

**DRAFT LAFCO BUDGET
(FY 2005-2006)
Independent Special District Allocations**

District	Category	Percent	2005-06 LAFCO Cost
Surfside Colony Stormwater	N-E 1	--	\$250
Surfside Colony CSD	N-E 1	--	\$250
Capistrano Bay CSD	N-E 2	--	\$500
Rossmoor CSD	N-E 2	--	\$500
Silverado-Modjeska Rec. & Park	N-E 2	--	\$500
Rossmoor/Los Alamitos Sewer	N-E 2	--	\$500
Three Arch Bay CSD	N-E 3	--	\$1,000
Placentia Library	N-E 3	--	\$1,000
Buena Park Library	N-E 4	--	\$2,000
Orange County Vector Control	N-E 4		\$2,000
Orange County Cemetery	N-E 4		\$2,000
Emerald Bay CSD	A	1.7	\$5,413.23
Santiago County Water	A	1.7	\$5,413.23
Sunset Beach Sanitary	A	1.7	\$5,413.23
East Orange County Water	B	3.7	\$11,781.73
Midway City Sanitary	B	3.7	\$11,781.73
Serrano Water	B	3.7	\$11,781.73
Costa Mesa Sanitary	C	5.6	\$11,781.73
Trabuco Canyon Water & Sewer	C	5.6	\$11,781.73
Yorba Linda Water & Sewer	D	7.6	\$17,831.80
South Coast Water & Sewer	D	7.6	\$17,831.80
El Toro Water & Sewer	D	7.6	\$24,200.30
Mesa Consolidated Water	D	7.6	\$24,200.30
Irvine Ranch Water & Sewer	E	10	\$31,842.50
Moulton Niguel Water & Sewer	E	10	\$31,842.50
MWDOC Water	E	10	\$31,842.50
OCWD Water	E	10	\$31,842.50
Santa Margarita Water & Sewer	E	10	\$31,842.50
Total			328,925.00



City of Anaheim
COMMUNITY DEVELOPMENT



April 21, 2005

**VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

Ms. Elizabeth Minter
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

**SUBJECT: Notice of Public Hearing on the Proposed Amendment to the
Redevelopment Plan for the Merged Project Area to Extend the
Effectiveness of the Redevelopment Plan and the Timelimit on
Repayment of Indebtedness**

Dear Ms. Minter:

Under Senate Bill 1096, redevelopment agencies required to make payments to the Educational Revenue Augmentation Fund (ERAF) are permitted to extend the time limit of effectiveness of redevelopment plans by one year and extend the period of effectiveness of indebtedness and receipt of property taxes by one year.

On May 24, 2005, the City Council of the City of Anaheim will conduct a public hearing to consider extending the effectiveness of the constituent redevelopment plans for the Alpha, River Valley and Stadium Subareas of Anaheim's Merged Redevelopment Project (the "Extension"). The Extension will allow the Anaheim Redevelopment Agency ("Agency") to continue the revitalization of blighted areas through increased economic vitality, and increased and improved housing opportunities. In addition, the proposed Extension will allow the Agency to maximize efficiency in the implementation of the Agency's redevelopment program and efforts.

Pursuant to Section 33349(d) of the California Community Redevelopment Law ("CCRL"), the Agency is required to send notices of the public hearing to affected taxing entities. Enclosed please find the notice of the joint public hearing scheduled for May 24, 2005 at 5:30 in the Anaheim City Council Chambers. If you have any questions regarding the proposed Extension or would like to schedule a consultation, please contact Mr. Sergio M. Ramirez, Project Manager at (714) 765-4318.

Sincerely,

A handwritten signature in black ink that reads "Elisa Stipkovich".

Elisa Stipkovich
Executive Director

Enclosure

201 South Anaheim Boulevard, Suite 1003
Anaheim, California 92805

TEL (714) 765-4300
FAX (714) 765-4313

**CITY OF ANAHEIM
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City Council of the City of Anaheim will hold a public hearing on the date and at the time set forth below to consider and act upon a proposed amendment (the "Amendment") to the Redevelopment Plans for the Merged Project Area (the "Redevelopment Plans") to extend the effectiveness of the constituent redevelopment plans for the Alpha, River Valley, and Stadium Subareas of Anaheim's Merged Redevelopment Project and the time limit on repayment of indebtedness secured by tax increment, as authorized pursuant to Health and Safety Code section 33333.2(d). The proposed Amendment will not expand the Merged Project Area or extend any other time limits contained within the Redevelopment Plans.

The City Council shall consider all evidence and testimony regarding the adoption of the proposed Amendment at the hearing. The Redevelopment Agency will implement the proposed Amendment if, after the public hearing, the City Council approves and adopts the proposed Amendment.

The City Council shall also consider, in conjunction with the proposed Amendment, approval of a Notice of Exemption of the Amendment from the California Environmental Quality Act, Public Resources Code sections 21000 *et seq.* ("CEQA").

All persons having any comments on the proposed Amendment or the exemption thereof from CEQA, may appear before the City Council at the public hearing and show cause why the proposed Amendment should not be adopted. At any time not later than the date and hour set forth below for the hearing, any person or organization may file in writing with the City Clerk of the City of Anaheim a statement of his or her objections to the proposed Amendment. Any person or organization desiring to be heard will be given an opportunity to be heard. At the aforesaid hour, the City Council shall hear all written and oral objections to the proposed Amendment.

Date: May 24, 2005
Time: 5:30 p.m., or soon thereafter as the matter may be heard
Place: Council Chambers
200 South Anaheim Boulevard
Anaheim, California 92805

Further details relating to the proposed Amendment to the Redevelopment Plan including a draft of the proposed Amendment are on file and may be reviewed in the City Clerk's office at the above address, during office hours (8:00 a.m. to 5:00 p.m., Monday-Friday). Further information on the subject matter may also be obtained by contacting Sergio Ramirez, Project Manager at (714) 765-4318.

Dated this 21 day of April, 2005.

By: _____

Publish: May 13, 2005
[10 days prior to hearing]

California State Library
California Library Literacy Services (CLLS)
Fiscal Year 2005-2006

APPLICATION FOR CONTINUING PROGRAMS

Submit three copies to be postmarked by Friday, May 27, 2005 to Attn: Literacy Team, California State Library, PO Box 942837, Sacramento, CA 94237-0001 for mail. Non-postal delivery to 900 N Street, Suite 500, Sacramento, CA 95814. Fax is not acceptable. Questions: 916-653-7743.

1. Applicant: Placentia Library District
2. Address: 411 E. Chapman Ave
Placentia CA 92870
3. Contact name: Jim Roberts
Phone: (714) 524-8408 x 215 Fax: (714) 528-8236 E-Mail: jroberts@placentialibrary.org

Intent to Participate		
(Only programs funded in 2004/05 can apply for 2005/06):		
<u>Programs funded in 2004/05:</u>	<u>Programs applying for in 2005/06:</u>	
<input type="checkbox"/> Adult Literacy Services (ALS)	<input checked="" type="checkbox"/> Applying	<input type="checkbox"/> Not Applying
<input type="checkbox"/> Families for Literacy (FFL)	<input checked="" type="checkbox"/> Applying	<input type="checkbox"/> Not Applying
<input type="checkbox"/> English Language Literacy (ELLI)	<input checked="" type="checkbox"/> Applying	<input type="checkbox"/> Not Applying
<input type="checkbox"/> Mobile Library Literacy Services (MLLS)	<input type="checkbox"/> Applying	<input checked="" type="checkbox"/> Not Applying

4. SUMMARY OF YOUR LITERACY SERVICES: (Briefly describe the key elements of your library's literacy service -- what services will you provide? To how many people/families? How many volunteers?, etc. Who are your key collaborators for each service? If you have special program elements, such as prison or health literacy services, describe them as well. Identify any major changes from last year in space provided.) **Please keep your answer to ½ page per service.**

Adult Literacy Services:

The Placentia Library Literacy Services (PLLS) provides free one-to-one tutoring in English for adults. Adults meet once a week with a tutor, and are provided with free workbooks and learning materials. The PLLS recruits parents whose children attend Head Start and adults attending area adult education classes. Many students are walk-ins, as the PLLS has become known in the community as "the" place to come to receive free literacy services.

Any major changes from last year?

The program will continue with the successful format that has been established.

Families for Literacy Program:

The PLLS' FFL program provides tutors for both parents and their children, monthly events for the entire family, and free book give aways. A special component of the FFL Program has been the monthly multicultural events as well as special storytimes and library tours just for FFL families.

Any major changes from last year?

There will not be any major changes to our FFL Program.

English Language and Literacy Intensive (ELLI) Program:

The ELLI program tutors K-6th grade students in area elementary schools. Tutors work with students one to one and in small groups within the classroom, using materials purchased and donated by the PLLS in addition to the school curriculum. ELLI tutors are placed in the classrooms by school administrators and tutor many children enrolled in extended day kindergarten classes (KED) and students in emerging English classes.

Any major changes from last year?

There will be no major changes to our ELLI program.

Mobile Library Literacy Services (formerly LLABS) (if applicable):

NA

Any major changes from last year?

ESL (if applicable):

Any major changes from last year?

Other:

5. How did you determine the local need for the literacy services you provide? (What local sources of data did you use?)

The PLLS serves not only Placentia, but the surrounding cities of Anaheim, Brea, Fullerton, and Yorba Linda. We are the only Library Literacy Service that provides tutors for adults. Each of these cities has a large immigrant population in need of free literacy services. Through our partnerships with the local school district, CBET programs and Even Start, we have been able to target those most in need of literacy services, as well as those who are least able to pay for tutoring.

6. INPUTS: What resources will you use to provide the services described in the coming year?

The Literacy Coordinator and the FFL/ELLI coordinator will give staff support to ensure that services are provided. In addition to the volunteer tutors that we will recruit, the PLLS will continue to use service learners, interns, and Federal Work Study students through our numerous community partnerships. We will have partnerships in FY2005/2006 with Cal State Fullerton, Western State University College of Law, The University of Phoenix, and possibly others, to recruit Federal Work Study staff, interns, and service learners. We will continue our ELLI partnership with the Placentia Yorba Linda Unified School District by providing tutors to local title 1 schools. In that respect, we hope to be able to provide tutoring to an at-risk, underserved segment of our school population.

7. OUTPUTS: How many users will be served, and how many of each service/program will be provided in the coming year?

Learners:	Tutors:
CLC: 150	CLC: 119
FFL: 30	FFL: 15
ELLI: 300	ELLI: 16
 TOTAL: 480	 TOTAL: 150

8. RECRUITMENT: How will you recruit program participants?

PLLS has potential students walk-in almost every day. In addition, the PLLS has a waiting list of more than 50 adults. In other words, we don't have to recruit students. In fact, in the future, we may stop signing up new students because our waiting list is too long.

9. RECRUITMENT: How will you recruit tutors and other volunteers?

The PLLS will recruit tutors and other volunteers through a variety of media resources such as PSA's, the local community access cable channel, and several newsletters. We will also recruit at local community service organizations, such as the Rotary Club.

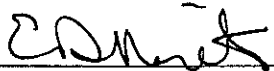
10. COMMUNITY RELATIONS: How will you ensure that your community stakeholders (library staff and trustees, mayor, county supervisors, civic organizations, local legislators, etc.) are aware of what the library is doing to address the community literacy issues?

The library staff and Board of Trustees are well aware of community literacy issues because of the size of the program and the daily activity in PLLS and by the monthly literacy reports to the Board that provide details about our adult literacy services, FFL, and ELLI literacy services and programs. The library board of trustees also approves the CLLS application prior to submission. The Literacy Coordinator and the FFL/ELLI coordinator are also involved in several community organizations where literacy and other community issues are addressed. The monthly Board report includes these community partnerships.

11. Projected Budget (forms attached)

12. Statement of Intent

- a. I intend to request State funds available under the provisions of Section 18866 of the Education Code for the 2005/06 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 be required to submit a Plan of Service and 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):  Date: 5/2/2006
(Authorized representative)

(Printed): Elizabeth D. Minter, M.L.S.

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 ext. 203 Fax: (714) 528-8236

E-mail: eminter@placentialibrary.org

--OR--

My library will **not** apply for California State Library literacy funds for the 2005/06 fiscal year.

(Signed): _____ Date: _____
(Authorized representative)

(Printed): _____

Title: _____

Library Jurisdiction: _____

**California Library Literacy Services
Proposed Budget for Fiscal Year 2005/06**

List below all private and public funds budgeted for all of your California Library Literacy Services -- Adult Literacy Services, Family Literacy Services, ELLI, MLLS, ESL and Other for Fiscal Year 2005/06.

In order to capture the whole funding picture of your literacy services you can 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 column provided. Understand that those ESL/Other funds will not be included in the matching formula by the California State Library when calculating an award. Also, any funds received from the California State Library, whether State or Federal (such as LSTA) are not eligible for matching. 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.

Placentia Library District	Projected Budget for FY 2005/06 by Program & Supporting Functions		Adult Literacy Services	Family Literacy	ELLI	Mobile Library Literacy	ESL	Other
	State Revenue	Grand Total						
California Library Literacy Services (California State Library Grant) *	57,236	57,236	37,236	10,000	10,000			
Library/Local Jurisdiction Commitment (City, County, District, Library)		178,815	178,815					
California Work Opportunity (CalWorks)		0						
Community Based English Tutoring (CBET)		0						
Community Development Block Grant (CDBG)		0						
County Health/Human Services/Alcohol & Drug (Prop 36)		0						
County Housing Authorities/Departments (CHA)		0						
County Sheriff's Department/Corrections		0						
Donations from Individuals (including Bequests)		0						
Even Start		0						
First Five/Children & Families Commission (Prop 10)		0						
Head Start		0						
Healthy Start		0						
Library Foundations		0						
Library Friends Groups		0						
Local Literacy Councils/Groups		0						
Private/Corporate Foundations (e.g., Verizon)		8,000	2,000	5,000	1,000			
Pro Literacy Worldwide (PLW) (formerly LVA/Laubach)		0						
Service Clubs (e.g., Rotary, Kiwanis)		1,000	1,000					
Special Events Net (fundraisers)		0						
United Way		0						
WIA (Workforce Investment Act) Sec. 225/231		0						
WIA (Workforce Investment Act) EL CIVICS		0						
Other (identify)		0						
Total:	57,236	187,815	219,051	15,000	11,000	0		
Grand Total	245,051	187,815	187,815	Total eligible for California State Library Match				

* Use previous years award amount for planning purposes - CLLS funding formula will determine final amount.

Budget Detail
Proposed for FY 2005/06

Library Name: _____ PI: _____

Instructions:

Please provide additional detail on your budget here to demonstrate how "State," "local jurisdiction" and "other" funds have been allocated. Be sure to exclude funds for activities that are not for the purposes of the California Library Literacy Services Act (e.g. portions of staff time that are not dedicated to literacy services like desk time). State and local funds may NOT include a portion of the Library Director or other library staff who are not providing direct literacy services or for whom literacy oversight is only a small portion of their ongoing responsibilities. Those funds are included in indirect (on this form) and/or in-kind (in the online reporting system).

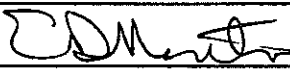
Personnel						
Title	FTE	Benefits Yes/No	State's Portion	Local Jurisdiction \$	Other Revenue \$	Total Cost
Literacy Coordinator	1	yes	0	83,312	95,503	178,815
ELLI and FFL Coordinator	1	yes	57,236			57,236
						0
						0
						0
						0
1 Sub-total of Personnel	2		57,236	83,312	95,503	236,051

Contract Services						
Title	FTE	Benefits Yes/No	State's Portion	Local Jurisdiction \$	Other Revenue \$	Total Cost
						0
						0
2 Sub-total of Contract Services			0	0	0	0

3 Operations				4,000		4,000
4 Library Materials (circulate)				5,000		5,000
5 Equipment (\$5K+)						0
6 Indirect Costs						0
7 Sub-total of 3-6 above			0	9,000	0	9,000
Grand Total (sub-totals 1, 2, & 7)			57,236	92,312	95,503	245,051

(Grand Total should match grand total on Projected Budget)

Note: Comments can be included as an attachment to this form.

 _____ Library Director's Signature	Elizabeth D. Minter, M.L.S. _____ Library Director's Name (printed)
5/2/2006 _____ Date	

Minimum Standards for California Library Literacy Services

Adult Literacy Services

In order to receive a baseline amount of funding from the California State Library for Adult Literacy Services, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:

1. Yes No Do all the adult learners you report to the State Library 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

2. Yes No Are "Dedicated staff" specifically assigned to adult literacy services?

3. Yes No Are literacy services provided in a public library setting or, if elsewhere, is a strong connection to the library made?

4. Yes No Does your literacy program employ the following volunteer management practices?:
 - The service recruits and trains volunteers to provide tutoring and other services.
 - After volunteer tutors receive training they are matched or are waiting to be matched with adult learners.
 - Ongoing tutor support services and programs are offered.
 - Volunteer tutors meet regularly with adult learners and report to the library on their progress

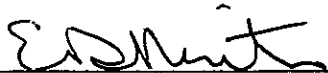
5. Yes No While library literacy services may charge a third party, such as a workplace, for services, is your literacy instruction always provided for free to the "end-user," the adult learner or participating family?

6. Yes No Do adult learners go through an initial intake process, which includes screening, assessment and possible referral?

7. Yes No Do adult learners receive regular instruction including but not limited to one-to-one, small group and/or computer instruction , and are they provided on-going support services as needed?

Adult Literacy Minimum 5

8. Yes No Does the library have a method for gathering literacy statistics, undertake periodic, regular student assessment, literacy services evaluation, and the reporting of outcomes utilizing the CLLS "Roles and Goals" process with its adult learners?
9. Yes No Does the library seek community and local government awareness of and support for the program, and have you developed a local commitment of resources for the program's continuation?
10. Yes No Does your literacy staff participate in their regional network (BALIT, CVLLN, NCLC, SCLLN, CSJVLN, etc.)?
11. Yes No Does the library participate in or is in the process of establishing a local adult literacy coalition?
12. Yes No Does the library know its community and the community's literacy needs, and has it designed its literacy services in response to those needs?



Library Director Signature, FY 2005/06

Placentia Library District


Library Name

Minimum Standards for California Library Literacy Services

Families for Literacy (FFL)

In order to receive a baseline amount of funding from the California State Library for Families for Literacy, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:

1. Yes No Are adult caregivers the primary focus of family literacy instruction? Family Literacy services are offered to prevent illiteracy through coordinated literacy and pre literacy services to families that include illiterate adults and pre-school children. Are all adult caregivers in your family literacy program participants in the library's adult literacy services or in another adult literacy program in the community?
2. Yes No Do volunteer tutors who work with the participating adults receive special training designed to support family literacy concepts and practices?
3. Yes No Do all families served contain at least 1 child under age 5?
4. Yes No Is regular programming provided for the adult and the child together during hours that are convenient for the families?
5. Yes No Is regular programming provided in a public library setting or, if elsewhere, is a strong connection to the library made?
6. Yes No Do literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children?
7. Yes No Are there multiple opportunities for participating families to receive free children's books for ownership, as well as other reading materials and incentives?
8. Yes No Are programming activities like storytelling, word games and other exercises designed to promote the enjoyment of reading in adults and children?
9. Yes No Are parents/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?
10. Yes No Does the library have a method for gathering family literacy statistics, undertake periodic, regular parent assessment, family literacy services evaluation, and the reporting of outcomes utilizing the CLLS "Family Literacy Survey"?
11. Yes No Does the library know its community and the community's family literacy needs, and has it designed literacy services in response to those needs?


Library Director Signature, FY 2005/06

Placentia Library District
Library Name

Minimum Standards for California Library Literacy Services

English Language & Literacy Intensive Program (ELI)

In order to receive a baseline amount of funding from the California State Library for ELLI, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:

- 1. Yes No Are ELLI participants identified as at-risk school-age children (grades K – 12) whose home language is one other than English?

- 2. Yes No 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?

- 3. Yes No Is regular programming provided in a library setting or, if elsewhere, is a strong connection to the public library made?

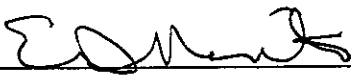
- 4. Yes No Does the service provide instruction to parents on how to navigate the school system and get involved with their child's school as well as other aspects of parenting as needed?

- 5. Yes No Do literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children?

- 6. Yes No 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?

- 7. Yes No Does the library have a method for gathering ELLI statistics, undertake periodic, regular child and parent assessment, ELLI services evaluation and the reporting of outcomes, including standardized test scores for participating children?

- 8. Yes No Does the library know its community and the community's need for English language literacy services, and has it designed ELLI services in response to those needs?



Library Director Signature, FY 2005/06

Placentia Library District

Library Name

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Pension Plan Involuntary Retirement Plan Distributions – Automatic Rollover

DATE: May 23, 2005

BACKGROUND:

The Placentia Library District is required to file an amendment in accordance with March 28, 2005 changes to forced distribution policy for unresponsive participants with benefits over \$1,000. While the Library District does not provide for these distributions, federal policy requires all employers that offer pension plans to concur with the new forced distribution policy.

RECOMMENDATION:

Ratify, receive, and file Pension Plan Amendment

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: May 23, 2005

BACKGROUND

The recent Legislative Alerts from the California Library Association (CLA) Legislative Committee are contained in Agenda Item 24.

No additional information has been received at the time of the preparation of this report. Any updated information will be presented at the Board Meeting.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 2005-2006 Budget
DATE: May 23, 2005





BACKGROUND

Fund 707 (General Fund) Revenue



- ☐ The proposed Fiscal Year 2005-2006 Revenue Estimate is \$1,951,785. The Revenue Estimate is Attachment A.
- ☐ The Property tax adjustment is based on a 6% increase.
- ☐ Passport revenue is calculated on the new average of \$31.50 net revenue per passport (including the factor for photos) at a volume of 6,508 for a total of \$205,000.
- ☐ Notary Service will probably begin mid-summer but it was not be factored in to the revenue flow for next year.
- ☐ State Library revenue is estimated to be \$163,472 and is Attachment B. It includes ILL Reimbursement and the California Foundation Funds remaining the same, the Literacy Grant decreasing 10% and \$70,000 for Grants. (Applications for \$48,634 for the LSTA Literacy Grant and \$8,514 for the Staff Education Grant have already been filed and the balance is for State Grants that may become available during the year.) It is really important to lobby as heavily as possible for both Public Library Fund and Transaction Based Reimbursements.

Fund 707 (General Fund) Expenditures

- ☐ The proposed Fiscal Year 2005-2006 Expenditure Estimate is \$1,951,785. Revenues and Expenditures are in Balance. The Expenditure Estimate is Attachment C.
- ☐ The Consumer Price Index for Los Angeles-Riverside-Orange County, CA for Mar 2004 to Mar 2005 showed a 4% increase. This increase is reflected in the personnel costs for all employees and proposed new hires.
- ☐ The proposed expenditures includes the increase of three FTE positions, two half-time librarians, two half-time clerks and 40 hours per week of page/shelvers. One of the half-time librarian positions is funded by a grant application and that person would not be working outside the Literacy Office.

-  The proposed expenditures includes the reclassification of 3 positions: a Librarian I to Librarian II, a Library Clerk I to Library Clerk II and Administrative Assistant to Manager of Administrative Services. If the position of Manager of Administrative Services is approved the present Administrative Assistant will be appointed conditional upon a maximum of Step 3 until she has completed her M.P.A. degree. The job description for the Manager of Administrative Services is Attachment D and the Job Description for the Manager of Public Services is Attachment E. The Salary Schedules for Non Exempt and Exempt Employees for Fiscal Year 2005-2006 is Attachment F.
-  There was not an adequate balance to fund enough staff to open the Library on Thursday evenings and Fridays. Staff felt very strongly that they need to increase the personnel level for the current hours of service before adding additional hours.
-  The Library Materials (book) budget was increased to reflect the Passport Services revenue.
-  I propose that the grant writing contract be extended for an additional six months.

Other Funds

-  I recommend that the Board allocate \$200,000 from non-operating funds to finance the RFID Conversion with the stipulation that beginning in Fiscal Year 2006-2007 \$25,000 per year will be transferred from Fund 707 (General Fund) to the non-operating fund to repay this purchase. In other words, the District will finance its own purchase of the RFID hardware and supplies, including a new security gate and self-service check-out unit.
-  I recommend that all remaining non-operating funds be budgeted for contingencies.

The budget forms for the Orange County Auditor will be presented for adoption after the public hearing.

The budget needs to be adopted and set for public hearing at the July 18, 2005 Library Board Meeting.

RECOMMENDATIONS

1. Approve the reclassification of 1.0 FTE Librarian I position to 1.0 FTE Librarian II.
2. Approve the reclassification of 1.0 FTE Library Clerk I position to 1.0 FTE Library Clerk II.
3. Establish the position of Manager of Administrative Services and adopt Placentia Library District Policy 2303, Job Description, Manager of Administrative Services and include the position in the salary scale for Exempt Managers.
4. Approve the reclassification of 1.0 FTE Library Assistant to 1.0 FTE Manager of Administrative Services with appointment conditional upon completion of the MPA degree for advancement beyond Step 3.
5. Amend Placentia Library District Policy 2305, Job Description, Manager of Public Services to reflect the transfer of Passport Agency responsibilities to the Manager of Administrative Services.

6. Adopt the Fund 707 (General Fund) Operating Budget for Fiscal Year 2005-2006 and authorize the Library Director to publish a Notice of Public Hearing for July 18, 2005
7. Determine whether to set aside non-operating funds for the RFID project in Fiscal Year 2005-2006.

Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

Object Code	Category	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Actual	FY2003-04 Actual	FY2004-2005 Budgeted	FY2004-2005 YTD May	FY2005-2006 Proposed
6210-00	Current Secured	849,522	921,767	995,217	1,072,450	1,163,387	1,234,995	1,280,570	1,333,163
6210-01	Public Utility	25,854	23,111	25,158	22,886	22,598	22,500	21,745	22,500
6210-04	Teacer Plan - Current Delinquent	0	12,334	13,876	14,764	14,296	14,500	12,766	12,500
	SUB-TOTAL CURRENT SECURED	875,376	957,212	1,034,251	1,110,100	1,200,281	1,271,995	1,315,081	1,368,163
6230	Prior Secured	19,936	12,028	12,031	14,166	16,612	13,000	0	13,000
	TOTAL SECURED	895,312	969,240	1,046,282	1,124,266	1,216,893	1,284,995	1,315,081	1,381,163
6220	Current Unsecured	53,807	55,274	56,067	58,450	60,783	61,000	61,149	61,000
6240	Prior Unsecured	936	962	668	785	719	750	0	750
	TOTAL UNSECURED	54,743	56,236	56,734	59,235	61,503	61,750	61,149	61,750
6690	HOMEOWNER	16,224	16,245	16,101	16,339	17,408	17,000	14,635	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	966,278	1,041,721	1,119,118	1,199,840	1,295,803	1,363,745	1,390,864	1,459,913
6250	SPECIAL DISTRICT AUGMENTATION	9,782	8,555	9,088	8,224	8,120	4,000	7,813	4,000
6260/6540	PENALTIES/DELINQUENCIES	249	268	0	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	33,580	36,813	39,810	48,663	54,711	48,000	76,862	58,000
6300	SUPPLEMENTAL - PRIOR	720	821	1,303	1,364	1,567	1,400	2,035	1,400
6610	INTEREST	20,286	21,191	11,628	8,670	7,096	4,000	11,745	10,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	64,618	67,648	61,829	66,921	71,495	57,400	98,454	73,400
	TOTAL PROPERTY TAX REVENUE	1,030,896	1,109,369	1,180,947	1,266,761	1,367,298	1,421,145	1,489,318	1,533,313
6970	STATE LIBRARY & STATE	142,922	169,318	125,235	242,019	92,378	89,264	111,884	163,472
7130	BANKRUPTCY RECOVERY DISTRIBUTION	36,814	0	0	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS	0	0	0	0	0	0	0	0
7670	LOCAL REVENUE	108,350	80,563	114,603	184,470	232,373	212,000	220,615	255,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	101	0	96	0	10	0	0	0
	TOTAL REVENUE	1,319,082	1,359,249	1,420,881	1,693,250	1,692,060	1,722,409	1,821,817	1,951,785

Placentia Library District
State Library Reimbursements and Grants
June 15, 2005

FUND	Actual FY1998-99	Actual FY1999-00	Actual FY2000-01	Actual FY2001-02	Actual FY2002-03	Actual FY2003-04	Budgeted FY2004-05	YTD Apr 05 FY2004-05	Proposed FY2005-06
ILL & Direct Loan Reimbursements	6,446	9,889	11,399	13,314	16,432	17,578	14,000	11,771	14,000
CA Foundation Funds	59,146	88,459	88,826	77,328	46,377	23,537	18,000	21,402	21,402
CA Literacy Campaign	8,872	10,390	18,818	19,593	24,725	51,194	51,194	64,191	58,000
Family Literacy Grant	0	0	20,000	10,000	12,060	0	0	0	0
Dept Educ. 321 Grant/ELLI	3,136	6,003	0	0	130,680	0	0	0	0
One-Year Grants/Partnerships for Change	1,000	10,000	5,000	5,000	5,745	0	6,000	14,520	78,514
Miscellaneous State Revenues	0	18,181	25,275	0	0	6,968	70	0	70
TOTAL STATE REVENUE	78,600	142,922	169,318	125,235	236,019	99,277	89,264	111,884	171,986

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD MAY 31	FY2005-2006 PROPOSED
0100	Salaries & Wages	537,311	623,836	645,313	688,819	680,870	761,117	728,222	936,954
0200	Retirement (Social Security & Pension Contribution)	69,960	84,284	93,990	94,049	84,612	106,841	100,050	122,653
	Health Insurance/Care America	28,006	38,227	41,981	46,765	48,150	83,667	71,104	111,127
	Long Term Disability/CNA	2,028	2,528	2,823	3,148	3,422	4,186	2,949	4,780
	Life Insurance/Fortis & Protective Life	0	2,320	1,862	1,239	2,127	1,814	879	2,721
	Vision/Vision Service Plan	2,430	2,752	3,008	2,275	2,291	2,870	2,361	2,501
	Dental/Ameritas	5,737	7,369	6,055	6,326	8,319	8,938	7,149	8,006
0300	Total Employee Insurance	38,201	53,196	55,730	59,754	64,309	101,475	84,442	129,136
0310	Unemployment Insurance	0	0	0	394	140	-	9,045	-
0350	Workers Compensation - General	2,754	6,074	11,364	4,335	9,683	13,000	16,713	11,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	648,226	767,390	806,397	847,351	839,613	982,433	938,471	1,199,742
0700-00	Communications - Telephone	2,029	2,109	3,476	1,456	1,484	2,000	2,231	3,000
0700-01	Communications - Modem/Fax/TI/DSL	4,432	5,345	6,818	7,550	8,833	7,800	7,171	8,400
0700-02	Communications - Internet Access	6,600	3,232	1,037	695	-	800	-	-
0700-05	Communications - Brodart Cataloging Access	2,649	3,007	2,225	2,371	2,586	2,700	2,155	2,700
0900-00	Food - General Fund	43	162	1,253	314	488	350	618	600
0900-07	Food - ELLI Grant	0	0	30	57	-	-	-	-
0900-08	Food - Adult Literacy	154	281	0	155	297	250	365	500
090-009	Food - Family Literacy	0	0	0	162	404	500	-	-
	Total Food	197	443	1,283	688	1,189	1,100	983	1,100
1000-00	Household Expense	4,271	2,375	20,637	3,852	2,600	4,250	4,479	5,000
1100-00	Insurance	6,946	5,069	5,280	7,614	11,120	12,000	11,002	12,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	2,037	4,117	1,991	3,494	2,267	3,000	8,218	5,000
1300-01	Maintenance of Equipment - General Fund (Computer)	9,961	11,714	5,490	24,352	46,030	25,000	19,500	25,000
1300-07	Maintenance of Equipment - ELLI Grant	0	0	(5,366)	-	-	-	-	-
1300-08	Maintenance of Equipment - Adult Literacy	0	0	5,366	235	587	500	74	500
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	-	-	-	-	-
	Total Maintenance of Equipment	11,998	15,831	7,481	28,080	48,884	28,500	27,792	30,500
	HVAC	2,105	1,704	2,174	7,135	3,533	7,500	2,823	7,500
	Carpet Cleaning	3,074	0	2,806	2,655	523	2,750	2,200	2,750
	Groundskeeping, City of Placentia	31,862	23,002	14,923	25,693	26,025	27,500	24,194	27,500
	Plumbing	1,656	1,799	4,725	3,090	3,185	3,000	1,527	3,000
	Electrical	15,520	1,170	2,151	1,442	5,608	4,000	3,327	4,000
	Cleaning Service	11,400	11,550	13,050	13,200	13,200	16,000	13,900	16,000
	Locksmith	2,041	210	287	1,308	507	1,000	122	1,000
	Other (includes fire alarms & seismic retrofit project)	1,331	25,806	4,581	5,786	12,944	6,500	1,869	5,000
1400-00	Total Maintenance of Building & Grounds	68,988	65,240	44,698	60,308	65,524	68,250	49,961	66,750
1600-00	Memberships - General Fund	3,356	3,569	2,771	1,933	3,742	3,100	3,760	3,750
1600-07	Memberships - ELLI Grant	0	0	0	225	-	-	-	-
1600-08	Memberships - Adult Literacy	150	355	426	515	200	550	910	1,000
1600-09	Memberships - Family Literacy	0	0	0	-	-	-	-	-
	Total Memberships	3,506	3,924	3,197	2,673	3,942	3,650	4,670	4,750
1700-00	Miscellaneous Expense - General Fund	0	0	0	3,545	4,992	-	300	7,740
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	-	-	-	-	-
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	-	-	-	-	22,953
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	-	-	-	-	-
	Total Miscellaneous Expense	0	0	0	3,545	4,992	-	300	30,693

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
1800-00	Library Supplies	6,275	8,824	10,755	14,419	13,063	12,000	19,950	15,000
	Printing	8,630	9,262	12,209	11,535	12,071	11,500	13,346	13,000
	EZ Copy - copy cards for sale to patrons	0	0	0	-	-	-	-	-
	Publications	560	821	3,252	1,057	589	1,100	692	1,100
	Paper	1,664	1,694	1,613	678	389	700	838	700
	Drinking Water Service	275	311	289	330	340	350	328	350
	Other Office Supplies	8,408	8,639	13,327	10,210	13,955	10,000	23,704	15,000
	Total Office Supply Expense - General Fund	25,812	29,551	41,444	38,228	40,405	35,650	58,857	45,150
1800-07	Literacy - ELLI Grant	0	0	15,109	2,061	256	500	-	-
	Printing	784	3,304	2,325	-	2,283	2,000	1,932	2,000
	Publications	874	631	1,730	5,526	2,346	2,500	195	2,500
	Paper	51	0	0	-	-	-	-	-
	Other Office Supplies	543	2,148	4,378	598	-	1,000	1,481	1,000
	Total Adult Literacy Office Supply Expense	2,252	6,083	8,433	6,124	4,629	5,500	3,607	5,500
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	513	608	1,592	1,577	2,000	-	2,000
	Total Office Expense	28,064	36,147	65,594	48,005	46,867	43,650	62,464	52,650
1803-00	Postage Expense - General Fund	4,642	2,437	5,049	4,711	4,284	4,500	6,471	6,000
1803-01	Postage Expense - LSCA II Grant	0	250	536	-	-	-	-	-
1803-08	Postage Expense - Adult Literacy	9	0	42	124	37	100	9	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	272	43	150	-	-
	Total Postage Expense	4,651	2,687	5,628	5,107	4,363	4,750	6,481	6,100

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD MAY 31	FY2005-2006 PROPOSED
	Care Resources (Employee Assistance)	420	420	420	420	385	420	385	420
	Pension Fund Operating & Investment Mgmt. Expenses	6,665	6,558	3,479	6,271	6,672	7,000	7,365	7,000
	Anaheim Library Automated Library System	40,584	43,978	25,219	30,170	32,223	35,000	33,801	35,000
	Library Board Consultants & Legal	0	0	900	-	23,014	10,000	3,884	5,000
	Clipping Service	397	453	453	500	556	504	378	600
	Tax Collection Services & Fees by Orange County & LAFCO	1,386	309	6,499	7,654	7,722	9,500	9,666	10,500
	Advertising (including WEB site)	1,200	787	2,350	3,813	1,980	2,000	1,893	2,500
	Medical Exams	368	315	1,183	1,070	827	1,200	1,120	1,500
	Collection Services - Accounts Receivable	1,862	2,228	2,154	1,862	2,457	2,800	1,465	2,800
	Audit & Accounting Services (Munson, Cronick & Assoc.)	3,775	5,140	5,150	4,885	5,691	8,600	9,200	10,000
	Payroll Preparation	2,622	2,949	3,069	3,895	3,564	3,600	3,986	4,000
	Election Expenses	0	0	0	-	-	15,000	17,754	-
	Staff Training in Library	0	0	0	3,500	-	3,500	375	3,500
	Other (includes contract storyteller)	18,151	9,329	25,794	14,255	13,534	15,000	14,183	14,500
1900-00	Total Specialized Services - General Fund	77,430	72,465	76,669	78,293	98,625	114,124	105,454	97,320
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	0	4,240	12,293	-	3,206	3,000	1,812	3,000
1900-07	Specialized Services - ELLI Grant	0	0	5,271	5,217	-	-	-	-
1900-08	Specialized Services - Adult Literacy	80	8,597	3,782	8,230	4,425	5,000	8,748	9,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	184	640	1,150	500	-	-
1900-18	Tax Collection Services & Fees by Orange County	8,826	11,959	10,794	12,074	13,768	15,000	13,606	15,000
	Total Specialized Services	86,335	97,240	108,992	104,454	121,174	137,624	129,619	124,320
2000-00	Legal Notices - General Fund	0	458	0	175	192	650	2,576	1,000
2000-01	Legal Notices - LSCA II Grant	0	0	0	-	-	-	-	-
	Total Legal Notices	0	458	0	175	192	650	2,576	1,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
2100-00	Rents/Lease-Equipment	0	0	0	622	703	700	628	700
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	91,373	70,195	101,370	103,680	101,660	105,000	43,544	105,000
2300-00	Small Tools/Instruments	0	0	0	-	-	-	-	-
2400-00	Special Department Expense - Miscellaneous	0	0	48	-	-	-	1,010	-
2400-01	Special Department Expense - Books	73,446	100,821	82,829	71,422	67,404	175,000	74,689	183,798
2400-02	Special Department Expense - Video	1,480	2,544	242	338	4,598	-	7,415	-
2400-03	Special Department Expense - Electronic	20,301	23,501	28,698	57,995	47,245	-	32,954	-
2400-04	Special Department Expense - Periodicals	19,827	14,765	15,962	8,058	8,197	-	8,097	-
2400-05	Special Department Expense - Audio	6,753	7,673	7,476	13,452	12,282	-	8,311	-
2400-07	Special Department Expense - ELLI Grant	0	0	78	5,204	816	-	-	-
2400-08	Special Department Expense - Adult Literacy	6,424	4,292	3,724	4,980	2,531	2,000	4,720	2,000
2400-09	Special Department Expense - Family Literacy	0	0	76	1,759	2,941	-	352	-
	Total Special Department Expense	128,232	153,595	139,132	163,208	146,014	177,000	137,549	185,798
2600-00	Transportation/Travel - General	0	0	0	-	-	-	-	-
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,445	1,046	1,673	2,368	4,287	2,500	2,394	7,500
2700-01	Transportation/Travel - Meetings, Staff Local	2,699	3,755	5,983	3,873	3,873	4,500	3,798	4,500
2700-02	Transportation/Travel - Meetings, Board Out of Town	124	582	1,344	1,357	269	1,500	1,119	1,500
2700-03	Transportation/Travel - Meetings, Board Local	477	498	941	611	1,747	750	202	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	198	-	-	-	-	-
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0	1,108	951	22	1,000	17	-
2700-08	Transportation/Travel - Meetings - Adult Literacy	936	1,390	1,124	1,025	35	1,000	348	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	635	0	0	259	58	-	25	-
	Total Transportation/Travel - Meetings	6,316	7,270	12,370	10,445	10,291	11,250	7,903	15,250

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD MAY 31	FY2005-2006 PROPOSED
2800-00	Electricity	40,615	37,795	58,119	54,097	44,154	72,000	38,420	60,000
	Gas	3,115	5,884	3,002	3,119	3,638	4,200	8,318	8,500
	Water	3,588	3,087	3,681	3,132	3,706	4,250	2,911	4,250
	Total Utilities	47,318	46,766	64,801	60,349	51,498	80,450	49,650	72,750
	TOTAL SUPPLIES & SERVICES	504,316	521,560	594,688	616,421	635,022	693,624	552,221	729,861
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	3,652	1,160	2,029	5,384	5,726	6,000	6,107	7,000
4000-00	Equipment	26,993	29,927	18,050	28,213	23,041	20,000	21,676	20,000
4000-07	Equipment - ELLI Grant	0	0	2,798	1,501	-	-	-	-
4000-08	Equipment - CLC Grant	0	558	0	2,726	-	-	-	-
4000-09	Equipment - Gates Foundation Grant	14,436	0	0	-	-	-	-	-
4000-11	Equipment	0	0	0	-	-	-	-	-
	Total Equipment	41,429	30,484	20,848	32,440	23,041	20,000	21,676	20,000
4200-00	Structures/Improvements	0	0	0	462	-	20,352	-	-
	TOTAL EQUIPMENT EXPENSE	41,429	30,484	20,848	32,902	23,041	40,352	21,676	20,000
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	-	-	-	-	-
5600	INVESTMENT POOL LOSS	0	0	0	-	-	-	-	-
	TOTAL EXPENSES	1,197,624	1,320,395	1,423,962	1,502,058	1,503,402	1,722,409	1,518,475	1,956,603
	ELLI Grant Summary Object Code 07	0	0	19,293	15,466	1,094	1,500	17	43,953
	CLC Summary Object Code 08	10,417	21,981	23,302	25,409	13,846	3,150	19,844	2,000
	FEL Grant Summary Object Code 09	15,071	513	867	4,683	6,171	3,000	377	3,000
	Partnerships for Change Grant/Spanish Literacy	25,488	22,494	43,462	45,559	14,940	21,050	20,238	45,953
	TOTAL LITERACY (Excluding Personnel)	1,319,082	1,359,249	1,420,881	1,693,250	1,692,060	0	0	(4,819)
	Revenues	121,458	38,854	(3,081)	191,192	188,658	0	0	(4,819)
	Balance								

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Administrative Services
POLICY NUMBER: 2303

Deleted: Administrative Assistant

Deleted: 9

2303.1 The Manager of Administrative Services is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex administrative, personnel, accounting and risk management tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the District during the absence of the Library Director.

Deleted: 2309

Deleted: Administrative Assistant

Deleted: clerical, keyboard

Deleted: and bookkeeping/accounting tasks,

Deleted: Library

2303.1.1 Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

Deleted: 2309

2303.1.2 Manages the recruitment process and maintains personnel records for all District employees. Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for Administrative Services staff for the Library Director's review.

Deleted: 2309

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Deleted: Library

2303.1.3 Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

Deleted: 2309

2303.1.4 Maintains the District's checkbooks and general ledger.

Deleted: 2309

2303.1.5 Manages the accounts payable and receivable and prepares all claims for payment.

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2303.1.6 Prepares the Administrative Services and entrepreneurial activities work schedules.

2303.1.7 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

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2303.1.8 Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations.

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He/she will translate the goals and objectives of the Board to the staff and the community.

2303.1.9 Prepares monthly and annual reports on the administrative activities of the District.

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2303.2 Typical Tasks

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2303.2.1 Directs, coordinates, and reviews the Administrative activities of the District concerning personnel, risk management, resources, equipment, services and programs.

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2303.2.2 Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.

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2303.2.3 Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

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2303.2.4 Maintains the office general ledger for the District and the Placentia Library Foundation.

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2303.2.5 Prepares materials for the annual audit and coordinates all activities with the District's independent auditor

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2303.2.6 Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.

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2303.2.7 Manages the Passport application agency program with the U. S. Department of State.

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2303.2.8 Maintains files and records related to the operations of the Administrative Office

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2303.2.9 Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

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2303.2.10 Makes travel arrangements for District Staff and Trustees.

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2303.2.11 Schedules the use of the Meeting and Conference Rooms.

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2303.2.12 Prepares District's financial and personnel reports to the State Library and other agencies.

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2303.2.13 Coordinates bid processes and purchasing (excluding books and library materials).

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2303.2.14 Coordinates maintenance and safety of the District's physical facility.

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2303.2.15 Works on special projects as assigned.

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2303.2.16 Negotiates and manages contracts and service agreements with District vendors.

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2303.2.17 Manages the recruitment process for all District positions.

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2303.2.18 Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

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2303.2.19 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

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2303.2.20 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

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2303.2.21 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

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2303.2.22 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

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2303.2.23 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

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2303.3 Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

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2303.4 Knowledge and abilities:

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2303.4.1 Proficiency in Word, Excel and Quickbooks.

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2303.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling. Deleted: 2309

2303.4.3 Knowledge of personal computer hardware and software operations. Deleted: 2309

2303.4.4 Knowledge of basic fund accounting, cost accounting and budgeting. Deleted: 2309

2303.4.5 Ability to apply the knowledge listed above. Deleted: 2309

2303.4.6 Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet. Deleted: 2309
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2303.4.7 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects. Deleted: 2309

2303.4.8 Ability to perform difficult clerical work and make decisions based upon District policies and procedures. Deleted: 2309

2303.4.9 Ability to respond to routine inquiries or complaints from Library customers. Deleted: 2309
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2303.4.10 Ability to supervise staff and implement personnel policies and procedures. Deleted: 2309

2303.4.11 Ability to analyze difficult problems and recommend solutions. Deleted: 2309

2303.4.12 Ability to take independent action. Deleted: 2309

2303.4.13 Ability to prepare and present reports that conform to prescribed style and format. Deleted: 2309

2303.4.14 Ability to present information to District management and the Library Board of Trustees. Deleted: 2309
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2303.4.15 Ability to organize and manage work flow for self and others. Deleted: 2309

2303.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations. Deleted: 2309

2303.5 Physical Demands Deleted: 2309

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2303.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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2303.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

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2303.5.1.2 Must possess mobility to operate a motor vehicle.

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2303.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

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2303.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

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2303.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

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2303.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

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2303.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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2303.5.1.8 Attendance at off-hours meetings and occasional travel are required.

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2303.6 Work Environment

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2303.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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2609.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Public Services
POLICY NUMBER: 2305

2305.1 The Public Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the adult services, children's services and literacy services programs of the library. May be designated in charge of the Library during the absence of the Library Director.

2305.1.1 He/she attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2305.1.2 He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2305.1.3 He/she oversees the preparation of public service desk schedules and the assignment of substitute hours.

2305.1.4 He/she coordinates the continuing education and in-service training program for the Public Services staff

2305.1.5 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2305.1.6 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2305.1.7 He/she prepares monthly and annual reports on the public service activities of the Library.

2305.1.8 He/she coordinates the adult and children's programming activities and exhibits in the Library.

2305.2 Typical Tasks

2305.2.1 Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

2305.2.2 Coordinates Library services projects with the City of Placentia and other outside organizations.

2305.2.3 Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

2305.2.4 Manages and coordinates the Library's WEB site.

2305.2.5 Manages the Library's programs for adults and children and schedules and coordinates exhibits.

Deleted: 2305.2.5 . Manages the passport application agency program.

2305.2.6 Prepares grant applications for Public Service activities.

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2305.2.7 Establishes and implements work procedures for department staff.

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2305.2.8 Negotiates and manages contracts and service agreements with Library vendors.

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2305.2.9 Speaks before community groups about books and Library services.

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2305.2.10 Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

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2305.2.11 Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

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2305.2.12 Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May take notes for the minutes in the absence of the Administrative Assistant.

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2305.2.13 Plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

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2305.2.14 Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

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2305.2.15 May be required to work up to half-time on a public services desk or in the literacy department.

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2305.2.16 Serves as a United States Passport Application Acceptance Agent.

2305.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license and be a United States Citizen.

2305.4 Knowledge and abilities:

2305.4.1 Knowledge of modern public library organization, procedures and policies.

2305.4.2 Knowledge of computer hardware and software operations

2305.4.3 Knowledge of skills required to perform reference work for adults and children using print and electronic resources.

2305.4.4 Knowledge of reference sources and methods to serve adult and children.

2305.4.5 Knowledge of skills required to operate all components of a library-based literacy program.

2305.4.6 Knowledge of basic fund accounting and budgeting.

2305.4.7 Ability to apply the knowledge listed above.

2305.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2305.4.9 Ability to respond to common inquiries or complaints from Library customers.

2305.4.10 Ability to supervise staff and implement personnel policies and procedures.

2305.4.11 Ability to analyze difficult problems and recommend solutions.

2305.4.12 Ability to take independent action.

2305.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2305.4.14 Ability to present information to Library management, public groups and the Library Board of Trustees.

2305.4.15 Ability to organize and manage workflow for self and others.

2305.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2305.5 Physical Demands

2305.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2305.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2305.5.1.2 Must possess mobility to operate a motor vehicle.

2305.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2305.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2305.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2305.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2305.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2305.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2305.6 Work Environment

2305.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2305.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Effective July 1, 2005
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10	
CLERK I	HR	11.97	12.27	12.58	12.89	13.21	13.54	13.88	14.23	14.58	15.31
	PP	957.60	981.54	1,006.08	1,031.23	1,057.01	1,083.44	1,110.52	1,138.29	1,166.74	1,225.08
	AN	24,897.60	25,520.04	26,158.04	26,811.99	27,482.29	28,169.35	28,873.58	29,595.42	30,335.31	31,852.07
	MO	2,074.80	1,875.47	1,922.27	1,970.80	2,019.33	2,347.45	2,406.13	2,466.29	2,527.94	2,654.34
CLERK II	HR	13.53	13.87	14.21	14.57	14.93	15.31	15.69	16.08	16.48	17.31
	PP	1,082.40	1,109.46	1,137.20	1,165.63	1,194.77	1,224.64	1,255.25	1,286.63	1,318.80	1,384.74
	AN	28,142.40	28,845.96	29,567.11	30,306.29	31,063.94	31,840.54	32,636.56	33,452.47	34,288.78	36,003.22
	MO	2,345.20	2,403.83	2,463.93	2,525.52	2,588.66	2,653.38	2,719.71	2,787.71	2,857.40	3,000.27
LIBR ASST	HR	16.07	16.47	16.88	17.31	17.74	18.18	18.64	19.10	19.58	20.56
	PP	1,285.60	1,317.74	1,350.68	1,384.45	1,419.06	1,454.54	1,490.90	1,528.17	1,566.38	1,644.70
	AN	33,425.60	34,261.24	35,117.77	35,995.72	36,895.61	37,818.00	38,763.45	39,732.53	40,725.85	42,762.14
	MO	2,785.47	2,855.10	2,926.48	2,999.64	3,074.63	3,151.50	3,230.29	3,311.04	3,393.82	3,563.51
LIB I	HR	19.00	19.48	19.96	20.46	20.97	21.50	22.03	22.59	23.15	24.31
	PP	1,520.00	1,558.00	1,596.95	1,636.87	1,677.80	1,719.74	1,762.73	1,806.80	1,851.97	1,944.57
	AN	39,520.00	40,508.00	41,520.70	42,558.72	43,622.69	44,713.25	45,831.08	46,976.86	48,151.28	50,558.85
	MO	3,293.33	3,375.67	3,460.06	3,546.56	3,635.22	3,726.10	3,819.26	3,914.74	4,012.61	4,213.24
LIB II	HR	22.14	22.69	23.26	23.84	24.44	25.05	25.68	26.32	26.98	28.32
	PP	1,771.20	1,815.48	1,860.87	1,907.39	1,955.07	2,003.95	2,054.05	2,105.40	2,158.04	2,265.94
	AN	46,051.20	47,202.48	48,382.54	49,592.11	50,831.91	52,102.71	53,405.27	54,740.41	56,108.92	58,914.36
	MO	3,837.60	3,933.54	4,031.88	4,132.68	4,235.99	4,341.89	4,450.44	4,561.70	4,675.74	4,909.53
LIB AIDE	HR	8.17	8.37	8.58	8.80	9.02	9.24	9.47	9.71	9.95	10.45
	PP	653.60	669.94	686.69	703.86	721.45	739.49	757.98	776.93	796.35	836.17
	AN	16,993.60	17,418.44	17,853.90	18,300.25	18,757.75	19,226.70	19,707.37	20,200.05	20,705.05	21,740.30
	MO	1,416.13	1,451.54	1,487.83	1,525.02	1,563.15	1,602.22	1,642.28	1,683.34	1,725.42	1,811.69

Signature _____ : Date May 23, 2005

AI Shkoler, President

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Effective July 1, 2005
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIB	HR	48.08								
DIR	PP	3,846.40								
	AN	100,006.40								
	MO	8,333.87								
ADMIN	HR	18.37	18.83	19.30	19.78	20.28	20.78	21.30	21.84	22.38
ASST	PP	1,469.60	1,506.34	1,544.00	1,582.60	1,622.16	1,662.72	1,704.29	1,746.89	1,790.56
	AN	38,209.60	39,164.84	40,143.96	41,147.56	42,176.25	43,230.66	44,311.42	45,419.21	46,554.69
	MO	3,184.13	3,263.74	3,345.33	3,428.96	3,514.69	3,602.55	3,692.62	3,784.93	3,879.56
PUB SVC & HR	HR	26.22	26.88	27.55	28.24	28.94	29.67	30.41	31.17	31.95
TECH SVC	PP	2,097.60	2,150.04	2,203.79	2,258.89	2,315.36	2,373.24	2,432.57	2,493.39	2,555.72
MGR	AN	54,537.60	55,901.04	57,298.57	58,731.03	60,199.31	61,704.29	63,246.90	64,828.07	66,448.77
	MO	4,544.80	4,658.42	4,774.88	4,894.25	5,016.61	5,142.02	5,270.57	5,402.34	5,537.40
PAGES	Starting Wage			6 Months	1 Year	18 Months				
		6.75	7.09	7.44	7.81					

Signature _____: Adopted May 23, 2005
AI Shkoler, President

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Strategic Planning
DATE: May 23, 2005

BACKGROUND

The Strategic Planning Workshop is scheduled for Friday, July 15, 2005 at the Kellogg West Conference Center at Cal Poly Pomona. The workshop facilitator will be Susan Berk. Wendy Goodson and I visited the facility on April 27 and reviewed the room, meal and refreshment arrangements.

The Library Board and a representative from both the Friends and Foundation will meet with Ms. Berk at a Library Board Worksession prior to the Library Board Meeting on May 23 to finalize the agenda for the Workshop.

Staff is recommending that the Library Board provide transportation from the Civic Center Parking Lot to Cal Poly Pomona at 8:00 A.M. on Friday, July 15 at a cost not to exceed \$350. The return trip will be made at the end of the workshop. Since the trip will be made in both directions during rush hour using a bus will ensure use of the car pool lanes and everyone will arrive together. Also, since the directions to Kellogg West are slightly confusing and the signage at the entrance to the facility is inadequate no one will need to be concerned about getting lost or delayed. (The City bus holds only 20 and is not available to us on July 15.)

RECOMMENDATION

1. Authorize the Library Director to make transportation arrangements for the July 15 Strategic Planning Workshop between the Placentia Civic Center Parking Lot and Kellogg West Conference Center at Cal Poly Pomona. *J. L. C.*
2. Identify any additional individuals to be invited to participate in the Strategic Planning Workshop.
3. Authorize any additional Strategic Planning activities identified by the Library Board.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Preview of Fiscal Year 2005-2006 Budget
DATE: May 23, 2005

BACKGROUND

Revenue

- 📖 The proposed Fiscal Year 2005-2006 Revenue Estimate is \$1,951,785. The Revenue Estimate is Attachment A.
- 📖 Property tax projections from the Orange County Auditor are not yet available. After talking with several other Finance Directors in the area I decided to use 6% rather than 4% for the property tax increase. This is in line with the estimate provided by the Property Tax Manager in the Orange County Auditor's Office.
- 📖 Passport revenue is calculated on the new average of \$31.50 net revenue per passport (including the factor for photos) at a volume of 6,508 for a total of \$205,000. The history of Passport Revenue (including Photos) is Attachment B.
- 📖 Notary Service will probably begin mid-summer but it was not be factored in to the revenue flow for next year.
- 📖 State Library revenue is estimated to be \$163,472 and is Attachment C. It includes ILL Reimbursement and the California Foundation Funds remaining the same, the Literacy Grant decreasing 10% and \$70,000 for Grants. (Applications for \$48,634 for the LSTA Literacy Grant and \$8,514 for the Staff Education Grant have already been filed and the balance is for State Grants that may become available during the year.) It is really important to lobby as heavily as possible for both Public Library Fund and Transaction Based Reimbursements.
- 📖 I propose that the grant writing contract be continued if it has produced a minimum of \$25,000 by May 31, 2005.

Expenditures

- 📖 The proposed Fiscal Year 2005-2006 Expenditure Estimate is \$1,951,785. Revenues and Expenditures are in Balance. The Expenditure Estimate is Attachment D.

- 📖 The Consumer Price Index for Los Angeles-Riverside-Orange County, CA for Mar 2004 to Mar 2005 showed a 4% increase. The Report is Attachment E. This increase is reflected in the personnel costs for all employees and proposed new hires.
- 📖 The proposed expenditures includes the increase of three FTE positions, two half-time librarians, two half-time clerks and 40 hours per week of page/shelvers. One of the half-time librarian positions is funded by a grant application and that person would not be working outside the Literacy Office. Staff Changes are presented in Attachment F.
- 📖 There was not an adequate balance to fund enough staff to open the Library on Thursday evenings and Fridays. Staff felt very strongly that they need to increase the personnel level for the current hours of service before adding additional hours.
- 📖 The Library Materials (book) budget was increased to reflect the Passport Services revenue.
- 📖 I will talk with the Board at the meeting about funding the conversion to RFID and introducing self-service check-out at the Library Board Meeting.

The Fiscal Year Budget will be presented at the June 15, 2005 Library Board Meeting for final adoption and will be set for public hearing at that time. If the Board wishes it could adopt the budget as a first reading at this meeting and set the Public Hearing for the June 15 meeting. If there are no changes to the Fines & Fees Policy it will not need to be included in the Public Hearing.

RECOMMENDATION

Action to be determined by the Library Board of Trustees

Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

Object Code	Category	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Actual	FY2003-04 Actual	FY2004-2005 Budgeted	FY2004-2005 YTD Apr	FY2005-2006 Proposed
6210-00	Current Secured	849,522	921,767	995,217	1,072,450	1,163,387	1,234,995	1,151,643	1,333,163
6210-01	Public Utility	25,854	23,111	25,158	22,886	22,598	22,500	11,524	22,500
6210-04	Teeter Plan - Current Delinquent	0	12,334	13,876	14,764	14,296	14,500	12,766	12,500
	SUB-TOTAL CURRENT SECURED	875,376	957,212	1,034,251	1,110,100	1,200,281	1,271,995	1,175,933	1,368,163
6230	Prior Secured	19,936	12,028	12,031	14,166	16,612	13,000	0	13,000
	TOTAL SECURED	895,312	969,240	1,046,282	1,124,266	1,216,893	1,284,995	1,175,933	1,381,163
6220	Current Unsecured	53,807	55,274	56,067	58,450	60,783	61,000	61,149	61,000
6240	Prior Unsecured	936	962	668	785	719	750	0	750
	TOTAL UNSECURED	54,743	56,236	56,734	59,235	61,503	61,750	61,149	61,750
6690	HOMEOWNER	16,224	16,245	16,101	16,339	17,408	17,000	8,609	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	966,278	1,041,721	1,119,118	1,199,840	1,295,803	1,363,745	1,245,691	1,459,913
6250	SPECIAL DISTRICT AUGMENTATION	9,782	8,555	9,088	8,224	8,120	4,000	4,060	4,000
6260/6540	PENALTIES/DELINQUENCIES	249	268	0	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	33,580	36,813	39,810	48,663	54,711	48,000	61,958	58,000
6300	SUPPLEMENTAL - PRIOR	720	821	1,303	1,364	1,567	1,400	2,035	1,400
6610	INTEREST	20,286	21,191	11,628	8,670	7,096	4,000	9,977	10,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	64,618	67,648	61,829	66,921	71,495	57,400	78,030	73,400
	TOTAL PROPERTY TAX REVENUE	1,030,896	1,109,369	1,180,947	1,266,761	1,367,298	1,421,145	1,323,721	1,533,313
6970	STATE LIBRARY & STATE	142,922	169,318	125,235	242,019	92,378	89,264	111,884	163,472
7130	BANKRUPTCY RECOVERY DISTRIBUTION	36,814	0	0	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS	0	0	0	0	0	0	0	0
7670	LOCAL REVENUE	108,350	80,563	114,603	184,470	232,373	212,000	182,459	255,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	101	0	96	0	10	0	0	0
	TOTAL REVENUE	1,319,082	1,359,249	1,420,881	1,693,250	1,692,060	1,722,409	1,618,064	1,951,785



Placentia Library District
Passport Services
Fiscal Year 2004-2005 Monthly Summary

Fiscal Year 2004-2005 Monthly Summary												
	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Printing Charge	Passport Photos	Book Budget	Revenue Per Passport	
Jul-04	485	14,500.00	215.55	136.50	352.05	104.00	233.03	0.00	-	14,205.42	29.29	
Aug-04	392	11,760.00	211.75	54.60	266.35	72.00	172.43	412.68	-	11,035.14	28.15	
Sep-04	361	10,830.00	219.45	27.30	246.75	66.00	123.43	259.67	-	10,293.45	28.51	
Oct-04	377	11,310.00	252.70	13.65	266.35	76.00	148.65	0.00	-	10,984.65	29.14	
Nov-04	320	9,600.00	198.45	13.65	212.10	58.00	152.66	0.00	-	9,306.89	29.08	
Dec-04	228	6,840.00	180.95	54.60	235.55	60.00	149.98	0.00	-	6,569.07	28.81	
Jan-05	499	14,970.00	238.70	40.95	279.65	100.00	103.44	0.00	870.00	15,597.86	31.26	175,000.00 Budgeted
Feb-05	482	14,460.00	215.60	81.90	297.50	86.00	198.64	0.00	1,550.00	15,681.76	32.53	150,312.69 YTD
Mar-05	857	25,710.00	338.80	218.40	557.20	138.00	453.03	681.11	1,980.00	26,355.06	30.75	24,687.31 Remainder Year
Apr-05	967	29,010.00	362.27	150.15	512.42	138.00	382.34	0.00	1,880.00	30,283.39	31.32	12,343.66 Remainder per Month
May-05		0.00			0.00			0.00		0.00	#DIV/0!	411.46 Passports per month
Jun-05		0.00			0.00			0.00		0.00	#DIV/0!	
TOTAL	4,968	149,040.00	2,434.22	791.70	3,225.92	898.00	2,117.63	1353.46	6,280.00	150,312.69	30.26	

Fiscal Year 2003-2004 Monthly Summary												
	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Printing Charge	Passport Photos	Book Budget	Revenue Per Passport	
Jul-03	482	14,460.00	266.00	68.25	334.25	49.00	182.44	396.52	-	13,664.04	28.35	
Aug-03	399	11,970.00	211.75	40.95	252.70	44.00	194.41	0.00	-	11,607.84	29.09	
Sep-03	402	12,060.00	215.00	68.25	283.25	184.00	115.24	583.95	-	11,329.81	28.18	
Oct-03	415	12,450.00	196.95	27.30	224.25	82.00	126.89	32.33	-	12,175.83	29.34	
Nov-03	330	9,900.00	187.20	27.30	214.50	88.00	131.30	0.00	-	9,669.50	29.30	
Dec-03	252	7,560.00	166.15	13.65	179.80	70.00	213.08	0.00	-	7,250.77	28.77	
Jan-04	511	15,330.00	239.07	13.65	252.72	68.00	105.98	0.00	-	15,052.95	29.46	146,000.00 Budgeted
Feb-04	588	17,640.00	240.60	81.90	322.50	104.00	98.17	186.41	-	17,218.82	29.28	187,276.40 YTD
Mar-04	802	24,060.00	325.25	81.90	407.15	122.00	162.89	16.16	-	23,677.70	29.52	(41,276.40) Remainder Year
Apr-04	754	22,620.00	320.07	27.30	347.37	106.00	240.29	0.00	-	22,165.64	29.40	(41,276.40) Remainder per Month
May-04	835	25,050.00	316.80	40.95	357.75	156.00	240.51	0.00	-	24,648.69	29.52	-1423.32 Passports per month
Jun-04	643	19,290.00	285.65	150.15	435.80	84.00	273.54	0.00	-	18,814.81	29.26	
TOTAL	6,413	192,390.00	2,970.49	641.55	3,612.04	1,157.00	2,084.74	1215.37		187,276.40	29.20	

Piacentia Library District
Passport Services
Fiscal Year 2004-2005 Monthly Summary

Fiscal Year 2002-2003 Monthly Summary											
	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Printing Charge	Book Budget	Revenue Per Passport	
Jul-02	598	8,970.00	264.15	40.95	305.10	59.00		280.99	8,483.86	14.19	
Aug-02	606	11,355.00	267.55	68.25	335.80	74.00	121.87	0.00	11,039.58	18.22	
Sep-02	369	11,070.00	255.17	27.30	282.47	35.00	122.13	0.00	10,727.70	29.07	
Oct-02	300	9,000.00	198.25	54.60	252.85	37.00	119.71	0.00	8,719.04	29.06	
Nov-02	279	8,370.00	157.85	13.65	171.50	41.00	108.18	0.00	8,144.97	29.19	
Dec-02	153	4,590.00	134.75	-	134.75	21.00	114.55	0.00	4,361.70	28.51	
Jan-03	369	11,070.00	214.20	54.60	268.80	49.00	118.26	0.00	10,786.54	29.23	150,000.00 Budgeted
Feb-03	421	12,630.00	188.65	40.95	229.60	47.00	183.30	0.00	12,303.05	29.22	141,245.17 YTD
Mar-03	529	15,870.00	254.70	27.30	282.00	53.00	140.67	0.00	15,527.63	29.35	8,754.83 Remainder Year
Apr-03	542	16,260.00	282.02	27.30	309.32	50.00	204.50	0.00	15,823.48	29.19	4,377.41 Remainder per Month
May-03	566	16,980.00	263.00	54.60	317.60	68.00	152.37	0.00	16,632.63	29.39	11,770.43 Passports per month
Jun-03	636	19,080.00	254.70	54.60	309.30	55.00	185.31	0.00	18,694.99	29.39	
TOTAL	5,368	145,245.00	2,734.99	464.10	3,199.09	589.00	1,572.85	280.99	141,245.17	26.31	

Fiscal Year 2001-2002 Monthly Summary											
	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Printing Charge	Book Budget	Revenue Per Passport	
Jul-01	401	6,015.00	197.50	99.60	297.10	57.00	65.44	0.00	5,809.06	14.49	
Aug-01	351	5,265.00	217.25	124.50	341.75	37.00	98.98	0.00	4,985.77	14.20	
Sep-01	268	4,020.00	165.90	49.80	215.70	23.00	60.98	0.00	3,816.12	14.24	
Oct-01	317	4,755.00	193.55	136.95	330.50	44.00	57.50	0.00	4,547.95	14.35	
Nov-01	286	4,290.00	186.25	99.60	285.85	30.00	49.47	0.00	4,084.28	14.28	
Dec-01	188	2,820.00	138.25	37.35	175.60	11.00	59.49	0.00	2,633.26	14.01	
Jan-02	501	7,515.00	253.94	49.80	303.74	49.00	16.79	0.00	7,293.27	14.56	85,000.00 Budgeted
Feb-02	424	6,360.00	217.25	50.37	267.62	35.00	57.50	0.00	6,120.25	14.43	81,165.97 YTD
Mar-02	603	9,045.00	280.45	136.95	417.40	51.00	134.49	269.38	8,411.68	13.95	3,834.03 Remainder Year
Apr-02	763	11,445.00	319.95	24.90	344.85	70.00	131.90	0.00	11,063.15	14.50	3,834.03 Remainder per Month
May-02	771	11,565.00	323.90	37.35	361.25	67.00	107.75	0.00	11,200.35	14.53	255.60 Passports per month
Jun-02	774	11,610.00	292.30	49.80	342.10	72.00	188.87	0.00	11,200.83	14.47	
TOTAL	5,647	84,705.00	2,786.49	896.97	3,683.46	546.00	1,029.16	269.38	81,165.97	14.37	

Placentia Library District
Passport Services
Fiscal Year 2004-2005 Monthly Summary

Fiscal Year 2000-2001 Monthly Summary										
# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Printing Charge	Book Budget	Revenue Per Passport	
Jul-00	311	4,665.00	144.00	70.50	214.50	26.00	64.26	393.99	4,088.75	13.15
Aug-00	294	4,410.00	144.00	70.50	214.50	33.00	37.93	0.00	4,261.07	14.49
Sep-00	192	2,880.00	118.40	23.50	141.90	30.00	46.04	0.00	2,745.56	14.30
Oct-00	229	3,435.00	128.00	11.75	139.75	42.00	63.95	0.00	3,285.05	14.35
Nov-00	180	2,700.00	123.25	70.50	193.75	13.00	46.53	0.00	2,543.22	14.13
Dec-00	100	1,500.00	70.40	58.75	129.15	14.00	24.40	0.00	1,419.20	14.19
Jan-01	225	3,375.00	140.90	12.25	153.15	27.00	49.73	0.00	3,211.37	14.27
Feb-01	295	4,425.00	150.10	36.75	186.85	23.00	42.89	0.00	4,255.01	14.42
Mar-01	428	6,420.00	209.75	24.50	234.25	35.00	61.64	0.00	6,183.61	14.45
Apr-01	501	7,515.00	221.20	24.50	245.70	51.00	78.37	0.00	7,266.23	14.50
May-01	505	7,575.00	223.45	46.75	270.20	63.00	92.25	0.00	7,322.30	14.50
Jun-01	442	6,630.00	201.45	24.50	225.95	46.00	15.00	0.00	6,459.55	14.61
TOTAL	3,702	55,530.00	1,874.90	474.75	2,349.65	403.00	623.19	393.99	53,040.92	14.33

47,500.00 Budgeted
53,040.92 YTD
(5,540.92) Remainder Year
(5,540.92) Remainder per Month
-381.90 Passports per month

Fiscal Year 1999-2000 Monthly Summary

# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Book Budget	Revenue Per Passport
Jul-99	154	2,310.00	108.80	82.25	191.05	12.00	2198.20	14.27
Aug-99	214	3,210.00	131.20	86.75	217.95	21.00	3073.68	14.36
Sep-99	174	2,610.00	115.20	35.25	150.45	6.00	2485.23	14.28
Oct-99	185	2,775.00	105.60	23.50	129.10	15.00	2655.04	14.35
Nov-99	167	2,505.00	108.80	58.75	167.55	12.00	2383.13	14.27
Dec-99	107	1,605.00	86.40	82.25	168.65	9.00	1512.60	14.14
Jan-00	312	4,680.00	128.00	70.50	198.50	17.00	4554.00	14.60
Feb-00	353	5,295.00	134.40	82.25	216.65	26.00	5157.06	14.61
Mar-00	411	6,165.00	174.95	23.50	198.45	28.00	5965.97	14.52
Apr-00	339	5,085.00	131.20	-	131.20	17.00	4955.80	14.62
May-00	520	7,800.00	173.13	82.25	255.38	37.00	7613.20	14.64
Jun-00	477	7,155.00	170.15	70.50	240.65	44.00	6964.59	14.60
TOTAL	3,413	51,195.00	1,567.83	697.75	2,265.58	244.00	49518.50	14.51

Placentia Library District
Passport Services
Fiscal Year 2004-2005 Monthly Summary

Fiscal Year 1998-1999 Monthly Summary

	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Book Budget	Revenue Per Passport
Dec-98	37	555.00	51.00	-	51.00	-	12.66	491.34	13.28
Jan-99	115	1,725.00	100.80	45.00	145.80	-	15.00	1609.20	13.99
Feb-99	207	3,105.00	102.40	62.50	164.90	-	15.00	2987.60	14.43
Mar-99	271	4,065.00	131.20	105.75	236.95	-	15.00	3918.80	14.46
Apr-99	250	3,750.00	121.60	23.50	145.10	-	15.00	3613.40	14.45
May-99	288	4,320.00	153.60	35.25	188.85	-	15.00	4151.40	14.41
Jun-99	280	4,200.00	128.00	199.75	327.75	1.00	15.00	4058.00	14.49
TOTAL	1,448	21,720.00	788.60	471.75	1,260.35	1.00	102.66	20829.74	14.39

Passports Processed

	1998-99	1999-00	2000-01	2001-02	2002-03	2003-2004	2004-2005	% Change Prev Yr.
Jul		154	311	401	598	482	485	0.01
Aug		214	294	351	606	399	393	-0.02
Sep		174	192	268	369	402	361	-0.10
Oct		185	229	317	300	415	377	-0.09
Nov		167	180	286	279	330	320	-0.03
Dec	37	107	100	188	154	252	228	-0.10
Jan	115	312	225	501	369	511	499	-0.02
Feb	207	353	295	424	421	588	482	-0.18
Mar	271	411	428	603	529	802	857	0.07
Apr	250	339	501	764	542	754	967	0.28
May	288	520	505	771	566	835	967	-1.00
Jun	280	477	442	774	636	643	4969	-1.00
TOTAL	1,448	3,413	3,702	5,648	5,369	6,413	4,969	-0.23
# Prev Yr.		1,965	289	1,946	(279)	1,044		-1.00
% Prev Yr.		135.7%	8.5%	52.6%	-4.9%	19.4%		

Placentia Library District
 State Library Reimbursements and Grants
 May 23, 2005

FUND	Actual FY1998-99	Actual FY1999-00	Actual FY2000-01	Actual FY2001-02	Actual FY2002-03	Actual FY2003-04	Budgeted FY2004-05	YTD Apr 05 FY2004-05	Proposed FY2005-06
ILL & Direct Loan Reimbursements	6,446	9,889	11,399	13,314	16,432	17,578	14,000	11,771	14,000
CA Foundation Funds	59,146	88,459	88,826	77,328	46,377	23,537	18,000	21,402	21,402
CA Literacy Campaign	8,872	10,390	18,818	19,593	24,725	51,194	51,194	64,191	58,000
Family Literacy Grant	0	0	20,000	10,000	12,060	0	0	0	0
Dept Educ. 321 Grant/ELLI	3,136	6,003	0	0	130,680	0	0	0	0
One-Year Grants/Partnerships for Change	1,000	10,000	5,000	5,000	5,745	0	6,000	14,520	70,000
Miscellaneous State Revenues	0	18,181	25,275	0	0	6,968	70	0	70
TOTAL STATE REVENUE	78,600	142,922	169,318	125,235	236,019	99,277	89,264	111,884	163,472

Placentia Library District
 State Library Transaction Based Reimbursements
 May 23, 2005

	INTERLIBRARY LOAN	DIRECT LOAN	TOTAL
FY2000-2001			
1st quarter	2,579.88	0.00	2,579.88
2nd quarter	2,016.52	0.00	2,016.52
3rd quarter	2,793.66	0.00	2,793.66
4th quarter	2,863.00	0.00	2,863.00
5th payment	1,139.23	0.00	1,139.23
TOTAL	11,392.29	0.00	11,392.29

FY2001-2002			
1st quarter	3,860.33	0.00	3,860.33
2nd quarter	2,253.69	0.00	2,253.69
3rd quarter	3,197.39	0.00	3,197.39
4th quarter	4,194.49	0.00	4,194.49
5th payment		0.00	0.00
TOTAL	13,505.90	0.00	13,505.90

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	3,517.52	0.00	3,517.52
5th payment	5,214.15	0.00	5,214.15
TOTAL	20,293.80	0.00	20,293.80

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		0.00	0.00
5th payment		0.00	0.00
TOTAL	10,411.38	0.00	10,411.38

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD Apr. 30	FY2005-2006 PROPOSED
0100	Salaries & Wages	537,311	623,836	645,313	688,819	680,870	761,117	659,379	892,614
0200	Retirement (Social Security & Pension Contribution)	69,960	84,284	93,990	94,049	84,612	106,841	95,571	114,442
	Health Insurance/Care America	28,006	38,227	41,981	46,765	48,150	83,667	63,278	108,904
	Long Term Disability/CNA	2,028	2,528	2,823	3,148	3,422	4,186	2,646	4,523
	Life Insurance/Fortis & Protective Life	0	2,320	1,862	1,239	2,127	1,814	879	2,495
	Vision/Vision Service Plan	2,430	2,752	3,008	2,275	2,291	2,870	2,132	70
	Dental/Ameritas	5,737	7,369	6,055	6,326	8,319	8,938	7,149	8,381
0300	Total Employee Insurance	38,201	53,196	55,730	59,754	64,309	101,475	76,084	124,373
0310	Unemployment Insurance	0	0	0	394	140	-	7,536	-
0350	Workers Compensation - General	2,754	6,074	11,364	4,335	9,683	13,000	16,713	15,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	648,226	767,390	806,397	847,351	839,613	982,433	855,283	1,146,429
0700-00	Communications - Telephone	2,029	2,109	3,476	1,456	1,484	2,000	2,086	3,000
0700-01	Communications - Modem/Fax/T1/DSL	4,432	5,345	6,818	7,550	8,833	7,800	6,829	8,400
0700-02	Communications - Internet Access	6,600	3,232	1,037	695	-	800	-	-
0700-05	Communications - Broadband Cataloging Access	2,649	3,007	2,225	2,371	2,586	2,700	2,155	2,700
0700-07	Communications - ELLI Grant	0	0	265	250	-	-	-	-
0700-08	Communications - Adult Literacy	412	426	406	1,295	1,106	1,500	1,062	1,400
	Total Communications	16,121	14,119	14,228	13,617	14,009	14,800	12,132	15,500
0900-00	Food - General Fund	43	162	1,253	314	488	350	618	600
0900-07	Food - ELLI Grant	0	0	30	57	-	-	-	-
0900-08	Food - Adult Literacy	154	281	0	155	297	250	365	500
090-009	Food - Family Literacy	0	0	0	162	404	500	-	-
	Total Food	197	443	1,283	688	1,189	1,100	983	1,100
1000-00	Household Expense	4,271	2,375	20,637	3,852	2,600	4,250	4,429	5,000
1100-00	Insurance	6,946	5,069	5,280	7,614	11,120	12,000	11,002	12,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD Apr 30	FY2005-2006 PROPOSED
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	2,037	4,117	1,991	3,494	2,267	3,000	8,108	5,000
1300-01	Maintenance of Equipment - General Fund (Computer)	9,961	11,714	5,490	24,352	46,030	25,000	19,500	25,000
1300-07	Maintenance of Equipment - ELLI Grant	0	0	(5,366)	-	-	-	-	-
1300-08	Maintenance of Equipment - Adult Literacy	0	0	5,366	235	587	500	74	500
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	-	-	-	-	-
	Total Maintenance of Equipment	11,998	15,831	7,481	28,080	48,884	28,500	27,682	30,500
	HVAC	2,105	1,704	2,174	7,135	3,533	7,500	2,823	7,500
	Carpet Cleaning	3,074	0	2,806	2,655	523	2,750	2,200	2,750
	Groundskeeping, City of Placentia	31,862	23,002	14,923	25,693	26,025	27,500	22,470	27,500
	Plumbing	1,656	1,799	4,725	3,090	3,185	3,000	1,527	3,000
	Electrical	15,520	1,170	2,151	1,442	5,608	4,000	1,005	4,000
	Cleaning Service	11,400	11,550	13,050	13,200	13,200	16,000	12,600	16,000
	Locksmith	2,041	210	287	1,308	507	1,000	122	1,000
	Other (includes fire alarms & seismic retrofit project)	1,331	25,806	4,581	5,786	12,944	6,500	1,869	5,000
	Total Maintenance of Building & Grounds	68,988	65,240	44,698	60,308	65,524	68,250	44,615	66,750
1400-00									
1600-00	Memberships - General Fund	3,356	3,569	2,771	1,933	3,742	3,100	3,605	3,750
1600-07	Memberships - ELLI Grant	0	0	0	225	-	-	-	-
1600-08	Memberships - Adult Literacy	150	355	426	515	200	550	910	1,000
1600-09	Memberships - Family Literacy	0	0	0	-	-	-	-	-
	Total Memberships	3,506	3,924	3,197	2,673	3,942	3,650	4,515	4,750
1700-00	Miscellaneous Expense - General Fund	0	0	0	3,545	4,992	-	300	7,740
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	-	-	-	-	-
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	-	-	-	-	22,953
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	-	-	-	-	-
	Total Miscellaneous Expense	0	0	0	3,545	4,992	-	300	30,693

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD Apr. 30	FY2005-2006 PROPOSED
1800-00	Library Supplies	6,275	8,824	10,755	14,419	13,063	12,000	19,829	15,000
	Printing	8,630	9,262	12,209	11,535	12,071	11,500	12,989	13,000
	EZ Copy - copy cards for sale to patrons	0	0	0	-	-	-	-	-
	Publications	560	821	3,252	1,057	589	1,100	692	1,100
	Paper	1,664	1,694	1,613	678	389	700	536	700
	Drinking Water Service	275	311	289	330	340	350	297	350
	Other Office Supplies	8,408	8,639	13,327	10,210	13,955	10,000	20,428	15,000
	Total Office Supply Expense - General Fund	25,812	29,551	41,444	38,228	40,405	35,650	54,771	45,150
1800-07	Literacy - ELLI Grant	0	0	15,109	2,061	256	500	-	-
1800-08	Printing	784	3,304	2,325	-	2,283	2,000	1,932	2,000
	Publications	874	631	1,730	5,526	2,346	2,500	195	2,500
	Paper	51	0	0	-	-	-	-	-
	Other Office Supplies	543	2,148	4,378	598	-	1,000	653	1,000
	Total Adult Literacy Office Supply Expense	2,252	6,083	8,433	6,124	4,629	5,500	2,780	5,500
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	513	608	1,592	1,577	2,000	-	2,000
	Total Office Expense	28,064	36,147	65,594	48,005	46,867	43,650	57,551	52,650
1803-00	Postage Expense - General Fund	4,642	2,437	5,049	4,711	4,284	4,500	5,615	6,000
1803-01	Postage Expense - LSCA II Grant	0	250	536	-	-	-	-	-
1803-08	Postage Expense - Adult Literacy	9	0	42	124	37	100	9	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	272	43	150	-	-
	Total Postage Expense	4,651	2,687	5,628	5,107	4,363	4,750	5,625	6,100

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD Apr 30	FY2005-2006 PROPOSED
	Care Resources (Employee Assistance)	420	420	420	420	385	420	350	420
	Pension Fund Operating & Investment Mgmt. Expenses	6,665	6,558	3,479	6,271	6,672	7,000	5,868	7,000
	Anaheim Library Automated Library System	40,584	43,978	25,219	30,170	32,223	35,000	33,801	35,000
	Library Board Consultants & Legal	0	0	900	-	23,014	10,000	3,884	5,000
	Clipping Service	397	453	453	500	556	504	336	600
	Tax Collection Services & Fees by Orange County & LAFCO	1,386	309	6,499	7,654	7,722	9,500	27,349	12,000
	Advertising (including WEB site)	1,200	787	2,350	3,813	1,980	2,000	1,893	2,500
	Medical Exams	368	315	1,183	1,070	827	1,200	1,129	1,500
	Collection Services - Accounts Receivable	1,862	2,228	2,154	1,862	2,457	2,800	1,465	2,800
	Audit & Accounting Services (Munson, Cronick & Assoc.)	3,775	5,140	5,150	4,885	5,691	8,600	9,200	10,000
	Payroll Preparation	2,622	2,949	3,069	3,895	3,564	3,600	3,818	4,000
	Election Expenses	0	0	0	-	-	15,000	-	-
	Staff Training in Library	0	0	0	3,500	-	3,500	375	3,500
	Other (Includes contract storyteller)	18,151	9,329	25,794	14,255	13,534	15,000	13,236	15,000
1900-00	Total Specialized Services - General Fund	77,430	72,465	76,669	78,293	98,625	114,124	102,694	99,320
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	0	4,240	12,293	-	3,206	3,000	1,812	3,000
1900-07	Specialized Services - ELLI Grant	0	0	5,271	5,217	-	-	-	-
1900-08	Specialized Services - Adult Literacy	80	8,597	3,782	8,230	4,425	5,000	8,498	9,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	184	640	1,150	500	-	-
1900-18	Tax Collection Services & Fees by Orange County	8,826	11,939	10,794	12,074	13,768	15,000	13,258	15,000
	Total Specialized Services	86,335	97,240	108,992	104,454	121,174	137,624	126,261	126,320
2000-00	Legal Notices - General Fund	0	458	0	175	192	650	2,576	1,000
2000-01	Legal Notices - LSCA II Grant	0	0	0	-	-	-	-	-
	Total Legal Notices	0	458	0	175	192	650	2,576	1,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD Apr 30	FY2005-2006 PROPOSED
2100-00	Rents/Leases-Equipment	0	0	0	622	703	700	474	700
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	91,373	70,195	101,370	103,680	101,660	105,000	43,544	105,000
2300-00	Small Tools/Instruments	0	0	0	-	-	-	-	-
2400-00	Special Department Expense - Miscellaneous	0	0	48	-	-	-	1,010	-
2400-01	Special Department Expense- Books	73,446	100,821	82,829	71,422	67,404	175,000	74,689	200,000
2400-02	Special Department Expense - Video	1,480	2,544	242	338	4,598	-	7,415	-
2400-03	Special Department Expense - Electronic	20,301	23,501	28,698	57,995	47,245	-	32,954	-
2400-04	Special Department Expense - Periodicals	19,827	14,765	15,962	8,058	8,197	-	8,097	-
2400-05	Special Department Expense - Audio	6,753	7,673	7,476	13,452	12,282	-	8,311	-
2400-07	Special Department Expense - ELLI Grant	0	0	78	5,204	816	-	-	-
2400-08	Special Department Expense - Adult Literacy	6,424	4,292	3,724	4,980	2,531	2,000	4,720	2,000
2400-09	Special Department Expense - Family Literacy	0	0	76	1,759	2,941	-	352	-
	Total Special Department Expense	128,232	153,595	139,132	163,208	146,014	177,000	137,549	202,000
2600-00	Transportation/Travel - General	0	0	0	-	-	-	-	-
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,445	1,046	1,673	2,368	4,287	2,500	2,394	7,500
2700-01	Transportation/Travel - Meetings, Staff Local	2,699	3,755	5,983	3,873	3,873	4,500	2,880	4,500
2700-02	Transportation/Travel - Meetings, Board Out of Town	124	582	1,344	1,357	269	1,500	1,119	1,500
2700-03	Transportation/Travel - Meetings, Board Local	477	498	941	611	1,747	750	202	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	198	-	-	-	-	-
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0	1,108	951	22	1,000	17	-
2700-08	Transportation/Travel - Meetings - Adult Literacy	936	1,390	1,124	1,025	35	1,000	348	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	635	0	0	259	58	-	25	-
	Total Transportation/Travel - Meetings	6,316	7,270	12,370	10,445	10,291	11,250	6,986	15,250

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD Apr 30	FY2005-2006 PROPOSED
2800-00	Electricity	40,615	37,795	58,119	54,097	44,154	72,000	38,420	60,000
	Gas	3,115	5,884	3,002	3,119	3,638	4,200	7,785	8,500
	Water	3,588	3,087	3,681	3,132	3,706	4,250	2,633	4,250
	Total Utilities	47,318	46,766	64,801	60,349	51,498	80,450	48,838	72,750
	TOTAL SUPPLIES & SERVICES	504,316	521,360	594,688	616,421	635,022	693,624	535,062	748,063
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	3,652	1,160	2,029	5,384	5,726	6,000	6,107	7,000
4000-00	Equipment	26,993	29,927	18,050	28,213	23,041	20,000	21,676	20,000
4000-07	Equipment - ELLI Grant	0	0	2,798	1,501	-	-	-	-
4000-08	Equipment - CLC Grant	0	558	0	2,726	-	-	-	-
4000-09	Equipment - Gates Foundation Grant	14,436	0	0	-	-	-	-	-
4000-11	Equipment	0	0	0	-	-	-	-	-
	Total Equipment	41,429	30,484	20,848	32,440	23,041	20,000	21,676	20,000
4200-00	Structures/Improvements	0	0	0	462	-	20,352	-	30,293
	TOTAL EQUIPMENT EXPENSE	41,429	30,484	20,848	32,902	23,041	40,352	21,676	50,293
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	-	-	-	-	-
5600	INVESTMENT POOL LOSS	0	0	0	-	-	-	-	-
	TOTAL EXPENSES	1,197,624	1,320,395	1,423,962	1,502,058	1,503,402	1,722,409	1,418,128	1,951,785
	ELLI Grant Summary Object Code 07	0	0	19,293	-	-	1,500	17	0
	CLC Summary Object Code 08	10,417	21,981	23,302	15,466	1,094	16,400	18,766	45,953
	FFL Grant Summary Object Code 09	15,071	513	867	25,409	13,846	3,150	377	2,000
	Partnerships for Change Grant/Spanish Literacy	-	4,240	12,293	4,683	6,171	3,000	1,812	3,000
	TOTAL LITERACY (Excluding Personnel)	25,488	22,494	43,462	45,559	14,940	21,050	19,160	45,953

Consumer Price Index - All Urban Consumers

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

Year	Mar
1995	154.6
1996	157.3
1997	159.8
1998	161.4
1999	165.0
2000	170.7
2001	176.2
2002	181.1
2003	188.2
2004	191.5
2005	199.2

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

Year	Mar
1995	1.4
1996	1.7
1997	1.6
1998	1.0
1999	2.2
2000	3.5
2001	3.2
2002	2.8
2003	3.9
2004	1.8
2005	4.0

Placentia Library District
Fiscal Year 2005-2006
Staff Changes Proposed May 23, 2005

Position Requested	Amount Requested	Recommendation	Budget
Librarian I, FT, Adult	49,387	Recommended .50 FTE	23,012
Librarian I, FT, Children's	49,387	Not until hours added	-
Librarian I, .50 FTE, Literacy grant, 9/1/05	24,693	Pending Grant Approval	17,598
Clerk I, .50 FTE, Literacy	13,403	Not until hours added	-
Clerk I, FT, Circulation	33,777	Not until hours added	-
Clerk I, .50 FTE, Circulation	13,403	Recommended	14,540
Clerk I, .575 FTE, Passport/Tech Svcs.	16,021	Not until hours added	-
Clerk I, .575 FTE, Passport/Admin.	16,021	Recommended .50 FTE	14,540
Library Aide, .50 FTE, Circulation	9,486	Not until hours added	-
Library Page, FT (40 hrs/wk)	9,486	Recommended	17,488
TOTAL	235,064		87,178

Staff requested 317 hours per week for 12 additional hours of public service
Excluding literacy grant person

\$147,886 short of funding Friday service



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish the District's Appropriations Limitation (Gann Limit) for Fiscal Year 2005-2006 by Resolution 05-01.
DATE: May 23, 2005

BACKGROUND:

Each year California local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by the California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2005-2006.

Attachment C is Resolution 05-01 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2005-2006 in the amount of \$2,963,176.

RECOMMENDATIONS:

1. Read Resolution 05-01 by Title only. *Good*
2. Adopt Resolution 05-01 by Roll Call Vote.

RESOLUTION 05-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2005-2006

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with All the provisions of said law in determining the appropriations limit for the fiscal year 2005-2006.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be \$2,963,176 for Fiscal Year 2005-2006.

AYES: Shkoler, Wood, DeVecchio, Escobosa, Turner

NOES: None

ABSENT: None

ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Gaeten Wood, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-third day of May, 2005.

IN WITNESS THEREOF, I have hereunto set my hand and seal this
twenty-third day of May, 2005.

Gaeten Wood, Secretary
Placentia Library District Board of Trustees

Placentia Library District
Gann Limitation Worksheet
May 23, 2005

	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006
"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)	1.0467	1.0415	1.0453	1.0782	1.0782	1.0782	0.9873	1.0231	1.0328	1.0526
"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)	1.0696	1.0279	1.0374	1.0154	1.0173	1.0154	1.0302	1.0188	1.0158	1.0077
Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"	1.05674832	1.07055785	1.08439422	1.06724943	1.06724943	1.09480428	1.01711646	1.04233428	1.04911824	1.06670502
Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation	\$ 1,752,223	\$ 1,851,659	\$ 1,982,308	\$ 2,149,603	\$ 2,294,163	\$ 2,511,659	\$ 2,554,650	\$ 2,662,799	\$ 2,793,591	\$ 2,963,176

"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)

"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)

Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"

Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation

Enclosure II
Annual Percent Change in Population Minus Exclusions (*)
January 1, 2004 to January 1, 2005 and Total Population, January 1, 2005

County City	Percent Change 2004-2005	--- Population Minus Exclusions ---		Total Population
		1-1-04	1-1-05	1-1-2005
ORANGE				
ALISO VIEJO	0.36	44,855	45,017	45,017
ANAHEIM	0.57	343,374	345,317	345,317
BREA	1.50	38,998	39,584	39,584
BUENA PARK	0.44	80,709	81,066	81,066
COSTA MESA	0.33	112,369	112,737	113,440
CYPRESS	0.76	48,496	48,863	48,863
DANA POINT	0.54	36,567	36,765	36,765
FOUNTAIN VALLEY	1.38	56,574	57,353	57,353
FULLERTON	1.01	134,314	135,672	135,672
GARDEN GROVE	0.49	171,204	172,042	172,042
HUNTINGTON BEACH	0.87	199,025	200,763	200,763
IRVINE	5.13	171,987	180,803	180,803
LAGUNA BEACH	0.69	24,798	24,969	24,969
LAGUNA HILLS	0.64	33,043	33,253	33,253
LAGUNA NIGUEL	0.60	65,731	66,126	66,126
LAGUNA WOODS	0.36	18,305	18,371	18,371
LA HABRA	0.42	61,512	61,771	61,771
LAKE FOREST	0.36	77,740	78,020	78,020
LA PALMA	0.36	16,054	16,112	16,112
LOS ALAMITOS	0.49	11,945	12,003	12,003
MISSION VIEJO	0.36	97,845	98,197	98,197
NEWPORT BEACH	1.05	82,255	83,120	83,120
ORANGE	0.67	136,828	137,751	137,751
PLACENTIA	0.77	49,940	50,323	50,323
RANCHO SANTA MARGARITA	0.36	49,071	49,249	49,249
SAN CLEMENTE	3.58	63,079	65,338	65,338
SAN JUAN CAPISTRANO	0.59	35,868	36,078	36,078
SANTA ANA	0.64	349,454	351,697	351,697
SEAL BEACH	1.39	24,326	24,665	25,334
STANTON	0.41	38,652	38,812	38,812
TUSTIN	0.66	70,408	70,871	70,871
VILLA PARK	0.35	6,208	6,230	6,230
WESTMINSTER	0.78	91,553	92,270	92,270
YORBA LINDA	2.44	64,055	65,621	65,621
UNINCORPORATED	4.04	114,061	118,664	118,664
COUNTY TOTAL	1.13	3,021,203	3,055,493	3,056,865

(*) Exclusions include residents on federal military installations and group quarters residents in state mental institutions and state and federal correctional institutions.



May, 2005

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2005, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2005-06. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2005-06 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations, as noted.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228, for the various population options available to special districts to assess population change in their district. Article XIII B, Section 9, of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. No State agency reviews the appropriations limit.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 3, 2005.**

Please Note: City population estimates are controlled to independently calculated county population estimates. Due to county estimates revisions for 2001 through 2004 prior year city population estimates for local areas have also been revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

Sincerely,

TOM CAMPBELL

Director

By:

STEPHEN W. KESSLER

Chief Deputy Director

Enclosure



May 1, 2005

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2005-2006 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2005-2006	5.26

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2005-2006 appropriation limit.

2005-2006:

Per Capita Change = 5.26 percent
Population Change = 1.50 percent

Per Capita converted to a ratio:

$$\frac{5.26 + 100}{100} = 1.0526$$

Population converted to a ratio:

$$\frac{1.50 + 100}{100} = 1.015$$

Calculation of factor for FY 2005-2006:

$$1.0526 \times 1.015 = 1.0684$$



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish Holiday and Library Public Service Schedule for Calendar Years 2005 and 2006 and Adopt by Resolution 05-02.
DATE: May 23, 2005

BACKGROUND:

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Employee Manual.

Past practice is that the Library is closed on Easter and the Sunday preceding Monday holidays. These are not paid holidays for the staff and require adjusting the work schedule or use of vacation time.

Attachment A is the Proposed Holiday and Public Service Calendar for Calendar Years 2005 and 2006.

Attachment B is Resolution 05-02, establishing the Placentia Library District Holiday Schedule for Calendar Years 2005 and 2006.

RECOMMENDATIONS:

1. Finalize the Holiday and Public Service Calendar for Calendar Years 2005 and 2006. *EDM*
2. Read Resolution 05-02 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2005 and 2006. *Good/Resub-*
3. Adopt Resolution 05-02. *John/G...*



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**Placentia Library District
Holiday and Library Public Service Schedule
2005**

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Saturday ^{Sunday}	January 1
Sunday of New Year's Weekend	Sunday ^{Monday}	January 2
Day before Monday Holiday	Sunday	February 20
President's Day	Monday	February 21
Easter	Sunday	March 27
Day before Monday Holiday	Sunday	May 29
Memorial Day	Monday	May 30
Day before Monday Holiday	Sunday	July 3
Independence Day	Monday	July 4
Day before Monday Holiday	Sunday	September 3
Labor Day	Monday	September 4
Veteran's Day	Friday	November 11
Thanksgiving Day	Thursday	November 24
Christmas Eve Day	Saturday	December 24
Christmas Day	Sunday	December 25
Christmas Day (Legal Holiday)	Monday	December 26
New Year's Eve Day	Saturday	December 31

Placentia Library District Holiday and Library Public Service Schedule 2006

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Sunday	January 1
New Year's (Legal Holiday)	Monday	January 2
Day before Monday Holiday	Sunday	February 19
President's Day	Monday	February 20
Easter	Sunday	April 16
Day before Monday Holiday	Sunday	May 28
Memorial Day	Monday	May 29
Independence Day	Monday	July 4
Day before Monday Holiday	Sunday	September 3
Labor Day	Monday	September 4
Veteran's Day	Saturday	November 11
Thanksgiving Day	Thursday	November 23
Christmas weekend	Saturday	December 23
Christmas Eve Day	Sunday	December 24
Christmas Day	Monday	December 25
New Year's Weekend	Saturday	December 30
New Year's Eve Day	Sunday	December 31

RESOLUTION 05-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR CALENDAR YEARS 2005 AND 2006

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees established its Holiday Schedule for Calendar Years 2005 and 2006 dated May 23, 2005.

AYES: None

NOES: None

ABSENT: None

ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Gaeten Wood, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-third day of May, 2005.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-third day of May, 2005.

Gaeten Wood, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Establish Salary Schedules for Library Personnel for Fiscal Year 2005-2006, effective July 1, 2005, and Adopt by Resolution 05-03.




DATE: May 23, 2005

BACKGROUND:

This is the fifth year that Placentia Library District will be operating without a Memorandum of Understanding (MOU) with its staff. The Orange County Employees Association is no longer willing to represent the staff and it has not yet acquired a new representative.

The expired Contract provided for a percentage salary increase for each fiscal year equal to the percent rise, to the nearest tenth (0.1) of one percent, in the cost-of-living for the period March to March as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area. Attachment A shows the percentage increase for March 2004 to March 2005 to be 4.0%.

Attachment B is the Proposed Salary Schedule for Placentia Library District exempt and non-exempt employees effective July 1, 2005. The definitions of "exempt" and "non-exempt" staff follow the requirements of the Fair Labor Standards Act. It contains the following:

-  A 4.0% increase for all non-exempt staff
-  A 4.0% increase for all exempt staff except Page and the Library Director
-  Page hourly rate is in compliance with California minimum wage requirements and no change is recommended

Attachment C is Resolution 05-03 establishing the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2005-2006, effective July 1, 2005.

RECOMMENDATIONS:

1. Read Resolution 05-03 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2005-2006. *Paul P.*
2. Adopt Resolution 05-03 by Roll Call Vote. *Paul P.*



Consumer Price Index - All Urban Consumers

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

Year	Mar
1995	154.6
1996	157.3
1997	159.8
1998	161.4
1999	165.0
2000	170.7
2001	176.2
2002	181.1
2003	188.2
2004	191.5
2005	199.2

12 Months Percent Change

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

Year	Mar
1995	1.4
1996	1.7
1997	1.6
1998	1.0
1999	2.2
2000	3.5
2001	3.2
2002	2.8
2003	3.9
2004	1.8
2005	4.0

PLACENTIA LIBRARY DISTRICT
 SALARY SCALE FOR
 FISCAL YEAR 2005-2006
 Effective July 1, 2005
 NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10	
CLERK I	HR	11.97	12.27	12.58	12.89	13.21	13.54	13.88	14.23	14.58	15.31
	PP	957.60	981.54	1,006.08	1,031.23	1,057.01	1,083.44	1,110.52	1,138.29	1,166.74	1,225.08
	AN	24,897.60	25,520.04	26,158.04	26,811.99	27,482.29	28,169.35	28,873.58	29,595.42	30,335.31	31,852.07
	MO	2,074.80	1,875.47	1,922.27	1,970.80	2,019.33	2,347.45	2,406.13	2,466.29	2,527.94	2,654.34
CLERK II	HR	13.53	13.87	14.21	14.57	14.93	15.31	15.69	16.08	16.48	17.31
	PP	1,082.40	1,109.46	1,137.20	1,165.63	1,194.77	1,224.64	1,255.25	1,286.63	1,318.80	1,384.74
	AN	28,142.40	28,845.96	29,567.11	30,306.29	31,063.94	31,840.54	32,636.56	33,452.47	34,288.78	36,003.22
	MO	2,345.20	2,403.83	2,463.93	2,525.52	2,588.66	2,653.38	2,719.71	2,787.71	2,857.40	3,000.27
LIBRASST	HR	16.07	16.47	16.88	17.31	17.74	18.18	18.64	19.10	19.58	20.56
	PP	1,285.60	1,317.74	1,350.68	1,384.45	1,419.06	1,454.54	1,490.90	1,528.17	1,566.38	1,644.70
	AN	33,425.60	34,261.24	35,117.77	35,995.72	36,895.61	37,818.00	38,763.45	39,732.53	40,725.85	42,762.14
	MO	2,785.47	2,855.10	2,926.48	2,999.64	3,074.63	3,151.50	3,230.29	3,311.04	3,393.82	3,563.51
LIB I	HR	19.00	19.48	19.96	20.46	20.97	21.50	22.03	22.59	23.15	24.31
	PP	1,520.00	1,558.00	1,596.95	1,636.87	1,677.80	1,719.74	1,762.73	1,806.80	1,851.97	1,944.57
	AN	39,520.00	40,508.00	41,520.70	42,558.72	43,622.69	44,713.25	45,831.08	46,976.86	48,151.28	50,558.85
	MO	3,293.33	3,375.67	3,460.06	3,546.56	3,635.22	3,726.10	3,819.26	3,914.74	4,012.61	4,213.24
LIB II	HR	22.14	22.69	23.26	23.84	24.44	25.05	25.68	26.32	26.98	28.32
	PP	1,771.20	1,815.48	1,860.87	1,907.39	1,955.07	2,003.95	2,054.05	2,105.40	2,158.04	2,265.94
	AN	46,051.20	47,202.48	48,382.54	49,592.11	50,831.91	52,102.71	53,405.27	54,740.41	56,108.92	58,914.36
	MO	3,837.60	3,933.54	4,031.88	4,132.68	4,235.99	4,341.89	4,450.44	4,561.70	4,675.74	4,909.53
LIB AIDE	HR	8.17	8.37	8.58	8.80	9.02	9.24	9.47	9.71	9.95	10.45
	PP	653.60	669.94	686.69	703.86	721.45	739.49	757.98	776.93	796.35	836.17
	AN	16,993.60	17,418.44	17,853.90	18,300.25	18,757.75	19,226.70	19,707.37	20,200.05	20,705.05	21,740.30
	MO	1,416.13	1,451.54	1,487.83	1,525.02	1,563.15	1,602.22	1,642.28	1,683.34	1,725.42	1,811.69

Signature _____ : Date May 23, 2005

Al Shkoler, President

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Effective July 1, 2005
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIB	48.08									
DIR	3,846.40									
	100,006.40									
	8,333.87									
ADMIN	18.37	18.83	19.30	19.78	20.28	20.78	21.30	21.84	22.38	23.50
ASST	1,469.60	1,506.34	1,544.00	1,582.60	1,622.16	1,662.72	1,704.29	1,746.89	1,790.56	1,880.09
	38,209.60	39,164.84	40,143.96	41,147.56	42,176.25	43,230.66	44,311.42	45,419.21	46,554.69	48,882.42
	3,184.13	3,263.74	3,345.33	3,428.96	3,514.69	3,602.55	3,692.62	3,784.93	3,879.56	4,073.54
PUB SVC & HR	26.22	26.88	27.55	28.24	28.94	29.67	30.41	31.17	31.95	33.54
TECH SVC	2,097.60	2,150.04	2,203.79	2,258.89	2,315.36	2,373.24	2,432.57	2,493.39	2,555.72	2,683.51
MGR	54,537.60	55,901.04	57,298.57	58,731.03	60,199.31	61,704.29	63,246.90	64,828.07	66,448.77	69,771.21
	4,544.80	4,658.42	4,774.88	4,894.25	5,016.61	5,142.02	5,270.57	5,402.34	5,537.40	5,814.27
PAGES	Starting Wage		6 Months		1 Year		18 Months			
	6.75		7.09		7.44		7.81			

Signature _____ : Adopted May 23, 2005
Al Shkoler, President

RESOLUTION 05-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE SALARIES FOR EMPLOYEES OF THE DISTRICT
FOR FISCAL YEAR 2005-2006

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation for all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2005-2006 dated May 23, 2005, and implements such on July 1, 2005.

AYES: None

NOES: None

ABSENT: None

ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Gaeten Wood, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty third day of May, 2005.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-third day of May, 2005.

Gaeten Wood, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Library Director's Report
DATE: May 23, 2005

Activities Report:

Apr 18 Library Board Meeting

Apr 20 Participated in *Elephant Rides for Free* (Placentia History Book for elementary school children) at Golden School as a fundraiser for the Literacy Program through the Placentia Library Foundation.

Met with Library Managers and Webmaster David Moyle to review the status of the website replacement project. Julie reported that she had no recommendations from the conference she attended in November 2004 and that we really needed to start again from the beginning. We reviewed with David the work that we had researched last fall. We asked David to prepare a draft of the Request for Quote based on a survey of existing website users and interviewing staff, Friends, Foundation and any other potential site users. We agreed that the Request for Quotes is due by the end of July so that it may be distributed to potential bidders by August 1.

Apr 23 Saturday manager at the Library.

Apr 26 Met with Al Shkoler, Jean Lasley, Pat Irot (representing Eleanore Rankin) and Non-Profit Management Consultant Jeffrey Wilcox to plan a facilitated worksession on the relationship of the Library Board, Friends Board and Foundation Board to be held on June 7. Based on the issues identified and discussed at this session it was the consensus that the Friends would not participate in this facilitated discussion and that the Foundation Board would have its own worksession with Mr. Wilcox on May 19 prior to meeting in a joint worksession of the Library Board and Friends Board conducted by Mr. Wilcox on June 7. The purpose of the worksession on June 7 is to allow the relationship issues to be discussed and resolved so that the strategic planning session scheduled for July 15 may focus on public service issues.

Attended the Shining Star banquet for the American Business Women's Association (ABWA), Placentia Stars Chapter, at which Library Clerk II Estella Wnek was recognized as a Shining Star recipient for 2005. She was nominated by the Library staff.

- Apr 27 Wendy Goodson and I made a site visit to Kellogg West Conference Center, Cal Poly Pomona to discuss the arrangements for the July 15 strategic planning workshop. We also stopped for lunch to celebrate Administrative Professionals Day.
- Apr 28 Attended the Chamber of Commerce Breakfast and heard a presentation on Human Resources Management by Poole, a member of the Chamber.
- Attended a presentation to the Boeing Employees Community Fund at the Anaheim facility with Jean Lasley, Laranne Millonzi and Jim Roberts. As a result of the presentation Jim and Laranne were invited back for a May 2 event for Boeing employees where they set up a table to recruit volunteers for the Literacy Program and Library activities.
- Met with Nancy Lone Tollefson, Pat Irot, Laranne Millonzi and Saul Valdez from McMurray Stern to select Friends Book Store shelving for the lobby area.
- May 1-7 Vacation
- May 1 Attended Friends Board Meeting.
- May 4 & 5 Met with staff to discussing scheduling and staff level issues.
- May 10 Attended ISDOC Executive Committee Meeting at the Municipal Water District of Orange County, Fountain Valley.
- May 12 Met with the Foundation Gift Committee to discuss the 2005 Annual Giving Campaign.
- May 17 Attended product demonstration of volunteer management and fund raising software in Costa Mesa.
- Met with the Placentia Legacy Committee to receive the new brochure and discuss distribution activities.
- May 18 Met with the ISDOC Executive Committee and LAFCO staff in Joyce Crosswaithe's Office in Santa Ana to discuss the ratification of the LAFCO budget allocation formula. I was there to represent all of the non-enterprise districts to ensure that there is no proposed change in the distribution formula.

Staff Meetings:

- Apr 20 Five attendance awards presented for the previous quarter as listed in the April Staff Report. Passport services review including housekeeping issues, accommodating the increased usage during the afternoons and Saturdays by reassigning tasks and authorizing the use of overtime for one Clerk I on Saturdays on the weeks that over 50 applications are forecasted (March through June), recruiting and using volunteers to prepare photos, new processing requirements by the Department of State and ordering new stamps to meet those requirements, and reviewing the processing requirements of the new forms

- May 4 Staff discussed scheduling issues and the need for additional staff to cover public services in peak periods, primarily every afternoon. There were very strong opinions that staff needs to be increased at the current hours before adding additional hours. There is also concern about having inadequate clerical coverage for the combination of entrepreneurial activities and circulation desk coverage in the afternoon periods and Saturdays. This meeting continued on the afternoon of May 5.
- May 18 Staff reviewed the new staff and hours recommendation in the Library Director's budget proposal. Since it was clear that there would not be adequate revenue to provide sufficient staff to open additional hours the staff reviewed how the additional staff proposed would be used to relieve the public service issues in the afternoons, including Sundays.

Staff/Volunteer welfare issues:

Nothing to report. Everyone is healthy.

Special Projects:

Yesenia Gomez and Alex Hernandez took their Notary training and exam on May 14. Results should be available by the beginning of June. Beatrice Quintanar and Jesus Diaz are scheduled to take the class and exam in June with the results available by the beginning of July. We will be able to begin promotion of the service as soon as the equipment has been received and it cannot be ordered until each candidate has received his/her certificate from the State of California. We should be operational on at least a part-time basis no later than the end of July.



TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: May 23, 2005

SUBJECT: Program Committee Report for the month of April.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	4	73
<u>TYD Total</u>	24	188

CHILDREN'S SERVICES

Wed. PM Story Times	0	0
Thurs. AM Story Times	4	213
3-4 year-old music times	4	121
5-6 year-old music times	4	118
Lapsits	4	218
Class Visits	2	39
School Visits	5	385
Read to Dogs event	1	27
TOTAL FOR JANUARY	<u>25</u>	<u>1,464</u>
YTD TOTAL	<u>180</u>	<u>8,048</u>

<i>LITERACY SERVICES</i>	<i>April 2004-05</i>	<i>FY 2004-05 YTD</i>
Total Tutors	185	305
Total Students	254	337
Total Hours	1,816	12,951

For more detailed literacy statistics, see Agenda Item 41, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director
 From: Caroline Gurkweitz, Children's Librarian
 Date: for Board Meeting, May 23, 2005
 Subject: **April 2005 Activities in the Children's Department**


TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 2 years and under	4	218
Story Time (a.m.) 3 - 6 year olds	4	213
Music Time 3 - 4 year olds	4	121
Music Time 5 - 6 year olds	4	118
Class Visits	2	39
School Visits	5	385
Read to the Dogs event	1	27
Spring time Reading Program	1	343
Total	25	1464

Springtime Reading Program:

We expanded the annual "Food for Thought" reading program, sponsored by In-N-Out restaurants into the "Springtime Reading Program". In the past, **In-N-Out** allowed children 2 to 12 years of age to participate. They changed it last year to children ages 4 to 12. Many parents were not pleased. **HomeTown Buffet** generously sponsored children 1 to 3 years, and **Delhi Food & Spices** (a new business in Placentia) sponsored children 1 to 12 who are vegetarian. **By the end of the program, the children had read 2,265 books.**



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: May 23, 2005

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

Tutor Training. The Literacy Coordinator conducted one regular workshop in April and one on May 1. Eleven tutors were trained, five teens and six adults. All new tutors are presently matched or are being matched. The next tutor training is scheduled for June 5, 2005.

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

Placentia Rotary Reading Enrichment Program (PRREP). We presently have more than 100 PRREP volunteers from both El Dorado High School and Valencia High School who have been trained and matched or pending match this Fiscal Year.

Drop-in Homework Club. In October 2004, under the direction of Toby Silberfarb, Assistant Literacy Coordinator, the Placentia Library Literacy Services began a drop-in homework club. The homework assistance is available for students in grades K-12, and is held on Monday-Wednesday from 4-6 PM. Also called Placentia Achieves School Success (PASS), the homework club has been tremendously successful. To date, more than 400 students have received homework help from over 25 tutors.

English Language and Literacy Intensive (ELLI) Program Update. We have ELLI active this school year at Melrose, Ruby Drive, and Tynes. We are staffing all sites with Federal Work Study staff and volunteers, and we have a total of fifteen ELLI staff assigned to the schools.

Grant Update. Our grant writers, Machoskie & Associates, submitted several letters of inquiry to possible grantors in March.

Classes on hold at WTLC . Still being held at Vita-Herb. Grace Lopez, completed her internship in March, and we're still searching for a replacement to teach the two classes at WTLC. Classes are going very well at Vita-Herb where we have seventeen students in two classes.

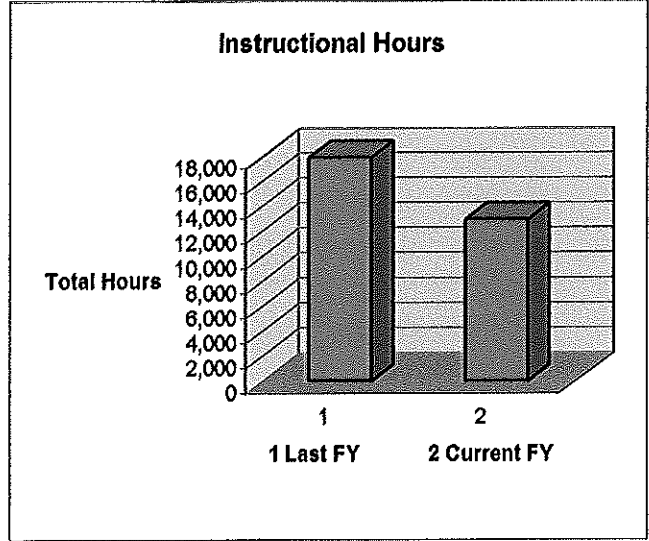
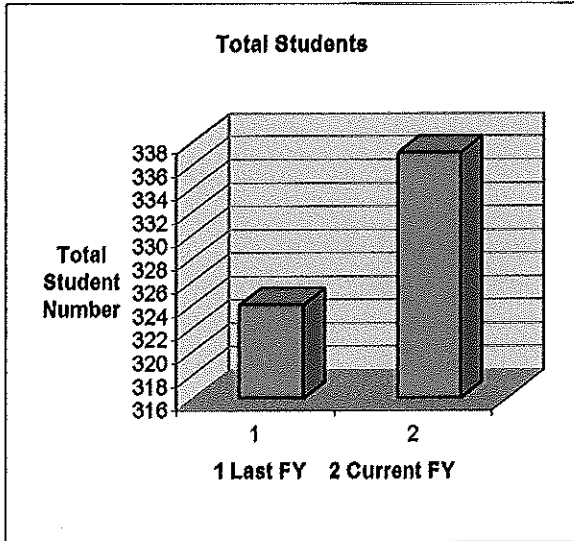
Great Books Discussion Group. The Great Books Discussion group has about 4-5 members and meets the 4th Tuesday of each month. An example of books that the group discuss is "Five Easy Pieces."

Literacy statistics. See Agenda Item 41, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Apr 03-04	Apr 04-05	YTD 03-04	YTD 04-05
Tutors				
Adult	111	101	194	181
Teen	71	84	101	124
Hours Instruction	2,213	1,816	17,907	12,951
Other Volunteer Hours	60	72	658	912
Total Hours	2,273	1,888	18,565	13,863
Training Workshops				
Workshops Held	1	2	19	24
Tutors Trained	7	11	168	185
Students				
With Adult Tutors	128	139	189	173
With Teen Tutors	114	87	135	136
In Groups	0	28	0	28
Total Active Students	242	254	324	337
Families for Literacy				
Family Students	34	8	74	12
Family Tutors	15	6	31	10
Hours of Instruction	400	100	2,334	580
ELLI Program				
K-6th Grade Students	300	100	300	100
Tutors for K-6th Grade	14	15	22	22
Hours of Instruction	450	250	2,724	3,004
Total Tutors	182	185	295	305
Total Students	244	254	324	337
Total Instruction Hours	2,213	1,816	17,907	12,951



11. 11. 2014

11. 11. 2014

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TO: Elizabeth Minter, Library Director
FROM: Mary Strazdas, Librarian *MS*
DATE: May 17, 2005
SUBJECT: **Reference and Adult Services report for April, 2005**


- There were two Program Committee meetings during the month.
- Mark States presented the third poetry workshop on April 16; the others in the series were Ursula T. Gibson's presentation on March 12 and Michael Kraemer's on February 26.
- A display for *California Uncovered: Stories for the 21st Century* was
- in the trough. Three book discussions occurred in April. Jim Roberts led the first, with the theme *The Pleasures of Reading*, April 11. Mary Strazdas led *Arrivals and Departures* and *Encounters* on April 18. Dr. Charles Frazee directed *Becoming Californian* on April 25.
- There is an on-going display of the Placentia books found in *Outstanding Books for the College Bound and Lifelong Learners* from the American Library Association.
- There was a display of materials about Franklin Delano Roosevelt related to the History Channel's special promotion and programming.

REFERENCE DESK STATISTICS

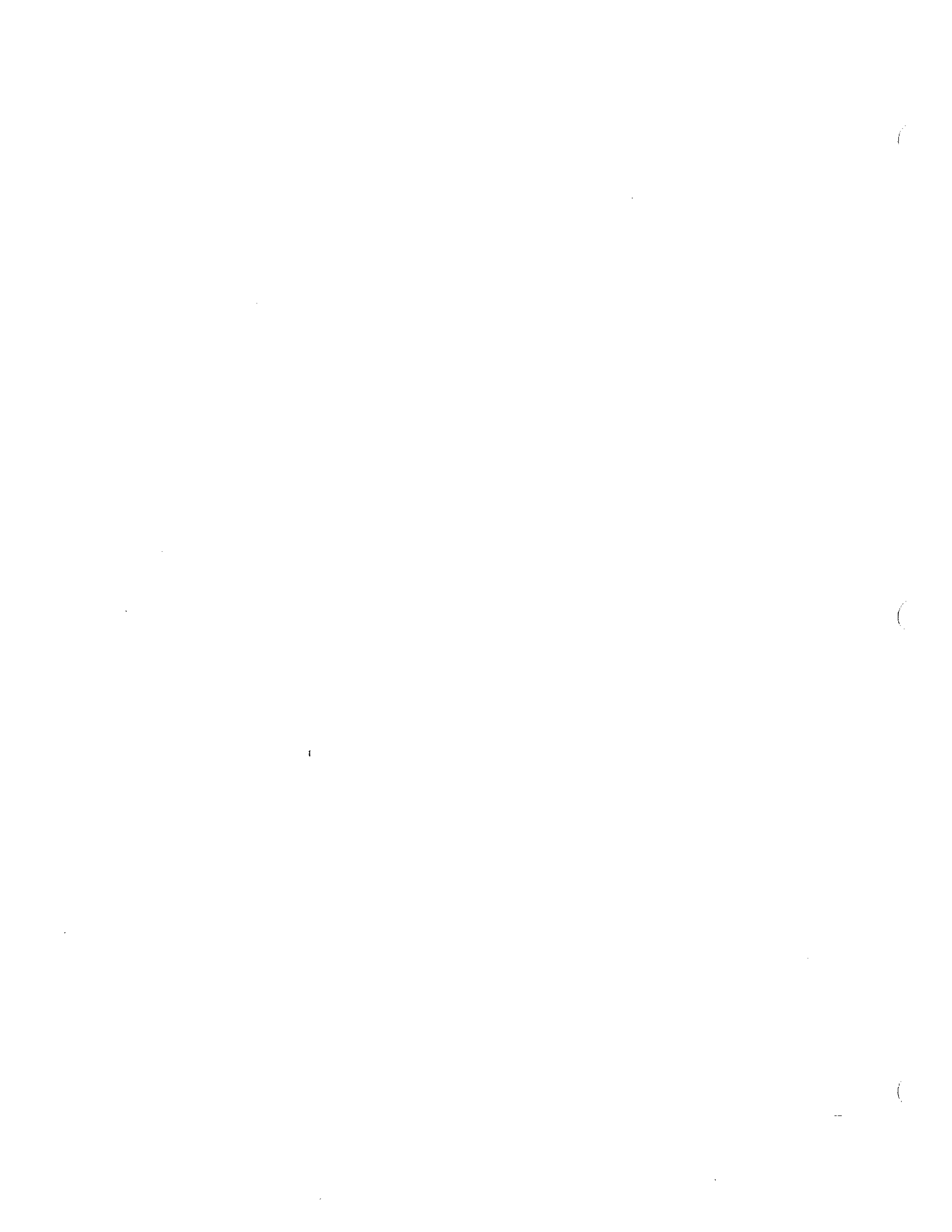
Month:

Reference Desk Statistics April, 2005

Date	Phone Ref ?s	Desk Ref ?s	Email Ref ?s	Ready Ref	Instruction	Computer Use	Ref Books: In Lib Use	Patron Database
1								
2	11	90	0	0	0	63	0	2
3	3	44	0	1	2	69	1	2
4	12	116	0	1	5	155	0	14
5	14	86	1	2	2	143	3	25
6	12	81	0	6	1	129	0	14
7	3	26	0	0	0	98	0	4
8								
9	10	83	0	0	0	69	0	9
10	5	30	0	4	3	65	0	9
11	13	103	0	1	0	151	0	17
12	21	100	2	3	1	153	5	16
13	0	182	0	2	1	158	1	6
14	7	52	0	0	1	103	0	8
15								
16	16	78	0	1	0	70	0	5
17	1	61	0	0	0	72	0	4
18	10	172	0	1	0	148	0	8
19	15	103	1	0	3	142	0	12
20	7	99	0	1	2	176	0	21
21	9	45	0	2	4	104	0	19
22								
23	9	78	0	0	0	84	0	4
24	8	39	0	1	0	68	0	4
25	9	142	0	3	3	148	1	20
26	14	95	0	1	0	153	0	9
27	11	97	2	0	1	155	0	8
28	6	41	0	1	4	132	2	5
29								
30	6	36	0	0	1	70	0	7
31								
TOTAL	232	2079	6	31	34	2878	13	252

TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian 
DATE: May 23, 2005
SUBJECT: **History Room report for April**

- Attended a seminar on planning for digitization of historical collections at the Buena Vista Branch of the Burbank Library. Discussion included strategies for preservation of historical materials, with practical advice on how to get started. Representatives of libraries currently working on local history projects were represented with issues pertaining to the scanning, funding, maintenance, and sustainability of digital resources. Information was shared with our historical committee and future history room projects were discussed.
- Several volumes added to the local history collection, as well as several items ordered for the local history collection.
- Assisted patrons in various local history pursuits, including preparation for the upcoming reunion at Valencia High School.



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*

Date: May 23, 2005

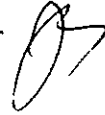
SUBJECT: Placentia Library Web Site Development Report for the months of March and April.

In March, the Placentia Library District had 48,493 "hits, an average of 1,565 a day. In April, we had 47,136 "hits," an average of 1,571 a day. Our year to date statistics are as follows:

Pages Visited	Jan -05	Feb-05	Mar-05	Apr-05		
Borrowers	202	230	263	263		
Friends	129	114	151	151		
District	162	187	217	217		
Kids	277	216	249	249		
Foundation	106	193	154	154		
History Room	249	96	334	334		
Literacy/CLC Logo	154	154	205	205		
Passports	704	376	900	900		
Poet Laureate	514	154	563	563		
Total Views Most Hits	2,497	1,624	2,590	3,036		

Total Most Hits YTD 16,372 17,996 20,856 23,622


TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Technical Services Manager
DATE: May 23, 2005
SUBJECT: **Technology Report for April 2005**



We added four new databases to our online reference collection: *Encyclopedia America Online*, *Cumbre Online* (a Spanish Encyclopedia), *Lands and Peoples*, and *America the Beautiful*.



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: May 23, 2005

SUBJECT: Publicity materials produced for April 2005

Information on the Placentia Library cable channel #24, updated April 2005:
Note: Animation added to slides

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. Memorial Day Closures
6. Library Departments
7. California Stories Uncovered
8. Friends of Placentia Library Used Bookstore
9. Bookstore Volunteers Needed
10. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
11. Amazon.com
12. Library Hours
13. Memorial Day Closures
14. Drop-in Homework Help
15. Literacy Services Logo
16. Literacy Program Tutors Needed
17. Viola Performance
18. Placentia Historical Afghan Sale
19. Library Hours
20. Memorial Day Closures
21. Telephone Renewal Instructions
22. Wi Fi Here Now
23. Apply for your passport at Placentia Library
24. Passport Hours
25. Now Doing Passport Photos
26. Library Hours
27. Memorial Day Closures
28. Placentia's Newest Local History For Children & Adults
29. Lapsit Storyhours
30. Story Times, ages 3-6
31. Music Times, ages 3-4
32. Music Times, ages 5-6
33. Story Time at Home, *Tumblebook Library*
34. Library Hours
35. Memorial Day Closures
36. www.placentialibrary.org, 24/7 Reference, the Library Catalog
37. www.placentialibrary.org, Online Resources
38. Placentia History Room Hours
39. Placentia History Room Displays
40. Placentia History Room Collections
41. Placentia History Room Archival Resources
42. Memorial Day Closures

General Newspaper articles published:

1. Learning the ins and outs of budget time in the city
2. District draws more English learners
3. State of the City reservations due


Library Newspaper articles published:

1. Friends Annual Meeting
2. Musical evening on tap at library
3. Placentia Library Literacy Services advertisement
4. 5th Annual State of the City -- Jim Roberts
5. Library programs fill the book this month
6. Placentia Library seeking volunteers
7. Poetry and the Senses workshop
8. Donors of wooden chairs are needed (1)
9. Library teen tutors (2)
10. Bargain prices set for used-book sale
11. Be a tutor
12. Lapsit stories
13. Book discussion series opens
14. Book discussion series continues (2)

Flyers and Notices:

1. Memorial Day Closures Signs
2. Foundation thank you cards and ID cards are sent out
3. Adopt-a-Chair Campaign postcards
4. Email request forms
5. Friends membership thank you letters are sent out with membership cards
6. Second Sunday book sale flyers
7. Viola performance flyers
8. Friends Annual Meeting bulletin board

Welcome to Placentia Library District



411 East Chapman Avenue
Placentia, CA 92870-6198
714-528-1906 Ext. 210
www.placentialibrary.org

Placentia Library
Board of Trustees

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

Placentia Library
Board of Trustees

Upcoming Meeting Schedule:
Tuesday, Apr 18 at 6:30 P.M.
Monday, May 16 at 6:30 P.M.
Monday, Jun 20 at 6:30 P.M.
Monday, Jul 18 at 6:30 P.M.

Placentia Library Hours

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

The Library Will Be **CLOSED**



Sunday, May 29th
and
Monday, May 30th
for
MEMORIAL DAY


Placentia Library
528-1906

Renewals Ext.# 6
Adult Services Ext.# 209
Children Services Ext.# 212
Literacy Ext.# 213
Passport Information Ext.# 265
Volunteer Information Ext. #201
www.placentialibrary.org

**CALIFORNIA
STORIES
UNCOVERED** Book Discussions


- Monday, April 11, from 4-5 P.M.
Book sections 1 & 2, led by Jim Roberts
- Monday, April 18, from 7-8:30 P.M.
2nd book discussion, led by Mary Strazdas
- Monday, April 25, from 7-8:30 P.M.
3rd book discussion, led by Dr. Charles Prozee

USED BOOKSTORE



☑ Staffed entirely by Volunteers
☑ Located in the Library lobby

GREAT BARGAINS!!



Bookstore Volunteers Needed!


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

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

SPECIAL BACKROOM SALE
BARGAINS! BARGAINS! BARGAINS!

When: Second Sunday of each month
1:00 - 4:00 P.M.
Upcoming Sales: May 15, Jun 12, Jul 10

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

What: Everything in stock 

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

amazon.com


Shop at amazon.com through Placentia Library's website, www.placentialibrary.org and a percentage of the sale is donated to the Library!

Placentia Library Hours

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

The Library Will Be CLOSED

Sunday, May 29th
and
Monday, May 30th
for
MEMORIAL DAY




Drop-in Homework Help @ Placentia Library!


P.A.S.S.
Placentia Achieves School Success

- for students in the 1st through 12th grade,
- a place to get personal assistance with homework,
- Mondays & Tuesdays from 5:00 to 7:00 P.M.,
- sign in sheet in the library area,
- students must bring homework, including textbooks,
- limited to 20 students each evening.

For more information, please contact
Toby at 764-218-8400 ext. 213 or Jim at ext. 212.



Placentia Library Literacy Services



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

☎ 524- 8408 Ext. 215

Placentia Library Literacy Services

- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are:
Apr 3rd & May 1st & June 5th

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

Viola Performance

by
Christina Placilla,
Elizabeth Dinwiddie and
Valencia High School Orchestra cello section

Christina Placilla will bring her viola to the Library! She will be accompanied by Elizabeth Dinwiddie. They will play the Concerto Sonata No.5 by Telemann, Capricios 1 and 5 by Weiniawski, and Lament by Bridge.

The cello section of the Valencia High School Orchestra will perform Brandenburg #6 by Bach.

Tuesday, May 11, at 6:30 P.M., Placentia Library Meeting Rm.

Placentia Historical Afghans



Green X Cranberry X Blue


On Sale Now at the Circulation Desk - \$63.00

Proceeds support the Placentia History Room

Placentia Library Hours

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

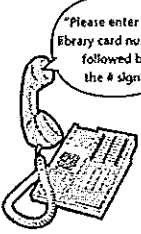
The Library Will Be CLOSED
Sunday, May 29th
and
Monday, May 30th
for
MEMORIAL DAY



Renew your books
by phone
Using Telecirc

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


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



- Renew books
- Find out which titles you have checked out
- Find out which items you have on hold
- Find out which titles you have overdue
- Find out if you have any fines

It's Here Now!
Bring Your Passport!

PLACENTIA LIBRARY




**Passport Application
Acceptance Agency**

Passport Services Available at the Library

Passport hours at the Library are:

Sunday	1:00 - 4:30 P.M.
Monday	9:00 A.M. - 8:30 P.M.
Tuesday	9:00 A.M. - 8:30 P.M.
Wednesday	9:00 A.M. - 8:30 P.M.
Thursday	9:00 A.M. - 5:30 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 4:30 P.M.

Placentia Library is an official U.S. Department of State
Passport Acceptance Agency
For Passport information:
call 254-1966 Ext. 363 or visit the Library Web site www.placentialibrary.org




NOW DOING PASSPORT PHOTOS!

2 PHOTOS FOR \$10


Placentia Library Hours

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

The Library Will Be CLOSED
Sunday, May 29th
and
Monday, May 30th
for
MEMORIAL DAY



**Placentia's Newest Local History
For Children & Adults**



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



*Great Gift Idea
For Young & Old*

Lapsit Story Times
Presented by Lin Baesler

Ages newborn to 2 years


Thursday Mornings
10:00 – 10:20 A.M.

in the
Childrens Area





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

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




Thursday Mornings
10:30 – 11:00 A.M.




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

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




Tuesday Evenings
6:00 – 6:30 P.M.




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

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



Tuesday Evenings
6:30 – 7:00 P.M.



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

Story Time at Home

Use the *Tumblebook Library*
at
www.placentialibrary.org

Click on: Just for Kids

Click on the Tumblebooks icon

An on-line collection of animated, talking picture books

Placentia Library Hours

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

The Library Will Be CLOSED

Sunday, May 29th

and

Monday, May 30th

for

MEMORIAL DAY



www.placentialibrary.org

24/7 Reference

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

The Library Catalog


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

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

www.placentialibrary.org
 Online Resources
 (To access, you must have your library card number available)

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

Placentia History Room



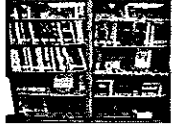
Staffed and Managed by Volunteers

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

Placentia History Room

Displays currently featuring

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



Placentia History Room

Historical Collections Include

- ☐ Bancroft's historical series
- ☐ Local oral histories
- ☐ California historical fiction
- ☐ Complete collection of Women's Round table Scrapbooks
- ☐ Local citrus label collection
- ☐ Spanish made cannonball – possibly from the 1769 Portola Expedition
- ☐ Adobe brick from Outfitters adobe built in 1852

Placentia History Room

Archival Resources Include

- ☐ West Arrow Yacht Club memorabilia
- ☐ Assorted Samuel Laich Kraemer maps and papers
- ☐ Articles on international student visit to Placentia, Italy
- ☐ West Placerada Little League
- ☐ International Kiwanis papers and scrapbook (1945-1974)
- ☐ Virginia Carpenter photograph collection
- ☐ Placentia Cowler negative collection
- ☐ Historic photograph collection
- ☐ Newspaper clippings, brochures, newsletters, maps of local historic interest

The Library Will Be CLOSED

Sunday, May 29th
 and
Monday, May 30th
 for
MEMORIAL DAY



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post office box 11789
santa ana, calif. 92711

Yorba Linda Star
Weekly APR 14 2005

District draws more English learners

BY AFSHA BAWANY
YORBA LINDA STAR

332

The Placentia-Yorba Linda school district is bringing more Spanish-speakers into English classes offered at various schools, district staff told the board Tuesday.

"The goal is to help break the intergenerational cycle of poverty and low literacy by improving the academic achievement of parents and young children," said Ann O'Rourke, director of educational services.

According to a report presented to the board, here are the newest program numbers:

- About 600 adult parents and community members take the Community-Based English Tutoring Program at Melrose, Rio Vista, Ruby Drive, Topaz, Tynes elementary and Kraemer Middle schools.

- In the School Readiness Program, 200 families with newborn to 5-year-old children attend classes. Preschool instruction is offered for 3- and 4-year-olds, with child care provided for younger kids while their parents take parenting and literacy classes.

Kindergarten transition activities and health and support services are also provided. The program is offered at the same schools as CBET, except for Kraemer.

- The Even Start program has 30 families with newborn to 7-year-old kids at Rio Vista and Ruby Drive elementary schools.

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Placentia News
Weekly APR 28 2005

State of the City reservations due

Reservations are being accepted for the Chamber of Commerce's fifth annual State of the City breakfast, which will be held from 7:15 to 9 a.m. May 24 at Alta Vista Country Club.

Mayor Scott Brady, Placentia-Yorba Linda schools Superintendent Dennis Smith and Jim Roberts, the Placentia Library's literacy director, will be the keynote speakers.

The cost is \$30 per person. RSVPs, due by May 17, or information: (714) 528-1873.

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Placentia News
Weekly APR 28 2005

Musical evening on tap at library

Christina Placilla will direct an evening of viola and cello music from 6:30 to 8:30 p.m. May 17 at the Placentia Library, 411 E. Chapman Ave.

The event is free and open to the public.

Elizabeth Dinwiddie will play the viola, joined by the Valencia High School Orchestra's cello section for Bach's Brandenburg No. 6.

Other selections will include Telemann's Canonic Sonata No. 5 and Bridge's Lament.

Information: Mary Strazdas, (714) 528-1906.

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O.C. Weekly
APR 15 2005

PLACENTIA LIBRARY, Meeting Room, 411 E. Chapman Ave., Placentia, (714) 528-1906.
Sat.: Poetry and the Senses. Make your poetry come to life in this workshop lead by Mark States, 1 p.m.

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Placentia News
Weekly APR 7 - 2005

Book discussion series opens

In the first of a Placentia Library series, James Roberts, director of public services, will lead a discussion from 4 to 5 p.m. Monday about the book "California Stories Uncovered."

Reference Librarian Mary Strazdas will lead the second discussion from 7 to 8:30 p.m. April 18; and Charles Frazee will present the third discussion from 7 to 8:30 p.m. April 25.

Snacks will be served for all three programs, which are free and open to the public. The books are available at the library, 411 E. Chapman Ave.

Information: Mary Strazdas, (714) 528-1906.

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Placentia News
Weekly APR 21 2005

BRIEFLY

Book discussion series continues

Charles Frazee will wrap up the discussion series about the book "California Stories Uncovered" from 7 to 8:30 p.m. Monday at the Placentia Library.

Snacks will be served and the event is free and open to the public.

Copies of the book will be available at the library, 411 E. Chapman Ave.

Information: Mary Strazdas, (714) 528-1906.

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Placentia News
Weekly APR 7 - 2005

Bargain prices set for used-book sale

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

The group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices. Enter from the loading dock area.

Information: (714) 528-1906
528-1925, Ext. 201.

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The Register
Daily APR 1 - 2005

PLACENTIA

Be a tutor: Volunteers 18 or older can come by the Placentia Library, 411 E. Chapman Ave., from 1:30 to 4:30 p.m. Sunday for a tutor training session. Tutors are required to spend a minimum of one to two hours a week helping students visiting the library with their studies. Pairings are based on the tutor's availability. Call (714) 528-8408, ext. 213 or 215.

- Afsha Bawany
(714) 704-3796
abawany@ocregister.com

Learning the ins and outs of budget time

After talking to some citizens, I became aware that Placentia's budget process is somewhat of a mystery. People want to know how it works.

Thus, I had the opportunity to talk with City Administrator Bob Dominguez, who explained it in a manner I thought would be helpful.

First, in mid-February, Finance Director Steve Brisco distributes budget worksheets and instructions to all department managers. The packet includes the previous year's expenses, the current-year-to-date expenses, the projected expenses for the upcoming year and a blank column.

In Placentia, as in most cities, the fiscal year is July 1 through June 30 of the following year.

Second, a joint meeting comprised of department heads and mid-managers is

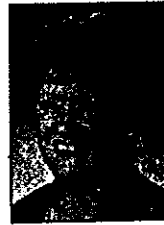
held to discuss the budgeting strategy.

Each department looks at its section of the budget and provides any capital outlay requests to the Purchasing Division for costing.

These include brick-and-mortar items that hold the city together - such as vehicles, computers, uniforms and weapons - and contract items, such as city attorney expenses. The Finance Department is available to assist any department manager with questions that might arise.

At the same time, the Finance Department projects revenues for the coming fiscal year.

Revenue is an important part of the budget, but it is also difficult for staff to project because there are so many uncertainties. It can be difficult to determine the sales and property taxes, the utility-tax income or the vehi-



**JUDY
DICKINSON**
HEART OF THE
MATTER

cle-license fees that will be available to our city. In fact, Dominguez stressed that "very small changes (in these revenue sources) make a sizeable difference" in what Placentia has to work with in the coming year. As a result, the recommendation is that revenues should be projected on a very conservative level.

Third, after departments turn in their budgets to the Finance Department, the city administrator and finance director review and analyze each section's budget estimates, programs and revenue estimates.

Next, the city administrator and all departments meet to analyze the City

Council goals and objectives - to ensure that everything works together.

By May 9, the city administrator, finance director and department heads will likely be finished with the preliminary budget, including revenue estimates and appropriation requests. Then, on May 13, the preliminary budget will be submitted to the City Council.

Shortly thereafter, Budget Study Sessions, open to the public, will begin. Public participation is welcome.

Thus, anyone who wishes to get a copy of the budget for a nominal copying cost, calls the Finance Department after May 13.

The study sessions are an extremely important part of the process.

Each department head will present an overview of his or her department, goals accomplished during the preceding year and a review of

HEART

FROM PAGE 10

the projected revenues and expenditures.

Council members can ask questions. Then, if additions or deletions are recommended, the proposed budgets go back to the city staff to be worked through before the final budget is considered, which is expected June 7.

Most people do not realize that every city department does four months of research and preliminary work before the council gets its first look at the proposed figures in May.

They have to consider issues, such as overtime; possible new programs; staffing; memberships; travel and meetings; council expenses; and new positions that might be needed in the coming year. In addition, they consider whether money can be saved

while continuing to provide quality service for the citizens.

The expense of an election will not have to be included in next year's expenditures.

I think three items that should be considered are: continued support of OnTrac, money for senior programs including a continued look at a Senior/Community Center and a public relations person.

Dominguez said the budget is a projection that shows the city's visions for the coming year; it needs to reflect what the council wishes to accomplish.

Many individuals do make suggestions, and the council listens. But, unfortunately, it is not possible to include ev-

everything. Having been a part of this process for four years, I know the arduous work of the budgeting process.

I would recommend you get a copy of the budget, review it and attend the study sessions to see what the new fiscal year will bring to the city.

Our new city treasurer, Lee Castner, will do his part by reviewing the budget before the study sessions and by being present to comment or ask any questions on items he believes need a clearer explanation. Thanks, Lee.

Judy Dickinson is a 34-year Placentia resident and former council member. Reach her at dickinson_judy@yahoo.com.

Placentia News Weekly
APR 14 2005
pacific clippings
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Placentia
Chamber of Commerce



5th Annual State of the City
5th Annual State of the City
Literacy: ABCs of Success

Keynote Speakers:

Scott Brady—Mayor, City of Placentia

Dr. Dennis Smith—Superintendent, Placentia Yorba Linda Unified
School District

James Roberts—Literacy Director, Placentia Library

Join us: Tuesday, May 24, 2005 7:15 am to 9:00 am

Alta Vista Country Club

Reservations required by May 17, 2005

\$30.00 per person \$240.00 for table of 8

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Placentia News
Weekly APR 7 - 2005

Donors of wooden chairs are needed

³³²
The Placentia Library Foundation Board of Directors is working to replace 44 wood veneer chairs in the Children's Department with solid-wood chairs.

Members are asking people to sponsor a chair for \$200 a piece. Each chair will have an engraved plate listing the donor's name.

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

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Placentia News
Weekly APR 28 2005

Library teen tutors

The Placentia Library will hold the last in a series of tutor training workshops from 3:30 to 4:30 p.m. Sunday. Volunteers need to attend only one workshop and must be 13 or older. Information: Toby Silberfarb, (714) 524-8408, Ext. 213 or Jim Roberts, at Ext. 215.

pacific clippings
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Placentia News
Weekly APR 7 - 2005

MONDAY 332

Friends of Placentia Library meet at 6:30 p.m. at 411 E. Chapman Ave. Community members invited to attend. The free program will honor library volunteers. Author Denise Hamilton will also talk about her journalism and writing careers. Call (714) 528-8408.

pacific clippings
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Placentia News
Weekly APR 14 2005

Library teen tutors

³³²
The Placentia Library will hold the last in a series of tutor training workshops from 1:30 to 4:30 p.m. May 1. Volunteers need to attend only one workshop and must be 13 or older. Information: Toby Silberfarb, (714) 524-8408, Ext. 213 or Jim Roberts, at Ext. 215.

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

Placentia News
Weekly APR 14 2005

MONDAY 332

Reference Librarian Mary Strazdas will lead the second book discussion about "California Stories Uncovered" from 7 to 8:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Call Strazdas, (714) 528-1906.

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Placentia News
Weekly APR 7 - 2005

COMMUNITY HAPPENINGS

TODAY 332

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



PLACENTIA LIBRARY LITERACY SERVICE



FREE TUTORING FOR ADULTS & CHILDREN



FREE TUTOR TRAINING

411 E. Chapman Placentia, CA 92870
Literacy Office: (714) 524-8408 Ext. 213
Fax (714) 528-8236
E-Mail: jroberts@placentialibrary.org

Library programs fill the book this month

There's been such a plethora of news emanating from the Placentia Library these days, that I'm having to catchup fitting it all into one column.

First, I'm happy to report the Friends of the Library garnered more than \$100 for the Placentia Library Foundation from the Author's Lunch. More than 100 book lovers met mystery writer Thom Racina and lis-

tened to his stories about how he embarked on his prolific writing career while still in college. With an impassioned pitch from Maitre d'Hotel Stephanie Baldwin, former Miss Placentia and Miss California,

all succeeded, as the total profit was the highest so far garnered for this annual event.

Another mystery writer, Denise Hamilton, will highlight the Friends of the Library's annual meeting Monday, coinciding with National Library Week. Hamilton's published books include, "The Jasmine Trade," "Sugar Skull" and "Last Lullaby." She will be

available for book signing. Library volunteers will also be recognized for their hours of service participating in a variety of programs, including English-as-a-second-language tutoring, homework assistance, literacy training, packing in books and other library-related tasks - as well as programs for children and adults.

The month of April is Volunteer Recognition Month. This event is my favorite because it gives me, as the Friends' president, an opportunity to interact with all the volunteers who keep our library humming harmoniously. Their varied contributions are what makes our library such a successful and vital element of our community. Members of the Reception Committee are Ginny Sanabria, chairman; Nadine Blanton and Inez Segovia.

The annual meeting and program starts at 6:30 p.m. at the City Hall Council Chambers at 401 E. Chapman Ave. A reception will immediately follow in the library's Community Room, just across the courtyard at 411 E. Chapman.

Both events are open to the public and there is no charge for either.



ELEANORE RANKIN
NEIGHBORHOOD NEWS

Stephanie Baldwin, former Miss Placentia and Miss California,

Five board members accompanied Library Director Elizabeth Minter, to the California Association for Library Trustees and Commissioners' Leadership Workshop, held recently at the City of Commerce Library.

Those attending were library board trustees Betty Escobosa, Jean Turner and President Al Shkoler; Library Foundation President Jean Lasley and me, representing the Friends.

It was my first opportunity to meet Library Director Danis Kreimeier, who recently replaced retiring Director Carol Ann Tassios at the Yorba Linda Library.

Danis, a Placentia resident, was one of several presenters at the workshop, and she shared her city library's success story. State Librarian, Susan Hildreth, was the keynote speaker.

And as a last item on behalf of the library, remember that Sunday is the Friends' Back Room Book Sale. There'll be bargains galore, according to Pat Irot, volunteer supervisor of this monthly event.

The sale takes place from 1 to 4 p.m. Enter at the library's rear dock.



COURTESY OF ELEANORE RANKIN

AMONG THOSE attending the recent California Association for Library Trustees and Commissioners Leadership Workshop in Commerce were Jean Lasley, from left, Al Shkoler, Elizabeth Minter, Jean Turner and Betty Escobosa.



COURTESY OF AL SHKOLER

AUTHOR'S LUNCH program included Placentia Library Director Elizabeth Minter, from left, writer Thom Racina and Stephanie Baldwin.

SAFETY COMMITTEE MEETING
APRIL 21, 2005
MINUTES

- I. Call to Order: 10:55 A.M.
- Members Attending: Esther Guzman
Katie Matas
Wendy Goodson
- Members Absent: Caroline Gurkweitz

III. Old Business

1. The fire extinguishers were checked by Katie Matas on April 20, 2005.

IV. New Business

None.

The next meeting will be May 18, 2005 at 2:00 P.M.

Respectfully submitted,



Katie Matas

Safety Training Courses Completed by Placentia Library Staff

Safety Courses	# of courses taken to date
General First Aid	11
Office Safety	10
Sexual Harrassment	12
Workplace Violence	3
Ethnic Diversification	5
Workplace Stress	4
Health & Wellness	7
Diet & Nutrition	7
Computer Security	0
Back Injury	2
Slips/Trips/Falls	4
Hearing Conservation	1
Eye Safety	3
CPR Academic	7
Drug Free Workplace	1
Alcohol Free Workplace	5
Electrical Safety	1
General Office Ergonomics	2
Disaster Preparedness	5
Fire Extinguisher	2
Fire Prevention	0
Driving Safety	6
Workplace Violence	1
Building Evacuation	5
First Responders to Terrorist Incidents	2
TOTAL COURSES TAKEN	105

