud events and are instructed in best practices for reading to and with children.

If FFL programming is provided outside a public library setting, how is a strong connection to the library made?

The library is identified on all FFL giveaways. We place bookplates in all FFL books.

How are adult caregivers given instruction in the use of children's books, in reading aloud to children, in the selection of books on topics such as parenting, childcare, health, nutrition and family life education, and in how to create a literacy-rich environment at home?

We encourage them to try reading aloud, then we observe and offer suggestions.

How are activities like storytelling, word games and other exercises designed to promote the enjoyment of reading taught to adult caregivers so they can share with their children?

We model all activities for the adults.

How do participating families receive free children's books for ownership, as well as other reading materials and incentives?

All families receive books at all FFL events.

How do literacy and other library staff cooperate, partner and collaborate to assure integration of library services for participating adult caregivers and children?

Library staff members help with all FFL events.

How do you train staff and volunteers who are responsible for gathering Family Survey data and other program statistics?

We model how to administer the survey.

What process do you use to ensure effective implementation of the pre-/post Family Survey to report service outcomes?

We observe and help to refine implementation techniques.

ENGLISH LANGUAGE & LITERACY INTENSIVE PROGRAM (ELLI)

How do you identify/recruit the children you will serve?

Our school site partners identify the children.

How does ELLI programming include regular meetings of the English language-learning children, their parents, and meetings of the families together at a time and location that is convenient for them?

NA

If regular programming is provided in other than a library setting, how is a strong connection to the public library made?

NA

How does your ELLI program provide instruction to parents on navigating the school system and involvement with their child's school as well as other aspects of parenting?

We mentor ELLI parents individually.

Where do you direct/refer parents who desire ESL instruction?

We direct parents to the school district programs.

How do literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children?

Our library services and programs involve all staff members and are open to all patrons.

How are programming activities like storytelling, educational games, tutoring, arts programming and book discussions designed to promote the enjoyment of reading and writing in children and adults?

Parents and children are welcome to attend all storytelling and book discussions. We model best methods and demonstrate ways to read to and engage children in the listening/reading process.

How do you train staff and/or volunteers who are responsible for gathering and compiling ELLI data and other program statistics, including CELDT test scores for participating children?

Literacy staff is responsible for gathering and compiling ELLI data.

How do you ensure that the library knows its service population and the community's need for English language literacy services? How has your library designed ELLI services to respond to those needs?

We communicate with the school sites and track local demographics. We adjust our services based on what we learn.

PROPOSED REVENUE FOR FISCAL YEAR 2007/2008

Budget for FY 2007/2008 by Program & Supporting Functions / Library Name: **Placentia Library District**	Adult Literacy Services	Family Literacy	ELLI	Mobile Library Literacy	ESL	Other Services	Total Revenue	
Projected Support Revenue							State Revenue	Other Revenue
California Library Literacy Services (California State Library Grant) *	$34,384.00	$10,000.00	$10,000.00	$0.00			$54,384.00	

Library/Local Jurisdiction Commitment (City, County, District, Library)	$287,730.00	$0.00	$0.00	$0.00	$0.00	$0.00		$287,730.00
California Work Opportunity (CalWorks)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Community Based English Tutoring (CBET)		$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Community Development Block Grant (CDBG)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
County Health/Human Services/Alcohol & Drug (Prop 36)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
County Housing Authorities/Departments (CHA)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
County Sheriff's Department/Corrections	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Donations from Individuals (including Bequests)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Even Start	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
First Five/Children & Families Commission (Prop 10)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Head Start	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Healthy Start	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Library Foundations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Library Friends Groups	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Local Literacy Councils/Groups	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Private/Corporate Foundations (e.g., Verizon)	$20,000.00	$0.00	$0.00	$0.00	$0.00	$0.00		$20,000.00
Pro Literacy Worldwide (PLW) (formerly LVA/Laubach)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Service Clubs (e.g., Rotary, Kiwanis)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Special Events Net (fundraisers)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
United Way	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
WIA (Workforce Investment Act) Sec. 225/231	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
WIA (Workforce Investment Act) EL CIVICS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Other (identify)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
Total	$342,114.00	$10,000.00	$10,000.00	$0.00	$0.00	$0.00	$54,384.00	$307,730.00
Total eligible for California State Library Match	$307,730.00				Grand Total	$362,114.00		

BUDGET DETAIL FISCAL YEAR 2007/2008

Budget Categories	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total	Funding Source	
	CLLS	Local							State Revenue	Local Revenue
1. Salaries and Benefits	$34,384.00	$167,730.00	$10,000.00	$10,000.00	$0.00	$0.00	$0.00	$222,114.00	$54,384.00	$167,730.00
2. Contract Staff	$0.00	$0.00	$0.00	$60,000.00	$0.00	$0.00	$60,000.00	$120,000.00	$0.00	$120,000.00
3. Operations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,000.00	$20,000.00	$0.00	$20,000.00
4. Library Materials	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5. Equipment ($5K+)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6. Indirect Costs (not to exceed 10%)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total:	$34,384.00	$167,730.00	$10,000.00	$70,000.00	$0.00	$0.00	$80,000.00	$362,114.00	$54,384.00	$307,730.00
Total ALS:	$202,114.00							Grand Total:	$362,114.00	

STAFF COMMITMENT - LIBRARY PERSONNEL

Position/Job Title	Report as FTE						Salary
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other	
Literacy Coordinator	1	0	0	0	0	0	$84,379.00
Literacy Assistant	0	0.5	0.5	0	0	0	$43,596.00
Support Staff	1	0	0	0	0	0	$32,177.00
Support Staff	0	0	1	0	0	0	$33,194.00
Literacy Assistant	0	0	1	0	0	0	$28,768.00
Total:	2	0.5	2.5	0	0	0	$222,114.00

STAFF COMMITMENT - CONTRACT PERSONNEL

Position/Job Title	Report as FTE						Salary
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other	
ELLI Off-site Coordinator	0	0	0	0	0	1	$60,000.00
Other Services	0	0	0	0	0	1	$60,000.00
Total:	0	0	0	0	0	2	120000
FTE Grand Totals:	2	0.5	2.5	0	0	2	$342,114.00

Back to Applicant Info | Back to Budget | Continue

Upon completion of application this form should be printed and a signed (
Library, Library Development Services - Literacy Team, P.O. Box 94283:

California Library Literacy Services
Application for Continuing Programs

12. **Statement of Intent**

 2007/08

 a. I intend to request State funds available under the provisions of Section 18866 of the Education Code for the 2006/07 fiscal year. I understand that I will be notified by the California State Library of the amount for which my library is eligible, according to the provisions of the law, and that I will submit all required reports, claims, and a proposed Budget utilizing the full eligible amount for literacy, subject to approval by the California State Library.

 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.

(Signed): _E.D. Winter_ Date: _5/15/2007_

 (Authorized representative)

(Printed): _Elizabeth D. Winter_

Title: _Library Director_

Library Jurisdiction: _Placentia Library District_

Street/mail address: _411 E. Chapman Ave._

City: _Placentia_ County: _Orange_ Zip + 4: _92870-6198_

Telephone: _(714) 528-1925 x203_ Fax: _(714) 528-8236_

E-mail: _ewinter@placentialibrary.org_

Application2005-06

LIBRARY
OF
CALIFORNIA

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

April 24, 2007

To: Members, Library of California Board
           cc: CLSA Participants

From: Tom Andersen, Bureau Chief   *Thomas K. Andersen*
           Library Development Services

Subject: Library of California Board Actions April 18, 2007

Purpose of the Library of California Act:

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.

Library of California Board Mission and Vision Statements:

Mission Statement: The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.
Vision Statement: The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

The following actions were taken at the Library of California Board meeting in Sacramento on April 18, 2007 without a quorum of the Board. These actions will be ratified by the full Board at its next meeting in August. Board members present were: Maghsoudi, President; Bernardo; Fong; Steinhauser; and Zollman.

Adoption of Agenda

1. It was moved, seconded (Steinhauser/Zollman) and carried unanimously that the Library of California Board adopts the agenda of the April 18, 2007 meeting as presented.

Approval of Minutes

2. It was moved, seconded (Zollman/Steinhauser) and carried unanimously that the draft minutes of the September 14, 2006 Library of California Board meeting be approved as presented.

Resolutions

3. It was moved, seconded (Steinhauser/Fong) and carried unanimously that the Library of California Board adopts Library of California Board Resolution 2007-01 for Sonia Levitin. (See Attachment A)

4. It was moved, seconded (Fong/Bernardo) and carried unanimously that the Library of California Board adopts Library of California Board Resolution 2007-02 for Cameron Robertson. (See Attachment B)

CLSA Interlibrary Loan and Direct Loan Programs

5. It was moved, seconded (Bernardo/Fong) and carried unanimously that the Library of California Board adopts, subject to the concurrence of the State Department of Finance, reimbursement rates for the 2007/08 fiscal year as follows: for CLSA interlibrary loans, a reimbursement rate of $5.29 per eligible transaction; for CLSA direct loans, a reimbursement rate of $.97 per eligible transaction; and that the Chief Executive Officer inform all participants of the 2007/08 reimbursement rates as soon as Department of Finance concurrence is obtained.

LoC Regional Library Network Development

6. It was moved, seconded (Zollman/Bernardo) and carried unanimously that the Library of California Board approves the two requests for network affiliation for the members listed in Table A, with member services to begin immediately. (See Attachment C)

Legislation

7. By consensus the Library of California Board authorizes the Board President to send letters in support of the following legislative bills:

- SB 156, Senator Simitian, Library Construction Bond Act of 2008
- AB 1030, Assembly Member Caballero, Literacy and English acquisition services, young adult component
- AB 1233, Assembly Member Galgiani, Homework assistance
- AB 333, Assembly Member Hancock, School libraries: online databases

Attached also is a Library of California meeting schedule and a calendar of meetings, events, and deadlines for 2007. (See Attachment D)

Board Actions, April 18, 2007

Library of California Board Resolution 2007-01

WHEREAS, *the Library of California Board desires to recognize Sonia W. Levitin for her distinguished contributions as one of its members on the occasion of the conclusion of her term of service as a Member of the Board; and*

WHEREAS, *the Board wishes to honor Sonia for her outstanding public service representing Special Libraries since her appointment by former California Governor Gray Davis on January 14, 2003; and*

WHEREAS, *the Board wishes to acknowledge Sonia for her distinguished service as a member of the Budget and Planning Committee (2003-2006); and*

WHEREAS, *Sonia has advocated for libraries at the state level on behalf of the Board and the greater library community; and*

WHEREAS, *it should be noted that she brought to the Library of California Board her valuable experience as an author of numerous books, guest lecturer throughout the country and instructor for the UCLA Writer's Program;*

WHEREAS, *the Board wishes to recognize Sonia's outstanding contributions to enable Californians to learn and to obtain information through our libraries.*

NOW, THEREFORE, BE IT RESOLVED, *that*

*the Library of California Board
extends its sincere appreciation and deep regard to*

SONIA W. LEVITIN

*for her distinguished leadership and contributions
to the libraries and people of the State of California
on this day of 18 April 2007*

3

Board Actions, April 18, 2007

Library of California Board Resolution 2007-02

In Honor of Cameron D. Robertson

WHEREAS, *the Library of California Board desires to recognize Cameron D. Robertson for the many years of dedicated service on the occasion of his retirement on April 30, 2007; and*

WHEREAS, *Cameron Robertson served the people of California with great distinction, energy and devotion beginning with his appointment to the California State Library Braille and Talking Book Library in 1976, where he designed the library's first automated system which changed the way libraries served their customers; and*

WHEREAS, *in 1980 Cameron was appointed the Library Systems Specialist in the Library Development Services Bureau to work with a variety of public libraries on their federally funded information technology projects; and*

WHEREAS, *in 1982 Cameron was promoted within LDS and spent the next ten years as the California Library Services Act Program Manager where he became responsible for developing policy recommendations for the California Library Services Board; and*

WHEREAS, *during his tenure with CLSA, Cameron helped develop and implement the California Literacy Campaign and Families for Literacy Program, and in 1992 expanded his duties to include the responsibilities of Assistant Bureau Chief for Library Development Services; and*

WHEREAS, *in October 1992, State Librarian Gary Strong appointed Cameron Robertson to the position of Assistant State Librarian, and because of Cameron's exceptional leadership abilities, in December 1995, Governor Pete Wilson appointed Robertson Deputy State Librarian, a gubernatorial action which State Librarian Emeritus Dr. Kevin Starr encouraged; and*

WHEREAS, *the Library of California Board desires to honor Cameron Robertson for his many contributions to the California State Library and its services and staff, with good wishes to him and his family for the many years he served to enable Californians to learn and to obtain information through our libraries.*

NOW, THEREFORE, BE IT RESOLVED, *that*

*the Library of California Board
extends its sincere appreciation and deep regard to*

CAMERON D. ROBERTSON

*For his distinguished leadership and contributions
To the libraries and people of the State of California
On this day of 18 April 2007*

Board Actions, April 18, 2007

+--+
| **Table A** |
| **Requests for Network Affiliation for New Members** |
+--+

GOLD COAST LIBRARY NETWORK

Member	**Participating Libraries**
UCSF Fresno Medical Library	UCSF Fresno Medical Library
West Hills College Lemoore	West Hills College Library Lemoore

LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 2007

February 28, 2007   Sacramento
August 8-9, 2007   Sacramento

CALENDAR OF MEETINGS/EVENTS/DEADLINES FOR 2007

April 27   Black Gold Cooperative Library System, Administrative Council, Santa Maria   .

May 3   North Bay Cooperative Library Systems, Board of Directors, Napa Valley College
May 3   Santiago Library System, Administrative Council, [if needed; location tbd]
May 3   Peninsula Library Systems, Administrative Council, PLS Headquarters in San Mateo
May 4   Silicon Valley Library Systems, Administrative Council, Sunnyvale
May 4   San Joaquin Valley Library System, Administrative Council, Tulare
May 9   4th 2006/07 CLSA Direct Loan Sample data due at State Library
May 11   Monterey Bay Area Cooperative Library System, Administrative Council [location tbd]
May 18   Bay Area Library & Information System, Administrative Council, Hayward
May 18   Inland Library System, Administrative Council meeting, [location tbd]
May 24   Serra Cooperative Library Systems, Administrative Council, Serra Mesa Branch
May 24   Metropolitan Cooperative Library Systems, Administrative Council, Monterey Park

June 1   Black Gold Cooperative Library System, Administrative Council, Lompoc
June 7   Peninsula Library System, Administrative Council, PLS Headquarters in San Mateo

July 6   San Joaquin Valley Library System, Administrative Council, Tulare
July 15   4th quarter 2006/07 ILL claims due at State Library

August 23   Serra Cooperative Library System, Administrative Council, Four S Ranch

September 7   San Joaquin Valley Library System, Administrative Council, Tulare

November 2   San Joaquin Valley Library System, Administrative Council, Tulare

System Administrative Council meeting dates are subject to change. Please contact the System to verify dates and locations.

Doc.#10949

LIBRARY
OF
CALIFORNIA

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

To: Public Library Directors
            Non-Public Library Interlibrary Loan Participants
            CLSA System Directors

            cc: Library of California Board Members

From: Susan Hildreth, Chief Executive Officer,   *Susan Hildreth*
            Library of California Board

Date: May 1, 2007

Subject: 2007/08 California Library Services Act (CLSA) Reimbursement
            Rates

At its April 18, 2007 meeting, the Library of California (LoC) Board adopted Interlibrary Loan (ILL) and Direct Loan reimbursement rates for the 2007/08 fiscal year based on the results of the annual cost studies that were completed in April 2007. The Department of Finance has concurred with the Board-adopted rates and approved ILL reimbursement at $5.29 per eligible transaction and $.97 for each net imbalance Direct Loan transaction.

The Governor's proposed (January) budget for the Transaction Based Reimbursement (TBR) Program is identical to the current year, $18,616,000. It is more than likely that the TBR budget will fall short of reimbursing all participants at the approved rates. Therefore, the LoC Board will consider at its August meeting withholding a percentage from each quarterly reimbursement payment and, after determining the full cost of the ILL and Direct Loan programs for 2007/08, pay the full amount remaining due to each participating library if sufficient funds remain in the 2007/08 TBR appropriation, or prorate the final payment equitably if insufficient funds remain in the appropriation.

If you have any questions, please contact Sandy Habbestad at (916) 653-7532 or by email at shabbestad@library.ca.gov.

California State Library
Library Services and Technology Act

Quarterly Narrative Report

Quarter:

☐ First quarter – Jul, Aug, Sept.

☐ Second quarter – Oct, Nov, Dec.
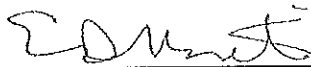
☒ Third quarter – Jan, Feb, Mar.

This report is due quarterly, thirty (30) days after each three-month period of the project's duration. Note that failure to submit these reports within the timeline of the grant program could jeopardize receipt of the final 10% grant payment. Submit ORIGINAL (please sign in blue ink) and TWO copies of the report to:

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

Grant Award ID #: 40-6603

Date: 2/8/07

1. **Grantee:** Placentia Library District

2. **Project:** Local History Digital Resource

3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** We have completed selecting our 200 hundred photographs. Our team of volunteers has completed a metdata worksheet for each photo. The last shipment of 50 photos are due to be returned next week. We have just started a careful review of the metadata and are uploading items into ContentDM.

4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** All effort now is in uploading accurate records into ContentDM

5. **Is the project on schedule as described and approved?**   ☒ yes   ☐ no

   Is the project within budget as approved?   ☒ yes   ☐ no

   If either box is checked "no", describe what corrective actions are being taken.

6. **Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome?**

7. **Signature:** _____ **Title:** Mr.
(Please sign in blue ink)

8. **Telephone:** 1-714-528-1925 x207   **E-mail:** vnapier@placentialibrary.org

2

California State Library – Library Services and Technology Act   Quarterly Financial Report   LSTA 8

Quarterly Financial Report

(Show approved budget modifications on this page)

Project Title: _____

Grantee: _____

Grant Award I.D.: _____   Fiscal Year: _____   Approval Date of Modification: _____

Budget Category	Previous Budget	Budget Adjustment	Current Budget
a. Salaries and Benefits	$0	$0	$0
b. Materials	$0	$0	$0
c. Operating Expenses	$0	$0	$0
d. Equipment	$0	$0	$0
e. Indirect Costs	$0	$0	$0
f. Total	$0	$0	$0

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 modificatic must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.

iManag

California State Library – Library Services and Technology Act   Quarterly Financial Report - LSTA 8

Quarterly Financial Report

Grant Award I.D.: 40-6603

Fiscal Year: 2006-07

Project title: Local History Digital Resource Project

Grantee: Placentia Library District

Telephone: 714-528-1925 x207   E-mail: vnpier@placentialibrary.org

Completed by: Vernon Napier   Title: Technical Services Manager

Signature: _(Ever Vernon Napier)_   Date: 04/30/07

Quarter
1st   Jul, Aug, Sep   ☐
2nd   Oct, Nov, Dec   ☐
3rd   Jan, Feb, Mar   ☒
4th   Apr, May, Jun   ☐
      Liquidation   ☐

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)	1st Quarter (2)	2nd Quarter (3)	3rd Quarter (4)	4th Quarter (5)	Total Expended/ Encumbered (6)	Outstanding Encumbrances at Close of 4th Qtr. (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
a.	$0	$0	$0	$0	$0	$0	$0	$0	$0
b.	$0	$0	$0	$0	$0	$0	$0	$0	$0
c.	$5,000	$2608.48	$0	$0	$0	$2,608	$0	$0	$2,392
d.	$0	$0	$259	$0	$0	$259	$0	$0	($259)
e.	$0	$0	$0	$0	$0	$0	$0	$0	$0
f.	$5,000	$2,608	$259	$0	$0	$2,867	$0	$0	$2,133

a.   Salaries and Benefits   c.   Operating Expenses   e.   Indirect Costs
b.   Materials   d.   Equipment   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 modific___ must be shown ___ STA 8 page 2. If there are no changes to the current budget, page 2 nee___ot be returned.

NATIONAL RETIREMENT SERVICES, INC.

April 12, 2007

Ms. Elizabeth Minter
Placentia Library District Of Orange County
411 East Chapman Avenue
Placentia, CA 92870-6198

RE: Participant Benefit Statement Requirement For
Placentia Library District of Orange County Money Purchase Pension Plan

Dear Ms. Minter,

The purpose of this letter is to alert you of an upcoming requirement that has a significant impact on defined contribution retirement plans. This requirement relates to the Plan Sponsors' mandatory obligation to provide **periodic benefit statements** for plan participants. The new requirements are a result of the Pension Protection Act of 2006 ("PPA"), a law we discussed in a prior communication. Unfortunately, the Department of Labor (DOL) has made it somewhat difficult for Plan Sponsors and their respective administrators to timely comply, in some cases, by May 15, 2007. Moreover, the DOL has yet to provide clear guidance on the implementation of the new requirements. As a result, plans must act in "good faith compliance" until further guidance is issued. The following is an overview and discussion of the particular communication requirements.

Mandatory Periodic Benefit Statements for Participants

The PPA requires all retirement plans to provide periodic statements to plan participants. The content and frequency of the statements depend upon the kind of plan involved and provisions contained in the plan. The law divides defined contribution plans into two groups for purposes of these statements: (1) plans that permit participants to direct the investment of some or all of their accounts, and (2) plans that do not permit participant investment direction. While the law requires that certain information be provided, it does not all have to be on the same statement. Multiple statements may be provided that satisfy different requirements of the law as long as participants are advised in advance. Statements may be delivered in written, electronic, or other appropriate form reasonably accessible to the participant (e.g. continuously available secured web site).

1) Participant Directed Investment Plans:

Benefit statements must be provided to participants at least once each calendar quarter starting for Plan Years that begin in 2007. The DOL has indicated that a 45 day period may be added, so that a calendar plan has until May 15, 2007 to send out the March 31, 2007 quarter statements. **Specific information must be included in these statements such as total benefit accrued and the value of each investment. Additionally, the statement must include advice to the participant concerning a well-balanced investment portfolio and provide the DOL web site address. For plans using "permitted disparity" or plans that offset benefits against another plan, information describing these provisions must also be included. Information concerning the participant's vesting status must be provided on at least an annual basis. For calendar year plans, this requirement must initially be satisfied on or before February 14, 2008.**

Plan sponsors that use an insurance company or other financial service provider will probably be contacted by these institutions concerning what they intend to do in order to comply, or partially comply, with the new requirements. We are confident that existing statement formats will be enhanced in order to include some or all of the new requirements. Determining vesting requirements, on the other hand, will be difficult or impossible for some financial service providers. In most cases, NRS is prepared to provide a separate statement that provides the missing information. Hence, as a practical matter, using the multiple statements approach makes good sense.

2) Non Participant Directed Investment Plans:

Benefit statements must be provided to participants at least once each calendar year starting in 2007, with the first one due no later than February 14, 2008. Note that non-calendar year plan statements are also required by February 14, 2008. The statements must contain the total accrued benefit, the value of each investment, and details concerning the employee's vested status based on the "latest available information." NRS will advise you concerning statement preparation and distribution after further federal guidance is provided.

What Must Be Done Now

1) Participant Directed Investment Plans: your plan participants must be advised that there will be expanded content to their benefit statements starting in 2007, due to a new law. For calendar year plans, participants must be informed before May 15, 2007 that a supplemental statement will be provided if the regular statement does not include all of the new requirements. **If your plan has a year-end other than December 31st, we are proposing that you comply earlier than may be required under the PPA.** NRS is prepared to assist you in complying with the increased disclosure requirements before May 15, 2007. Within the next few weeks, you will receive correspondence from NRS that will provide you with the communications procedure and notice for distribution to plan participants based on DOL's "good faith compliance" guidelines. NRS' fee for this service is $150 for which an invoice will be mailed.

2) Non Participant Directed Investment Plans: no action is required at this time, pending further federal guidance and advice from NRS.

As always, NRS will continue to service your plan with the utmost attention and inform you of critical information that surrounds the qualified retirement plan industry.

Sincerely,

Penny Wright
Account Manager

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

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

DATE: May 29, 2007

BACKGROUND

Agenda Item 25 contains information about current legislation affecting independent special
districts and libraries.

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

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

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Preparation of Response to the Consultant for the Draft of the Facility Master Plan dated May 4, 2007.**

DATE: May 29, 2007

BACKGROUND

The Board will finalize its recommendations and comments on the draft of the Facility Master Plan as discussed at the Library Board Work Session on May 20, 2007, and authorize their submission to Linda Demmers, Facility Master Plan Consultant.

The final plan document is scheduled to be presented at the June 18, 2007 Library Board Meeting for final adoption.

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

SUBJECT: **Development of Budget for Fiscal Year 2007-2008.**

DATE: April 16, 2007

BACKGROUND

At its meeting on April 16, 2007 the Library Board of Trustees received revenue projections and list of items proposed for expenditures from the Library Managers.

Revenue Estimates

The proposed Revenue Budget for Fund 707 is Attachment A. The additional pages include some of the background calculations used to determine the estimates.

- 📖   The taxes have been calculated at the percentages estimated by Megan Nguyen in the Property Tax Allocation Unit of the Orange County Auditor's Office.

- 📖   Interest shows a significant increase based on Fiscal Year 2006-2007 actual.

- 📖   State Library is estimated with an increase in Interlibrary Loan reimbursement and the Public Library Foundation Fund. Only a modest increase is anticipated in Literacy funding and no grants are anticipated.

- 📖   The increase in Local Revenue is based on Fiscal Year 2006-2007 actual with a five percent (5%) increase.

- 📖   The proposal to increase the check writing fee for Passport Services from $2 to $5 will be included in the Fines & Fees Schedule presented in June.

Expenditure Estimates

The proposed Expenditure Budget for Fund 707 is Attachment B. The COLA chart is also included.

- 📖   The personnel calculations include the 3.8% COLA for all employees except the Library Director and Pages.

- The retirement calculation includes increasing the District's money purchase pension fund contribution from 7% to 8%. If approved, the implementation will take additional action from the Library Board at a later time. This simply sets the money aside for this purpose.

- The personnel calculation includes 1.75 FTE staff increase as requested by the Managers:

  > Reducing the Development Director from 1.0 FTE to .75 FTE. (With the .25 FTE going to the new Volunteer Coordinator in Public Services.)

  > Creating a new .50 FTE Volunteer Coordinator position in Public Services.

  > Creating a new .50 FTE Librarian in Public Services to work in the Children's Department.

  > Creating a new .50 FTE Library Clerk I to work in Circulation and Passport Services.

  > Creating a new .50 FTE Library Clerk I to work in Technical Services as an evening computer/printer/photocopier troubleshooter.

- The health insurance calculations include transferring all of the coverages to the Special District Risk Management Authority (SDRMA).

- Item 1400 includes a $3,000 increase for the Cleaning Service Contract to expand its duties.

- Item 1900 includes $4,000 for the services of Valerie Poole to continue her work with the Library Director and staff on a quarterly basis.

- The book budget increased from $225,818 to $244,236 (increase of eight percent – ten percent of total budget).

- The $10,000 for the non-exempt wage survey was not included.

- The employee option for vacation payout for any vacation hours over 180 not to exceed 240 will be addressed in the Policy Manual review and will have minimal budget impact.

- Increasing the educational assistance maximum from $2,500 to $5,000 will be addressed in the Policy Manual Review and will have minimal budget impact.

- The allocation of money from other funds for the purchase of RFID Tagging and self-check units was not addressed in the Fund 707 Budget.

Literacy Savings Account

The Literacy Savings Account is not a part of Fund 707 but expenditures need to be approved by the Board of Trustees a part of the budget process. It is subject to the Gann Limit.

The Public Services Manager is recommending the purchase of two computer learning stations, one immediately and one later in the year. Since the product is on a special purchase deal right now the Library Director is recommending that both be purchased immediately at a cost of approximately $5,500. Even though they are ordered in June the invoice will be received after the beginning of the fiscal year on July 1, 2007. The current balance in the Literacy Savings account is $13,593.26.

RECOMMENDATIONS

1. Determine whether make any adjustments to the recommended Revenue and Expenditure Budgets.

2. Determine whether to recommend expenditures from Funds other than Fund 707 for RFID conversion and/or the purchase of self-check units.

3. Authorize the purchase of two Early Literacy Stations from the Literacy Savings Account at a cost not to exceed $6,000.
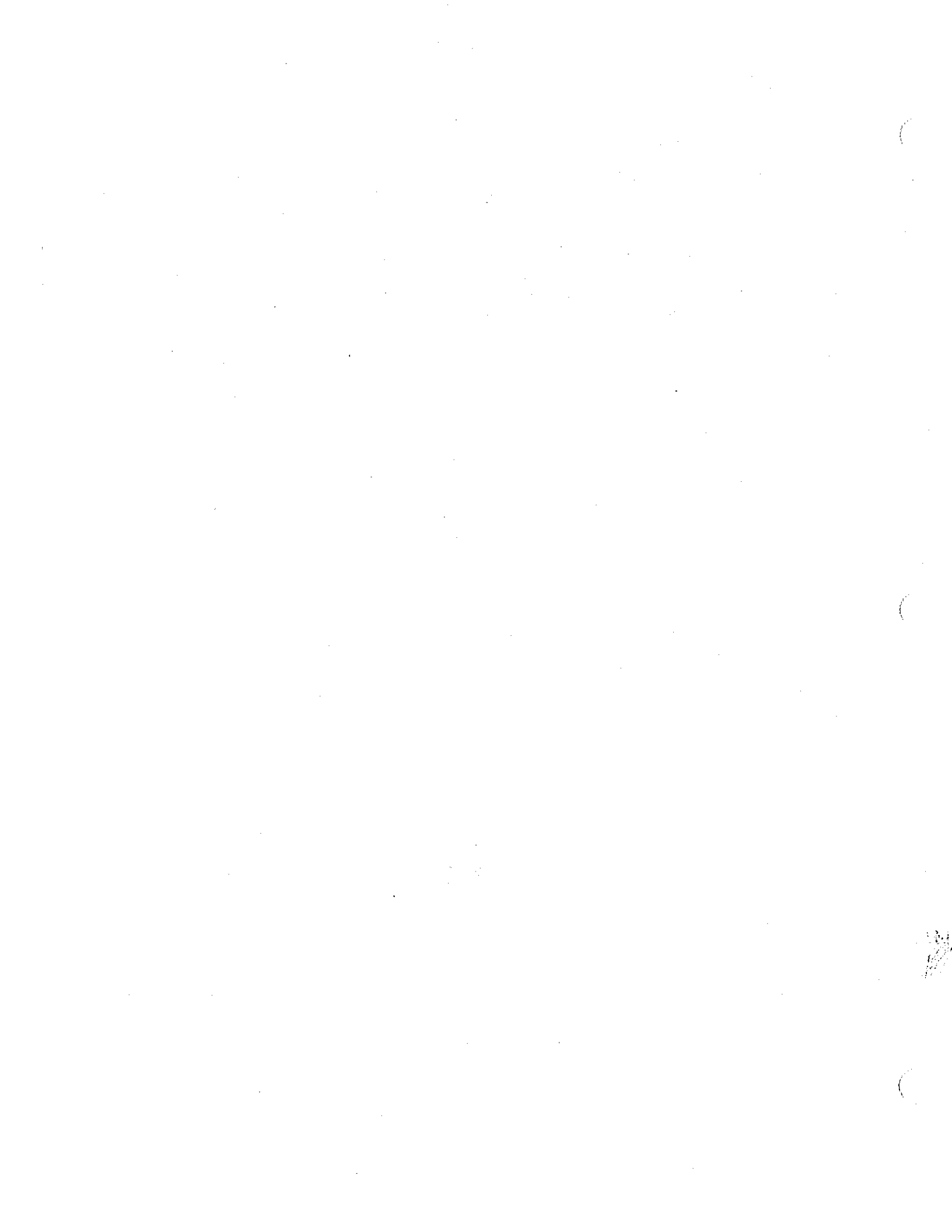
Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 2007-2008
May 29, 2007

Object Code	Category	FY2003-04 Actual	FY2004-2005 Actual	FY2005-2006 Acutal	FY2006-2007 Adopted	FY2007-2008 Proposed
6210-00	Current Secured	1,163,387	1,280,570	1,402,237	1,561,688	1,665,302
6210-01	Public Utility	22,598	21,745	21,704	21,000	21,000
6210-04	Teeter Plan – Current Delinquent	14,296	12,766	15,295	15,000	18,000
	SUB-TOTAL CURRENT SECURED	1,200,281	1,315,081	1,439,236	1,597,688	1,704,302
6230	Prior Secured	16,612	0	16,232	15,000	17,000
	TOTAL SECURED	1,216,893	1,315,081	1,455,468	1,612,688	1,721,302
6220	Current Unsecured	60,783	62,315	63,058	58,000	67,582
6240	Prior Unsecured	719	984	977	750	750
	TOTAL UNSECURED	61,503	63,299	64,035	58,750	68,332
6690	HOMEOWNER	17,408	17,217	16,963	17,000	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,295,803	1,395,598	1,536,467	1,688,438	1,806,634
6250	SPECIAL DISTRICT AUGMENTATION	8,120	7,813	7,833	6,500	6,500
6260/6540	PENALTIES/DELINQUENCIES	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	54,711	83,836	103,456	65,000	55,250
6300	SUPPLEMENTAL - PRIOR	1,567	2,035	1,745	1,400	1,400
6610	INTEREST	7,096	18,463	36,334	30,000	44,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	71,495	112,146	149,368	102,900	107,150
	TOTAL PROPERTY TAX REVENUE	1,367,298	1,507,744	1,685,835	1,791,338	1,913,784
6970	STATE LIBRARY & STATE	92,378	110,739	140,892	150,000	119,000
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUND	0	0	0	0	0
7670	LOCAL REVENUE	232,373	251,823	250,034	240,000	350,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	10	0	120	0	0
	TOTAL REVENUE	1,692,060	1,870,306	2,076,881	2,181,338	2,382,784

5/23/2007 : 5:09 PM

FY03 Revenue Budget

Placentia Library District
State Library Reimbursements and Grants
May 29, 2007

FUND	Actual FY2002-03	Actual FY2003-04	Actual FY2004-05	Actual FY2005-06	Estimated FY2006-07	Estimated FY2007-08
ILL & Direct Loan Reimbursements	16,432	17,578	15,626	19,166	16,000	17,000
CA Foundation Funds	46,377	23,537	21,402	20,444	31,740	35,000
CA Literacy Campaign	24,725	51,194	59,191	51,732	54,384	57,000
Family Literacy Grant	12,060	0	0	0	0	0
Dept Educ. 321 Grant/ELLI	130,680	0	0	0	0	0
One-Year Grants/Partnerships for Change	5,745	0	14,520	38,887	0	0
Miscellaneous State Revenues (Mandated Claims)	0	6,968	70	10,663	11,873	10,000
TOTAL STATE REVENUE	236,019	99,277	110,809	140,892	113,997	119,000

5/23/2007 : 2:49 PM

Placentia Library District
State Library Transaction Based Reimbursements
May 29, 2007

	INTERLIBRARY LOAN	DIRECT LOAN	TOTAL
FY2002-2003			
1st quarter	3,904.95	0.00	3,904.95
2nd quarter	3,776.54	0.00	3,776.54
3rd quarter	4,555.78	0.00	4,555.78
4th quarter	4,161.78	0.00	4,161.78
5th payment	2,498.12	0.00	2,498.12
TOTAL	18,897.17	0.00	18,897.17
FY2003-2004			
1st quarter	4,161.78	0.00	4,161.78
2nd quarter	4,006.56	0.00	4,006.56
3rd quarter	3,393.79	0.00	3,393.79
4th quarter	3,717.52	0.00	3,717.52
5th payment	1,496.30	0.00	1,496.30
TOTAL	16,775.95	0.00	16,775.95
FY2004-2005			
1st quarter	3,348.41	0.00	3,348.41
2nd quarter	3,208.66	0.00	3,208.66
3rd quarter	3,854.31	0.00	3,854.31
4th quarter	3,910.21	0.00	3,910.21
5th payment	1,818.96	0.00	1,818.96
TOTAL	16,140.55	0.00	16,140.55
FY2005-2006			
1st quarter	2,829.42	0.00	2,829.42
2nd quarter	2,613.60	0.00	2,613.60
3rd quarter	2,465.10	0.00	2,465.10
4th quarter	4,232.85	0.00	4,232.85
5th payment	2,207.70	0.00	2,207.70
TOTAL	14,348.67	0.00	14,348.67
FY2006-2007			
1st quarter	3,661.05	0.00	3,661.05
2nd quarter	3,504.97	0.00	3,504.97
3rd quarter	3,823.91	0.00	3,823.91
4th quarter		0.00	0.00
5th payment		0.00	0.00
TOTAL	10,989.93	0.00	10,989.93

Placentia Library District
Public Library Foundation Fund Grants from the State of California
Fiscal Years 1996-1997 through 2006-2007 with Percentage Change

	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	Estimate 2007-08
Amount Received	$28,082	$28,313	$59,146	$88,459	$88,826	$77,328	$46,377	$23,537	$21,402	$21,090	$31,740	$35,000
Change from Previous Year		$231	$30,833	$29,313	$367	-$11,498	-$30,951	-$22,840	-$2,135	-$312	$10,650	$3,260
% Change from Previous Year		0.8%	108.9%	49.6%	0.4%	-12.9%	-40.0%	-49.2%	-9.1%	-1.5%	50.5%	10.3%