



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

REGULAR DATE & LOCATION

Monday, November 17, 2008






6:30 P.M.

Library Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

Absent Wood

*M/ JF
MZ BE*

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(())

(())

Cam G
RH
Jeffrey
Gary Bell

4. Oral Communications

Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).

AS - someone
JT - pl PE info
RDV - none
BE - none

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

CONSENT CALENDAR (Items 8 - 28)

MI BE
M2JT

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 - 28 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

- 8. Minutes of the October 22, 2008 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CLAIMS (Items 9 - 12)

- 9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
- 10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
- 11. Current Claims and Payroll. (Receive & File and Approve)
- 12. FY2008-2009 Cash Flow Analysis through October 2008; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 - 16)

- 13. Financial Reports for September 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
- 14. Balance Sheet for October 2008. (Receive & File)
- 15. Acquisitions Report for October 2008. (Receive & File)
- 16. Entrepreneurial Activities Report for October 2008. (Receive & File)

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GENERAL CONSENT REPORTS (Items 17 - 21)

M1 RDV
M2 JT

- 17. Personnel Report for October 2008. (Receive, File, and Ratify Appointments)
- 18. Circulation Report for October 2008. (Receive & File)
- 19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
- 20. Status Report on Partnerships with Community Organizations. (Receive & File)
- 21. Status Report on Active Grant Applications. (Receive & File)

STAFF REPORTS (Items 22 - 28)

M1 BE
M2 RD

- 22. Library Director's Report.
- 23. Interim Library Services Manager's Report.
- 24. Children's Services Report for October 2008.
- 25. Literacy / Volunteer Services Report for October 2008.
- 26. Reference and Adult Services Report for October 2008.
- 27. Local History Room Report for October 2008.
- 28. Placentia Library Web Site & Technology Report for October 2008.

CONTINUING BUSINESS

- 29. Library Facilities Impact Fees

Presentation: Library Director and Legal Counsel, Mr. Jeff Ferre
 Recommendation: Approve Agreement with the City of Placentia for Collection of Library Facilities Impact Fee.

M1 RD
M2 JT

M1 RD
M2 BE

Authorize District Staff and Legal Counsel to Take Necessary Action to Complete the Execution and Implementation of the Agreement.

NEW BUSINESS

- 30. Subordination of Pass-Through Payment

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

M1 RD
M2 BE

staff not respond to ~~not respond~~ letter & after 45 days it would be approved

CLOSED SESSION

- 31. Closed Session to Discuss a Pending Litigation

Persuant to California Government Code Section 54956.9 a closed session can be held to discuss a pending litigation - Arnie T. Pike vs. Placentia Library District

Presentation: Library Board President will report on the Closed Session.
 Recommendation: Action to be determined by the Library Board of Trustees.

ADJOURNMENT

7:05

- 32. Agenda Preparation for the December Regular Meeting which will be held on Monday, December 15, 2008 unless re-scheduled by the Library Board of Trustees.

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33. Review of Action Items.

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

34. Adjourn

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

I, Jeanette Contreras, Library Director of Placentia Library District, hereby certify that the Agenda for the November 17, 2008 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 14, 2008.



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**MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL MEETING OF THE BOARD OF TRUSTEES
October 22, 2008**

CALL TO ORDER

President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on October 22, 2008 at 6:30 P.M.

ROLL CALL

Members Present: President Al Shkoler, Secretary DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood, and Library Director Jeanette Contreras.

Members Absent: None

Managers Absent: None

Others Present Linda Katsouleas, Joanne Hardy and Library staff, Mary Strazdas, Toby Silberfarb, David Ferrari, Yesenia Gomez and Alexander Hernandez.

**ADOPTION OF
AGENDA**

It was moved by Trustee Wood and seconded by Trustee Turner to adopt the agenda as presented.

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

**ORAL
COMMUNICATIONS**

Linda Katsouleas thanked the Board for allowing her to work for Placentia Library. She shared with the Board that it was a great experience and pleasure to work with all the staff.

Joanne Hardy was introduced to the Board as the Interim Public Services Manager. She will start on Monday, October 27, 2008.

**FRIENDS
FOUNDATION
REPORT**

Trustee Turner reported that the Friends Foundation are still trying to find an author for the Author's Luncheon and two new Friends Foundation Board members were added – Dottie Rogers and Josh Edmundson

TRUSTEE REPORTS

President Shkoler reported that he attended the Library's Grand Re-Opening Celebration.

Secretary DeVecchio nothing to report at this time.

Trustee Wood nothing to report at this time.

Trustee Turner reported she attended the finale of the Adult Reading Program.

Trustee Escobosa reported she participated in the Heritage Parade and the Library's Grand Re-Opening.

**CONSENT
CALENDAR**

It was moved by Trustee Turner and seconded by Trustee Escobosa approve Agenda Items 8-29:

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

Minutes of the September 29, 2008.

Nonstandard Claims in excess of \$300.

Claims forwarded by the Library Director and Trustees.

Current Claims and Payroll.

FY2008-2009 Cash Flow Analysis through September 2008 and the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

Financial Reports for September 2008

Balance Sheet for September 2008

Acquisitions Report for September 2008

Entrepreneurial Report for September 2008

Personnel Report for September 2008

Volunteer Report for September 2008

Circulation Report for September 2008

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

STAFF REPORTS

2007-2008 California Public Library Survey for Placentia Library District, as transmitted to the California State Library on September 29, 2008 with correction to field #204 – registered borrowers as of June 30. Staff will provide corrected figure at the October 22, 2008 meeting.

Director's Report for September 2008

Program Committee Report for September 2008

Children's Services Report for September 2008

Placentia Library Literacy Services Report for September 2008

Reference and Adult Services Report for September 2008

Placentia Library Web & Technology Report for September 2008

**RESTRUCTURE OF
ORGANIZATION**

It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve the restructure of the organization as proposed:

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

It was moved by Trustee Wood and seconded by Secretary DeVecchio to eliminate the Placentia Library Policies #2303 and #2307 as proposed:

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

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to approve the title, job description, responsibilities, qualifications, and/or task changes in Policies #2300, #2305, #2308, 2309, #2315, #2317, #2321, and #2323 as proposed:

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

It was moved by Trustee Turner and seconded by Trustee Wood to approve and adopt the Salary Scale as proposed:

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

**EMPLOYEE OF THE
QUARTER
PROGRAM**

It was moved by Trustee Escobosa and seconded by Trustee Turner to approve the discontinuation of Policy #2040.11-2040.11.3:

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

It was moved by Secretary DeVecchio and seconded by Trustee Wood to authorize the Library Director to request funding for the cash award through the Friends Foundation:

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

**PUBLIC BEHAVIOR
POLICY**

It was moved by Trustee Turner and seconded by Secretary DeVecchio to approve the amended Policy #6065, effective January 1, 2009:

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

**FINES AND FEES
SCHEDULE**

It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve the discontinuation of Special Services, effective November 1, 2008:

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

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve and adopt the Placentia Library District Fines and Fees Schedule for Fiscal Year 2008-2009, effective November 1, 2008:

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

**PAINTING
SERVICES**

It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve deferring of painting of the ceiling and bookshelf panels and
revisit in the December 2008 Board Meeting:

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

**AGENDA
PREPARATION**

Agenda Preparation for the November Regular Meeting will be held on Monday, November 17, 2008 at 6:30 P.M.

ADJOURNMENT

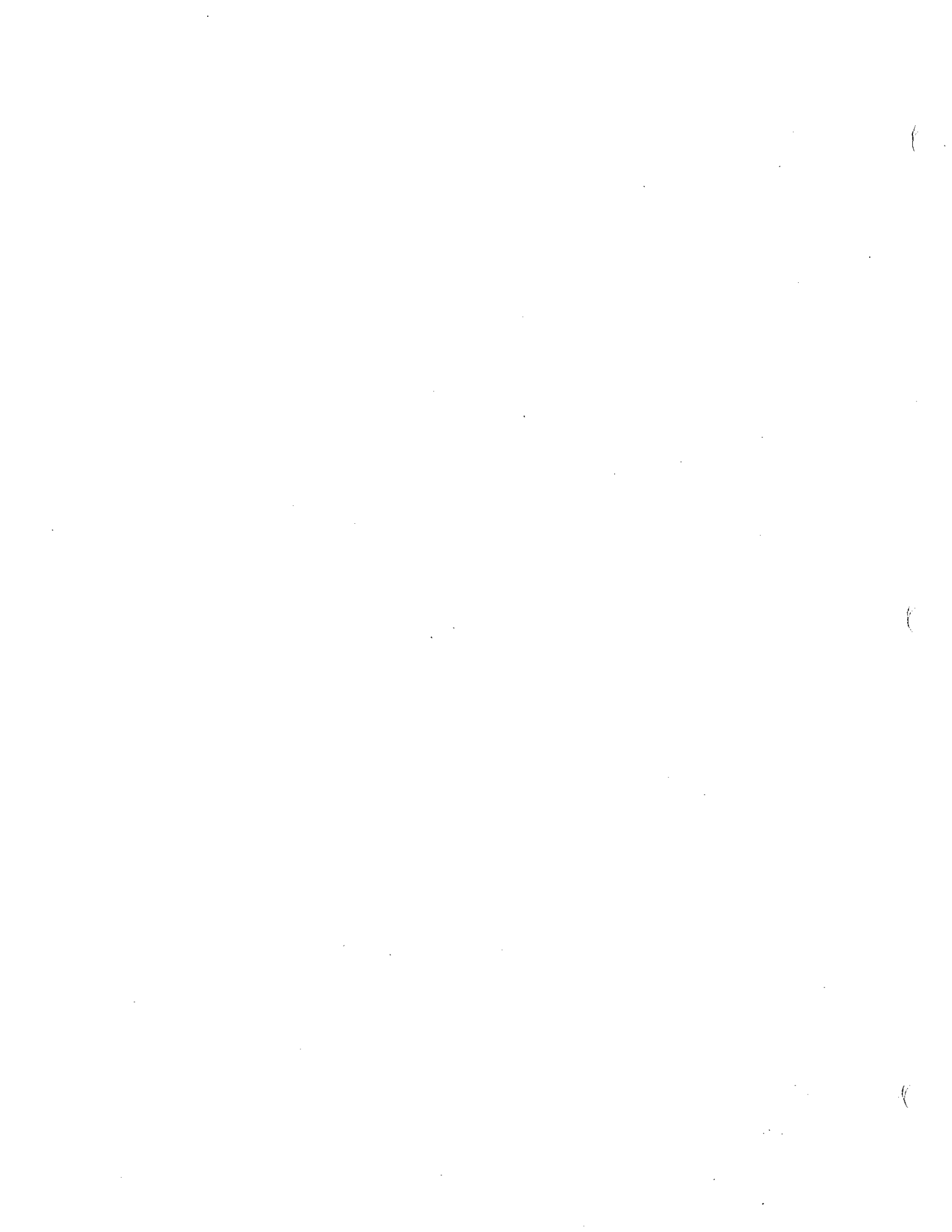
The Unusual Meeting of the Placentia Library District for October 22, 2008 adjourned at 7:46 P.M.

NEXT MEETING

Regular Meeting will be held on Monday, November 17, 2008 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
November 17, 2008

TYPE	REPORT NUMBER	AMOUNT
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None

TOTAL

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PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director & Trustees
 November 17, 2008

	DATE	CLAIM	FUND	AMT
LIBRARY DIRECTOR				
FUND 707	October 28, 2008	5162	707	5,046.13
	October 28, 2008	5163	707	9,961.63
		CLAIM TOTAL		15,007.76

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
November 17, 2008

TYPE	REPORT NUMBER	AMOUNT
Claims	5164	7,399.33
	5165	47,208.58
	5166	5,659.63
	5167	9,345.27
	5168	2,603.30
	5169	140,854.16
Subtotal for Claims		213,070.27
Payroll	12/3/2008	55,472.00
	12/17/2008	55,472.00
	12/31/2008	55,472.00
Subtotal for Payroll		166,416.00
TOTAL CURRENT CLAIMS & PAYROLL		379,486.27

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/17/08
REPORT NO 5164

Agenda Item 11
Page 2 of 10

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00611-3 Office Depot PO Box 70025 Los Angeles CA 90074-0025	420668456-001		1800	00		62.15		
	428075311-001		1800	00		43.09		
	428859250-001		1800	00		55.08		
	428744409-001		1800	00		117.96		
	433236959-001		1800	00		77.57		
	433997841-001		1800	00		48.19		
	435509403-001		1800	00		509.44		
	435533626-001		1800	00		89.02		
	433509473-001		1800	00		18.85		
	436117353-001		1800	00		164.75		
	438158305-001		1800	00		16.58		
	438158234-001		1800	00		191.88		
	440317991-001		1800	00		123.72		
445021068-001		1800	00		77.57			
448046089-001		1800	00		415.79			
						2,011.64		
X00976-4 AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	11/23/08 T8659493		1800	00		65.86		
X04841 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	11/1/2008 0002171-IN		309	00		428.61		
	11/1/2008 0002171-IN		308	00		955.90		
	11/1/2008 0002171-IN		310	00		314.26		
	11/01/2008 0002171-IN		1900	00		39.24		
						1,738.01		
X04901 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	11/01/08 00297		1900	00		462.50		
X05780 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	9/22/08 58761		1800	00		2,283.00		
X07186 Myron PO Box 802616 Chicago IL 60680-2616	9/21/08 66072240		2400	08		688.32		
(new remit to address) Dick's Lock & Safe 650 N. Rose Dr. #614 Placentia, CA 92870	31361		1400	00		236.00		
N24068 Placentia Glass & Screen 233 W. Santa Fe Ave Placentia, CA 92870	9120		1000	00		150.00		

The claims listed above (totaling \$7,399.33) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

7,399.33

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
(New Vendor) Prowest Painting & Waterproofing Co. 1055 Segovia Circle Placentia, CA 92870	08-311		4200	00		20,706.00		
X00976-4 AT&T/MCI Dept LA 21461 Pasadena, CA 91185-1461	11-28-08/T8675153		0700	01		270.01		
X05780 City of Placentia 401 East Chapman Avenue Placentia, CA 92870	10-15-08/58752		2800	01		14,565.23		
	10-15-08/58752		2800	00		39.42		
	10-15-08/58752		1400	00		3,881.71		
						18,486.36		
N06779K 3M 2807 Paysphere Cir Chicago, IL 60674-0000	11-03-08/OF35476		1300	00		1,287.00		
X06178 SDR Consulting P.O. Box 850 Placentia, CA 92870	9/18/2008 Winter Qtrly		1900	00		150.00		
X06533 Hoang Computer Services 6765 Westminster Blvd. Ste C - PMB 103 Westminster, CA 92683	11-5-08/08-00115		1300	01		1,747.37		
X07573 California Library Association 717 20th Street, Ste 200 Sacramento, CA 95811	11-06-08/0078904		1600	00		210.00		
X04556 Paychex Major Market Services P.O. Box 25159 Santa Ana, CA 92799-5159	10-23-08/488820		1900	00		241.33		
N00642A Employment Development Dept PO Box 826880 Mic 19 Sacramento, CA 94280-0001	11-07-08/Acct No. 932-0265-03		0310	00		5,013.00		
X06153 Mary Strazdas c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	Reimb Co-Pay		1800	00		15.00		
X07666 Jeanette Trinh Contreras 23891 Via La Coruna Mission Viejo CA 92661	11/12/2008 Reimbursements		1800	00		369.51		

The claims listed above (totaling \$47,208.58) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

\$47,208.58

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-23-08/4008276056		2400	01		57.44		
	10-23-08/4008276055		2400	01		252.75		
	10-23-08/4008276054		2400	01		14.43		
	10-23-08/4008276053		2400	01		42.41		
	10-23-08/4008276052		2400	01		29.50		
	10-23-08/4008276051		2400	01		17.37		
	10-23-08/4008276050		2400	01		80.82		
	10-23-08/4008276049		2400	01		16.88		
	10-23-08/4008276048		2400	01		30.54		
	10-14-08/4008254619		2400	01		336.58		
	10-14-08/4008254618		2400	01		502.10		
	10-28-08/4008318795		2400	01		19.17		
	10-28-08/4008318794		2400	01		127.30		
	10-28-08/4008318793		2400	01		17.37		
	10-28-08/4008318792		2400	01		103.49		
	10-28-08/4008318791		2400	01		548.29		
	10-28-08/4008318790		2400	01		27.68		
	10-28-08/4008318789		2400	01		131.17		
	10-28-08/4008318788		2400	01		19.18		
	10-24-08/4008297261		2400	01		27.68		
	10-24-08/4008297260		2400	01		113.76		
	10-24-08/4008297259		2400	01		239.58		
	10-24-08/4008297258		2400	01		258.11		
	10-24-08/4008297257		2400	01		96.27		
	10-24-08/4008297256		2400	01		222.24		
	10-24-08/4008297255		2400	01		28.85		
	10-24-08/4008297254		2400	01		19.18		
	10-24-08/4008297253		2400	01		79.03		
	10-24-08/4008297252		2400	01		21.55		
	10-24-08/4008297251		2400	01		37.13		
10-24-08/4008297250		2400	01		18.56			
11-05-08/4008350060		2400	01		42.16			
10-30-08/4008337875		2400	01		286.56			
10-30-08/4008337874		2400	01		274.98			
11-05-08/4008111590		2400	05		49.09			
11-05-08/W02124880		2400	02		18.51			
11-05-08/X98149530		2400	02		74.87			
11-05-08/X97914390		2400	02		316.80			
11-05-08/X97686490		2400	02		513.72			
					5,113.10			
X02768-1 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	11-03-08/1085599395		2400	05		176.72		
	10-24-08/1085564777		2400	05		113.35		
	10-20-08/1085533969		2400	05		71.12		
	10-14-08/1085503886		2400	05		96.98		
	10-17-08/1085512598		2400	05		88.36		
					546.53			

The claims listed above (totaling \$5,659.63) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

\$5,659.63

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Repl Cat	AMOUNT	Doc Number	SC
X04307-1 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	10-13-08/39038349		2400	01		63.31		
	10-13-08/39038348		2400	01		157.33		
	10-13-08/39038347		2400	01		10.95		
	10-15-08/39081990		2400	01		18.45		
	10-15-08/39081991		2400	01		15.33		
	10-20-08/39161878		2400	01		45.23		
	10-20-08/39161877		2400	01		73.97		
	10-20-08/39161876		2400	01		22.14		
	10-20-08/39161875		2400	01		9.37		
	10-27-08/39267197		2400	01		53.70		
	10-27-08/39267196		2400	01		40.86		
	10-27-08/39267195		2400	01		127.63		
	10-29-08/39326213		2400	01		24.89		
	10-29-08/39326212		2400	01		12.27		
	10-29-08/39326211		2400	01		13.55		
10-29-08/39326214		2400	01		12.63			
11-06-08/39446932		2400	01		15.36			
						716.97		
X00631 Thomson Gale PO Box 95501 Chicago IL 60694-5501	10-21-08/16009279		2400	01		30.99		
	10-14-08/15996138		2400	01		327.58		
	10-28-08/16023534		2400	01		30.13		
	10-28-08/16024684		2400	01		52.72		
						441.42		
X02802-1 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	10-16-08/339252		2400	05		34.42		
	10-10-08/338425		2400	05		296.05		
						330.47		
X02301 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	10-17-08/4235220		2400	05		479.92		
X02898 Midwest Tape PO Box 820 Holland OH 43528	10-23-08/5600216		2400	02		119.16		
X00613 EBSCO Publishing P.O. Box 562 Ipswich, MA 01938	10-10-08/0305012		2400	04		7,257.33		

The claims listed above (totaling \$9,345.27) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

\$9,345.27

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00611-3 Office Depot PO Box 70025 Los Angeles CA 90074-0025	10-31-08/449173593-001		1800	00		33.57		
	10-31-08/449333568-001		1800	00		81.84		
	10-31-08/449644282-001		1800	00		62.93		
	10-24-08/448355233-001		1800	00		96.93		
	10-24-08/448046093-001		1800	00		20.45		
						295.72		
X07684 C&B 1207 W. Imperial Hwy Ste 102 Brea, CA 92821	11-5-08/2094		1400	00		1,491.42		
X06176 Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	11-01-08/9686		1800	00		33.00		
X06845 Estella Wnek 5812 Furnace Creek Rd Yorba Linda CA 92886	Travel Reimb.		2600	01		8.08		
N06622 Lakeshore Learning Materials 2695 E. Dominguez St. Carson, CA 90810	10-15-08/167417		1800	00		367.02		
(Need Vendor Number) Barbara Snider 338 Village Creek Rd. Aptos, CA 95003			2600	00		408.06		

The claims listed above (totaling \$2,603.30) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

F003-124 (8/93)

Page Total

\$2,603.30



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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
THIS CHECK FROM FUND 702

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
(New Vendor) Belfor Property Restoration [Inc] 2920 E. White Star Avenue Anaheim, CA 92806	0710-8-11825-01F		4200	00		134,475.00		
	0710-8-11825-02F		4200	00		6,379.16		
						140,854.16		

The claims listed above (totaling \$140,854.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

\$140,854.16





County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 55,472.00 on 12 | 03 | 08

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121042882
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #12

Description:

Department / Agency

Contact: Trinh Jeanette Contreras, Lib. Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTY	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						51,588.96	
707	707			200	00						3,883.04	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	55,472.00
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE			AUTHORIZED SIGNER				DATE	DEPUTY		DATE	

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





County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 55,472.00 on 12 | 17 | 08

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121042882
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #13

Description:

Department / Agency

Contact: Trinh Jeanette Contreras, Lib. Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE			
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD			
707	707			0100	00						51,588.96				
707	707			200	00						3,883.04				
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	55,472.00			
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller							
CLAIMANT				DATE		AUTHORIZED SIGNER				DATE		DEPUTY		DATE	

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



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

Email to: Treasurer-Tax Collector cashmgmt@tc.ocgov.com or Fax to: 834-2912
Please Pay \$ 55,472.00 on 12 | 31 | 08

Send To: Bank Name: Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #14

Description:

Department / Agency

Contact: Trinh Jeanette Contreras, Lib. Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	D-S ACCT	AMOUNT	SP CD
707	707			0100	00						51,588.96	
707	707			200	00						3,883.04	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	55,472.00
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT		DATE		AUTHORIZED SIGNER		DATE		DEPUTY		DATE		

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

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Fund Balance Report for Placentia Library District Funds on Deposit with the Orange County Treasurer
Post-Petition Balances (B/S Account 8010 - Cash)
 October 31, 2008

	Fiscal Year 2008-2009						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708			
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
07/31/08	150,895.34	11,880.92	189,491.56	937,880.81	11,593.23	1,301,741.86	363,861.05	
8/31/2008	150,529.68	11,852.13	189,032.37	855,424.76	11,565.14	1,218,404.08	362,979.32	
9/30/2008	150,882.52	11,879.91	189,475.47	690,320.13	11,592.25	1,054,150.28	363,830.15	
10/31/2008	151,227.87	11,907.10	189,909.15	401,502.82	11,618.78	766,165.72	364,662.90	
11/30/2008						0.00	0.00	
12/31/2008						0.00	0.00	
1/31/2009						0.00	0.00	
2/28/2009						0.00	0.00	
3/31/2009						0.00	0.00	
4/30/2009						0.00	0.00	
5/31/2009						0.00	0.00	
6/30/2009						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Fiscal Year 2007-2008						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708			
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20	
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11	345,515.67	
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37	348,535.98	
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96	348,506.33	
10/31/2007	145,803.61	11,479.88	183,095.17	614,387.66	11,201.88	965,968.20	351,580.54	
11/30/2007	145,791.21	11,478.90	173,079.60	640,461.89	11,200.93	982,012.53	341,550.64	
12/31/2007	147,059.93	11,578.79	184,672.81	1,175,090.44	11,298.40	1,529,700.37	354,609.93	
1/31/2008	147,693.04	11,628.79	185,470.20	1,080,418.86	11,347.19	1,436,558.08	356,139.22	
2/28/2008	148,303.62	11,676.86	186,236.95	984,004.71	11,394.11	1,341,616.25	357,611.54	
3/31/2008	148,883.14	11,722.49	186,964.69	893,158.90	11,438.63	1,252,167.85	359,008.95	
5/30/2008	149,359.77	11,760.01	187,563.23	1,368,667.43	11,475.25	1,728,825.69	360,158.26	
6/15/2008	149,810.27	11,795.48	188,128.96	1,291,076.16	11,509.87	1,652,320.74	361,244.58	
6/30/2008	150,180.09	11,824.60	188,593.36	932,562.29	11,538.28	1,294,698.62	362,136.33	

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Treasurer's Reports for October 2008 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

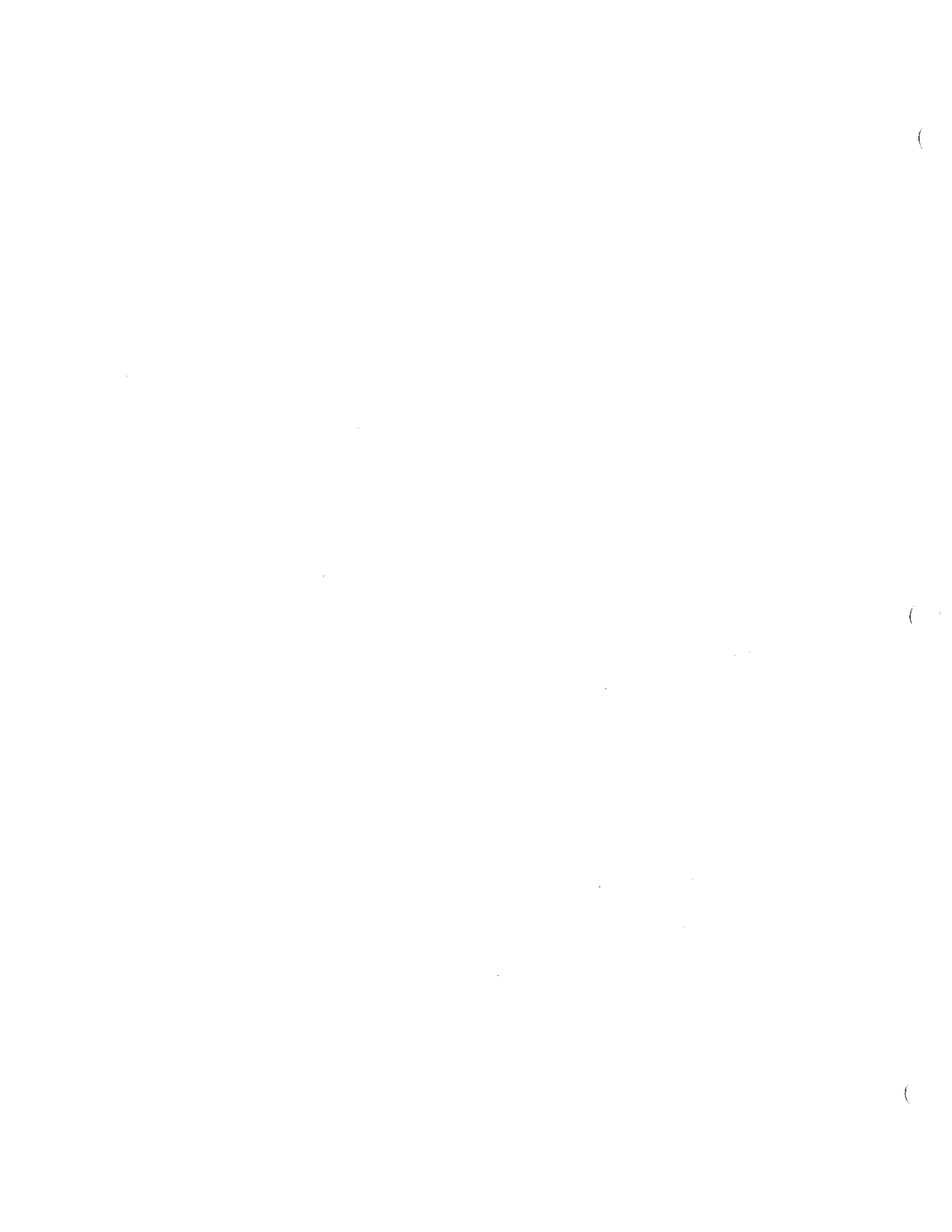
DATE: November 17, 2008

Summary of Cash and Investments as of October 31, 2008

Cash with Orange County Treasurer Fund 702	151,227.87
Cash with Orange County Treasurer Fund 703	11,907.10
Cash with Orange County Treasurer Fund 706	189,909.15
Cash with Orange County Treasurer Fund 707	401,502.82
Cash with Orange County Treasurer Fund 708	11,618.78
County Exempt Checking – Bank of the West	8,842.22
County Exempt Savings – Bank of the West	11,954.21
General Fund Checking – Bank of the West	9,741.53
General Fund Savings – Bank of the West	3,112.17
Literacy Fund Savings – Bank of the West	14,339.93
Payroll Checking – Wells Fargo Bank	149,076.24
Payroll Emergency CD – California National Bank	23,624.58

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency Certificate of Deposit is held by California National Bank with an original purchase date of January 27, 2003 and the maturity date is May 27, 2009.

Jeanette Contreras
Library Director



Placentia Library District
Balance Sheet
 As of October 31, 2008

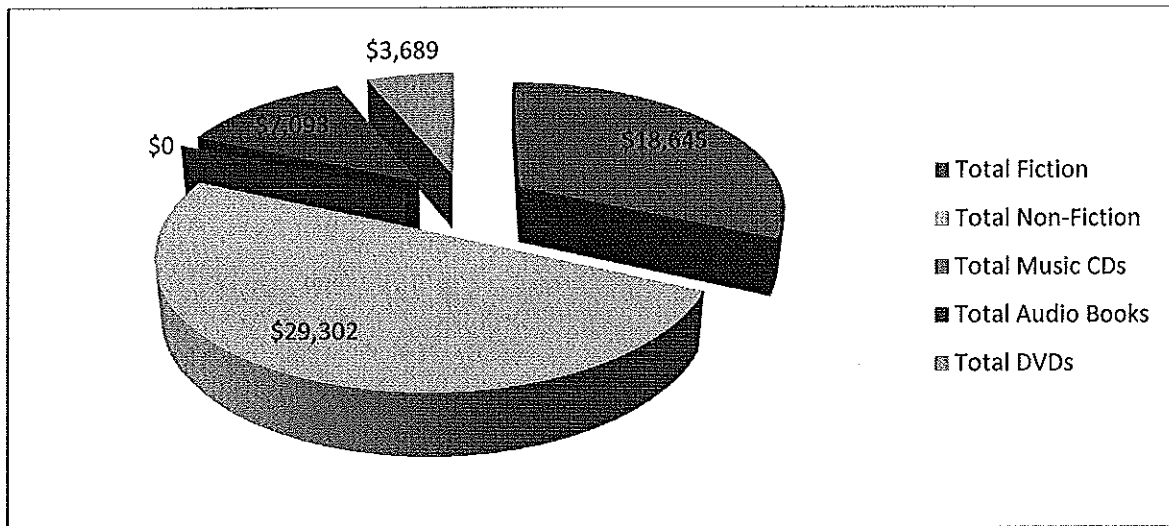
	<u>Oct 31, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	8,842.22
County Exempt - Savings	11,954.21
General Fund - Checking	9,741.53
General Fund - Savings	3,112.17
Literacy Fund - Savings	14,339.93
Payroll Checking - Wells Fargo	149,076.24
Payroll Checking (CDs)	
0028205565	<u>23,624.58</u>
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>220,690.88</u>
Total Current Assets	220,690.88
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	<u>-584,086.00</u>
Total Fixed Assets	<u>1,238,956.00</u>
TOTAL ASSETS	<u><u>1,459,646.88</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	<u>1,496.00</u>
Total Other Current Liabilities	<u>116,679.00</u>
Total Current Liabilities	116,679.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	<u>144,932.12</u>
Total Long Term Liabilities	<u>292,903.74</u>
Total Liabilities	409,582.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	3,113.44
Total Capital	68,737.80
Net Income	<u>80,111.81</u>
Total Equity	<u>1,050,064.14</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,459,646.88</u></u>



Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2008-2009 THROUGH THE MONTH OF OCT. 2008

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$18,645	1,031	1,446
Total Non-Fiction	\$29,302	637	506
Total Music CDs	\$0	0	0
Total Audio Books	\$7,093	94	96
<u>Total DVDs</u>	<u>\$3,689</u>	<u>112</u>	<u>137</u>
TOTAL MATERIALS	\$58,729	1874	2185



In addition to the items above, items totaling \$17,474 are currently on order.

Entrepreneurial Activities Report
 Net Revenue Summary
 October-08

	Oct-08	Oct-07	YTD 2008-2009	YTD 2007-2008
Passport	4,530.00	12,687.18	13,531.15	54,481.10
Passport Photos	890.00	1,360.00	2,390.00	6,960.00
Notary Public	90.00	270.00	302.50	1,350.00
Test Proctor	210.00	90.00	420.00	743.60
Total	5,720.00	14,407.18	16,643.65	63,534.70

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Personnel Report for October 2008
DATE: November 17, 2008

RESIGNATIONS:

Wendy Goodson, Administrative Services Manager (FT)

APPOINTMENTS:

NONE

OPEN POSITIONS:

Library Aide (PT)

Library Clerk (PT)

WORKERS' COMPENSATION LEAVE:

None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: David Ferrari, Circulation Supervisor
SUBJECT: Circulation Activity Report for October 2008
DATE: November 17, 2008

MONTHLY STATISTICS

CIRCULATION

	October-08	October-07.	Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D % change
NEW PATRON REGISTRATIONS	444	278	578	905	-36%
TOTAL CIRCULATION	16,985	21,075	31,065	66,122	-53%
TOTAL ACTIVE BORROWERS * TOTAL REGISTERED BORROWERS *	17,317	19,801	48555	65955	-26%
ATTENDANCE	14,411	27,950	62,155	77,649	-20%

* Active borrowers have used the Library this month

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

PATRON COUNT

10/12 – 10/18

	Sun	Mon	Tues	Wed	Thur	Sat	Total
9 a.m.	0	33	45	41	41	58	217
10 a.m.	0	51	66	31	55	51	254
11 a.m.	0	48	101	52	49	54	303
12 p.m.	0	31	45	46	46	80	248
1 p.m.	156	48	68	61	66	76	474
2 p.m.	94	62	168	109	101	77	609
3 p.m.	119	138	0	128	75	88	548
4 p.m.	164	118	127	160	150	108	827
5 p.m.	0	90	125	0	97	0	312
6 p.m.	0	98	69	117	81	0	365
7 p.m.	0	64	73	138	64	0	338
8 p.m.	0	74	52	67	62	0	255
Grand Total	533	855	937	948	886	592	4750

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**PATRON
COUNT**

10/19-10/25

	Sun	Mon	Tues	Wed	Thur	Sat	Total
9 a.m.	0	33	36	37	53	40	199
10 a.m.	0	57	42	29	128	63	319
11 a.m.	0	72	95	40	61	40	308
12 p.m.	0	87	50	78	42	71	328
1 p.m.	0	75	43	131	48	72	369
2 p.m.	116	51	81	71	75	93	487
3 p.m.	133	99	143	225	127	43	770
4 p.m.	132	132	115	114	190	127	810
5 p.m.	0	63	126	83	52	0	324
6 p.m.	0	116	79	120	104	0	419
7 p.m.	0	58	85	83	63	0	289
8 p.m.	0	85	79	73	65	0	302
Grand Total	381	928	974	1084	1008	549	4924

10/26-11/1

	Sun	Mon	Tues	Wed	Thur	Sat	Total
9 a.m.	0	43	57	29	74	56	259
10 a.m.	0	53	69	50	25	50	247
11 a.m.	0	43	80	33	61	58	275
12 p.m.	0	73	55	69	39	82	318
1 p.m.	113	54	66	96	182	84	595
2 p.m.	117	58	76	77	86	79	493
3 p.m.	82	166	109	271	0	96	724
4 p.m.	122	103	117	0	165	96	603
5 p.m.	0	113	100	82	134	0	429
6 p.m.	0	183	125	119	160	0	587
7 p.m.	0	111	74	81	105	0	371
8 p.m.	0	86	56	62	80	0	284
Grand Total	434	1086	984	969	1111	601	5185



PASSPORT SERVICES
Oct 12- Oct 18

	Sun	Mon	Tues	Wed	Thur	Sat	Total
9:00	0	0	0	0	0	1	1
10:00	0	2	1	0	1	0	4
11:00	0	0	0	1	0	0	1
12:00	0	0	3	0	0	3	6
1:00	0	0	1	0	0	4	5
2:00	3	3	0	0	1	4	11
3:00	4	2	0	3	0	1	10
4:00	2	3	1	4	0	1	11
5:00	0	0	2	2	2	0	6
6:00	0	0	0	3	1	0	4
7:00	0	1	4	1	1	0	7
8:00	0	2	0	0	0	0	2
Grand Total	9	13	12	14	6	14	68

PASSPORT SERVICES
Oct 19-Oct 25

	Sun	Mon	Tues	Wed	Thurs	Sat	Total
9:00	0	1	0	0	0	0	1
10:00	0	0	0	1	0	0	1
11:00	0	0	1	1	1	0	3
12:00	0	0	0	0	0	0	0
1:00	1	0	1	0	1	2	5
2:00	5	2	0	2	2	1	12
3:00	1	0	0	1	1	1	4
4:00	0	0	0	1	0	0	1
5:00	0	2	2	0	1	0	5
6:00	0	1	2	0	0	0	3
7:00	0	0	0	2	1	0	3
8:00	0	1	0	0	1	0	2
Grand Total	7	7	6	8	8	4	40

PASSPORT SERVICES
Oct 26-Nov 1

	Sun	Mon	Tues	Wed	Thurs	Sat	Total
9:00	0	0	0	0	0	0	0
10:00	0	0	1	0	0	2	3
11:00	0	0	1	0	0	0	1
12:00	0	1	0	2	0	3	6
1:00	1	0	1	1	0	4	7
2:00	2	0	0	0	2	2	6
3:00	0	0	0	0	0	3	3
4:00	1	1	1	2	0	1	6
5:00	0	0	0	0	2	0	2
6:00	0	2	0	1	0	0	3
7:00	0	0	2	0	3	0	5
8:00	0	0	0	0	0	0	0
Grand Total	4	4	6	6	7	15	42

STAFF ACTIVITY

October 20: meeting with 6 Clerks to discuss the changes with the Passports and Notary services.

October 30: meeting with 6 Library Aides and Pages to review new weekend schedules.

October 22: participated with the Director in 2 interviews for the 30hr Clerk position.

October 29: trained the new Clerk on Horizon computer system.

ONGOING PROJECTS

October 30: Examined all the fire extinguishers in the library to be sure they were up to date on

NEW PROJECTS AND ACTIVITIES

Updating the Emergency Manual

Updating list of emergency supplies for staff bags.

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2008-2009	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-08	*				107.50			107.50
Aug-08	*							0.00
Sep-08	*							0.00
Oct-08	*							0.00
Nov-08								0.00
Dec-08								0.00
Jan-09								0.00
Feb-09								0.00
Mar-09								0.00
Apr-09								0.00
May-09								0.00
Jun-09								0.00
TOTAL		0.00	0.00	0.00	107.50	0.00	0.00	107.50
AVG		0.00	0.00	0.00	107.50	0.00	0.00	21.50

* City Billing Not Received

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08	04/01/08	3,757.21	1,150.57	145.15	107.50	0.00	7.82	5,168.25
Apr-08	10/15/08	3,894.06	1,150.57	145.15	107.50	0.00	7.84	5,305.12
May-08	10/15/08	4,063.65	1,150.57	145.15	107.50	0.00	0.00	5,466.87
Jun-08	10/15/08	6,607.52	1,150.57	145.15	107.50	0.00	0.00	8,010.74
TOTAL		61,512.90	15,297.55	1,725.14	2,979.16	0.00	54.36	81,569.11
AVG		5,126.08	1,274.80	143.76	248.26	0.00	4.53	6,797.43

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Partnerships With Community Organizations for October 2008
DATE: November 17, 2008

There is no activity to report for the month of October 2008.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Active Grant Applications for October 2008
DATE: November 17, 2008

There is no activity to report for the month of October 2008.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report
DATE: November 17, 2008

Activities Report:

Wednesday, October 22

I attended the Board Meeting.

Thursday, October 23

I attended the Chamber of Commerce Breakfast Meeting.

I facilitated an all-staff meeting.

David Ferrari and I interviewed one candidate for the part-time bilingual Clerk position.

Friday, October 24

I attended a Rotary fundraising event.

Monday, October 27

Joanne Hardy and I met with Nadia Dallstream, Adult Services Librarian I, Ruth (Petey) Peterson, Part-Time Library Aide, and Toby Silberfarb, Literacy/Volunteer Services Library Assistant.

Tuesday, October 28

Joanne Hardy, Toby Silberfarb and I met with Teri Niebuhr, Executive Director of H.I.S. House to discuss the Homework Club.

Wednesday, October 29

David Ferrari and I interviewed another candidate for the part-time bilingual Clerk position.

I listened to a webcast – the Everywhere Library.

Thursday, October 30

I received Wendy Goodson's resignation effective immediately.

I attended the Independent Special Districts of Orange County (ISDOC) meeting with Board of Trustee, Jean Turner.

I attended the Spooktacular children's program.

The Children's Librarian II recruitment flyer was posted.

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Friday, October 31

The Administrative Assistant recruitment flyer was posted.

Sunday, November 2

I met with Robert Housely, Finance Director for the Midway City Sanitary District.

Monday, November 3

I attended the Shake Out presentation at the City Council Chamber; a collaboration between the Library and the City Hall.

Joanne Hardy and I met with Katie Matas, Technical Services Librarian I and Phyllis Humple, Part-Time Children's Librarian I.

The Management Analyst recruitment flyer was posted.

Wednesday, November 5

I attended a Rotary function.

Thursday, November 6

I attended the SLS Library Director's meeting.

The Library Services Manager recruitment flyer was posted.

Sunday, November 9

I relocated two shelves with three volunteers for the Friends bookstore.

Monday, November 10

I attended the all-staff meeting to brief staff about the upcoming statewide earthquake drill.

I attended the Friends Foundation Board meeting.

Tuesday, November 11

I finished relocating the shelves with three volunteers for the Young Adult area.

Wednesday, November 12

I reviewed claims, prepared for the upcoming audit and recruitments.

Thursday, November 13

The Library participated in the statewide earthquake drill.

Joanne Hardy and I met with Esther Guzman, Part-Time Library Aide.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Joanne Hardy, Interim Library Services Manager
SUBJECT: Monthly Report
DATE: November 17, 2008

Activities Report:

Wednesday, October 22

I was introduced to the Library Board of Trustees at their special Board meeting,

Monday, October 27

I began employment and received a warm welcome from the library staff. I met with the Library Director to learn about staffing changes and the goals driving the restructuring. We discussed and approved my Performance Objectives. I received logins and passwords, set up and organized my Outlook email, and learned about other administrative procedures.

I participated in the Director's meetings with three staff members regarding their Performance Objectives and positions within the library organization.

Tuesday, October 28

I participated in a site visit to H.I.S. House to assess possibilities for continued Homework Club service there.

I drafted the following templates for staff use: Monthly Reports, Program Reports, Project Plans, as well as schedules/calendars for Book Discussions, Programs, and Exhibit Case Displays.

Identified and saved various websites for use when seeking grants.

Thursday, October 30

I met with Katie Matas for a briefing on use of Baker & Taylor's TitleSource, as well as other ordering processes.

I contacted the company agent for Jobview Kiosk, a computerized classified listing of employment opportunities, to inquire about the possibility of locating a kiosk at Placentia Public Library.

I prepared guidelines and other documents for distribution to the Adult Services staff involved in collection development.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Brenda Ramirez, Library Assistant

SUBJECT: Children's Department Monthly Activity Report

DATE: November 17, 2008

MONTHLY STATISTICS

Phone reference 54
 In person reference/research 965
 Total 1,021

The drop in YTD statistics from FY 07-08 to FY 08-09 is attributable to the library closure after the July earthquake.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	5	86
Story Time I: 6 years & younger	4	34
Story Time II: 6 years & younger	4	73
Pocket Tales: Stories, music, and movement.	4	164
Read to the Dogs event	1	35
P-TAC Meeting	1	7
Library Tours	2	17
Spooktacular Stories and Steps	1	69
Total October 2008	22	485
Total October 2007	36	1,279
Current FY to date	32	2,689
Previous FY to date	105	4,098

STAFF ACTIVITY

Oct. 1 Library Assistants met with the Valencia High School LMT regarding Great Stories CLUB Grant.

Throughout the month, the staff reorganized the children's services office.

ONGOING PROJECTS

Drafted application for the Great Stories CLUB Grant.

Consulted with neighboring libraries for National Gaming Day and began planning for the events at Placentia.

Began organizing, sorting, labeling, and storing children's programming supplies.

NEW PROJECTS AND ACTIVITIES

Oct. 9 "Teen Volunteer Celebration", thanking seven volunteers who helped through the Summer Reading Program.

Oct. 23 P-TAC Meeting of six members of the Teen Advisory Club to collaborate on topics of interest and create bookmarks for the election.

Oct. 30 "Spooktacular Stories and Steps," a family event celebrating Halloween



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Toby Silberfarb, Library Assistant Literacy / Volunteers
SUBJECT: Literacy / Volunteer Report for October 2008
DATE: November 17, 2008

MONTHLY STATISTICS

Volunteer Hours:

History Room	148 hrs
PLFF	466 hrs
Library (General)	68 hrs
Homework Club	42 hrs
Tutors (ALS)	17 hrs

Total: 741 hrs.

STAFF ACTIVITY

Processed 23 volunteer applications;
Trained 8 library volunteers;
Trained 6 literacy volunteers
Called 28 potential volunteers;
Processed 8 staff/Friends requests for volunteers;
Attended meeting at H.I.S. House, Oct 28,2008;
Called CSUF Financial Aid office about Federal Work/Study volunteers (FWS);
Processed 1 U of Phoenix intern.

ONGOING PROJECTS

Mentoring an intern from the University of Phoenix (a 120 hour internship);
Refocusing library efforts for the 3 CLLS grant programs;
Developing a detailed registration form for participants in FFL/Children's events;
Seeking FWS volunteers for the H.I.S. House homework program.

NEW PROJECTS AND ACTIVITIES

Will recruit potential volunteers from the college population by attending the Human Services Field Day at CSUF on Wed. Nov.19, 2008.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Mary Strazdas, Librarian
SUBJECT: Adult Reference Monthly Activity Report
DATE: November 17, 2008

MONTHLY STATISTICS

Phone reference: 282;
In person reference/research: 1811;
Guest passes: 21;
E-mail reference/research: 0;
Electronic: databases/internet/catalog instruction: 156;
Electronic: computer use: 3285;
Technology: computer/printer questions or troubleshooting: 278;
In library use: ready reference: 25;
In library use (cleanup): 2931;
Discipline: 40.

The drop in YTD statistics from FY 07-08 to FY 08-09 is attributable to the library closure after the July earthquake.

STAFF ACTIVITY

Staff spent extra effort catching up on materials selection after re-opening the library. Two programs were held in October:
Oct. 6 "Genealogy: Getting Started", 25
Oct. 7 "Raising a Money-Wise Child", 15 attendees (2 were middle-schoolers)

NEW PROJECTS AND ACTIVITIES

Staff was assigned new responsibilities in programming, book discussions, and exhibit case displays, as well as materials selection. Planning for these new tasks began immediately.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, Local History Room Librarian
SUBJECT: Local History Room Report for October 2008
DATE: November 17, 2008

MONTHLY STATISTICS

Visitors to History Room in October, 2008 14
Visitors to History Room in October, 2007 7

STAFF ACTIVITY

A report on the Placentia History Room was presented to the Board of Trustees. A separate report was sent to the City Manager.
There were requests for the yearbooks of Placentia high schools Valencia, Esperanza and El Dorado.
The 75th anniversary of Valencia High School brought students in to have yearbook covers scanned for the event.
Patron requested information about the 1936 citrus workers strike in north Orange County.

ONGOING PROJECTS

Presentation of framed photos of particular schools' namesakes are being calendared according to the schools' schedules.
Scanning continues for Content DM.

NEW PROJECTS AND ACTIVITIES

Donors for the library's donated artwork are being indentified.
Deed of Gift forms were prepared for three donations including the Reverend Jonathon Toombes tri-fold.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Technology & Website Report for October 2008

DATE: November 17, 2008

MONTHLY STATISTICS

Online database usage:

	October 2008	October 2007		Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D change
Ancestry.com	229	9		237	47	190
Chilton Library (Automobiles)	12	12		28	28	0
General Reference Center	59	88		85	240	-155
Opposing Viewpoints (sub.ends Nov. 30, 2008 not renewed)	8	15		13	76	-63
Newsbank	35	97		542	243	299
L.A Times	21	26		47	34	13
Wall Street Journal (cancelled Nov. 1, 2008)	19	6		40	22	18
Heritage Quest	1103	3784		7,583	21,762	-14,179
Learning Express (Learn a test)	14	27		63	65	-2
Novelist	3	4		71	8	63
Tumblebooks	251	474		1,080	1,653	-573
MorningStar	95	56		762	526	236
Reference USA	19	62		152	206	-54
Value Line	109	225		406	3,236	-2,830
	1977	4885	0	11109	28146	-17037



Website traffic for October 2008:

In October 2008 we had 15,749 visitors to our website. In October 2008 there were 42,176 page hits. A yearly comparison is not available due to the website redesign.

STAFF ACTIVITY

- A hacker got in and wiped out the Library website.
- Within two days, Jason from SRP Computer Solutions and Patrick restored an older saved version of our website and blocked any future hackers.
- Katie and Jesus worked to bring the restored website up to date.
- Katie updated the back door lock removing codes that were no longer needed.

ONGOING PROJECTS

- Jesus and Katie continue to update Library events on the website.
- Jesus continues to maintain the outside electronic sign.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees
FROM: Jeff Ferre, Legal Counsel
SUBJECT: Consideration and Possible Action to Approve Agreement With the City of Placentia For Collection of Library Facilities Impact Fee and to Authorize District Staff and Legal Counsel to Take Any Action Necessary to Complete the Execution and Implementation of the Agreement
DATE: November 17, 2008

BACKGROUND

At a meeting on June 26, 2008, the Board adopted Resolution 08-10 which established a Library Facilities Impact Fee. The Resolution provides, among other things, that the District desires to have the City take action to impose the Library Facilities Impact Fee as part of the City's land use approval process for new development/construction.

Pursuant to the Resolution, for residential development, the Fee is to be paid prior to the date of final inspection, or the date the certificate of occupancy is issued, whichever occurs first. For residential projects containing more than one dwelling unit, the Fee shall be paid prior to the date the first dwelling unit within the project receives its final inspection or certificate of occupancy whichever occurs first. For commercial, office and industrial development, the Fee is to be paid prior to the City's issuance of a building permit for any phase of the project.

The Placentia City Attorney's office has indicated that the City does not currently collect such a mitigation fee for any other special district. As a result, the City does not have an ordinance or other policy in place for the imposition or collection of such a fee and consequently, the City would prefer to not establish an ordinance or policy that applies only to the District. The alternative approach proposed by the City Attorney is for the City and District to enter into an Agreement For Collection Of Library Facilities Impact Fee. The proposed Agreement is enclosed with this Staff Report. The Agreement was developed by the City Attorney and reviewed and revised by the District's legal counsel. The Agreement provides for the following:

1. The City will require any individual or entity to which the Fee applies to provide evidence to the City that said individual or entity has indeed paid the Fee to the District. The City will require such evidence of payment at the times set forth above as to when the City approves residential or commercial developments.
2. The District will remit to the City that portion of the Fee payment that covers the City's Administrative Costs which have been included in the Fee amount.

Since the collection process calls for the City to require evidence of payment, the actual payment process will involve the land use applicant coming to the District's offices to submit the actual payment. The determination as to exactly how much an applicant needs to pay will be determined by the District Staff reviewing whatever paperwork the applicant has developed in coordination with the City for their project. Such documentation will indicate the number of dwelling units for residential projects or the square footage for nonresidential projects. Pursuant to the Fee Schedule, the Fee is imposed per dwelling unit for residential projects and per 1,000 square feet for nonresidential projects. If any of the documentation from the City or applicant is not clear as to the number of dwelling units or square footage, the District staff will request the applicant and/or City Staff to provide such clarification. After receipt of payment for the Fee, District Staff will issue the applicant a receipt, or other written statement, which the applicant can then take to the City as evidence of payment.

RECOMMENDATION

1. Approve the Agreement For Collection Of Library Facilities Impact Fee with the City of Placentia
2. Authorize District Staff and Legal Counsel to take any and all action which may be necessary in order to complete the execution and implementation of the Agreement.

AGREEMENT FOR COLLECTION OF LIBRARY FACILITIES IMPACT FEE

THIS AGREEMENT is made and entered into, to be effective the ____ day of October, 2008, by and between the CITY OF PLACENTIA (hereinafter referred to as "City") and the PLACENTIA LIBRARY DISTRICT (hereinafter referred to as "District"). City and District are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, on June 26, 2008, following publication of notice and holding of a public hearing in accordance with applicable law, the District adopted Resolution 08-10, a true and correct copy of which is attached hereto at Exhibit "A," establishing a Library Facilities Impact Fee (the "Fee") to be imposed upon applicants who apply to the City for development approval; and

WHEREAS, the District's establishment of the Fee was based on the information contained in a document entitled "Library Facilities Impact Fee Report" (the "Report"), which establishes the basis for the imposition of fees for new development in compliance with Government Code Section 66001; and

WHEREAS, District's adoption of Resolution 08-10 and establishment and imposition of the Fee complied with all applicable law; and

WHEREAS, District desires the City's assistance in facilitating the collection of the Fee from applicants who apply to the City for development approval; and

WHEREAS, City desires to assist the District in collection of the Fee in accordance with the terms of this Agreement.

NOW, THEREFORE, in consideration of the promises and mutual benefits which will result to the Parties in carrying out the terms of this Agreement, it is mutually agreed as follows:

AGREEMENT

1. Collection of Fee. For so long as the Fee and this Agreement remain in effect, City shall require any individual or entity to which the Fee applies to provide evidence to City of payment of the Fee to the District. City shall require said individual or entity to provide such evidence of payment at the following times:

a. For residential development: Prior to the date of final inspection, or the date the certificate of occupancy is issued, whichever occurs first. For residential projects containing more than one dwelling unit, the Fee shall be paid prior to the date the first dwelling unit within the project receives its final inspection or certificate of occupancy, whichever occurs first.

b. For commercial, office and industrial development: Prior to the issuance of a building permit for any phase of the project.

In no event shall City be responsible for directly collecting ~~liable for failure to collect or require evidence of payment of the Fee to the District at these times.~~

2. Refunds. District agrees to process and issue any required refunds of the Fee.

3. City Administrative Fee. District acknowledges that the Fee includes a component covering the City's estimated administrative costs in assisting the District in collection of the Fee ("City's Administrative Costs"). To the extent not collected directly by the City, District shall remit to City on a monthly basis, or at such other interval as mutually agreed upon by the Parties, those portions of the Fee collected by District, which represent City's Administrative Costs. Each remittance shall be accompanied by a report identifying the individuals or entities to which the Fee was charged.

4. Defense and Indemnification. District shall, at its own cost and expense, protect, defend, indemnify, and hold harmless City, its Councilmembers, officers, employees, and agents, from any and all costs, claims, judgments, or awards of damages, including attorney's fees, arising out of or in any way resulting from the adoption and imposition of the Fee or the acts or omissions of the District, its officers, trustees, employees, or agents, relating in any way to the imposition, collection, refunding, and/or accounting for the Fee.

5. Amendment. This Agreement may be amended by mutual written agreement of the Parties.

6. Termination. This Agreement shall expire upon the termination of the Fee or in the event the Parties mutually agree to modify this Agreement or the collection procedures set forth herein. ~~Either Party may terminate this Agreement for any reason upon ninety (90) days written notice to the other Party.~~

7. Other Agreements. This Agreement does not affect or alter any other agreements between the Parties.

8. Mutual Cooperation. The Parties agree to provide such information or take such further actions as are reasonably necessary to effectuate the purposes and intent of this Agreement.

IN WITNESS WHEREOF, the Placentia Library District and the City of Placentia have entered into this Agreement as of the date first set forth above.

PLACENTIA LIBRARY DISTRICT

CITY OF PLACENTIA

By: _____
President, Library Board of Trustees of
the Placentia Library District

By: _____
Mayor

ATTEST:

ATTEST:

By: _____
Secretary, Placentia Library District

By: _____
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: _____
District Counsel

By: _____
City Attorney

EXHIBIT "A"

RESOLUTION 08-10

DRAFT

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Subordination of Pass-Through Payment
DATE: November 17, 2008

BACKGROUND

The Placentia Redevelopment Agency ("RDA") is contemplating a bond sale within the next few months. The Library District, as an affected taxing entity, receives Pass-through Payments (statutory and/or contractual Pass-through Payments are referred to herein collectively as "Pass-through Payments") from the RDA. In theory, these Pass-through Payments would be superior to any new debt created by the RDA. However, pursuant to Health and Safety Code section 33607.5(e), the RDA may request, prior to incurring certain indebtedness including new bonds, that the taxing entity receiving the Pass-through Payment (the Library District) subordinate their priority of payment to the new indebtedness.

When an RDA is going to issue new debt and wants to subordinate existing Pass-through Payments, the RDA must request the affected taxing entity (Library District) subordinate the Pass-through Payments to the debt service on the new indebtedness. When making this request, the RDA must demonstrate to the affected taxing entity (Library District) that sufficient tax increment funds will be available to pay both the new debt service on the bonds and the Pass-through Payments to the taxing entities. The taxing entity (Library District) can either approve or disapprove the request to subordinate.

The taxing entity (Library District) may only disapprove the request to subordinate if it finds, based upon substantial evidence, that the RDA will not be able to make the debt payments and the amount required to be paid to the affected taxing entity. To demonstrate to the Library District that the RDA will be able to make both the new debt service payment and the Pass-through Payments, the RDA has included a fiscal analysis designed to demonstrate that the debt service on the bonds will be less than the projected tax increment received and therefore, the RDA will have sufficient funds to pay both the debt service and the Pass-through Payments to the Library District. Please see attachment A.

When an RDA makes such a request, the taxing entity has 45 days to respond either approving or disapproving the request for subordination. If the affected taxing entity does not act with 45 days of receipt of the RDA's request, the request is deemed approved. The Library District, as an affected taxing entity, is being asked to subordinate its future pass through payments to the debt service on the new bonds. As mentioned above, it appears from the fiscal analysis that sufficient funds would be available to pay both the debt service and the Pass-through Payments.

If, after reviewing the fiscal analysis, the District determines there is not a basis to disapprove the subordination (that is, there are sufficient funds to pay both the debt service and the Pass-through Payment to the Library District, which is the case) the District may either 1) simply not respond and after 45 days the subordination will be deemed approved or 2) consider taking action to formally approve the subordination and then forward a letter to the RDA to that effect. The 45 days to respond will expire on approximately December 7 (based upon the date on the letter). The District has 45 days from receipt of the letter to respond.

RECOMMENDATION

1. The Board direct District staff to provide a written respond to the City of Placentia Redevelopment Agency to accept the subordination of the statutory pass-through payments as the City of Placentia Redevelopment Agency has provided analysis that demonstrates the availability of sufficient funds to pay both the debt service and the Pass-through Payments to the Library District.

Placentia Redevelopment Agency
Placentia Redevelopment Project
 Tax Revenues After Payment of Debt Service on the 2008 Bonds Available for Subordinate Passthrough Payments
 (In \$Thousands)

	Gross Tax Revenue	SB 2557 Charge	Housing ³ Set-Aside	Debt Service		Available for Subordinate Passthrough		Subordinate Passthroughs		Total
				2008A Bonds	2008B Bonds	Contractual	Statutory			
2008-09	2,369	(17)	(474)	(195)	0	1,684	206	64	270	
2009-10	2,535	(18)	(507)	(245)	0	1,765	217	87	304	
2010-11	2,595	(18)	(519)	(245)	0	1,813	226	91	317	
2011-12	2,657	(19)	(531)	(245)	(205)	1,657	235	97	332	
2012-13	2,719	(19)	(544)	(245)	(185)	1,726	244	104	348	
2013-14	2,783	(19)	(557)	(335)	(185)	1,687	253	111	363	
2014-15	2,849	(20)	(570)	(332)	(370)	1,557	262	120	382	
2015-16	2,915	(20)	(583)	(338)	(720)	1,254	271	131	403	
2016-17	2,983	(21)	(597)	(389)	(720)	1,257	281	143	424	
2017-18	3,053	(21)	(611)	(388)	(720)	1,313	291	154	445	
2018-19	3,123	(22)	(625)	(386)	(720)	1,371	301	166	467	
2019-20	3,195	(22)	(639)	(389)	(720)	1,425	311	178	489	
2020-21	3,269	(23)	(654)	(386)	(715)	1,491	322	190	512	
2021-22	3,344	(23)	(669)	(387)	(715)	1,550	332	204	537	
2022-23	3,420	(24)	(684)	(388)	(715)	1,609	343	219	562	
2023-24	3,499	(24)	(700)	(388)	(715)	1,671	354	233	588	
2024-25	3,578	(25)	(716)	(387)	(720)	1,730	366	248	614	
2025-26	3,659	(26)	(732)	(386)	(720)	1,796	377	264	641	
2026-27	3,742	(26)	(748)	(390)	(1,065)	1,513	389	120	509	
2027-28	3,827	(27)	(765)	(387)	(1,065)	1,583	401	126	528	
2028-29	3,913	(27)	(783)	(390)	(1,065)	1,648	413	133	547	
2029-30	4,001	(28)	(800)	(385)	(1,065)	1,723	426	141	566	
2030-31	4,090	(29)	(818)	(390)	(1,065)	1,789	439	148	586	
2031-32	4,182	(29)	(836)	(387)	(1,065)	1,862	452	88	540	
2032-33	4,275	(30)	(855)	(389)	(1,065)	1,938	465	91	556	
2033-34	4,370	(31)	(874)	(389)	(1,065)	2,012	478	94	572	
2034-35	4,467	(31)	(893)	(390)	(1,065)	2,088	492	97	589	

Source: Tax Revenues and Passthrough Payments - HdL Coren & Cone
 Debt Service on the 2008A and 2008B Bonds - Harrell & Company Advisors

Placentia Redevelopment Agency
Placentia Redevelopment Project - Amendment No. 1
PROJECTION OF INCREMENTAL VALUE AND TAX INCREMENT REVENUE
 (000s Omitted)

Table 2 - Amendment No. 1

13-Oct-08

	Total Taxable Value	Taxable Value Over Base	Gross Tax Revenue	SB 2557 Charge	Housing Set-Aside	Tax Revenues	Subordinate Pass-Thru's Agreements	Statutory Tax Sharing			Net Tax Revenues
								Tier 1	Tier 2	Tier 3	
1	2008-09	110,331	59,048	594	(4)	471	(105)	0	0	0	365
2	2009-10	113,968	62,685	630	(4)	500	(112)	0	0	0	388
3	2010-11	115,993	64,709	650	(5)	516	(115)	0	0	0	400
4	2011-12	118,057	66,774	671	(5)	532	(119)	0	0	0	411
5	2012-13	120,163	68,880	692	(5)	549	(123)	0	0	0	423
6	2013-14	122,311	71,028	714	(5)	566	(127)	0	0	0	434
7	2014-15	124,502	73,219	736	(5)	584	(131)	0	0	0	446
8	2015-16	126,737	75,454	758	(5)	601	(135)	0	0	0	458
9	2016-17	129,017	77,733	781	(5)	620	(139)	0	0	0	470
10	2017-18	131,342	80,058	805	(6)	638	(143)	0	0	0	482
11	2018-19	133,714	82,430	828	(6)	657	(147)	0	0	0	495
12	2019-20	136,133	84,849	853	(6)	676	(151)	0	0	0	508
13	2020-21	138,601	87,317	877	(6)	696	(156)	0	0	0	521
14	2021-22	141,117	89,834	903	(6)	716	(160)	0	0	0	533
15	2022-23	143,685	92,401	929	(6)	736	(165)	0	0	0	544
16	2023-24	146,303	95,019	955	(6)	757	(170)	0	0	0	557
17	2024-25	148,974	97,690	982	(7)	778	(174)	0	0	0	569
18	2025-26	151,698	100,415	1,009	(7)	800	(179)	0	0	0	582
19	2026-27	154,477	103,193	1,037	(7)	822	(184)	0	0	0	594
20	2027-28	157,312	106,028	1,065	(7)	845	(189)	0	0	0	608
21	2028-29	160,203	108,919	1,094	(8)	868	(194)	0	0	0	621
22	2029-30	163,152	111,868	1,124	(8)	891	(200)	0	0	0	635
23	2030-31	166,159	114,876	1,154	(8)	915	(205)	0	0	0	648
24	2031-32	169,228	117,944	1,185	(8)	940	(210)	0	0	0	662
25	2032-33	172,357	121,073	1,216	(8)	965	(216)	0	0	0	679
26	2033-34	175,549	124,265	1,249	(9)	990	(222)	0	0	0	699
27	2034-35	178,805	127,521	1,281	(9)	1,016	(227)	0	0	0	719
28	2035-36	182,126	130,842	1,315	(9)	1,043	(233)	0	0	0	739
29	2036-37	185,513	134,229	1,349	(9)	1,070	(239)	0	0	0	759
30	2037-38	188,968	137,684	1,450	(10)	1,150	(246)	0	0	0	789
				28,885	(201)	22,908	(5,116)	(418)	(105)	0	17,270

Bond Services/Tax Allocation Bonds/Placentia 2008/ Projection 5

Placentia Redevelopment Agency
Placentia Redevelopment Project - Original Area
PROJECTION OF INCREMENTAL VALUE AND TAX INCREMENT REVENUE
(000s Omitted)

Table 2 Original Area

13-Oct-08

	Total Taxable Value	Over Base Taxable Value	Gross Tax Revenue	SB 2857 Change	Housing Set-Aside	Tax Revenues	Subordinate Pass-Throughs Agreements	Statutory Tax Sharing			Net Tax Revenues
								Tier 1	Tier 2	Tier 3	
1 2008-09	193,630	162,989	1,646	(12)	(329)	1,305	(101)	(38)	0	1,166	
2 2009-10	196,827	166,187	1,678	(12)	(356)	1,330	(106)	(41)	0	1,184	
3 2010-11	200,344	169,703	1,713	(12)	(343)	1,358	(111)	(45)	0	1,203	
4 2011-12	203,931	173,290	1,749	(12)	(350)	1,387	(116)	(48)	0	1,223	
5 2012-13	207,590	176,949	1,786	(13)	(357)	1,416	(121)	(52)	0	1,243	
6 2013-14	211,322	180,681	1,823	(13)	(365)	1,446	(126)	(56)	0	1,264	
7 2014-15	215,128	184,487	1,862	(13)	(372)	1,476	(131)	(60)	0	1,282	
8 2015-16	219,011	188,370	1,901	(13)	(380)	1,507	(137)	(64)	0	1,300	
9 2016-17	222,971	192,330	1,940	(14)	(388)	1,539	(142)	(68)	0	1,319	
10 2017-18	227,011	196,370	1,981	(14)	(396)	1,571	(148)	(72)	0	1,338	
11 2018-19	231,131	200,490	2,022	(14)	(404)	1,604	(154)	(76)	0	1,357	
12 2019-20	235,334	204,693	2,064	(15)	(413)	1,637	(160)	(80)	0	1,377	
13 2020-21	239,620	208,980	2,108	(15)	(422)	1,671	(166)	(85)	0	1,397	
14 2021-22	243,993	213,352	2,151	(15)	(430)	1,706	(172)	(89)	0	1,417	
15 2022-23	248,453	217,812	2,196	(15)	(439)	1,742	(178)	(93)	0	1,438	
16 2023-24	253,002	222,361	2,242	(16)	(448)	1,778	(185)	(98)	0	1,459	
17 2024-25	257,642	227,001	2,289	(16)	(458)	1,815	(191)	(103)	0	1,481	
18 2025-26	262,375	231,734	2,336	(16)	(467)	1,852	(198)	(108)	0	1,503	
19 2026-27	267,203	236,562	2,385	(17)	(477)	1,891	(205)	0	0	1,686	
20 2027-28	272,127	241,486	2,434	(17)	(487)	1,930	(212)	0	0	1,718	
21 2028-29	277,150	246,509	2,484	(18)	(497)	1,970	(219)	0	0	1,751	
22 2029-30	282,273	251,632	2,536	(18)	(507)	2,011	(226)	0	0	1,785	
23 2030-31	287,498	256,857	2,588	(18)	(518)	2,051	(234)	0	0	1,819	
24 2031-32	292,828	262,188	2,642	(19)	(528)	2,095	(241)	0	0	1,854	
25 2032-33	298,265	267,624	2,696	(19)	(539)	2,138	(249)	0	0	1,889	
26 2033-34	303,810	273,170	2,752	(19)	(550)	2,182	(257)	0	0	1,926	
27 2034-35	309,467	278,826	2,809	(20)	(562)	2,227	(265)	0	0	1,963	
28 2035-36	315,236	284,595	2,867	(20)	(573)	2,273	(273)	0	0	2,001	
29 2036-37	0	0	0	0	0	0	0	0	0	0	
30 2037-38	0	0	0	0	0	0	0	0	0	0	
	61,680	(433)	(12,336)	48,911	(5,023)	(1,275)	(272)	2	42,341		

Bond Services/Tax Allocation Bonds/Placentia 2008/ Projection 5

Placentia Redevelopment Agency
Placentia Redevelopment Project
PROJECTION OF INCREMENTAL VALUE AND TAX INCREMENT REVENUE
(000s Omitted)

Table 2-Combined

	Taxable Value		Gross Tax Revenue	SB 2557 Change	Housing Set-Aside	Tax Revenues	Subordinate Pass Throughs	Statutory Tax Sharing			Net Available Revenues
	Total	Over Base (1)						Tier 1	Tier 2	Tier 3	
1	2008-09	317,647	222,037	2,369	(17)	1,879	(206)	(64)	0	0	1,608
2	2009-10	334,156	228,871	2,535	(18)	2,010	(217)	(87)	0	0	1,706
3	2010-11	340,164	234,412	2,595	(18)	2,058	(226)	(91)	0	0	1,741
4	2011-12	346,292	240,064	2,657	(19)	2,107	(235)	(97)	0	0	1,774
5	2012-13	352,543	245,828	2,719	(19)	2,156	(244)	(104)	0	0	1,809
6	2013-14	358,918	251,708	2,783	(19)	2,207	(253)	(111)	0	0	1,844
7	2014-15	365,422	257,706	2,849	(20)	2,259	(262)	(117)	(3)	0	1,877
8	2015-16	372,055	263,824	2,915	(20)	2,312	(271)	(124)	(7)	0	1,909
9	2016-17	378,821	270,064	2,983	(21)	2,366	(281)	(131)	(12)	0	1,942
10	2017-18	385,722	276,428	3,053	(21)	2,421	(291)	(138)	(16)	0	1,975
11	2018-19	392,762	282,920	3,123	(21)	2,477	(301)	(145)	(20)	0	2,010
12	2019-20	399,942	289,542	3,195	(22)	2,534	(311)	(153)	(25)	0	2,045
13	2020-21	407,266	296,296	3,269	(22)	2,592	(322)	(160)	(30)	0	2,081
14	2021-22	414,736	303,186	3,344	(23)	2,652	(332)	(168)	(36)	0	2,115
15	2022-23	422,356	310,213	3,420	(24)	2,712	(343)	(176)	(43)	0	2,150
16	2023-24	430,128	317,381	3,499	(24)	2,774	(354)	(184)	(49)	0	2,187
17	2024-25	438,055	324,692	3,578	(25)	2,837	(366)	(192)	(56)	0	2,223
18	2025-26	446,141	332,149	3,659	(25)	2,902	(377)	(201)	(63)	0	2,261
19	2026-27	454,389	339,755	3,742	(26)	2,968	(389)	(210)	(71)	0	2,299
20	2027-28	462,802	347,514	3,827	(27)	3,035	(401)	(219)	(79)	0	2,337
21	2028-29	471,383	355,428	3,913	(27)	3,103	(413)	(229)	(87)	0	2,375
22	2029-30	480,135	363,500	4,001	(28)	3,173	(426)	(239)	(96)	0	2,413
23	2030-31	489,063	371,733	4,090	(29)	3,244	(439)	(249)	(105)	0	2,451
24	2031-32	498,169	380,131	4,182	(29)	3,316	(452)	(259)	(114)	0	2,489
25	2032-33	507,457	388,697	4,275	(30)	3,390	(465)	(269)	(123)	0	2,527
26	2033-34	516,931	397,435	4,370	(31)	3,466	(478)	(279)	(132)	0	2,565
27	2034-35 (2)	526,595	406,347	4,467	(31)	3,543	(492)	(289)	(141)	0	2,603
28	2035-36	536,452	415,437	4,566	(32)	3,621	(506)	(299)	(150)	0	2,641
29	2036-37	546,385	424,729	4,666	(32)	3,700	(520)	(309)	(159)	0	2,679
30	2037-38	556,384	434,229	4,766	(33)	3,781	(534)	(319)	(168)	0	2,717
		229,637	137,584	1,851	(13)	1,468	(246)	(80)	(25)	(2)	1,114
				99,571	(696)	78,961	(10,139)	(3,494)	(656)	(5)	64,667

(1) Base year value is a combination of base year values for the different Project Areas. The base year value is reduced a such time as a Project Area(s) expire or exceed their tax increment limits
(2) Final Year for Agency to receive tax increment from the Original Area of the Placentia Redevelopment Project

**Placentia Redevelopment Agency
Placentia Redevelopment Project - Amendment No. 2
PROJECTION OF INCREMENTAL VALUE AND TAX INCREMENT REVENUE
(000s Omitted)**

Table 2 - Amendment No. 2

13-Oct-08

	Total Taxable Value	Over Base Taxable Value	Gross Tax Revenue	SB 2557 Charge	Housing Set-Aside	Tax				Net Available Revenues
						Revenues	Tier 1	Tier 2	Tier 3	
1 2008-09	13,686	12,909	130	(1)	(26)	103	(26)	0	0	77
2 2009-10	23,360	22,584	227	(2)	(45)	180	(45)	0	0	135
3 2010-11	23,827	23,051	232	(2)	(46)	184	(46)	0	0	137
4 2011-12	24,304	23,528	236	(2)	(47)	187	(47)	0	0	140
5 2012-13	24,790	24,014	241	(2)	(48)	191	(48)	0	0	143
6 2013-14	25,285	24,509	246	(2)	(49)	195	(49)	0	0	146
7 2014-15	25,791	25,015	251	(2)	(50)	199	(50)	0	0	149
8 2015-16	26,307	25,531	256	(2)	(51)	203	(51)	0	0	151
9 2016-17	26,833	26,057	262	(2)	(52)	208	(52)	0	0	153
10 2017-18	27,370	26,594	267	(2)	(53)	212	(53)	0	0	156
11 2018-19	27,917	27,141	273	(2)	(55)	216	(55)	0	0	158
12 2019-20	28,475	27,699	278	(2)	(56)	221	(56)	0	0	160
13 2020-21	29,045	28,269	284	(2)	(57)	225	(57)	0	0	163
14 2021-22	29,626	28,850	290	(2)	(58)	230	(58)	0	0	165
15 2022-23	30,218	29,442	296	(2)	(59)	235	(59)	0	0	168
16 2023-24	30,822	30,046	302	(2)	(60)	239	(60)	0	0	170
17 2024-25	31,439	30,663	308	(2)	(62)	244	(62)	0	0	173
18 2025-26	32,068	31,292	314	(2)	(63)	249	(63)	0	0	176
19 2026-27	32,709	31,933	321	(2)	(64)	254	(64)	0	0	179
20 2027-28	33,363	32,587	327	(2)	(65)	260	(65)	0	0	181
21 2028-29	34,030	33,254	334	(2)	(67)	265	(67)	0	0	184
22 2029-30	34,711	33,935	341	(2)	(68)	270	(68)	0	0	187
23 2030-31	35,405	34,629	348	(2)	(70)	276	(70)	0	0	190
24 2031-32	36,113	35,337	355	(2)	(71)	281	(71)	0	0	193
25 2032-33	36,835	36,059	362	(3)	(72)	287	(72)	0	0	196
26 2033-34	37,572	36,796	370	(3)	(74)	293	(74)	0	0	199
27 2034-35	38,323	37,547	377	(3)	(75)	299	(75)	0	0	203
28 2035-36	39,090	38,314	385	(3)	(77)	305	(77)	0	0	205
29 2036-37	39,872	39,096	393	(3)	(79)	311	(79)	0	0	207
30 2037-38	40,669	39,893	401	(3)	(80)	318	(80)	0	0	210
			9,005	(63)	(1,801)	7,141	(1,801)	(279)	(5)	5,056

Bond Services/Tax Allocation Bonds/Placentia 2008/ Projection 5

The People are the City

Mayor
SCOTT W. NELSON

City Administrator
TROY L. BUTZLAFF



Councilmembers:
JOSEPH V. AGUIRRE
SCOTT P. BRADY
GREG SOWARDS
CONSTANCE UNDERHILL

401 East Chapman Avenue - Placentia, California 92870

October 23, 2008

Jeanette Contreras, Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
Attention: Library Director

Re: Subordination of Tax Increment: Proposed Bond Issuance by Placentia Redevelopment Agency (Placentia Project Area)

Dear Jeanette:

I am writing to you on behalf of the Placentia Redevelopment Agency (the "Agency") pursuant to Section 33607.5(e) of the California Health and Safety Code (the "Code"). As you are aware, the Agency may, with a taxing entity's approval, subordinate amounts (payable from tax increments of a redevelopment project area) that the Agency is required to pay such taxing entity pursuant to Section 33607.5 of the Code (the "Statutory Pass-through Payments") to bonds issued by the Agency for the same project area. At this time, the Agency is expecting to issue two series of tax allocation bonds in an aggregate principal amount not to exceed \$14,000,000 (the "2008 Bonds") to be secured by the Agency's tax increment revenues from the Agency's Placentia Project Area (the "Project Area"). In 2002, the Agency issued its Tax Allocation Bonds, 2002 Series B secured by tax increment revenues from the Project Area (the "2002 Bonds"), which will be refunded with a portion of the proceeds of the 2008 Bonds. In addition to refunding the 2002 Bonds, the 2008 Bonds will provide funds to finance additional redevelopment activities in the Project Area.

Statutory Pass-through Payments are payable to the Placentia Library District (the "Library District") with respect to the Project Area.

By this letter, the Agency requests that the Library District subordinate payments required to be paid to it pursuant to Section 33607.5(e) including, without limitation, the Statutory Pass-through Payments that the Agency is required to pay the Library District in connection with the Project Area to the Agency's payment obligations for the 2008 Bonds.

The Agency is planning to issue the 2008 Bonds in the fourth quarter of 2008 or the first quarter of 2009. Pursuant to Section 33607.5(e)(2) of the Code and the Agreement, enclosed for

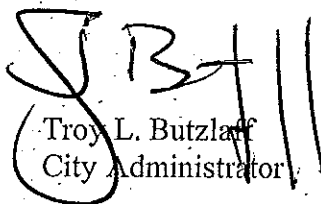
your review are a tax increment revenue projection summary prepared by HdL Coren & Cone (the "Fiscal Consultant") and an analysis prepared by Harrell and Company Advisors (the "Financial Advisor") of amounts available for the payment of Statutory Pass-through Payments and payments under tax sharing agreements between the Agency and certain taxing entities (the "Contractual Pass-through Payments") after payment of estimated debt service on the 2008 Bonds. Together, the Fiscal Consultant's and the Financial Advisor's projections provide substantial evidence to show that the Agency can reasonably expect to have sufficient funds available to pay, when due, debt service on the 2008 Bonds and all of the Agency's Statutory Pass-through Payments as well as the Contractual Pass-through Payments and all similar payments owed to the various affected taxing agencies for the Project Area.

Based on the foregoing, the Agency believes that all conditions have been satisfied under Section 33607.5 of the Code for the subordination of the Agency's payments to the Library District to the payment of debt service on the 2008 Bonds.

Please note that in accordance with Section 33607.5(e)(3) of the Code, if the Library District does not respond to the requested subordination within forty-five (45) days of receiving this letter, the subordination to the 2008 Bonds will be automatically deemed approved by the Library District and such approval shall be final and conclusive. Furthermore, to disapprove this request for subordination, the Library District must find that, based on substantial evidence, the Agency will not be able to pay the debt service on the 2008 Bonds and the Statutory Pass-through Payments that the Agency is required to pay the Library District in connection with the Project Area.

Thank you in advance for your cooperation in this matter. If you have any questions regarding the above, please do not hesitate to contact me.

Best regards,


Troy L. Butzlaff
City Administrator

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(())



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

FROM: CITY ADMINISTRATOR

DATE: MARCH 4, 2008

SUBJECT: PLACENTIA LIBRARY DISTRICT IMPACT FEES
FINANCIAL
IMPACT: NONE

INTRODUCTION:

The Placentia Library has asked the City of Placentia to act on its behalf to establish and collect impact fees. This report is a request that the City Council consider establishing such fees.

RECOMMENDATION:

It is recommended that the City Council consider the establishment of library impact fees and direct Staff as appropriate.

DISCUSSION:

Library Districts lack the legal authority to levy fees such as an impact fee. Cities have the authority to exact development impact fees to support public services. Such adoption must be consistent with the Mitigation Fee Act. The City Attorney's office has reviewed the request by the Placentia Library and has concluded that the City may establish impact fees as requested. A Report has been prepared by MuniFinancial on behalf of the Library that meets the requirements for determining the purpose of the fee and the relationship between the fee and the cost of the public facility attributable to the development. The City received the MuniFinancial Report and it has been reviewed by the City Attorney's office. A copy of the MuniFinancial Report for the District is attached. Page 12 identifies the fee schedule.

In order to establish the impact fee, the City would need to hold a Public Hearing following which an Ordinance could be introduced and subsequently adopted authorizing the fee and the conditions for its imposition. Following the adoption of the Ordinance, the City Council may then adopt a Resolution establishing the fee amount.

As a practical matter, the fees would be levied in much the same way the City charges for other non-City fees such as the Orange County Sanitation District. Accordingly, any additional Staff time would be minimal. Assuming the City Council concurs in the impact fee establishment, Staff would prepare the appropriate Ordinance for consideration by the City Council.

In attendance this evening is Elizabeth Minter, Library Director, as well as members of the Board of Directors.

Submitted by:



Robert C. Dominguez
City Administrator

RCD/mp

Attachment

AGENDA ITEM NO.: CC11.

COUNCIL MEETING DATE: MAR 4, 2008

DRAFT

LIBRARY FACILITIES IMPACT FEE REPORT

PLACENTIA LIBRARY DISTRICT

OCTOBER 5, 2007



Corporate Office:

27368 Via Industria
Suite 110
Temecula, CA 92590
Tel: (951) 587-3500
Tel: (800) 755-MUNI (6864)
Fax: (951) 587-3510

Office Locations:

Anaheim, CA
Lancaster, CA
Oakland, CA
Orlando, FL

Phoenix, AZ
Sacramento, CA
Seattle, WA

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I. Introduction

This report presents an analysis of the need for library facilities to accommodate new development in the Placentia Library District. This chapter explains the study approach and summarizes results under the following sections:

- ♦ Background and study objectives;
- ♦ Public facilities financing in California;
- ♦ Public facilities planning and financing for the Placentia Library District;
- ♦ Organization of the report; and
- ♦ Facility standards approach.

Background and Study Objectives

The primary policy objective of a public facilities fee program is to ensure that new development pays the capital costs associated with growth. The primary purpose of this report is to complete a library facilities fee study and determine the maximum justified fee levels to impose on new development to maintain the District's facilities standard. Public agencies should review and update their fee programs periodically to incorporate the best available information.

The District may impose a library facilities fees under authority granted by the Mitigation Fee Act (*Act*), contained in the *California Government Code* Sections 66000 through 66025. This report provides the necessary findings required by the Act for adoption of the fees presented in the fee schedules contained herein.

Public Facilities Financing In California

The changing fiscal landscape in the State of California during the past thirty (30) years has steadily undercut the financial capacity of local governments to fund infrastructure. Three dominant trends stand out:

- ♦ The passage of a string of tax limitation measures, starting with Proposition 13 in 1978 and continuing through the passage of Proposition 218 in 1996;
- ♦ Declining popular support for bond measures to finance infrastructure for the next generation of residents and businesses; and
- ♦ Steep reductions in federal and state assistance.

Faced with these trends, many agencies and jurisdictions have had to adopt a policy of "growth pays its own way." This policy shifts the burden of funding infrastructure expansion from existing rates and taxpayers onto new development. This funding shift has been accomplished primarily through the imposition of assessments, special taxes, and development impact fees also known as public facilities fees. Assessments and special taxes require approval of property owners and are appropriate when the funded facilities are

directly related to the developing property. Development fees, on the other hand, are an appropriate funding source for facilities that benefit all development jurisdiction-wide. Development fees need only a majority vote of the legislative body of the District and the agency imposing the fee, for adoption.

Facility Standards Approach

The key public policy issue in public facility fee studies is the identification of facility standards for each category of facilities in a fee program. A facility standard is a public policy that states the amount of facilities required per unit of new development to accommodate the increased service demand. Examples of facility standards include park acres per capita and wastewater generation per equivalent dwelling unit. Standards also may be expressed in monetary terms such as the total cost of facility investments per capita.

The facility standard assists in documenting statutory findings required for adoption of a public facilities fee. First, the standard documents a reasonable relationship between the type of new development and the total need for new facilities. Where applicable, the same facility standard is applied to both existing and new development to ensure that new development does not fund deficiencies associated with existing development. Second, the facility standard is often used to allocate facility costs to each development project, documenting a reasonable relationship between the amount of the fee and the cost of facilities allocated to each development project.

Types of facility standards and their application in specific situations are discussed below. This section concludes with a description of how facility standards are used in the current study.

Types of Facility Standards

The types of standards that may be used in a public facility fee study include:

- ♦ *Demand standards* determine the amount of facilities required to accommodate growth, for example park acres per thousand residents, traffic level of service, or gallons of water per day per dwelling unit. These standards are the most common method for discussing policy options with regards to public facility fees.
- ♦ *Design standards* determine how a facility should be designed to meet expected demand, for example park improvement requirements, street intersection design, and water storage needs. These standards are typically not evaluated as part of a fee analysis, but they can have a significant impact on the cost of facilities.
- ♦ *Cost standards* determine the cost per unit of demand based on the estimated cost of facilities, for example cost per capita, cost per vehicle trip, or cost per gallon of water per day.

Applying Facility Standards

Demand and design standards may or may not play an explicit role in the documentation of a specific public facility fee, while cost standards always play a role. Often the approach depends on the degree to which the community has engaged in comprehensive facility master planning to identify facility needs.

- ♦ For some fees explicit *demand* and *design* standards are used to determine total facility needs and costs, and then a cost standard is used to allocate costs to new development. For example, the fee study may document how a park standard of three acres per 1,000 residents determines park needs for new development. Next, a *cost* standard is calculated based on total park needs allocated per unit of new development to calculate the fee schedule.
- ♦ For other fees the total cost of needed facilities is documented outside of the fee study. The fee study may base future facility needs on a community's existing inventory of facilities, a detailed facility master plan, or simply the judgment of a community's elected leaders regarding facility needs. Though *demand* and *design* standards may have been used the fee study itself does not explicitly use these factors in the fee calculation. Instead the study proceeds directly to the calculation of a *cost* standard to allocate costs per unit of development and calculate the fee schedule. For example, a separate wastewater facilities master plan may have already documented the facilities needs requiring the fee study to simply allocate those total costs per unit of new development.

Demand and *design* standards tend to be grounded in engineering analysis performed outside of the fee study if not simply a statement of public policy. *Cost* standards, on the other hand, tend to be an integral part of all fee studies. There are three approaches used to calculate a cost standard, described below.

- ♦ The **existing inventory method** calculates the facility standard and allocates costs based on the ratio of existing facilities to the existing service population. Under this approach new development funds the expansion of facilities at the same standard currently serving existing development. By definition the existing inventory method results in no facility deficiencies attributable to existing development. This method is often used when a long-range plan for new facilities is not available. Only the initial facilities to be funded with fees are identified in the fee study. Future facilities to serve growth are identified through an annual capital improvement plan and budget process.
- ♦ The **planned facilities method** calculates the facility standard and allocates costs based on the ratio of planned facilities to the increase in demand associated with new development. This method is appropriate when planned facilities only benefit new development, such as a sewer trunk line extension to a previously undeveloped area. This method also may be used when there is excess capacity in existing facilities that can accommodate new development. In that case new development can fund facilities at a standard lower than the existing inventory standard and still provide an acceptable level of facilities. Alternatively, this method may be used when improvements would benefit both existing and new

development. In this case, new development only pays its fair share of facilities costs.

- ♦ The system plan method calculates the facility standard and allocates costs based on the ratio of existing plus planned facilities to total future demand (existing and new development). This method is used when (1) the local agency anticipates increasing its facility standard above the existing inventory standard discussed above, and (2) planned facilities are part of a system that benefit both existing and new development. Using a facility standard that is higher than the existing inventory standard creates a deficiency for existing development. The jurisdiction must secure non-fee funding for that portion of planned facilities required to correct the deficiency.

The Types and Approaches Used In This Study

The type of facility standard calculated in this study is primarily the cost standard. This study uses the existing inventory approach to determine facility standards for public facilities. Under the existing inventory approach, new development would contribute to the cost of improvements in proportion to the level of investment made to date by existing development.

2. Growth Assumptions

This chapter explains how development projections are used to calculate library facilities fees, and summarizes estimates of existing development and projections of growth used throughout this study. Existing development is estimated for 2007 and projections are used for the planning horizon of 2025.

Population and Employment Estimates

Estimates of existing development and projections of growth are critical assumptions used throughout the library facility fee chapters that follow in this report. District wide population and employment estimates are based on California Department of Finance figures and the most recently available forecasts from the Southern California Association of Governments (SCAG). Table 2.1 presents the demographic estimates and projections used in this report.

Table 2.1: Placentia Library District Population and Employment

	2007	2025	Net Growth
City of Placentia Resident Population	51,294	54,763	3,459
Resident Population Outside City Boundaries	4,844	5,247	403
Subtotal	56,138	60,000	3,862
Employment	18,345	20,065	1,720

Sources: California Department of Finance; Southern California Association of Governments (SCAG); Placentia Library District; MuniFinacial.

Service Population

One of the statutory findings required to impose a public facilities fee is establishing a reasonable relationship between the need for additional facilities and new development. "Service population," the population served by a public facility, helps establish this relationship. Service population is the measure of existing development and future growth used in this report.

Service population is defined as resident population plus employment (workers employed at jobs within the library district boundaries). We use these measures because the number of residents and workers is a reasonable indicator of the level of demand for public facilities. The District builds library facilities primarily to serve these populations. The greater the population the more facilities required to provide a given level of service.

The District estimates that although its library users are primarily residents its facilities are also utilized by employees associated with local businesses. Neither Placentia nor any of the other libraries in the County of Orange have conducted specific user surveys. The City of Phoenix, Arizona, is one of the few cities known to have conducted extensive surveys of use of public facilities, including library use. The City of Phoenix data suggests an employee weighting of 0.19. Because a specific library use survey has not been administered for the District, a more conservative employee weighting estimate of 0.10 has been applied to estimate total service population. Estimates of the existing service population and projected growth in service population are shown in Table 2.2.

Table 2.2: Placentia Library District Service Population

	2007	2025	Change
Residents	56,138	60,000	3,862
Employment	18,345	20,065	1,720
Employment Weighting*	0.10	0.10	0.10
Weighted Employment	1,830	2,010	170
Total District Service Population	57,968	62,010	4,032

* Employment weighting of 0.10 based on estimated use.

Sources: Table 2.1; Placentia Library District; Muni-Financial.

Occupant Densities

Occupant densities ensure a reasonable relationship between the increase in service population and amount of the fee. To do this, they must vary by the estimated service population generated by a particular development project. Developers pay the fee based on the number of additional building square feet of new development, so the fee schedule must convert service population estimates to these measures of project size. This conversion is done with average occupant density factors by land use type, shown in Table 2.3.

The residential occupant density factors are derived from the 2000 U.S. Census Bureau's Tables H-31 through H-33. Table H-31 provides vacant housing units data, while Table H-32 provides information relating to occupied housing. Table H-33 documents the total 2000 population residing in occupied housing. The US Census numbers are adjusted by using the California Department of Finance (DOF) estimates for January 1, 2006 found on Table H-5.

The non-residential density factors are based on *Employment Density Study Summary Report*, prepared for the Southern California Association of Governments, October 2001 by The Natelson Company. The factors represent an average for the specific land uses included in the study. For example, the industrial density factor represents an average for light industrial, heavy industrial, and warehouse uses likely to occur within the District.

Table 2.3: Occupant Density

<u>Residential</u> ¹		
Single Family	3.30	Residents per dwelling unit
Multi-family	2.68	Residents per dwelling unit
<u>Nonresidential</u> ²		
Commercial	2.10	Employees per 1,000 square feet
Office	3.05	Employees per 1,000 square feet
Industrial	1.40	Employees per 1,000 square feet

¹ Based on 2000 Census data for the City of Piacentia.

² Nonresidential occupant density factors derived from the Natelson Company, Inc., *Employment Density Study Summary Report*, October 31, 2001. Report completed for the Southern California Association of Governments (SCAG).

3. Library Facilities

The purpose of this fee is to ensure that new development funds its fair share of library facilities. The District would use fee revenues to expand library facilities to serve new development.

Facility Inventory: Existing Standard

This section sets forth the Placentia Library District's existing facility inventory.

Table 3.1: Cost of Library Facilities - Existing Standard

<u>Library Land (acres)</u>	
Existing Library Land	
Cost per Acre	\$ _____
Total Library Land Costs	\$ _____
<u>Library Space (sq ft)</u>	
Existing Library Space	22,800
Cost per Square Foot	\$ _____ 700
Total Library Space Costs	\$ 15,980,000
<u>Volumes</u>	
Existing Library Volumes	112,621
Cost Per Volume	\$ _____ 50
Total Volumes Costs	\$ 5,620,100
Total Library Facilities Costs	\$ 21,586,100
Existing Service Population	57,968
<u>Cost Per Capita</u>	
Facility Standard per Resident	\$ 372
Facility Standard per Employee	\$ 37

Sources: Placentia Library District; Muni-Financial.

Allocation of Facilities Costs to New Development

Table 3.2 presents the cost of new library facilities needed to maintain the existing facility standard as growth occurs. The costs generated by new development also represent the total revenue that the library facilities fee would generate. These revenues should be annually programmed to capital improvement projects and be integrated into a 5-year Capital Improvement Plan (CIP).

Table 3.2: Library Facilities to Accommodate New Growth

Facility Standard per Capita	\$	372
New Development Service Population (2007 - 2025)		<u>4,032</u>
Costs Generated by New Development		\$1,499,904

Sources: MuniFinancial.

Fee Schedule

Table 3.3 presents the fee schedule. Fee amounts are calculated by multiplying the total cost per resident or per worker by the average density for residential units and non-residential square footage, respectively. The total fee includes an administrative charge to fund costs that include:

- (1) A standard overhead charge applied to all programs for legal, accounting, and other departmental and administrative support;
- (2) Capital planning, programming, project management costs associated with the share of projects funded by the public facilities fee; and
- (3) Public facilities fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

Table 3.3: Fee Schedule - Existing Standard

Land Use	Costs per Capita ¹	Density ²	Fee ¹	Administration Cost ²	Total Fee ¹	Fee Per Sq Ft ³
<i>Residential</i>						
Single Family	\$ 372	3.30	\$ 1,228	\$ 25	\$ 1,253	\$ 0.84
Multi-family	\$ 372	2.66	\$ 990	\$ 20	\$ 1,010	\$ 1.01
<i>Nonresidential</i>						
Commercial	\$ 37	2.10	\$ 78	\$ 2	\$ 80	\$ 0.08
Office	\$ 37	3.05	\$ 113	\$ 2	\$ 115	\$ 0.12
Industrial	\$ 37	1.40	\$ 52	\$ 1	\$ 53	\$ 0.05

¹ Per dwelling unit for residential or per 1,000 square feet for nonresidential.

² Two percent of the impact fee. Administrative costs include such as costs for fee studies, collection, accounting, and annual reporting required by the California Government Code.

³ District wide the historical average single family home square footage is estimated at 1,500 and the historical average multi family home square footage is estimated at 1,000. These estimates are to reflect the existing inventory of homes, which have contributed historically to the library facilities.

Source: MuniFinancial

4. Implementation

This section identifies tasks that the District should complete when implementing the new library facilities impact fee requirements.

Ordinances and Resolutions

The District Board should adopt the report and then present the report to the City of Placentia and the County of Orange.

The City and the County will need to adopt the appropriate ordinances to provide the agencies with the authority to implement the library facilities impact fee program, subject to the advice of legal counsel. The ordinances would authorize the City and the County to impose and collect, on behalf of the District, a library facilities impact fee based on the statutory findings required by the Mitigation Fee Act (see the following section). The ordinances should provide for increasing the fees based on an explicit inflation index, and for the setting of fees by resolution.

The City and County should also adopt fee resolutions to establish the amount of the library facilities impact fees. We recommend that the actual fee amount be established by resolution to facilitate updating the fee for inflation or other purposes without having to amend the Municipal Codes.

Capital Improvement Planning and Budgeting

The District should annually update its capital improvement budget to program library facilities impact fee revenues to specific capital projects. Use of the capital improvement budgeting and planning process is essential to demonstrate a reasonable relationship between new development and the use of fee revenues as follows:

- Library facilities impact fee revenues should only be used for:
 - Acquisition of additional land;
 - Development of unimproved land with library facilities; and
 - Expansion or addition of new library facilities to existing facilities to enable more intensive use.

The District should substantially program all fee revenues and fund balances on an annual basis to specific capital projects even if for a reserve while sufficient funds are raised to complete the project. Committing fees in this manner would enable the District to hold fee revenues for as long as necessary to collect sufficient funds to complete a capital project without the threat of having to refund uncommitted fund balances to property owners.

Inflation Adjustments

The District should identify appropriate inflation indexes and should adjust the fee for inflation annually. To calculate the fee increases the District would use the unit cost shares shown in Table 3.1 to weight the index. The District could use a property appraisal process to adjust the land acquisition component of the library facilities impact fee. For improvement costs the District could use its recent capital project experience or an index from a reputable source such as the Construction Cost Index found in the *Engineering News Record* publication.

Compliance With Statutory Accounting and Reporting Requirements

The District should comply with the accounting and reporting requirements of the Mitigation Fee Act in §66001(d) and §66006. The District should establish separate fee revenue accounts for the library facilities impact fee. Interest earned on fund balances should be credited to the account.

5. Mitigation Fee Act Findings

To guide the widespread imposition of development impact fees, the State Legislature adopted the *Mitigation Fee Act* (the *Act*) with Assembly Bill 1600 in 1988 and subsequent amendments. The *Act* is contained in *California Government Code* Section 66000 *et seq.* and establishes requirements for the imposition and administration of impact fee programs. The *Act* became law in January 1989 and requires local governments to document the five findings explained in the sections below when adopting an impact fee. The findings explained here and supported in detail by the report that follows. All statutory references are to the *Act*.

Purpose of Fee

For the first finding the District must:

Identify the purpose of the fee. (§66001(a)(1))

The purpose of the library facilities fee is to provide a funding source from new development for capital improvements of library facilities to serve that development. The fee advances a legitimate interest of the District by enabling the District to provide library facilities to new development.

Use of Fee Revenues

For the second finding the District must:

Identify the use to which the fee is to be put. If the use is financing public facilities, the facilities shall be identified. That identification may, but need not, be made by reference to a capital improvement plan as specified in Section 65403 or 66002, may be made in applicable general or specific plan requirements, or may be made in other public documents that identify the public facilities for which the fee is charged. (§66001(a)(2))

The library facilities fee will fund expanded facilities to serve new development. All planned facilities will be located within the Placentia Library District. These facilities may include:

- ♦ Land for library facilities;
- ♦ Library buildings also including administrative space and storage or other associated structures;
- ♦ Capital equipment, furnishings, and library materials (volumes); and
- ♦ Financing costs associated with the above (if applicable).

A potential list of planned public facilities is identified in this report. Specific facilities to be funded by fee revenues will be identified through the District's Capital Improvement Plan

(CIP) during the annual budget process. The CIP will identify the size, location, cost, and funding sources for each facility, including the share of costs to be funded by the public facilities fee.

Benefit Relationship

For the third finding the District must:

Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. (§66001(a)(3))

The District will restrict fee revenues to the acquisition of land, construction of public buildings, and purchase of related equipment, furnishings, vehicles, and services that provide library facilities for new development.

Library facilities funded by the fee will expand the existing district wide network of services accessible to the additional residents and workers associated with new development. Thus there is a reasonable relationship between all new development district wide and the use of fee revenues to fund library facilities located throughout the District.

The benefit received by new development from new or expanded library facilities varies between residential and nonresidential development. The future service population to be served by these facilities takes into account the lower level of demand associated with nonresidential development for these facilities (see further explanation under the "Burden Relationship", below). Thus, there is a reasonable relationship between the type of development and the use of fee revenues.

See Chapter 2, *Growth Projections*, for a description of how service population and growth projections are calculated.

Burden Relationship

For the fourth finding the District must:

Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed. (§66001(a)(4))

Service population provides an indicator of the demand for the library facilities needed to accommodate growth. Service population is based on residents associated with residential development and employment associated with nonresidential development. To calculate a single per capita facility standard, one worker (employee) is weighted less than one resident based on an analysis of the relative demand for library facilities in 2007 by land use type.

The need for the fee is based on the facility standards identified in this report and the growth in district wide service population projected through 2025. The facility standards represent the level of service that the District plans to provide its residents and businesses in 2025.

Standards are based on the District's total existing inventory of public facilities in 2007 allocated across the District's total service population in 2007.

By calculating standards based on the existing facilities for 2007 and the associated service population, new development will only be responsible for its fair share of those facilities. The library facilities fee will not unfairly burden new development with the cost of facilities associated with serving existing development, including any deficiencies that require funding to achieve the master plan facility standard for the entire District.

See Chapter 2, *Growth Projections*, for a description of how service population and growth projections are calculated. Facility standards are described in Chapter 3, *Library Facilities*.

Proportionality

For the fifth finding the District must:

Determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed. (§66001(b))

This reasonable relationship between the library facilities fee for a specific development project and the cost of the facilities attributable to that project is based on the estimated size of the service population that the project will accommodate. The total fee for a specific project is based on its size as measured by building square feet. The fee schedule converts the estimated service population that a development project will accommodate into a fee based on the size of the project. Larger projects of a certain land use type will have a higher service population and pay a higher fee than smaller projects of the same land use type. Thus, the fee schedule ensures a reasonable relationship between the library facilities fee for a specific development project and the cost of the facilities attributable to that project.

See Chapter 2, *Growth Projections*, for a description of how service population is determined for different types of land uses using occupancy density factors. See Chapter 3, *Fee Schedule*, for a presentation of the library facilities fee schedule.

NOTICE OF PUBLIC HEARING
OF THE PLACENTIA LIBRARY DISTRICT
REGARDING PROPOSED ADOPTION OF RESOLUTION 08-10
TO ESTABLISH A LIBRARY FACILITIES IMPACT FEE

NOTICE IS HEREBY GIVEN that on June 26, 2008, the Board of Library Trustees of the Placentia Library District will hold a public hearing at 5:00 P.M., or as soon thereafter as practicable, at 411 East Chapman Avenue, Placentia, CA 92870 as part of the Regular Meeting of the Board. The Board will hold the public hearing in order to receive oral and written testimony regarding the proposed adoption of Resolution No. 08-10. Written comments may be filed at any time prior to conclusion of the public hearing. Those desiring to orally comment may do so during the hearing. Written comments should be addressed to the attention of Linda Katsouleas, Interim Library Director, at the above-mentioned address. Upon conclusion of the hearing, the Board will consider adoption of proposed Resolution No. 08-10 which would establish the Library Facilities Impact Fee.

A certified copy of the full Resolution No.08-10, as proposed, is posted and available for review in the District offices, at the address set forth above. Data indicating the amount of cost, or estimated cost, required to provide the service for which the Library Facilities Impact Fee is being imposed, and the revenue sources anticipated to provide the applicable services, are also available at the above-mentioned address. Copies of the Resolution and data are available by calling the District at (714) 528-1925.

DATED: June 11, 2008

PLACENTIA LIBRARY DISTRICT

By: _____
Richard DeVecchio, Secretary
Library Board of Trustees

