

Family Literacy Report:

The number of Families participating (families can participate in a number of different ways; attending special FFL programs is just one way to participate): An Adult Learner Family must have at least one child under the age of 5.

Note: These are unduplicated counts (except where noted)		Mid-Year	Final	Total
1.	Total Number of Adult Learner Families Served *	14	0	14
2.	Total Number of Children under 5 served in these families.	14	0	14
3.	Total Number of Children age 5 and older served in these families.	8	0	8
4.	Number of FFL Meetings Held	1	0	1
5.	Number of FFL Attendees as of <i>report date</i> . (cumulative count)	242	0	242
6.	Number of books given to FFL families	56	0	56

Volunteer hour information for family literacy is on following page.

ELLI Report:

Note: These are unduplicated counts(except where noted)		Mid-Year	Final	Total
1.	Total number of ELLI Children served.	110	0	110
2.	Total number of ELLI Parents served.	80	0	80
3.	First or Home Language of ELLI Children served:			
	Spanish	108	0	108
	Vietnamese	0	0	0
	Hmong	0	0	0
	Chinese	0	0	0
	Other:	2	0	2
	Other:	0	0	0
	Other:	0	0	0
	Total	110	0	110
4.	Number of Group Meetings held with just ELLI Children.	3	0	3
5.	Number of Group Meetings held with just ELLI Parents.	0	0	0
6.	Number of Group Meetings held with ELLI Families.	1	0	1
7.	Number of ELLI Attendees as of <i>report date</i> . (cumulative count)	110	0	110
8.	Number of books given to ELLI participants.	220	0	220

Volunteer hour information for ELLI program is on following page.

MLLS Report:

Note: These are unduplicated counts(except where noted)		Mid-Year	Final	Total
1.	Number of Children under 5 served.	0	0	0
2.	Number of Children age 5 and older served.	0	0	0
3.	Number of Parents/Caregivers served.	0	0	0
4.	Number of MLLS Site Visits	0	0	0
5.	Number of MLLS Attendees as of <i>report date</i> . (cumulative count)	0	0	0
6.	Number of books given to MLLS families.	0	0	0

Volunteer hour information for MLLS program is on following page.

ESL Report:

Note: If you have already counted these as adult learners do not count them here. These are unduplicated counts(except where noted)				Mid-Year	Final	Total
1.	Number of ESL Adults served.			0	0	0
2.	First or Home Language of ESL Adults served:					
	Spanish			0	0	0
	Vietnamese			0	0	0
	Hmong			0	0	0
	Chinese			0	0	0
	Other:			0	0	0
	Other:			0	0	0
	Other:			0	0	0
	Total			0	0	0
3.	Number of books given to ESL learners			0	0	0

Volunteer hour information for ESL program is on following page.

"Other Services:" Report:

Include outreach and educational programming to at-risk population provided through your literacy services office and not funded by CLLS.

Note: These are unduplicated counts(except where noted)				Mid-Year	Final	Total
1.	Program #1 Name: Spanish Literacy			21	0	21
	Program #1 Service Recipients	<input checked="" type="checkbox"/>	Other at risk Children under 5	0	0	0
		<input checked="" type="checkbox"/>	Other at risk Children ages 5-17	0	0	0
		<input checked="" type="checkbox"/>	Other at risk Adults	21	0	21
	Briefly describe this service.					
2.	Program #2 Name: Topaz Homework Club			45	0	45
	Program #2 Service Recipients	<input checked="" type="checkbox"/>	Other at risk Children under 5	0	0	0
		<input checked="" type="checkbox"/>	Other at risk Children ages 5-17	45	0	45
		<input checked="" type="checkbox"/>	Other at risk Adults	0	0	0
	Briefly describe this service.					
3.	Program #3 Name: HIS House Homework Club			18	0	18
	Program #3 Service Recipients	<input checked="" type="checkbox"/>	Other at risk Children under 5	0	0	0
		<input checked="" type="checkbox"/>	Other at risk Children ages 5-17	18	0	18
		<input checked="" type="checkbox"/>	Other at risk Adults	0	0	0
	Briefly describe this service.					
4.	Number of books given to people not part of the CLLS target group.			1200	0	1200

Volunteer Hours - All Programs	Mid-Year	Final	Total
All Volunteer Adult Literacy Instruction (ALS/FFL/MLLS) (Can include one-on-one tutoring, small group, computer instruction, etc. provided by volunteer)	4170	0	4170
ELLI Volunteer Tutor Instructional hours for adults & children	3235	0	3235
ESL Volunteer Tutor Instructional Hours (Not State Library grant supported)	0	0	0
All Other Volunteer Hours in Literacy Services (Non-instructional hours volunteered, includes training and prep time.)	435	0	435
Families for Literacy (Non-instructional hours volunteered) #5 is a subset of #4	0	0	0
MLLS Volunteer Hours (Non-instructional hours volunteered) #6 is a subset of #4	0	0	0
Total of Volunteer Hours	7840	0	7840
How many non-tutor volunteers do you have in your literacy program?	0	0	0

Volunteer Tutor Activity Report - Adult Literacy:

SEMI-ANNUAL SUMMARY			Mid-Year	Final	Total
1	Continuing Volunteer Tutors instructing from prior reporting period.		105	0	
Override Explanation:					
Tutors graduated and moved					
2	Volunteer Tutors who began instructing during this reporting period. (July 1 - December 31)		71	0	
3	Total Volunteer Tutors who instructed during this reporting period.		176	0	
4	Volunteer Tutors who left during this reporting period.		63	0	
5	Volunteer Tutors remaining at the end of this reporting period.		113	0	
6	Cumulative total Volunteer Tutors who instructed this fiscal year to date (YTD)		176	0	

Volunteer Tutor Demographics

7.	Ethnicity			Age		
	Mid-Year	Final	Mid-Year	Final	Mid-Year	Final
	Asian	39	0	16-19	18	0
	Black	4	0	20-29	54	0
	Latino	44	0	30-39	23	0
	Native American	0	0	40-49	25	0
	Pacific Islander	1	0	50-59	32	0
	White	81	0	60-69	18	0
	Other	7	0	70+	6	0
	Unknown	0	0	Unknown	0	0
	Total:	176	0	Total:	176	0
	Male	57	0	Female	119	0

Unknown		0	0	Gender Total:		176	0	
						Mid-Year	Final	Total
8.	Volunteer Tutors trained during this reporting period	85	0	85				
9.	Volunteer Tutors awaiting training/matching/re-matching at end of this reporting period.	0	0					
10.	Number of Tutor trainings conducted during this reporting period.	6	0	6				
11.	Number of In-service workshops offered for tutors during this reporting period.	0	0	0				
12.	New tutors are required to complete ____# tutor training hours before beginning to tutor.	3	0					

Staff Commitment

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

Position/Job Title	Report as FTE					
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other
Literacy Coordinator	1	0	0	0	0	0
Literacy Assistant	0	0.5	0.5	0	0	0.5
Override Explanation:						
additional programs added						
Total:	1	0.5	0.5	0	0	0.5

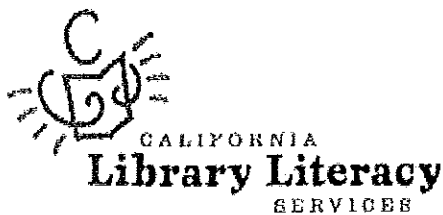
Contract Personnel (not a city/county/district employee)

Position/Job Title	Report as FTE					
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other
Part time literacy staff	2	0	2	0	0	0
Override Explanation:						
More contract staff added for additional programming						
Total:	2	0	2	0	0	0
FTE Grand Totals:	3	0.5	2.5	0	0	0.5

Financial Mid-Year Report for Fiscal Year 2005/2006

Budget Categories	Approved Budget								Funding Source	
	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total	State Revenue	Local Revenue
	CLLS	Local								
1. Salaries and Benefits	\$0.00	\$83,312.00	\$25,866.00	\$25,866.00	\$0.00	\$0.00	\$0.00	\$135,044.00	\$51,732.00	\$83,312.00
2. Contract Staff	\$0.00	\$47,751.00	\$0.00	\$47,752.00	\$0.00	\$0.00	\$60,000.00	\$155,503.00	\$0.00	\$155,503.00
3. Operations	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00
4. Library Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Equipment (\$5K+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Indirect Costs (not to exceed 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$140,063.00	\$25,866.00	\$73,618.00	\$0.00	\$0.00	\$60,000.00	\$299,547.00	\$51,732.00	\$247,815.00
Total ALS:	\$140,063.00							Grand Total:	\$299,547.00	

Budget Categories	Expenditures for Year to Date								Funding Source for Mid-Year Report YTD	
	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total	State Revenue	Local Revenue
	CLLS	Local								
1. Salaries and Benefits	\$0.00	\$41,656.00	\$12,933.00	\$12,933.00	\$0.00	\$0.00	\$0.00	\$67,522.00	\$25,866.00	\$41,656.00
2. Contract Staff	\$0.00	\$23,876.00	\$0.00	\$23,875.00	\$0.00	\$0.00	\$30,000.00	\$77,751.00	\$0.00	\$77,751.00
3. Operations	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00
4. Library Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Equipment (\$5K+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Indirect Costs (not to exceed 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	* \$0.00	\$70,032.00	* Portion of expenditures that will be matched in the funding formula for CLLS							
Total Expended:	\$70,032.00		\$12,933.00	\$36,808.00	\$0.00	\$0.00	\$30,000.00	\$149,773.00	\$25,866.00	\$123,907.00
Grand Total Expended:									\$149,773.00	



REPORTING

California State Library Mid-Year Report FY 2005/2006

Name of Library: **Placentia Library District**

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Roles and Goals

GENERAL GOALS

	Total adult learners who set goals	Total adult learners who met goals	Percentage accomplished
Learn the alphabet	2	0	0 %
Read a book	5	0	0 %
Read newspapers/magazines	0	0	0 %
Write a letter	3	0	0 %
Read e-mail	0	0	0 %
Learn to type/use the keyboard	0	0	0 %
Learn to write on the computer	0	0	0 %
Write and send e-mail	0	0	0 %
Get a library card	0	0	0 %
Use the library regularly	0	0	0 %
Search the Internet	0	0	0 %
Attend a library event	0	0	0 %
Do research at the library	0	0	0 %
Write checks	0	0	0 %
Create a budget	0	0	0 %
Pay bills	0	0	0 %
Speak/present in front of a group	0	0	0 %
Become a volunteer	1	0	0 %
Pass part or all of the GED test	2	0	0 %

LIFE-LONG LEARNER

	Total adult learners who set goals	Total adult learners who met goals	Percentage accomplished
Read a menu	0	0	0 %

Listen to a book-on-tape	0	0	0 %
Attend a book discussion	1	0	0 %
Read a holy book/religious text	1	0	0 %
Read a book on recovery	0	0	0 %
Read for pleasure	0	0	0 %
Write creatively	1	0	0 %
Pass the driver's test	0	0	0 %
Use a map	1	0	0 %
Read a bus schedule	0	0	0 %
Read street/traffic signs	0	0	0 %
Make a shopping list	0	0	0 %
Read medicine labels	1	0	0 %
Read health education information	1	0	0 %

FAMILY MEMBER

	Total adult learners who set goals	Total adult learners who met goals	Percentage accomplished
Share a book with children/family	5	0	0 %
Help children with homework	9	0	0 %
Take children to library story time	8	0	0 %
Participate in school activities	4	0	0 %
Communicate with school/teachers	4	0	0 %
Join the PTA	0	0	0 %
Help in child's class	0	0	0 %

WORKER

	Total adult learners who set goals	Total adult learners who met goals	Percentage accomplished
Read work-related manual	0	0	0 %
Take Phone messages	0	0	0 %
Use a cash register, count and make change	0	0	0 %
Speak up/participate in a meeting at work	0	0	0 %
Read and respond to want ads	0	0	0 %
Fill out a job application	2	0	0 %
Write a resume	0	0	0 %
Interview for a job	0	0	0 %
Obtain a license or certificate	0	0	0 %
Get a job or get a better job or promotion	0	0	0 %

COMMUNITY MEMBER/CITIZEN

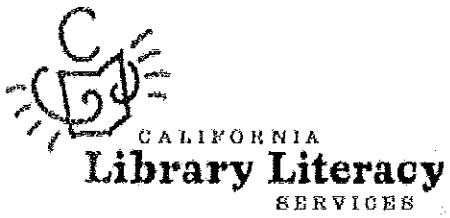
	Total adult learners who set goals	Total adult learners who met goals	Percentage accomplished
Access other community services/resources	2	0	0 %
Read voter information (Easy Voter Guide)	0	0	0 %
Speak on behalf of the Literacy			

Program	0	0	0 %
Identify a neighborhood problem and work for a solution	0	0	0 %
Organize a community/neighborhood event	0	0	0 %
Attend a City Council/County Supervisors' Meeting.	0	0	0 %
Register to vote	0	0	0 %
Vote	0	0	0 %
Become a citizen	5	0	0 %

Total # of adult learners who set at least one goal during this reporting period.

Note: Ideally this number will be as close to your number of adult learners served as possible, if not exactly the same. (Adult Learner Activity Report on page 2, Question #3)

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REPORTING

California State Library Mid-Year Report FY 2005/2006

Name of Library: **Placentia Library District**

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People Surveyed for Placentia Library District: 15
Total Number of People Surveyed for all libraries: 835

Survey Questions for FFL Parents

	LEARNER	PRE TEST			POST TEST			AMT CHANGE		
		Q1	Q2	Q3	Q1	Q2	Q3	Q1A	Q2A	Q3A
1.	Ms. H	No	No	Yes	No	No	No	-1x	0x	0x
2.	Ms. O	No	No	Yes	No	No	No	0x	0x	1x
3.	MS M	No	No	Yes	No	No	No	0x	0x	1x
4.	MR G	Yes	No	Yes	No	No	No	-2x	0x	0x
5.	MS. R	No	No	Yes	No	No	No	0x	0x	1x
6.	MS B	No	No	Yes	No	No	No	0x	0x	0x
7.	VA	No	No	Yes	No	No	No	0x	0x	1x
8.	RB	Yes	No	Yes	Yes	No	No	0x	0x	0x
9.	RA	Yes	No	Yes	No	No	No	-2x	0x	0x
10.	RF	Yes	No	Yes	No	No	No	-1x	0x	0x
11.	VH	Yes	Yes	Yes	No	No	No	-2x	-1x	0x
12.	RM	Yes	No	Yes	No	No	No	-1x	0x	0x
13.	SN	No	No	Yes	No	No	No	-1x	0x	0x
14.	KT	Yes	No	Yes	No	No	No	-2x	0x	0x
15.		No	No	No	No	No	No	0x	0x	0x

CSL * CONNECTION

The California State Library | Founded 1850

Issue No. 41

WINTER 2006

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In this issue:



State Librarian of California,
Susan Hildreth

State Librarian Update

I would like to send all our readers my best wishes for a healthy and happy 2006. I have been quite busy since our fall issue of *CSL Connection*. I would like to thank all who attended the State Librarian's Breakfast in Pasadena in November. We had a great turn-out at that early Saturday morning event. The conference theme was "honoring everyday heroes," and at the breakfast we focused on volunteers in our libraries. It was a great opportunity to see and hear the moving stories of some very special volunteers and the commitment they have made so that their libraries are successful. Thanks to Valerie Reinke, Library Development Services, for serving as the key organizer for that event. We are committed to creating another great breakfast

program for 2006 in Sacramento.

From November 28 through December 8, Library Development Services Chief Tom Andersen and I traveled to Sacramento (not much of a journey!), Redding, San Jose, Santa Barbara, Fresno, Pasadena, and San Diego to attend focus groups in which each region's library administrators and staff discussed the current status and future of cooperative services and resource sharing programs that California Library Services Act (CLSA) systems offer to public libraries. Maureen Sullivan, a library consultant who has worked with cooperative systems in other states, led the focus groups. Maureen's synopsis of the wealth of information that was shared during the focus groups will be available early this spring and posted on the [CSL website](#). I hope her report will begin a discussion of how we can make our cooperative systems work better for California libraries. I gained great satisfaction in sharing in these pro-active gatherings of our colleagues. I was again reminded of the unique mix of priorities and service needs that exist among the diverse regions of our state.

On December 7, I was very excited to virtually attend a focus group that included five



"Julian Winter Sports" circa 1950

- Photo courtesy California State Library, California History collection

CONTINUED ON PAGE 2



State Librarian Update, continued from page 1

different sites in the state. We connected librarians in Palm Springs, Imperial County, San Luis Obispo, Modesto, and Del Norte and had a great, virtual discussion about cooperative systems and services. Thanks to Dan Theobald and the Rural Initiative for coordinating this focus group and to the Pasadena Public Library for serving as the host site.

Also on December 7, I had my quarterly *State Librarian's Webcast*. To see the webcast, go to URL <http://infopeople.org/training/webcasts/12-07-05/qwebcast.html>. I talked about the "Library as Place," which is a role that is becoming more and more critical for the success of our libraries. I've really enjoyed my quarterly webcasts because they give me the opportunity to share our state news with everyone in our California library community. We are planning more webcasts for 2006. They are scheduled for March 1, June 13, September 20, and December 12. Thanks to Holly Hinman and everyone at Infopeople for opening this great virtual door.

Finally, I wanted to make sure that everyone was aware of an important report that was recently issued by OCLC, "Perceptions of Libraries and Information Sources." Through Library Services and Technology Act (LSTA) funding, one copy of this report is being sent to each public library jurisdiction in the state. Please check it out at www.oclc.org. The report provides the findings and responses from an online survey in an effort to learn more about:

- Library use
- Awareness and use of library electronic resources
- The Internet search engine, the library and the librarian
- Free vs. for-fee information
- The "Library" brand

The findings indicate that information consumers view libraries as places to borrow print books, but they are unaware of the rich electronic content they can access through libraries. Even though information consumers make limited use of these resources, they continue to trust libraries as reliable sources of information. A critical read in the report is its concise summary of conclusions. You will find it at: http://www.oclc.org/reports/pdfs/percept_concl.pdf.

As we settle into 2006, I look forward to another challenging year as your state librarian. In February and March, I will be speaking at the California Library Trustees and Commissioners (CALTAC) spring training sessions in northern and southern California. We are in the midst of reviewing LSTA projects for 2006/07 and are planning for the Library Directors' Forum set for May in San Diego. I will continue to travel throughout our state to meet library customers and supporters and to make sure the critical mission of our libraries is articulated clearly.

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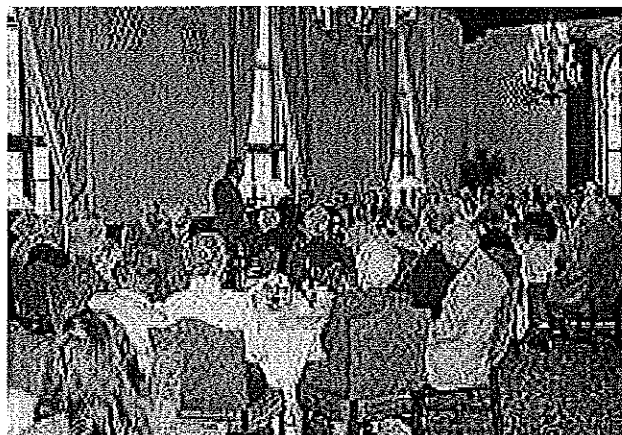
California State Library Special Collections Head Gary Kurutz lauded at gala luncheon

California State Library (CSL) leaders, acclaimed Gold Rush writer, J.S. Holliday, CSL Foundation members, and CSL staff lauded Gary Kurutz, CSL director of Special Collections and executive director of the CSL Foundation, at Sacramento's historic Sutter Club on October 7, 2005.

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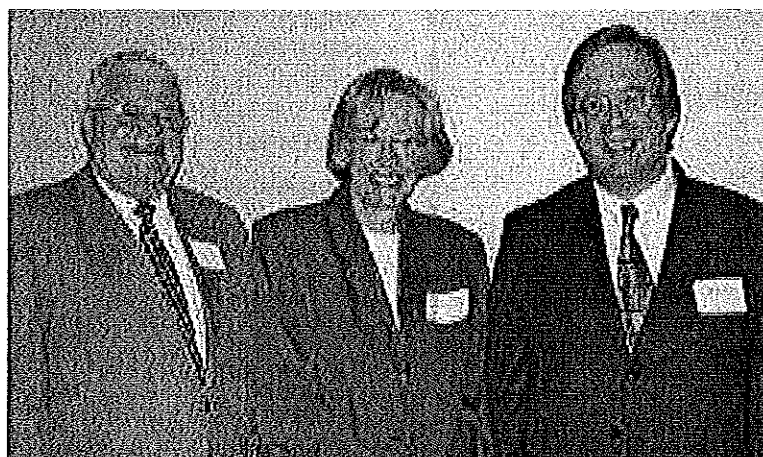
Kurutz addresses audience at historic Sutter club.

The celebratory luncheon was, as the invitation stated, "in appreciation [of Kurutz's] many years of devoted service and generosity to the California State Library and its Foundation." State Librarian Susan Hildreth, former State Librarian Gary Strong, Holliday, CSL Foundation President Kenneth B. Noack, Jr., and other distinguished speakers extolled Kurutz's work promoting not just the CSL, but also the field of librarianship, a contribution reflected in Kurutz's

comment to the *San Diego Union* that library "treasures...stimulate Californians' imaginations."

Since 1979, Kurutz has expanded the library's collection so that the CSL now houses the most revered and extensive rare text collection of any state library in the United States. Kurutz also oversees the preservation of rare materials and has led the CSL's digitization efforts.

At the Sutter Club, Hildreth praised Kurutz for his "willingness to take on any challenge... with very little resources." Hildreth said Kurutz's recent negotiated acquisition, the Tom Vano collection of approximately 800,000 prints and negatives covering San Francisco and the Bay Area from the 1950s to 2000, exemplifies his resourcefulness and his collaborative talents.



Former State Librarian Gary Strong, Susan Hildreth, and honoree Gary Kurutz.

Holliday said Kurutz's answer to most requests is "Yes. I'll do that," a fact former State Librarian Strong illustrated when he reminded the audience of Kurutz's seminal role in establishing three CSL bedrocks: the preservation office, the Sutro Library in San Francisco, and the CSL Foundation.

At the conclusion of the Sutter Club celebration Kurutz said, "In 1850, two years to the day after the Great Discovery in Coloma, California discovered the gold of the mind –



Victorian illuminated manuscripts shine in California State Library exhibit

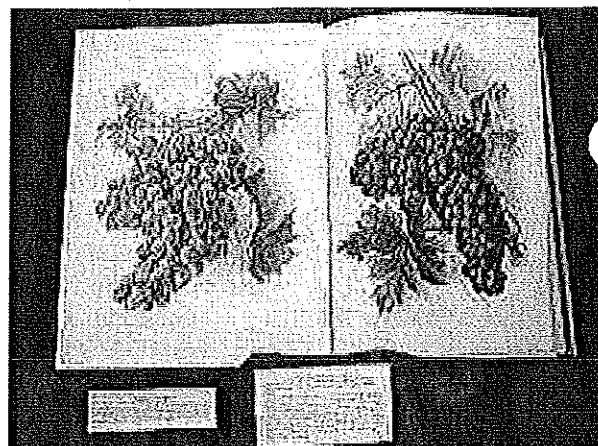


"Illumination and Color Printing in the Victorian Era" in foyer of Library.

The California State Library's new exhibit, "Illumination and Color Printing in the Victorian Era," in the marble foyer of Library and Courts II in Sacramento shows some of the most beautiful books owned by the California State Library (CSL). Gary Kurutz, director of Special Collections, designed and curated the exhibit.

Before the mid-19th century, artists and printers colored book illustrations and plates by hand. As the Victorian Age unfolded, craftsmen turned to chromolithography, a printing technique that uses a stone for

each color (the exhibit features Matthew Digby Wyatt's *Industrial Arts of the Nineteenth Century* [1851-53] which required 1,065 stones and 1,350,500 press pulls for its 160 plates). Chromolithography allowed Victorian artists and printers to promote medievalism, the glorious artistic tradition that inspired them. The stunning gold-leafed manuscripts on display demonstrate the melding of classic gothic richness with meticulous Victorian craftsmanship. The exhibit books' bindings, pages and spines, also in emulation of the medieval, look like carved oak boards, though they are bound in papier-mâché and molded leather.



Grapes and Grape Vines of California (1887)

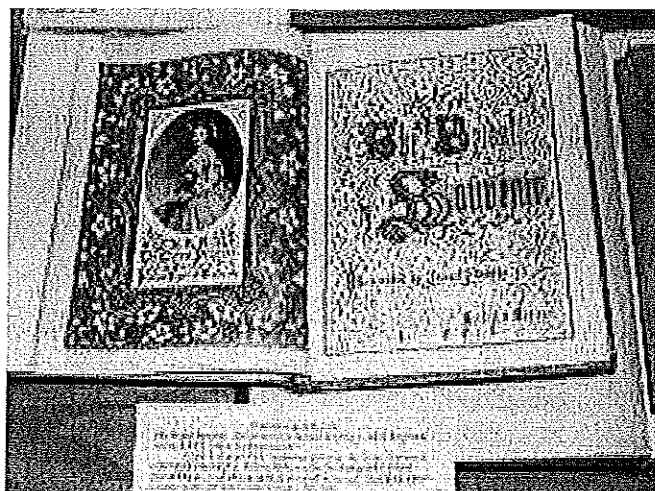
All the items in the CSL exhibit take the visitor's breath away, but some are of particular significance. *Grapes and Grape Vines of California* (1887), with its ten spectacular chromolithographs of grape clusters, for example, is arguably the most sophisticated book produced in 19th century California. The glorious facsimile of the *Book of Hours* commissioned by Anne of Brittany is the most elegant of all French color plate books (1861). And several gorgeous examples by the Englishmen, Henry Noels Humphreys and Owen Jones, including *The Victoria Psalter* (1862) and *Sermon of the Mount* (1861), rank among the most famous neo-Gothic examples of color printing.

"Illumination and Color Printing in the Victorian Era," will run through April 2006 on the second floor foyer of the California State Library, Library and Courts II, 900 N Street, Sacramento. Hours are 9 AM to 4 PM. For more information contact Gary Kurutz at (916) 653-0101 or at gkurutz@library.ca.gov

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The Bridal Souvenir (1857)



State Spotlight: California Film Commission

The California Film Commission (CFC), a state agency dedicated to retaining film production in California, can help California libraries and those libraries' communities not only boost their images, but also access centralized information about California hot-spots. CFC Location Resource Specialist, Lisa Mosher, would "love" to increase Californians' awareness of the CFC's many services and the benefit of becoming a California "location."

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The CFC as library customer resource

Mosher also moonlights as a librarian at the Beverly Hills Public Library. She knows that customers ask reference librarians everything, including "How do I get my house in the movies?" Mosher suggests library staffers direct customers to the CFC, either on-line or by phone, for answers to that question, and more.

The CFC's comprehensive film location statistics, descriptions, and resources can be a great tool for Californians looking for education about the film industry, for planning events and meetings, for families seeking wedding locations, for film industry job searching, for quick links to all the California colleges and universities, for regional travel destination leads, and for volunteer and community service opportunities.

The CFC as "location" resource

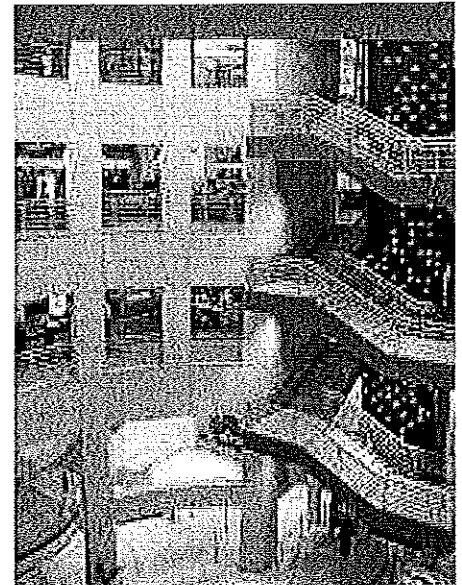
In 2000, motion picture production in California (including film, television and commercials) generated some \$33.4 billion through production expenditures, and the motion picture industry directly employed more than 250,000 Californians. Clearly, when film companies bring their rolling industry to a location, they give local economies a boost. Capturing a community's appeal on film can ensure a steady stream of visitors for generations to come.

Community leaders who want their local library, museum, or other public building to be a film location can get started through the CFC. The CFC will reinforce the benefits of filming to any California community, while simultaneously showcasing that community to the film industry.

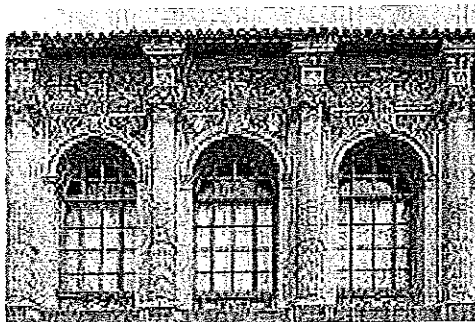
Location scouts call it "cheating" when one location substitutes for another, but the location not only gets its name in the production's credits, it also becomes cemented in popular culture. To see California libraries in two well-loved Hollywood productions, visit librarian Goldie Hawn's workplace, the Pasadena Public Library (acting as a San Francisco branch) in 1978's *Foul Play*. Or see how filmmakers blend the soaring splendor of the interior of San Francisco Public Library's new main branch with the dignified exterior of Los Angeles Public Library's central branch in 1998's *City of Angels*.

As the CFC works to "enhance California's position as the premiere location for all motion picture and television production," California libraries can work to enhance their images, their resources, or their information services using the CFC's tools (and maybe shine on the silver screen!)

For more information about CFC services, please contact Lisa Mosher at (323) 860-2960 x 123 or email at lmosher@film.ca.gov.



San Francisco Main Library featured in *City of Angels*.



Pasadena Public Library featured in *Foul Play*.



One student's crusade to change derogatory cataloging in California libraries

An energetic Stanford student from the Bay Area wants the cataloging abbreviation, "JAP," to disappear from California's libraries. When Christine Hironaka, a 2005 alumna of Piedmont High School, met State Librarian Susan Hildreth at the California Civil Liberties Public Education Program conference last June, Hironaka explained that she had discovered a problem, what Hironaka calls "the J word," in her alma mater's library.

Hironaka found three books, *Japan* (952), *Japanese American History* (973.0495), *Japanese American Internment Camps* (973.095), all without designated authors, with the call symbol "JAP," a term that has, Hironaka says, "stirred-up hatred" against Japanese and Japanese Americans since World War II. Hironaka's family knows that fact all too well. Three of Hironaka's grandparents were incarcerated in Japanese internment camps while, ironically, her other grandfather fought for the United States as a member of 442nd Regiment, a highly decorated Japanese American combat unit.

While she knew that the call letters were just a technical abbreviation, Hironaka sought a cataloging alternative.

She found it.

At the Oakland Public Library Hironaka learned that Oakland catalogs books (with no designated author) about Japan as "Japanese" or "Japan." *Japanese Americans- From Relocation to Redress*, for example, is catalogued as "Japanese" in Oakland's collection. Hironaka also discussed the challenge with Piedmont Middle School Librarian Randi Voorhies who suggested using the editor's name.

Both of these options, Hironaka suggests, would be a good idea for all books about Japan without a designated author.

Hironaka asked Hildreth to "openly address the practice of using 'the J word' in our school and public libraries." Hildreth says, "Christine has done a great job finding alternatives for this cataloging abbreviation. If our libraries are aware of this problem, they might find the options that Christine found useful."

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Elaine Yamaguchi named director of California Civil Liberties Public Education Program

Elaine Yamaguchi, a long-time activist in California's Asian Pacific American community, is the new director of the California State Library's competitive grant program, the California Civil Liberties Public Education Program (CCLPEP).

Yamaguchi comes to the CCLPEP after nearly eight years as a special assistant to the Speaker of the California Assembly. Prior to her work in the California Assembly, Yamaguchi was managing director of San Francisco's National Asian American Telecommunications Association, an organization that produces programs by and about Asian Americans on national public television and the San Francisco International Asian American Film Festival.

State Librarian of California Susan Hildreth says of Yamaguchi, "I look forward to working with Elaine and continuing the great activities sponsored by CCLPEP as well as retooling for future activities."

Former CCLPEP director Diane Matsuda says, "We are very fortunate to have Elaine Yamaguchi join the California State Library staff as the new program director of CCLPEP. CCLPEP will definitely benefit from Elaine's interest and dedication in sharing the story about the Japanese American experience during World War II to our broad and diverse community."

For more information about the CCLPEP or its 2005-2006 Information Packet and Grant Application, please contact Elaine Yamaguchi at (916) 651-0383, or visit the CCLPEP website at <http://www.library.ca.gov/cclpep/index.cfm>.

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CSL gala luncheon, continued from page 3

civilization came to California through the California State Library. I am honored to work for this great temple of knowledge."

History award in Visalia

With sixteen books about Californian antiquities and thirty-two articles and introductions in scholarly works of California history, Kurutz is, in State Librarian Emeritus Kevin Starr's words, not only one of the leading experts on Gold Rush history, but also "the leading bibliographer of California history." The *Los Angeles Times*, for example, wrote that *California Calls You*, Kurutz's book about "The Art of Promoting the Golden State from 1870 to 1940," is a "triumph that completely captures the line and color of a remarkable period of commercial art."

Using slides from the CSL's collection, Kurutz regularly lectures on California history and collectibles before community groups, historical societies, and service organizations.

To honor these historical components of Kurutz's work, the California Council for the Promotion of History awarded Kurutz its "Award of Distinction" in at the annual conference in Visalia November 2005.



CSL Foundation Board President Mead Kibbey, author J.S. Holiday, and Gary Kurutz.

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AmeriCorps works for literacy

AmeriCorps volunteers working in 28 libraries

Several years ago Carla Lehn, a consultant at the California State Library, had an idea for how to help public library literacy programs in the state meet their staffing needs.

Lehn, a former VISTA volunteer, thought that the federal AmeriCorps program, which supplies workforce assistance to a variety of public and non-profit endeavors, was ideally suited to help public libraries in California with their literacy programs. Working with Anne Campbell and the literacy staff at National City Public Library, Lehn crafted a proposal that would eventually result in 57 AmeriCorps workers being placed at 28 public libraries in California.



The AmeriCorps program is entering its third year of funding. Allocated \$450,000 in its first year of operation, the AmeriCorps funding went up to more than \$600,000 in 2005, owing to its demonstrable success in reaching its first-year goals.

Lehn points out that the AmeriCorps grants leverage a great deal of additional money for library literacy programs. The California State Library has granted \$110,000 in Library Services and Technology Act funds to National City Public Library to bolster the AmeriCorps grants, and participating public libraries have contributed about \$350,000 per year to the program. Participating libraries pay \$2,000 per year for each full-time AmeriCorps member and \$1,000 year for each part-time member. In total, about \$1 million per year from all sources is devoted to the AmeriCorps program in California public libraries, more than doubling the original appropriation from AmeriCorps.

According to Lehn, AmeriCorps workers are a cross section of the general population: people of different ages and ethnic backgrounds, the common factor being a desire to serve their nation. At the 28 libraries to which they are assigned, they perform a variety of tasks. They all serve as tutors in their library's adult literacy program, and in many cases they work in the Family Literacy service, or the



AmeriCorps members and library literacy site supervisors from Woodland Public Library, Butte County Library and Nevada County Library join CSL Library Program Consultant Carla Lehn (far left) and Susan Hildreth (4th from right) in State Librarian's office November 2, 2005.

ELLI (English Language Literacy Intensive) program for K-12 English language learners. Some even staff the mobile library literacy vehicles. Anne Campbell reports that in National City AmeriCorps workers actively recruit volunteers and organize book fairs and other community-wide events, helping to spread awareness of the literacy program at the city library.

"We immediately saw the benefit not only to our library but to libraries around the state,"



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NAAL report shines light on state literacy programs

The U.S. Dept of Education's 2003 National Assessment of Adult Literacy (NAAL) report, the first update of the nation's adult literacy skills in more than 10 years, has brought media attention to the fact that Americans struggle with reading. The mostly glum tales of weak improvement rates and illiterate college students make good copy.

The stories, though, ignore the plight of 93 million Americans who cannot read medicine labels, election ballots, or *TV Guide* and have what literacy experts call "below basic literacy skills." Those 93 million live in the margins of a literate nation and shrink from questioning, much less government analyses. They seek anonymity as they creatively maneuver through everything from driving tests to parent-teacher conferences. They feel safe *only* in their libraries' literacy programs. That story hasn't hit the front pages, yet.

California State Library (CSL) literacy leaders see the media's attraction to the NAAL report as an opportunity to showcase California's libraries, and their winning literacy programs, as welcoming, life-changing havens for people who struggle with modern culture's diverse texts.

California has approximately 3.4 million adults with below basic literacy skills. California Library Literacy Services (CLLS), a division of the CSL, is dedicated to helping these 3.4 million Californians and many of those Californians know that: California's library literacy programs have over 5,000 adults on their waiting lists.

Last year, CLLS libraries served 20,014 adults in 780 communities through 103 public library jurisdictions. As a result these adults are voting for the first time, reading newspapers, reading aloud to their children, and securing jobs.

State Librarian of California Susan Hildreth in a January 29, 2006 Op-Ed piece for the *Sacramento Bee* wrote "Given the few resources for adult literacy, it's remarkable what California's libraries have accomplished...Continued support of specific library programs that target those with the lowest literacy skills is of [great] value." That's good copy.

For more information about California library literacy programs please contact Jacquie Brinkley, CSL Literacy Consultant, (916) 651-0376 or email jbrinkley@library.ca.gov.

AmeriCorps, continued from page 8

Campbell says. "We certainly hope that we are successful in securing another three years of funding after this grant has run out."

The current three-year grant will expire at the end of the 2006 calendar year. National City Public Library and the California State Library currently are at work on an application for a second three-year grant.

"The program has had an additional layer of effectiveness by impacting the lives of the AmeriCorps members, themselves," Lehn adds. "They all say they want to continue volunteering their time after they leave AmeriCorps. One is starting library school in the fall."

Full-time workers are given a living allowance of \$10,000 per year and, at the end of one year, a \$5,000 education award. Several of the AmeriCorps workers have signed on for a second year, an indication, Lehn says, of how much they enjoy working in libraries and serving their communities.

For more information please contact Carla Lehn, library programs consultant at (916) 653-7743 or email at clehn@library.ca.gov.



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Cultural Crossroads: *Historias at San Diego Public Library*

In 2004, the California State Library (CSL) launched a pilot LSTA grant program called *California Cultural Crossroads*. Under the program, each library received \$25,000 to join with a local ethnic cultural arts organization to create ongoing cultural programming in the library. *Crossroads'* goal was to entice underserved ethnic community members into libraries to experience what libraries offer. Further, the larger library community would benefit from sharing library programs with people from another ethnic culture.

California Cultural Crossroads has proven a great success: San Diego Public Library's inspired work with downtown San Diego's Latino cultural community illustrates that.

San Diego Public Library (SDPL) leaders knew that though the downtown San Diego Latino immigrant population was 46.65 % and the city's was 26.7%, Latino immigrants made up only 2% of library event audiences. Frustrated by this inequity, SDPL leaders applied for a *California Cultural Crossroads* grant, and got it. SDPL joined with San Diego's dynamic Latino arts group, the Media Arts Center, to invigorate SDPL's customer base.

Using the LSTA funds, team members from SDPL and the Media Arts Center created *Historias*, a program that has opened up the world of the SDPL to San Diego's Latino immigrant community. The numbers prove it. Since *Historias*, Lynn Whitehouse, program coordinator at SDPL, reports Latino immigrant attendance averages about 10 to 15% for non-Latino SDPL programs and ranges from 70 to 80% for Latino programs.

Historias highlight: Library Night at film festival

Historias partner, the Media Arts Center, organizes the San Diego Latino Film Festival, a perfect venue for a *Cultural Crossroads* event. With the Media Arts Center's help, SDPL launched Library Night at the March 2004 festival. As the crowd swelled to 1000, SDPL library cardholders were treated to a \$2.00 discount off the \$8.50 ticket price. At a table featuring promotional materials SDPL staff encouraged festival-goers to apply for library cards, and become involved in library activities.

Whitehouse says Library Night gave SDPL "extraordinary community exposure." The film festival, Whitehouse reports, not only prompted cultural discourse among nontraditional and underserved adults, it also drew them to the library.

More *Historias* accomplishments

Other SDPL *Historias* activities also drew Latino community members into the workings of their library.

Through the "Cultural and Intergenerational Scrap Booking Program" teen producers worked with SDPL Children's Room staff to create digital scrapbooks from interviews of 10 Latino community role models or heroes. The project, compiling a multimedia presentation on the life of each interviewee, included digital stills and videos, interviews



Library Night volunteers Ralph & Carol DeLauro and William Whitehouse staff a table at Library Night at the annual San Diego Latino Film Festival.

- Photo courtesy Richard Villasana

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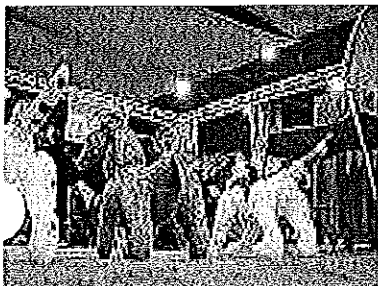
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California Center for the Book booth.



Puppy props from the "Paws, Claws, Scales and Tales" Summer Reading program booth.



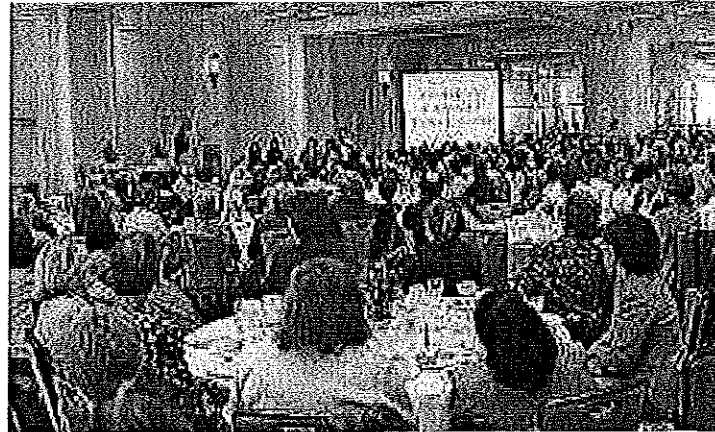
Susan Hildreth chats at CSL booth. Also pictured: Administrative Assistant Mickie Potter, LDS Bureau Chief Tom Andersen, and Library Programs Consultant Rush Brands.



Carole Leita, Lori Ayre, Holly Hinman and Cheryl Gould of InfoPeople.



Barbara Murray, Oxnard Public Library director; Sofia Kimsey, Oxnard Public Library public services supervisor, and Kimsey's son David as Susan Hildreth recognizes Kimsey as Outstanding Librarian in support of literacy with a plaque from CLA Literacy section.



Teen service learners from the Glendale Public Library recognized by the State Librarian.



Susan Hildreth talks to Paul Miller, director of the Woodland Public Library, during an InfoPeople State Librarian chat.



Jacquie Brinkley, CSL library programs consultant, chatting with Jeanne Kelly O'Grady of the Santa Cruz Public Library.



Roberto Esteves, Heather Buettner and Anthony Costa of Califa prepare for visitors to their booth.



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San Diego Literacy Coordinator named one of San Diego's "Top 50"

Valerie Hardie, literacy coordinator at READ/San Diego, the literacy services of San Diego Public Library, was named one of San Diego's 50 People to Watch in 2006 by *San Diego Magazine*.

Hardie says of her inclusion in San Diego's Top 50, "I view the acknowledgment in *San Diego Magazine* as recognition for the San Diego Public Library, its exemplary literacy program and the work everyone on the staff at READ/San Diego does for the community. I also see the article as a boost for literacy and a means of keeping the good work we do in the public eye."

The San Diego Public Library is one of 103 library jurisdictions that make up California Library Literacy Services (CLLS), the literacy arm of the California State Library (CSL).

For the full story please visit www.sandiegomag.com.



Cultural Crossroads, continued from page 10

of elder community leaders, and journal writing.

By speaking and interviewing community leaders, *Historias* youth learned that civic change begins with individuals like the muralist for San Diego's Chicano Park, a local vice-principal raised in the library's urban neighborhood, and the director of the a downtown community center.

Historias's "Bilingual Book Discussion Group" allowed participants to read Mexican and Mexican American literature that might resonate in their lives. In one book club selection, Limon's *The Day of the Moon*, the Chicana protagonist travels back across the border to Mexico to find or discover her heritage, a way of life for many of SDPL's newest customers.

For more information about *California Cultural Crossroads*, please contact CSL Library Programs Consultant Kathy Low at (916) 653-6822 or email at klow@library.ca.gov.



Mountain View Public Library wins Putnam award

Mountain View Public Library won the 2005 Helen Putnam Award for Excellence from the League of California Cities for its Teen Zone, a homework center that local teenagers helped to design.

"We took a dark, dingy reading room and turned it into a bright, attractive octagonal space with a fireplace, a teen media center, and tables for group study," says Karin Bricker, youth services supervising librarian. "We spread iron filings on the walls and then painted over them, so now kids spend hours making poetry on the walls with magnetic words. We also have a bulletin board that displays the best local teenage art."

Bricker says that the library consulted junior high and high school students from the very beginning, asking for their help in planning the Teen Zone. A teenage advisory panel meets once a month to continue improving the center.

A grant-funded teenage homework assistant helps students with their homework in the Teen Zone, which also has a half-time librarian assigned to it. The library works closely with local schools, which provide the library with current school textbooks, so that students do not have to carry their textbooks to the library. The library also sponsors an inter-generational program of knitting and crocheting and an informal teenage book club that meet in the Teen Zone.

The Teen Zone is open from 3:30 to 6:00 p.m. on weekdays during the school year and two weekday evenings per week. It also is open on weekends. The Teen Zone is open whenever the library is.

Mountain View is a community of 70,000 near San Jose. The public library, founded in 1905, opened its current facility in 1997 and has 60,000 square feet. The Helen Putnam Award for Excellence was established by the League of California Cities in 1982 and recognizes innovative and effective civic programs in California 477 cities.

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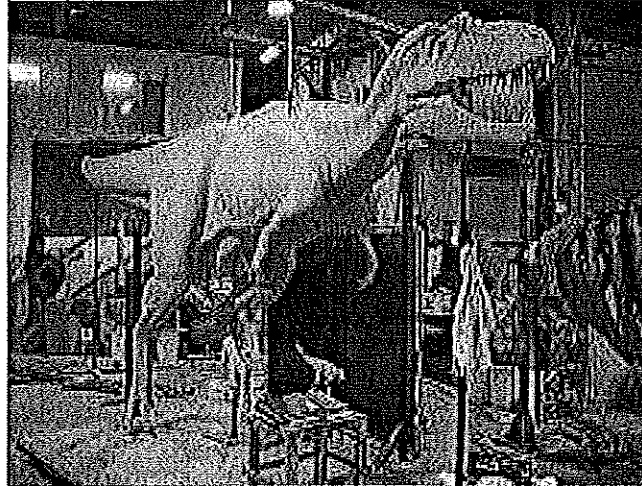
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- Photos courtesy
San Diego Natural History Museum

California Cultural and Historical Endowment funds new gallery to display California's prehistoric legacy



Life-sized Albertosaur, a flesh eating theropod dinosaur.

California's landscape millions of years ago wasn't dotted with tall buildings or crisscrossed by miles of highways. Instead, there were acres of lush tropical forest populated by animals and plants. Many of these plants and animals are now extinct and many Californians are unaware of their state's incredible prehistoric legacy. Now though, Californians will be able to learn about this aspect of the state's history thanks to a grant from the California Cultural and

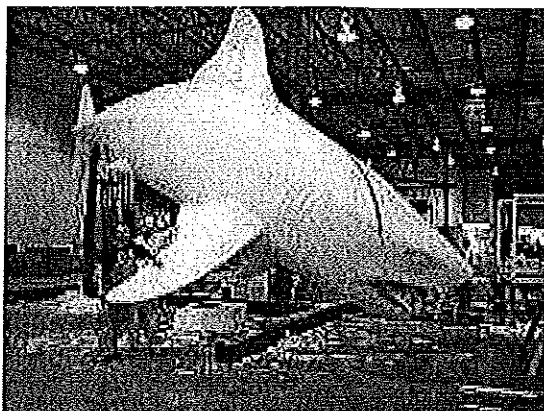
Historical Endowment (CCHE), an agency the California State Library currently hosts.

The CCHE board awarded a \$2,887,500 grant to the San Diego Natural History Museum to create the only museum gallery in California that gives a comprehensive overview of the unique fossils, minerals, and other artifacts from California's prehistoric past. These fossil and geological specimens, collected by the San Diego Natural History Museum's paleontologists and geologists from sites throughout California, literally chronicle the formation of the state.

The gallery exhibits will use the museum's specimens, together with full-sized animal fabrications, to showcase California's natural heritage. Visitors will learn the history of the forces that shaped the biological and environmental changes that occurred during California's prehistoric past and the history of more recent forces and events that have shaped the state's present physical and natural environment.



Artist Bill Monteleone, creates one of many replicas for San Diego Natural History Museum.



34-foot model of the Megalodon, the largest shark that ever lived.

The Main Gallery, when completed in late-2006, will house a 34-foot model of the Megalodon, the largest shark that ever lived. There will also be exhibits of the small animals that lived during the Pleistocene Era, 10,000 to 70,000 years ago. Visitors will have the opportunity to be immersed in the tropical forests that existed during the Eocene Era, some 45 million years ago. In this exhibit, visitors will see not only pictures of the Eocene, but will stand in a realistic setting that provides the sights, sounds and smells of a tropical environment. There will also be a life-sized Albertosaur, a flesh eating theropod dinosaur of the Cretaceous Era, about 75 million years ago. Similar exhibits will highlight fossils and rock forms associated with the Miocene Era (5 to 24 million years ago) and Pliocene Era (1.8 to 5 million years ago).

For more information about the CCHE please call Diane Matsuda, CCHE executive officer at 916-651-8769 or email dmatsuda@library.ca.gov.



Heyday authors available for author events at public libraries

Author visits can be a great boost to a public library. Berkeley-based *Heyday Books*, publisher of works on California's history, natural history, arts, and literature, will provide California's libraries with Heyday authors for readings and author programs at no cost. Anissa J. Paulsen, Heyday's director of education and outreach, reports that Heyday, with its wide range of subjects and authors, will work with library staff to ensure the program engages that particular library's audience.

In the past year, Heyday has sponsored over 150 events at educational institutions around California, including public libraries in Oakland, San Francisco, Auberry, Sacramento, Nevada City, Los Angeles, Winters, Concord, Livermore, Sonoma, San Jose, San Clemente, and many others. Heyday event subjects include:

- History of the West
- Art and Photography
- California Indians
- Asian American Art and Literature
- Latino Art and Literature
- Poetry
- Natural History
- Great Valley
- California Legacy
- Heyday Kids

Some of the Heyday authors available for public appearances at libraries around the state are:

Gerald Haslam, author of *Workin' Man Blues: Country Music in California* and *Haslam's Valley*, a collection of fiction and essays about the sweeping diversity of the Central Valley.

Stephen Tobriner, author of *Bracing for Disaster: Earthquake-Resistant Architecture and Engineering in San Francisco, 1838-1933* (April 2006), a unique study that credits the architects and engineers for learning from past quakes to design newer models of earthquake-resistant building techniques and then applying them in an ongoing effort to save San Francisco.

Rose Castillo Guillbault, author of *Farmworker's Daughter: Growing Up Mexican in America*, an intimate view of the immigrant experience from a distinctly female perspective and through the voice of one of California's most successful women.

Rose Marie Beebe and Robert M. Senkewicz (*Testimonios: Early California through the Eyes of Women, 1815-1848*, June 2006), thirteen women's firsthand accounts from when California was part of Spain and Mexico.

Heyday Kids authors and illustrators are also available for library readings and family programs, including Lucille Lang Day and Doug Dworkin (*Chain Letter*), Sylvia Ross (*Lion Singer*), Janet Nichols Lynch (*Peace Is a Four-Letter Word*), and Krystina Castella and Brian Boyl (*Discovering Nature's Alphabet*, May 2006).

For further information about how you can help set up lectures and slideshows at your library, please contact Anissa Paulsen, director of education and outreach, at (510) 549-3564, ext. 316 or anissa@heydaybooks.com.

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- Cultural Crossroads
- CLA conference
- Literacy Coordinator named to San Diego's "Top 50"
- Mountain View Public Library wins Putnam award
- New gallery to display California's prehistoric legacy
- Heyday authors available
- Two California librarians honored
- Field Feedback

CONTACT INFO



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

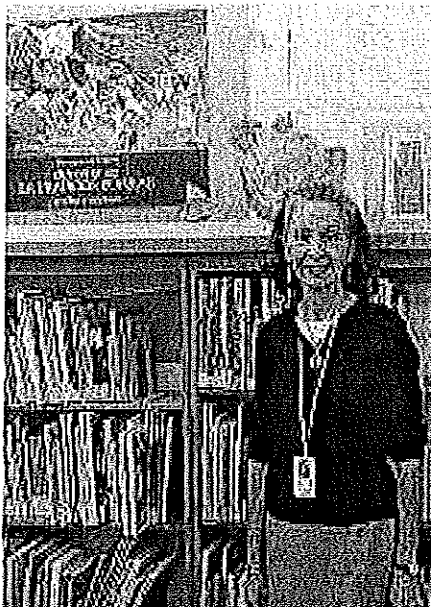
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Two California librarians honored by *New York Times*

Two California librarians, one at Santa Monica Public Library and the other at Los Angeles Public Library, are among 27 librarians from 13 states who were selected to receive \$2,500 awards from *The New York Times*. Sylvia Anderle, a children's and Latino outreach librarian at Santa Monica Public's Fairview Branch, and Katie Rao, a young-adult librarian at L.A. Public's Plo Pico Koreatown Branch, won the awards for excellence of service. They received their awards at a ceremony in New York City on November 16.



New York Times honoree Sylvia Anderle, Santa Monica Public Library.

- Photo courtesy Santa Monica Seascape

Anderle decided to go into library work after rearing a family. She earned her master's degree in librarianship at Long Island University in New York. She and her husband moved to California in 1989, and she joined the staff of Santa Monica Public Library that same year.

In 1991 Anderle introduced Spanish-language story times at the Fairview Branch library. These continue to be enthusiastically attended by Spanish-speaking and non-Spanish-speaking families. In August 2005 she completed her eleventh year of offering a summer reading tutorial for children in grades two through five who are performing below grade level. The majority of these children come from homes in which Spanish is the dominant language. The tutorial has extended into the school year, and Anderle actively recruits, trains, and places tutors with children. As an outreach librarian she also works with local Head Start programs and serves as their distribution coordinator for Reading Is Fundamental.

Susan Annett, a librarian at Santa Monica Public's main branch, writing to nominate Anderle for the award, said that thanks to this one librarian, the Fairview Branch is considered by many to be Santa Monica's most "family-friendly" branch. "To see how Sylvia welcomes children and caregivers to her programs...is to see a great librarian in action."

Katie Rao earned her master's at Dominican University in Chicago four years ago. She and her husband moved to California so that he could enter the medical residency program at UCLA Medical Center. She has been working at the Koreatown Branch of Los Angeles Public Library for two and a half years, organizing a variety of programs for students at the junior high and high school levels. She works with a teen advisory group and organizes summer reading programs for teens. She led one group of teens through a pinhole camera project in which the youth "made" cameras on-site last summer. During the school year she provides three activities per month for teens. During the summer there is one activity per week.



New York Times honoree Katie Rao, Plo Pico Koreatown Library.

- Photo courtesy Katie Rao



CALIFORNIA
STATE LIBRARY
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Field Feedback: The California State Library hears from you!

Customer letters to CSL librarians

To the California History Section in Sacramento:

[From a college professor writing a book on migrant labor in California before 1920]

Thank you [for] your good help during my work in the California State Library last week. Everyone was extremely helpful. And I really appreciate that – especially when I am on a quick visit, trying to cover a lot of territory in a short time... You have a great photo collection as well as being quite a storehouse of material on California history... All in all, I found a lot of helpful materials. I now feel more confident about my California topics, and hope to begin writing early next year... You have a fine collection, and the [staff] attention was very good.

Mark Wyman, Illinois State University, Department of History

To the California State Library Sutro Branch in San Francisco:

[From a patron whose opinion librarian Martha Whittaker asked before she purchased New Orleans Slave Manifests for Sutro]

I am very flattered that you asked for my advice regarding historical documents... I will always be grateful to Sutro and its staff for the absolutely outstanding effort rendered me in my research for the origin of my early 17th century ancestors. [Each] of those manifests... hold so much promise for researchers. For example, my grandfather told us that his father was shipped to the "Big Easy" because he was the offspring of a black woman and a white man. I have since been told that mixed race people were [routinely] shipped from Virginia to New Orleans ... Ms. Whittaker, I commend you for your very noteworthy endeavor. Hopefully, the documents will aid somebody in their search for ancestors. Many thanks again for your thoughtfulness.

Ralph Hodge

Public Library Staff Education Program

In the past two months... I completed my final culminating research paper to complete my master's degree, and was offered full time employment with Glendora Public Library as the adult reference librarian.

I am writing to express my gratitude and to urge you to continue your support of the Public Library Staff Education Program. I have just completed the San Jose State Library and Information Sciences program offered through the Cal State Fullerton campus. Without the financial help of tuition reimbursement, it is unlikely I would have been able to accomplish these goals.

A bit more than five years ago, I began working as a library page, shelving books for a little more than minimum wage. Two years later I decided to seek my master's degree and was promoted to a position with more pay and responsibility. As a library aide, I worked at least 30 hours each week and attended evening, weekend, and online classes for several years... My years of work paid off, and I am thrilled to be working as a reference librarian at last.

Thank you for the Public Library Staff Education Program. I ask you to continue this program to encourage public library support staff to pursue their MLIS degrees.

Sandra Krause, Monrovia (Glendora Public Library)



Contact Information

CSL * CONNECTION

The California State Library | Founded 1850

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Please submit suggestions to the Connection editor, [Sarah Dalton](mailto:sdalton@library.ca.gov).



CALIFORNIA
 STATE LIBRARY
 FOUNDED 1850

The California State Library
 914 Capitol Mall
 P.O. Box 942837
 Sacramento, CA 94237-0001
www.library.ca.gov

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 29
TO ENDORSE AND SUPPORT 2006 CALIFORNIA STATE LIBRARY BOND**

WHEREAS, Governor Arnold Schwarzenegger has signed into law the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2006; and

WHEREAS, approval by voters of that bond would authorize the State of California to sell \$600 million in bonds to assist local governments in the construction of public libraries; and

WHEREAS, passage of that bond, which will appear on the June 2006 ballot, will permit many cities and counties across the state to construct library facilities; and

WHEREAS, the California State Library has identified that at least 579 unfunded library construction projects which total \$4.4 billion in need statewide; and

WHEREAS, our community will continue to have ongoing needs for public library services; and

WHEREAS, use of public libraries continue to grow and expand as new services are offered and hours are increased:

NOW THEREFORE, BE IT RESOLVED, that the Placentia-Yorba Linda Unified School District supports the passage and funding of the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2006, and urges all citizens, community leaders, and organizations in Placentia, California to lend their support to the creation of this public library bond fund.

AYES: Downey, Freeman, Miner, Olson, and Wagner
NOES: None
ABSENT: None
ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Dennis M. Smith, Secretary to the Board of Education of the Placentia-Yorba Linda Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution No. 29 was duly and regularly adopted by said Board at a regular meeting thereof held on the 14th day of March, 2006, and passed by a unanimous vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this on the 14th day of March 2006.

Secretary to the Board of Education

Judy Miner, Clerk of the Board



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Notification Letter – McFarlin & Associates
DATE: March 28, 2006

The Placentia Library District does not have any open items with McFarlin & Associates at this time.

Prepared by: Wendy Goodson



LAW OFFICES OF
McFarlin & Anderson LLP

23101 LAKE CENTER DRIVE
SUITE 120
LAKE FOREST, CALIFORNIA 92630
(949) 452-0500

GEORGE W. MCFARLIN
JAMES F. ANDERSON

FAX (949) 452-0577

OF COUNSEL
TIMOTHY J. DAVIS

February 24, 2006

TO ALL CLIENTS OF OUR LAW FIRM
AND OTHER FINANCING PARTICIPANTS

**Re: Burglary at 23101 Lake Center Drive,
Lake Forest, California**

Please be advised that a burglary occurred at our office building in late January, 2006. Our firm was one of many burglarized. Computer equipment and office equipment of various kinds were stolen from several suites on our floor. Our office lost computer equipment. While not probable, it is possible that your records may have been misappropriated.

We may deal with several people within your organization but have sent this letter to you. Please forward to the appropriate person and/or department to take whatever action you determine is appropriate. We apologize for any inconvenience this incident may cause you. If you have any questions, please feel free to call me.

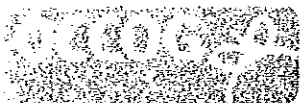
Sincerely yours,



James F. Anderson

JFA/bf





ORANGE COUNTY
COUNCIL OF GOVERNMENTS

MINUTES OF A REGULAR MEETING OF THE
ORANGE COUNTY
COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS

HELD

February 23, 2006

A regular meeting of the Orange County Council of Governments was called to order at 10:19 a.m. by Chair Richard Dixon at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Brown.

I. CALL TO ORDER / ROLL CALL

Roll was taken by the Deputy Clerk of the Board.

PRESENT:

Richard Dixon, Chair, District 13
Art Brown, Vice-Chair, District 21
Cathryn DeYoung, District 12
Cheryl Brothers, District 15
Bob Bell, Alternate, District 17
Marilyn Poe, District 20
John Beauman, District 22
Bob Ring, Cities At-Large
Miguel Pulido, SCAQMD – Cities Rep.
(arrived at 10:42 a.m.)
Jan DeBay, Alternate, ISDOC
Jim Ferryman, OCSD
Cathy Green, OCTA

ABSENT:

Tod Ridgeway, District 14
Christine Barnes, District 18
Robert Hernandez, District 19
Debbie Cook, District 64
Bill Campbell, County At-Large
Peter Herzog, OCD, LOCC
Chris Norby, SCAG-County Rep.
Jim Silva, SCAQMD – County Rep
Dave Swerdlin, TCAs
Owen Holmes, University Rep.
Kristine Thalman, Private Sector

VACANT:

District 16

II. OATH OF OFFICE

None.

III. PUBLIC COMMENTS

There were no public comments.

IV. CONSENT CALENDAR

It was moved by Board Member Ring and seconded by Board Member Ferryman, to approve Consent Calendar Item A and B. The motion carried unanimously, with Board Members Ridgeway, Barnes, Hernandez, Cook, Campbell, Herzog, Norby, Silva, Swerdlin, Holmes, Thalman absent from the meeting.

A. Minutes from January 26, 2006 OCCOG Board Meetings

Action: Approved minutes.

B. Report on the OCCOG TAC

Action: Received report.

V. ACTION ITEMS

A. Acceptance of City Managers' Offer to Study and Recommend OCCOG Administrative Changes

Annabel Cook reported that the Orange County City Managers Association has offered assistance to both OCCOG and the Executive Steering Committee of the Orange County Division of the League of California Cities to study and make recommendations regarding OCCOG and Division relationships and structures.

Action: It was moved by Board Member Brown and seconded by Board Member DeYoung, to accept the City Managers' offer to study and recommend OCCOG administrative changes. The motion carried unanimously.

There was a question as to when the Executive Steering Committee of the Orange County Division, League of California Cities, accepted the City Managers' offer to conduct such a study and it was clarified and confirmed that indeed the offer had been accepted on January 25, 2006, as reported in the Staff Report.

Board Member Beauman requested the City Managers' Task Force explore the issues of having OCCOG members pay dues. Several Board Members asked to have a timeline by which staffing issues, including those of an executive director, would be addressed. The Board requested that the City Managers Task Force provide an update at each OCCOG Board meeting and strive to conclude its study within 90 days. In addition, Board Member DeYoung recommended the formation of an OCCOG Finance Committee that could address "best practices" for addressing budget, audit and finance issues and assure that federal and state budget guidelines are addressed.

B. Approval of the 2006 OCCOG Budget

Annabel Cook presented the OCCOG Board with a draft budget that is the first-ever OCCOG budget. The budget separates the OCCOG budget from the Orange County Division budget.

Action: It was moved by Board Member Beauman and seconded by Board Member Poe, to continue this item until the next OCCOG Board meeting at which time additional details and certain amendments to the budget will be presented. The motion carried unanimously.

Board Member Brothers requested that costs related to the OCCOG General Assembly be reduced and that more detail be given regarding project expenditures.

C. Approval of the Contract for the OCCOG Overall Work Program Coordinator

Fred Galante provided information regarding the selection of the OCCOG consultant and the draft contract, which addressed Board Members' financial concerns.

Action: It was moved by Board Member Poe and seconded by Board Member Beauman, to approve the contract for Cook and Associates and authorize the execution of the agreement. The motion carried unanimously.

VI. URGENCY ITEM

A. Approval of Changing the Regular Meeting Time of the OCCOG Board to 10:00 a.m.

Urgency Item Finding Action: It was moved by Board Member Brown and seconded by Board Member Poe, that an urgency item to change the OCCOG Board meeting to 10:00 a.m. be added to the agenda. This item is urgent in that the Board just became aware that other agencies' meeting times now conflict with the OCCOG Board meeting time and future meetings may not have quorums if the meeting time is not changed to 10:00 a.m. The motion carried unanimously.

Action: It was moved by Board Member Poe and seconded by Board Member Ring, to change the regular meeting time for the OCCOG Board meetings to 10:00 a.m. The motion carried unanimously.

VII. REPORTS

A. Report on the Orange County Leadership Symposium

Action: Receive and file.

Annabel Cook reported that the Orange County Leadership Symposium had been held in Lake Arrowhead from January 13–15, 2006. One of the next steps for OCLS is to identify a project to which the OCLS decision-making principles could be applied. Board Member Poe suggested that looking at an issue such as e-waste may be an appropriate regional-type project.

B. Reduce Orange County Congestion Report

Action: Receive and file.

Matthew Henkes gave a report regarding the Reduce Orange County Congestion (ROCC) program. Chair Dixon indicated that a pre-award audit meeting with Caltrans would be occurring in March 2006. OCCOG staff also mentioned that they would be attending the February 28, 2006 Caltrans meeting at which subregions would be given instruction on how to comply with state and federal finance, budget and recordkeeping provisions. This is the first meeting that has been offered by Caltrans or SCAG to train subregions like OCCOG on budget, finance and audit issues.

C. Report from OCCOG Chair

Action: Receive and file.

Chair Dixon introduced OCTA staff member Kia Mortazavi who provided an update on several OCTA issues including:

- The Transportation Improvement Plan would need an amendment due to changes in the budget for the I-5 widening project. These amendments would be presented to the SCAG Transportation and Communications Committee as an information item;
- The Comment period for the Long-Range Transportation Plan closes on March 31, 2006; and
- A Measure M Turn-back document has been distributed.

VIII. MATTERS FROM BOARD MEMBERS

No matters were discussed.

IX. MATTERS FROM MEMBER AGENCIES

No matters were discussed.

X. MATTERS FROM STAFF

No matters were discussed.

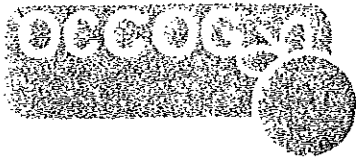
XI. ADJOURNMENT

Chair Dixon adjourned the meeting at 11:31 a.m. to the next regular meeting, to be held on Thursday, March 23, 2006, beginning at 10:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

CHAIR OF THE ORANGE COUNTY COUNCIL OF
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

CLERK OF THE BOARD



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

**MINUTES OF A REGULAR MEETING OF THE ORANGE COUNTY COUNCIL OF
GOVERNMENTS**

TECHNICAL ADVISORY COMMITTEE

HELD

Tuesday, March 7, 2006

A regular meeting of the Orange County Council of Governments Technical Advisory Committee was called to order at 9:08 a.m., by OCCOG TAC Chair Tracy Sato at the City of Orange, City Hall, Conference Room C, 300 East Chapman, Orange, CA 92866

I. INTRODUCTIONS **Chair Tracy Sato**

Roll was taken by sign-in sheet.

II. PUBLIC COMMENTS

There were no public comments

III. REPORT ON THE FEBRUARY 23, 2006 **Annabel Cook**
BOARD MEETING

Action: Receive Report

The February meeting of the OCCOG Board of Directors included a presentation of a draft OCCOG budget. The Board commented on the budget and requested that a more detailed version be presented at the March meeting. A proposal by the Orange County City Managers Association (OCCMA) to review the structure of OCCOG and the Orange County Division, League of California Cities was approved by the OCCOG Board of Directors. The City Managers group will be reporting regarding their progress at the March meeting. Creating a system of dues to support OCCOG is one of the approaches that the City Managers will be considering.

IV. REPORT ON OCTA ACTIVITIES **Richard Marcus,**
OCTA

Action: Adopt Meeting Schedule

The OCTA Long Range Transportation Plan (LRTP) has been distributed to Community Development Directors and Public Works Directors of Orange County cities for their review and comments. Comments are due March 31, 2006. There is a

probability that San Diego will join the currently six-county goods movement action plan. This would be a very positive change due to San Diego's shared border with Orange County and the goods being moved north from Mexico.

V. OCTA MEASURE M UPDATE

Dave Simpson,
OCTA

Action: Receive Report

OCTA has concluded all of their scheduled Renewed Measure M workshops. Comments are being accepted regarding the Draft Investment Plan until March 31, 2006. A Frequently Asked Questions (FAQ) paper has been developed to help educate people on the topic of Measure M. The previous Measure M Centerline project has gone through a number of changes and is currently housed in a project that will create bus rapid transit and a city initiated program to connect local jurisdictions with the Metrolink core. Workshops for this city-initiated portion will be held in April, most likely on the 4th or 6th of the month. This two-hour workshop will instruct cities on how to access the up-to-\$100,000 available to each jurisdiction housing a Metrolink station.

VI. UPDATE ON ORANGE COUNTY PROJECTIONS

Deborah Diep
CDR

Action: Receive Report

On February 15, 2006 the Southern California Association of Governments (SCAG) requested that OCCOG and the Center for Demographic Research (CDR) present to a "panel of experts" on the Orange County Projections process. Questions outside of the scope of the panel were asked and on February 17, 2006 SCAG staff indicated to CDR and OCCOG representatives that these questions were inappropriate and that no response was necessary. A meeting was held on February 28, 2006, at which SCAG staff reaffirmed its commitment to work with OCCOG and continued its commitment to use OCP as Orange County's local input.

Deborah reported that CDR will be slowing down the OCP process slightly to ensure that everyone is informed on how the process will be moving. Questions remain as to how CDR will have to adapt the current three-year horizon for each OCP should SCAG switch to a four-year Regional Transportation Plan. One possible result could be a four-year OCP with updates every two years.

VII. REPORT ON HEALTHY WATERWAYS INITIATIVE

Annabel Cook

Action: Receive Report

The draft copy of the Healthy Waterways brochure has been distributed to the TAC and comments are invited until March 14, 2006. A workshop is being planned for May at which the County of Orange will be a significant participant and will present on their urban runoff and water quality programs in addition to OCCOG unveiling their final

brochure. The brochure is set to be reviewed by the OCCOG Board at their April Meeting. OCCOG staff will also be coordinating with Orange County senior centers and pharmaceutical associations for distribution of the brochure.

Comments received at the TAC meeting include:

Deborah Diep, CDR

- Are we including over the counter (OTC) and supplements/vitamins?

Annabel Cook, OCCOG

- We will not be making any mention of either:
 1. Finishing your prescriptions; or
 2. Asking for smaller initial prescriptionsThis is due to potential legal liability.

Gail Shiomoto-Lohr, Consultant Representing Mission Viejo

- The brochure may be written for too educated an audience, perhaps a good focus group for the language would be:
 1. PTA Parents; and
 2. Pharmaceutical Industry Representatives.
- Are we going to produce these documents in multiple languages?

Pat Dapkus, City of Huntington Beach

- Due to co-payments people often want to procure as much as they can with one prescription. Smaller prescriptions may be a burden on them.

Melanie McCan, City of Santa Ana

- With regards to the hazardous waste facilities – What is considered bulk? Define this term better and whether or not it relates to having.
 1. A large, but mixed group of household waste, or
 2. A large group of pharmaceuticals. And, if so, how much is “bulk.”
- Think about including pictures, e.g., a prescription bottle in a plastic baggy.

Tracy Sato, City of Anaheim – OCCOG TAC Chair

- The term “pharmaceuticals” is used interchangeably with prescriptions. This a tough word for some people to understand and actually has a different meaning than prescription drugs. Pharmaceuticals may include OTC and supplements as well.
- Other comments will be provided in hard copy.

**VIII. UPDATE ON REDUCE ORANGE COUNTY
CONGESTION PROGRAM**

Matthew Henkes

Action: Receive Report

OCCOG staff met with Caltrans Audits and Investigations representatives to discuss the findings of the OCCOG pre-award audit. Information will be forthcoming once the audit is finalized.

IX. REPORT ON AIR QUALITY ISSUES

Annabel Cook

Action: Receive Report

Funding is now available through the Moyer Program for heavy-duty vehicles. OCCOG is moving forward with its Clean Cities Coalition designation and next steps include conducting a countywide fleet survey and prepare for the next Clean Cities Coalition conference anticipated to be held in Orange County. Additionally, Air Quality will become a standing TAC agenda item.

X. REPORT FROM THE CHAIR

Chair Sato

Action: Receive Report

Legislative Issues will become a standing TAC agenda item. For the SCAG Plans and Programs committee Gail Shiomoto-Loehr has been the TAC representative. Her term is finished and the TAC will need to appoint a new representative in April.

XI. OTHER BUSINESS/ITEMS FOR NEXT MEETING

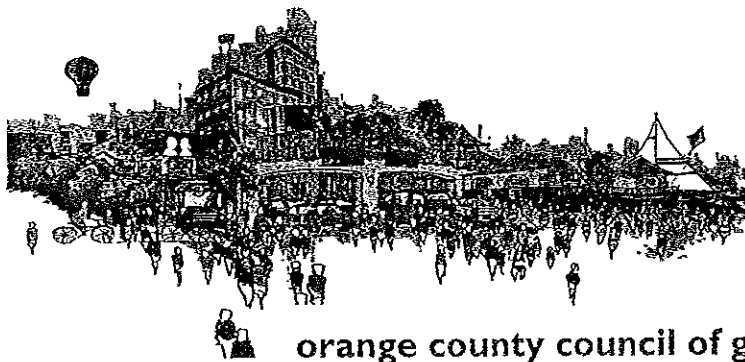
Action: Discussion

XII. ADJOURNMENT

Chair Sato

Next Meeting:
Tuesday, April 4, 2006 - 9:00 a.m.
City of Orange City Hall, Conference Room C
300 East Chapman, Orange, CA 92866

000017



orange county council of governments

Regular Meeting of the **BOARD OF DIRECTORS**

**PLEASE NOTE:
NEW MEETING START TIME IS 10:00 A.M.**

Meeting Date / Location

Thursday, March 23, 2006
10:00 a.m. – 12:00 p.m.
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, California

AGENDA ITEM

STAFF

PAGE

Agenda descriptions are intended to give notice to members of the public by providing a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff's recommendation. The Board of Directors may take any action which it deems appropriate on the agenda item and is not limited in any way by the recommended action.

- cities
- Alliso Viejo
- Anaheim
- Brea
- Buena Park
- Costa Mesa
- Cypress
- Dana Point
- Fountain Valley
- Fullerton
- Garden Grove
- Huntington Beach
- Irvine
- La Habra
- La Palma
- Laguna Beach
- Laguna Hills
- Laguna Niguel
- Laguna Woods
- Lake Forest
- Los Alamitos
- Mission Viejo
- Newport Beach
- Orange
- Placentia
- Rancho Santa Margarita
- San Clemente
- San Juan
- Capistrano
- Santa Ana
- Seal Beach
- Stanton
- Tustin
- Villa Park
- Westminster
- Yorba Linda

PLEDGE OF ALLEGIANCE

I. CALL TO ORDER / ROLL CALL

(Chair Richard Dixon)

- Richard Dixon, Chair, District 13
- Art Brown, Vice-Chair, District 21
- Cathryn DeYoung, District 12
- Tod Ridgeway, District 14
- Cheryl Brothers, District 15
- Vacant, District 16
- Lou Bone, District 17
- Christine Barnes, District 18
- Robert Hernandez, District 19
- Marilyn Poe, District 20
- John Beauman, District 22
- Debbie Cook, District 64

- Bob Ring, Cities At-Large
- Bill Campbell, County At-Large
- Phil Anthony, ISDOC
- Peter Herzog, OCD, LOCC
- Jim Ferryman, OCSD
- Cathy Green, OCTA
- Chris Norby, SCAG-County Rep.
- Miguel Pulido, SCAQMD – Cities Representative
- Jim Silva, SCAQMD–County Representative
- Dave Swerdlin, TCAs
- Owen Holmes, University Representative
- Kristine Thalman, Private Sector

County of Orange

II. OATH OF OFFICE

(Clerk of the Board)

An oath of office will be administered to members and alternates present who are joining the OCCOG Board of Directors.

- agencies
- Costa Mesa Sanitary District
- East Orange Water District
- El Toro Water District
- Emerald Bay Service District
- Irvine Ranch Water District
- Los Alliso Water District
- Mesa Consolidated Water District
- Moulton Niguel Water District
- OC Fire Authority
- OC Sanitation District
- OC Transportation Authority
- OC Water District
- Placentia Library District
- Rossmoor/Los Alamitos Area Sewer District
- Serrano Water District
- Silverado-Modjeska Parks & Recreation District
- South Coast Water District
- Trabuco Canyon Water District
- Transportation Corridor Agencies

III. PUBLIC COMMENTS

At this time members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the Board on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the Clerk of the Board prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Board of Directors in writing and only pertinent points presented orally.

IV. CONSENT CALENDAR

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed from the Consent Calendar for separate action or discussion.

- | | | | |
|----|--|----------------------|---|
| A. | Minutes from February 23, 2006 OCCOG Board Meetings | (Clerk of the Board) | 5 |
|----|--|----------------------|---|

Recommended Action: Approve minutes.

- | | | | |
|----|--------------------------------|----------------------------------|----|
| B. | Report on the OCCOG TAC | (Tracy Sato,
OCCOG TAC Chair) | 11 |
|----|--------------------------------|----------------------------------|----|

Recommended Action: Receive report.

V. PRESENTATION

- | | | | |
|----|------------------------------------|----------------------|----|
| A. | Report on Measure M Renewal | (Ellen Burton, OCTA) | 19 |
|----|------------------------------------|----------------------|----|

Recommended Action: Receive and file.

VI. ACTION ITEMS

- | | | | |
|----|--|----------------|----|
| A. | Approval of the 2006 OCCOG Budget | (Annabel Cook) | 21 |
|----|--|----------------|----|

Recommended Action: Approve the 2006 OCCOG budget.

- | | | | |
|----|---|----------------|----|
| B. | Approval of an OCCOG Finance Committee | (Annabel Cook) | 28 |
|----|---|----------------|----|

Recommended Action: Approve the formation of an OCCOG Finance Committee.

VII. REPORTS

- | | | | |
|----|--|----------------|----|
| A. | Report on City Managers' Study of OCCOG-Division Relationship | (Annabel Cook) | 30 |
|----|--|----------------|----|

Recommended Action: Receive and file.

B. Update on Healthy Water Initiatives (Jennifer Solomon) 32
Recommended Action: Receive and file.

C. Report from OCCOG Chair (Chair Dixon) 36
Recommended Action: Receive and file.

VIII. MATTERS FROM BOARD MEMBERS (Chair Dixon)

IX. MATTERS FROM MEMBER AGENCIES (Chair Dixon)

X. MATTERS FROM STAFF (Chair Dixon)

XI. ADJOURNMENT

Next Meeting: Thursday, April 27, 2006

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Library Director's Report
DATE: March 28, 2006

WBG for EDM

Report will be distributed at the Board of Trustees Meeting.

Prepared by: Wendy Goodson

Agenda Item 36

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: March 28, 2006
 SUBJECT: Program Committee Report for the month of February.

ADULT SERVICES

	Feb 04-05	Feb 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	2	1	6	8
NUMBER OF ATTENDEES	21	25	94	180

CHILDREN'S SERVICES

	Feb 04-05	Feb 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	25	22	130	198
NUMBER OF ATTENDEES	900	767	5,268	7,511

PROGRAM COMMITTEE

	Feb 04-05	Feb 05-06	YTD 04-05	YTD 05-06
NUMBER OF MEETINGS	0	2	0	7
NUMBER OF ATTENDEES	0	10	0	33
NEWS RELEASES	NA	1	NA	4

LITERACY SERVICES

	Feb 04-05	Feb 05-06	YTD 04-05	YTD 05-06
Total Tutors	186	191	246	278
Total Students	295	229	311	325
Total Hours	1,622	981	10,075	7,816

For more detailed literacy statistics, see Agenda Item 38, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian *CG*

Date: for Board Meeting, March 28, 2006

Subject: February 2006 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 2 years and under	4	145
Story Time I : 6 years & under	4	132
Story Time II : 6 years & under	4	208
Music Time: under 6 year olds	4	115
Music Time : under 6 year olds	4	103
Class Visit	1	38
Read to the Dogs event	1	26
Total February 2006	22	767
Total February 2005	25	900
Current FY to date	198	7511
Previous FY to date	158	6268



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: March 28, 2006

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

Tutor Training. Because of a minimum number of volunteer (three), there was no tutor training workshop in February. The next tutor training workshop is scheduled for Sunday, April 2.

Families for Literacy (FFL) Program Status. We had no FFL programming in February.

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

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

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

Federal Work Study (FWS). Our FWS partnership with Financial Aid at Cal State Fullerton grew stronger during FY 2004-05. In that respect, our FWS allocation for FY 2005-06 is now \$90,000, and we already have twenty-one (21) students approved for this school year. Our FWS partnership is also very strong with Western State College University of Law as we have thirteen (13) already signed-up.

Literacy statistics. See Agenda Item 38, Pages 2 of 3, and 3 of 3.

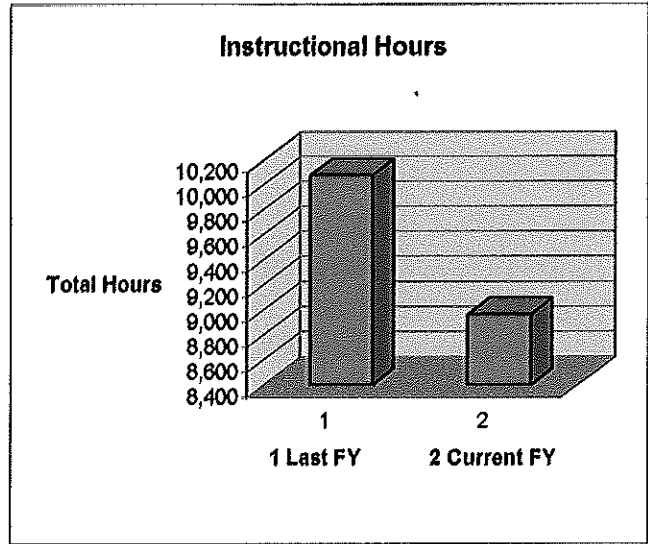
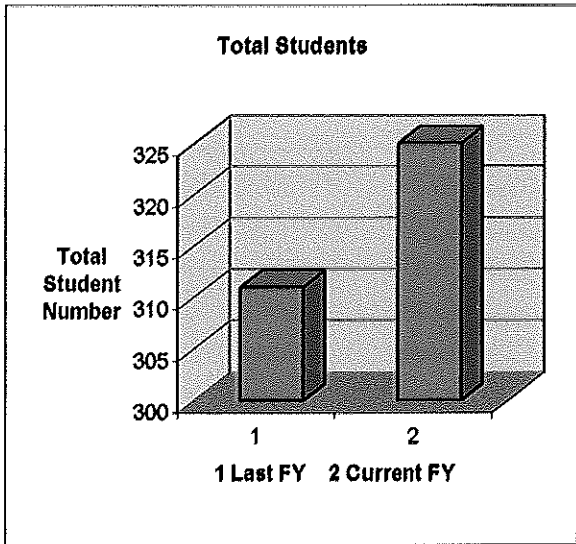


Placenta Library Literacy Services

Report of Growth and Progress

	Feb 04-05	Feb 05-06	YTD 04-05	YTD 05-06
Tutors				
Adult	98	78	158	145
Teen	88	84	115	133
Hours Instruction	1,622	1,146	10,075	8,962
Other Volunteer Hours	48	120	768	780
Total Hours	1,670	1,266	10,843	8,596
Training Workshops				
Workshops Held	1	0	21	20
Tutors Trained	6	0	166	167
Students				
With Adult Tutors	137	73	143	194
With Teen Tutors	134	129	130	131
In Groups	24	0	28	0
Total Active Students	295	202	311	325
Families for Literacy				
Family Students	6	5	10	6
Family Tutors	6	5	10	6
Hours of Instruction	80	60	480	420
ELLI Program				
K-6th Grade Students	45	201	45	201
Tutors for K-6th Grade	15	6	15	15
Hours of Instruction	450	736	2,304	4,697
Homework Clubs				
On-Site: Students	0	70	0	499
On-Site Tutors	0	16	0	30
Hours of Instruction	0	512	0	1,004
H.I.S. House Students	0	8	0	35
H.I.S. House Tutors	0	6	0	20
Hours of Instruction	0	240	0	1,072
Topaz Students	0	18	0	81
Topaz Tutors	0	6	0	39
Hours of Instruction	0	576	0	2,660
Total Tutors	186	162	273	278
Total Students	295	298	311	325
Total Instruction Hours	1,622	1,146	10,075	8,962





1. Introduction

2. Methodology

3. Results

4. Discussion

5. Conclusion

6. References

7. Appendix

8. Acknowledgements

TO: Elizabeth Minter, Library Director

FROM: *MS* Mary Strazdas, Librarian

DATE: March 28, 2006


SUBJECT: Reference and Adult Services report for February, 2006

- There were two Program Committee meetings during the month.
- Special library displays included one for D.P. Lyles, who spoke at the Author's Lunch in March; a display for Black History Month; a small display of books about Abraham Lincoln, one about jazz, and another about Harold Pinter, the Nobel Prize winner. The Placentia Round Table Women's Club showed a Bicentennial quilt. The Placentia Art Association had art items in the large display case.
- There was one program during the month. Dr. Charles Frazee presented "The Sixteenth Century;" his program attracted 25 people.

Statistical Comparisons at the Reference Desk
February FY 2005/2006

	2005	2006	YTD 04-05	YTD 05-06
Phone Reference Questions	190	198	1,418	1,560
Desk Reference Questions	1,718	1,669	11,382	12,756
E-Mail Reference Questions	1	4	36	45
Ready Reference	33	35	344	275
Instruction	19	103	409	651
Computer Use	2,418	2,221	16,853	20,359
Reference Books: In-Library Use	3296	3,333	9,491	23,912
Patron Database Signups	202	154	1,704	1,615

TO: Elizabeth Minter, Library Director

FROM: Gary Bell, Librarian 

DATE: March 28, 2006

SUBJECT: History Room report for February

History Room visitors in February: fiscal year 2005-2006 2

History Room visitors in February: fiscal year 2004-2005 0

The new Community Resources catalog was delivered to the Placentia Yorba Linda Unified School District for distribution to the schools.(31)

Photos were selected from the collection at First American Title Insurance Company. These will be copied for our History Room collection and some will be used in our 1938 flood presentation.

A request was made concerning the history of Fullerton.

A request was made for El Dorado High School annuals, years 2004 and 2005.


A request for the author Kathleen Norris was made. Her novels reside in our local author fiction collection.

Several books were purchased and added to the local history collection.

The filming of the 1938 flood presentation and interview will take place on Friday March 24th. This will be the first in a series of videotaped programs on local history.

Agenda Item 41

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

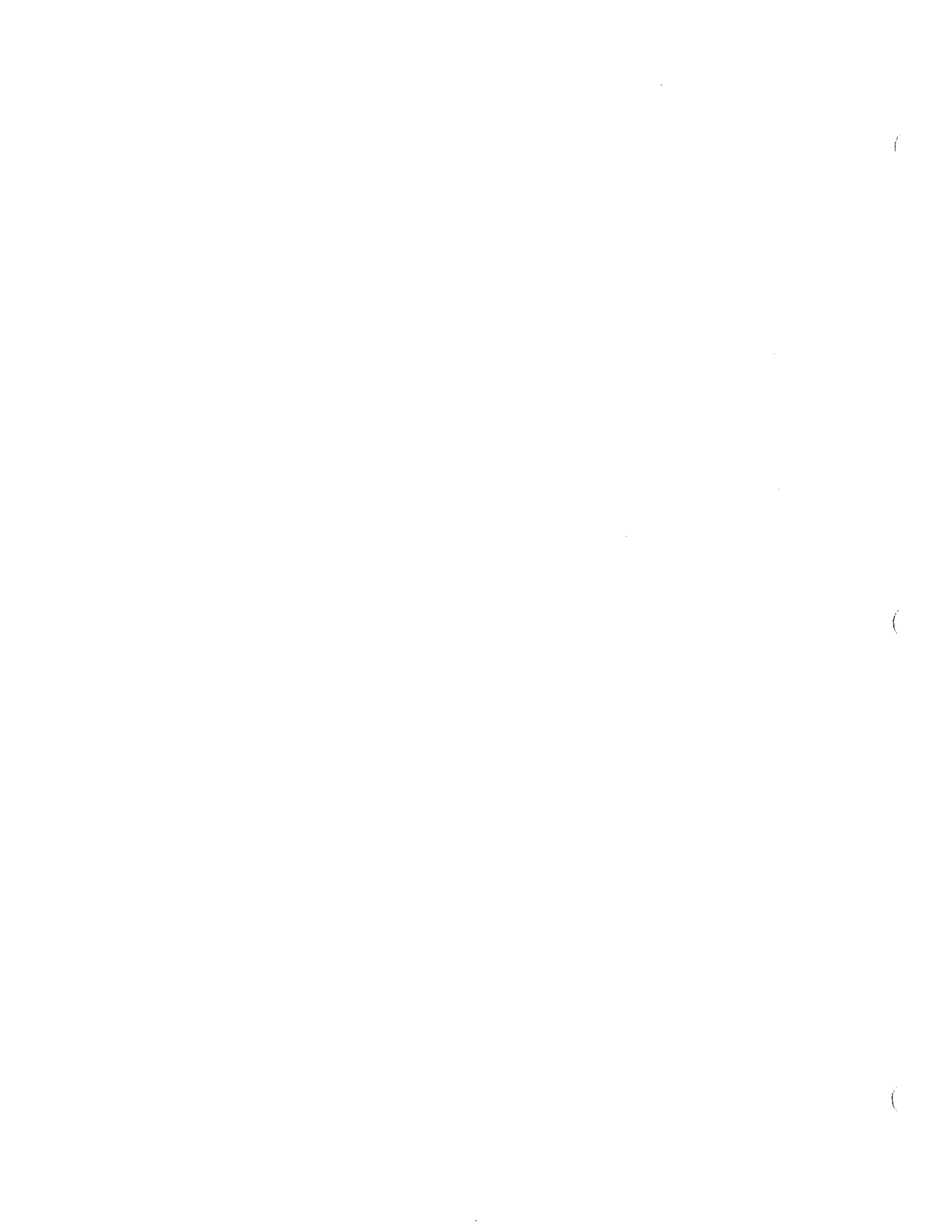
Date: March 28, 2006

SUBJECT: Placentia Library Web Site Development Report for the month of February.

In February, the Placentia Library District had 30,270 “hits,” an average of 1,081 a day. Our year to date statistics with those with the most “hits” are as follows:

Pages Visited	Dec 04-05	Dec 05-06	Jan 04-05	Jan 05-06	Feb 04-05	Feb 05-06
Borrowers	189	228	202	299	230	256
Friends	128	176	129	147	114	214
District	220	179	162	223	187	217
Kids	190	410	277	263	216	579
Foundation	81	117	106	126	193	162
History Room	183	313	249	297	96	257
Literacy/CLC Logo	178	148	154	206	154	222
Passports	612	781	704	845	376	793
Poet Laureate	520	529	514	705	154	415
Total Views Most Hits	2,301	2,881	2,497	2,905	2,497	3,115

Total Most Hits YTD	13,875	17,599	16,372	20,504	17,996	23,619
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TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: March 22, 2006



SUBJECT: Technology Report for February 2006


- Met with Friends of Placentia Library to ascertain their expectations for the new website.
- Installed pedestrian counters at 3 locations in the Library to get more accurate statistics on activity within the building
- Installed "high gain" antenna to improve wi-fi access throughout the building

Projects under consideration

- Approach Friends of Placentia Library for contribution towards setting up of audio book service.
- Offer "virtual" reference service using Instant Messaging software
- Convert newspapers on microfilm to a digital medium



TO: Elizabeth Minter, Library Director

FROM: Laranne Remling, Development Director and Volunteer Coordinator 

DATE: March 28, 2006

SUBJECT: Publicity materials produced for February 2006

Information on the Placentia Library cable channel #24, updated February 2006:

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. President's Day Closure
6. Library Departments
7. 2006 Author's Luncheon
8. Friends of Placentia Library Used Bookstore
9. Bookstore Volunteers Needed
10. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
11. Amazon.com
12. Adult Poetry Workshop I
13. Library Hours
14. President's Day Closure
15. Shop for the Library
16. Literacy Services Logo
17. Literacy Program Tutors Needed
18. Dr. Charles Frazee – 16th Century
19. Placentia Historical Afghan Sale
20. In-N-Out Burger Program
21. Library Hours
22. President's Day Closure
23. Telephone Renewal Instructions
24. Wi Fi Here Now
25. Adopt-A-Chair
26. Apply for your passport at Placentia Library
27. Passport Hours
28. Now Doing Passport Photos
29. Library Hours
30. President's Day Closure
31. On Common Grounds Program
32. Placentia's Newest Local History For Children & Adults
33. Lapsit Storyhours
34. Story Time I
35. Story Time II
36. Music Times, ages 3-4
37. Music Times, ages 5-6
38. Story Time at Home, *Tumblebook Library*
39. Library Hours
40. President's Day Closure
41. www.placentialibrary.org, 24/7 Reference, the Library Catalog
42. www.placentialibrary.org, Online Resources
43. Placentia History Room Hours
44. Placentia History Room Displays

45. Placentia History Room Collections
46. Placentia History Room Archival Resources
47. 2006 Author's Luncheon
48. Create a Legacy
49. President's Day Closure

General Newspaper articles published:

1. Of days gone by
2. Orange Slice/Old Groves
3. State audit says Placentia fixed gas-tax reports
4. Juan Carlos Araque
5. Placentia Repaid Its Gas Tax Fund
6. Ranch hands needed


Library Newspaper articles published:

1. Author's Luncheon (2)
2. If you like CSI...
3. Book sales coming (2)
4. Legacy options offered by groups
5. Charles Frazee

Flyers and Notices:

1. Foundation thank you cards and ID cards are sent out
2. Email request forms
3. Friends membership campaign letters
4. Friends membership thank you letters are sent out with membership cards
5. Second Sunday book sale flyers
6. Foundation Bookplates
7. President's Day Closures
8. Charles Frazee Flyer
9. Care Smarter Not Harder Flyer
10. On Common Grounds Flyer
11. Author's Luncheon bulletin board
12. Author's Luncheon tickets
13. Author's Luncheon flyers

Welcome to Placentia Library District



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

**Placentia Library
Board of Trustees**

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

**Placentia Library
Board of Trustees**

Upcoming Meeting Schedule:
Monday, Feb 21 at 6:30 P.M.
Monday, Mar 28 at 6:30 P.M.
Monday, Apr 17 at 6:30 P.M.
Monday, May 15 at 6:30 P.M.

Placentia Library Hours



Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	C L O S E D
Saturday	9:00 A.M. - 5:00 P.M.

LIBRARY CLOSED

Sunday, February 19th
&
Monday, February 20th

for


President's Day



**Placentia Library
528-1906**

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


2006 Authors Luncheon
Saturday, March 4, Alta Vista Country Club
Featuring



D. P. Lyle, MD
Author & Forensics Specialist
Tickets on sale Now!





USED BOOKSTORE



☐ Staffed entirely by Volunteers
☐ Located in the Library lobby

GREAT BARGAINS!!



Bookstore Volunteers Always Needed!


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

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

SPECIAL BACKROOM SALE
BARGAINS! BARGAINS! BARGAINS!

When: Second Sunday of each month
1:00 - 4:00 P.M.
Upcoming Sales: Nov 13, Dec 11, Jan 8 & Feb 12

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

What: Everything in stock 

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


amazon.com

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

Adult Poetry Workshop I

Presented by Marlene Hitt

Saturday, Mar 25th
1-4 P.M.




Placentia Library Meeting Room

Placentia Library Hours


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

LIBRARY CLOSED

Sunday, February 19th
&
Monday, February 20th



for




President's Day

Shop for the Library
shopfortheLibrary.net

NEW! Shop for the Library

Now you can shop from more than 700 online merchants and help raise funds for the Placentia Library at the same time.

Whenever you make a purchase through the Shop for the Library website, up to 25% of the sale goes to benefit the Library!




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

☎ 524-8408, x215 or x213

Placentia Library Literacy Services

- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are:
Feb 5th - Mar 5th - Apr 2nd - May 7th

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



Dr. Charles Frazee
Presents the
Sixteenth Century

- ❖ Monday, Feb 27th from 7:00-8:30 P.M.
- ❖ Placentia Library Meeting Room
- ❖ Program is free
- ❖ Refreshments will be served

Placentia Historical Afghans




Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$63.00

Proceeds support the Placentia History Room

**In-N-Out Burger
Food For Thought
Reading Program**



March 4 - April 15, 2006

Children Must Register at the Library

Placentia Library Hours



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

LIBRARY CLOSED

Sunday, February 19th
&
Monday, February 20th

for

President's Day

Renew your books
by phone
Using Telecirc

714-765-1775
24 hours a day 17 days a week

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

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



WiFi Here Now!

Bring Your Laptop!

ADOPT-A-CHAIR

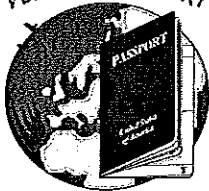
Help replace 44 splintering chairs in the Children's Department!



Call 528-1925, x201 for more information




PLACENTIA LIBRARY




**Passport Application
Acceptance Agency**

Passport Services Available at the Library

Passport hours at the Library are:

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

Placentia Library is an official U.S. Department of State
Passport Acceptance Agency
For Passport Information:
call 528-1906 Ext. 253 or visit the Library Website www.placentialibrary.org



WE DO PASSPORT PHOTOS!

2 PHOTOS FOR \$10

Placentia Library Hours



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

LIBRARY CLOSED


Sunday, February 19th
&
Monday, February 20th

for

President's Day


"On Common Grounds"
Viewing & Discussion



Monday, April 10, 6:30 P.M.

Call 528-1906, x209 for information

Placentia's Newest Local History
For Children & Adults



Available At The
Library Circulation Desk

\$12.93 (including tax)



*Great Gift Idea
For Young & Old*

Lap-sit Story Times
Presented by Lin Baesler

Ages newborn to 2 years

Thursday Mornings
9:05 - 9:25 A.M.



in the
Childrens Area

Sponsored by the
Gordon & Dixie Shaw Endowment

No pre-registration required - no charge



Story Time I
for children
under 6

Thursday Mornings
9:45 - 10:15 A.M.

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



Story Time II
for children
under 6

Thursday Mornings
10:30 - 11:00 A.M.


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


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

Tuesday Evenings
6:00 - 6:30 P.M.

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


Music Times
 For Children
 Ages 5 - 6



Tuesday Evenings
6:30 – 7:00 P.M.

Featuring Lin Baesler
No pre-registration required – no charge



Story Time at Home
 Use the *Tumblebook Library*
 at
www.placentialibrary.org

Click on: Just for Kids
 Click on the Tumblebooks icon
 An on-line collection of animated, talking picture books

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	C L O S E D
Saturday	9:00 A.M. - 5:00 P.M.

LIBRARY CLOSED
Sunday, February 19th
 &
Monday, February 20th
 for
President's Day

www.placentialibrary.org

24/7 Reference
 There are times you need help, but can't make it to the library. Live, real-time help from a librarian is available, 24 hours a day. *(no library card number needed)*

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

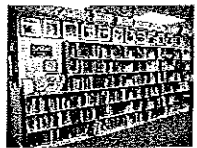
Additionally, you can reserve books, check on your library account, and renew your books. *(library card number needed)*

www.placentialibrary.org

Online Resources
(To access, you must have your library card number available)

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

Placentia History Room







Staffed & Managed
by Librarians
& Volunteers

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

Placentia History Room








Displays currently featuring

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



Placentia History Room

Historical Collections Include


-  Bancroft's historical series
-  Local oral histories
-  California historical fiction
-  Complete collection of Women's Round table Scrapbooks
-  Local citrus label collection
-  Spanish made cannonball – possibly from the 1769 Portola Expedition
-  Adobe brick from Ontiveras adobe built in 1832

Placentia History Room

Archival Resources Include

- ❑ West Atwood Yacht Club membership
- ❑ Assorted Samuel Lewis Keweenaw maps and papers
- ❑ Articles on international student visits to Placentia, Italy
- ❑ West Placentia Little League
- ❑ International Kiwanis papers and scrapbook (1915-1974)
- ❑ Virginia Carpenter photograph collection
- ❑ Placentia Courier negative collection
- ❑ Historic photograph collection
- ❑ Newspaper clippings, brochures, newsletters, maps of local historic interest

2006 Authors Luncheon
Saturday, March 4, Alta Vista Country Club
Featuring



D. P. Lyle, MD
Author & Forensics Specialist
Tickets on sale Now!

Support Placentia

Create A Legacy





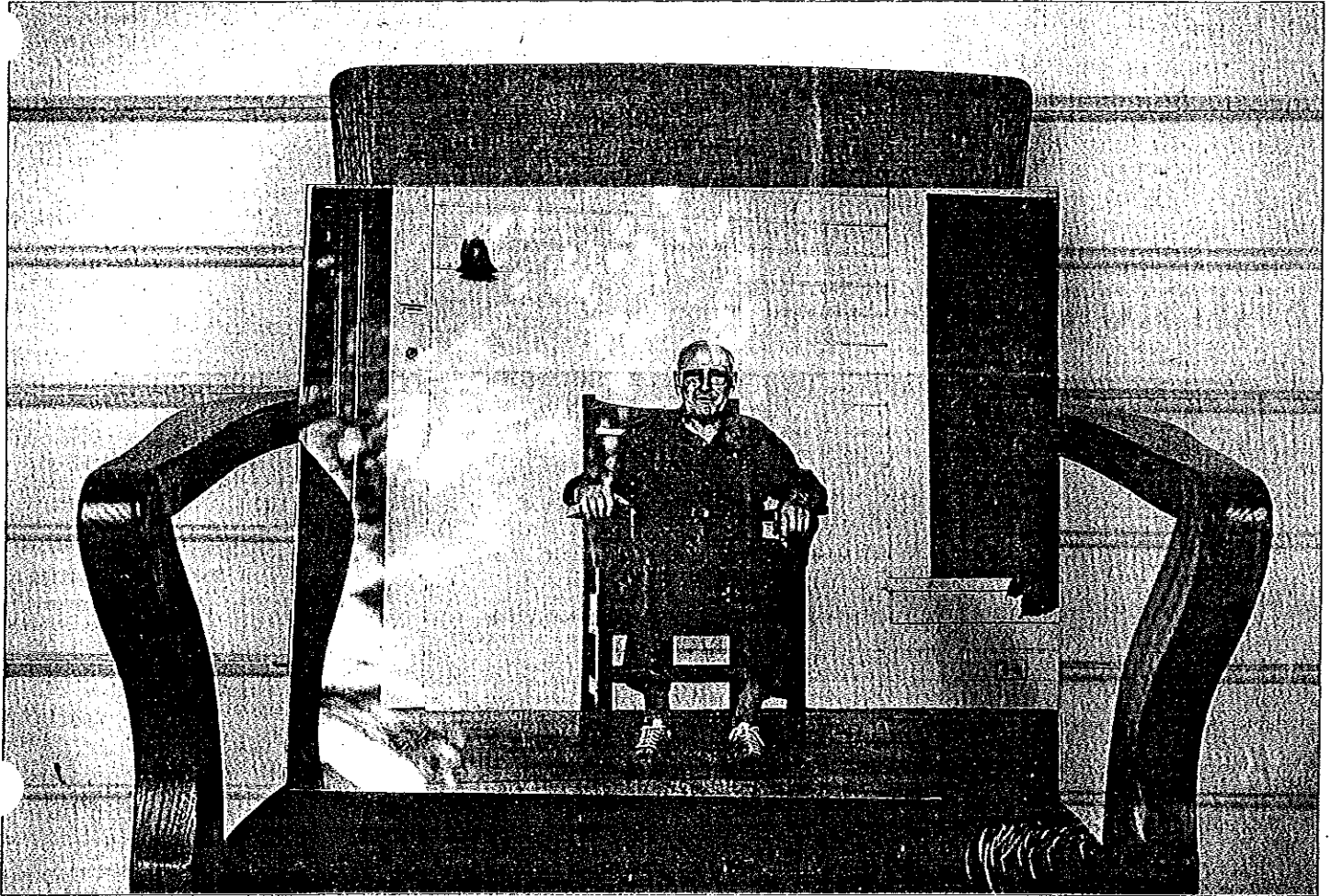
LIBRARY CLOSED

Sunday, February 19th
&
Monday, February 20th

for

President's Day



George Key was photographed sitting on his porch shortly before his death in 1989. Each day, a park worker places the photo on the chair.

Of days gone by

Photos and story by
BRUCE CHAMBERS
THE ORANGE COUNTY REGISTER

George Key Ranch in Placentia has preserved the namesake's collection and local nostalgia.

In 1968, my best buddy David McIntier moved from our suburban Anaheim neighborhood to the more rural town of Placentia. I visited often, and juvenile delinquents that we were, we took to "exploring" the orange groves that surrounded his newly built neighborhood.

The common wisdom among us was that the groves were owned by "mean old farmers, who are bound to take after you and blast you with rock salt from their shotguns."

It was with trepidation that we passed through the thick groves of the George Key ranch and into a well-manicured garden. Quietly, an elderly man approached us to introduce himself. McIntier bolted for home and left me for dead.

I don't remember much of that brief conversation, but I do remember that

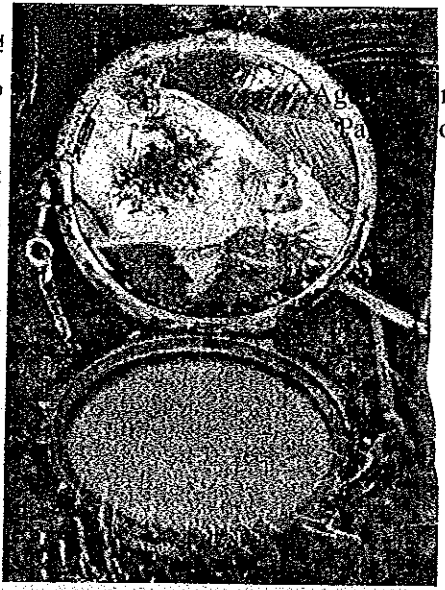


Built in 1898, the Key ranch house is the oldest home in Placentia. When the Key family moved in, the home was a simple box with no running water or electricity. It took 10 years of remodeling to bring it to its current state.

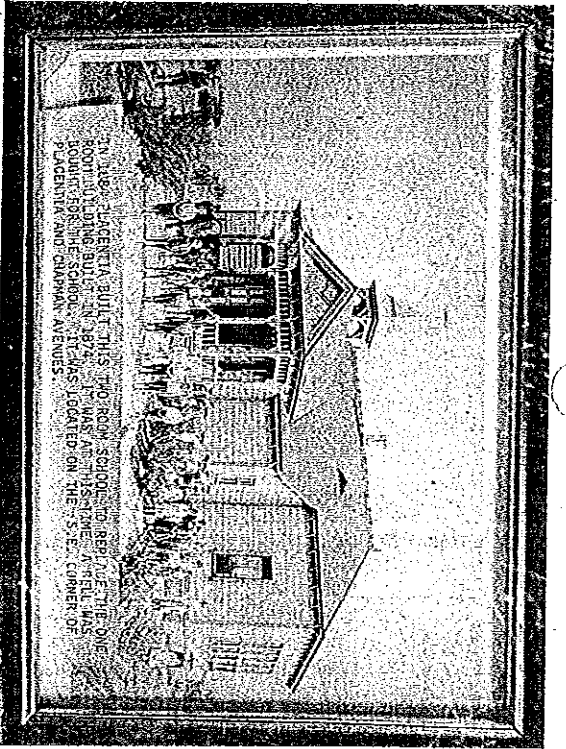
George G. Key was kind to me and proud to give me a tour of his private garden. He invited me to visit anytime. Unfortunately I did not take him up on his offer until a few weeks ago, long after his death in 1989. I am thankful that Key left enough behind so that I could learn all about the life that he lived to the fullest.

George Key was born in 1896, on a Fullerton ranch where his father supervised the first Valencia orange grove in Orange County. He witnessed the birth of Placentia and as a young man could easily name all the families that lived in town. He married the local storekeeper's daughter and attended the Placentia Presbyterian church that his father helped found.

Today the George Key Ranch is a county park, site of a 1-acre orange grove (the last in Placentia) and Placentia's oldest home. And, it's a wonderful display of days gone by. Park ranger Sam Edwards can spin tales while showing you Key's collection and the original period furnishings.



The George Key Ranch is dedicated to family and Placentia history. Here is a locket with a photo of Hannah Ipsen Key, who married George in 1917.

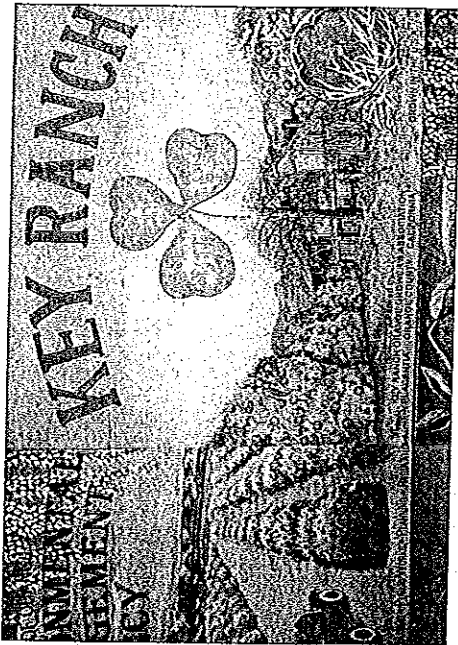


Key, who lived from 1896 to 1989, collected historic photographs, household goods and farm equipment, including this photograph of the Placentia schoolhouse in 1884, 12 years before Key's birth.



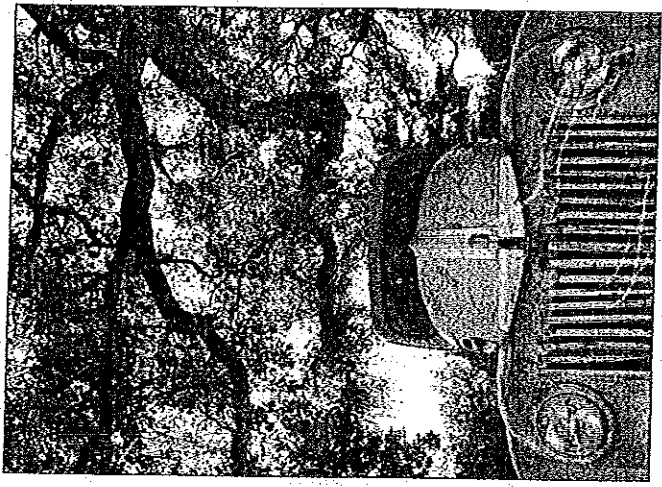
Key left behind an amazing collection of Placentia history, and his home is now a county historical park. The family piano is in the parlor.

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 The Register
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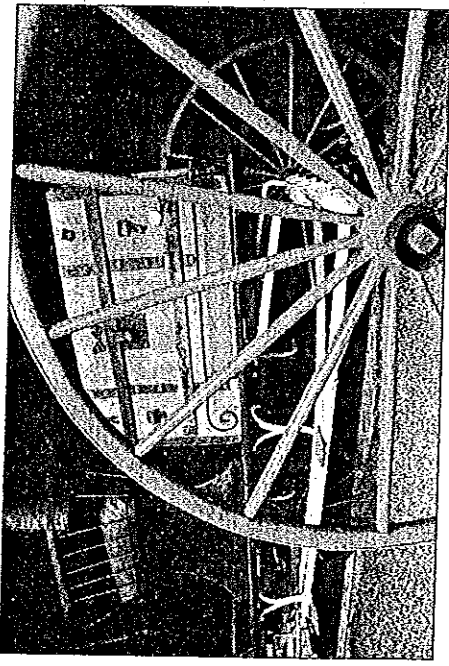


The Key ranch did not have a packing label in its day, but the county had one designed to use at special events after the ranch became a county historical park.

Orange Slices is a weekly feature documenting life in Orange County. Send ideas to Marcia Prouse, (714) 796-7096 or mprouse@ocregister.com



George Key's 1942 Ford pickup rests in the shade of a huge live oak tree.



An old horse-drawn carriage is on display at the ranch.

go now!

George Key Ranch Historical Park
 625 W. Bastanchury Road
 Placentia
 (714) 973-3190, (714) 973-3191 or www.ocparks.com/keyranch

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The Register
Daily FEB - 3 2006

State audit says Placentia fixed gas-tax reports

City officials admit accounting errors hid a \$1.2 million deficit.

BY SUSHMA SUBRAMANIAN
THE ORANGE COUNTY REGISTER

337
PLACENTIA • Under pressure from state auditors, the city has mended gasoline tax reports that hid a \$1.2 million deficit and that recorded a \$2.3 million rail projects loan that belonged elsewhere.

The findings are included in an audit of the city's 2003-04 gas tax fund released Thursday by the state Controller's Office.

As a result of both accounting errors, the city's general fund was inflated by \$3.5 million.

"I'm proud my office found every last taxpayer dollar and made sure the money was put back where it belongs," State Controller Steve Westly said in a statement.

Gasoline taxes are restricted to street projects. General fund money can go to any project.

"We made a mistake. It probably just slipped through the cracks," city spokesman Matt Reynolds said.

Placentia has had a deficit in the gas tax fund since 1997-98, and its state reports have been inaccurate since 1999-2000.

A zero balance was shown in the city's 2003-04 Annual Street Report, when the deficit hit \$1.2 million.

Placentia shifted the deficit to its general fund in June 2005, and pledged to accurately report the gas tax balance in future reports.

The state first identified the loan mistake in a 2002 audit of the city's 1999-2000 gas tax fund. Money was channeled through the fund for the city's project to eliminate 11 rail crossings.

The city began reporting the loan in 2000, when project costs exceeded funding.

The city was given 30 days to fix the error, but didn't shift the debt into its general fund until June 2005, after a tip sparked the new audit.

Audit findings

A state audit found that Placentia made three gas tax accounting mistakes:

Deficit: \$1.2 million deficit existed on June 30, 2004. Deficit-spending isn't allowed in the fund.

Loan: A \$2.3 million rail project loan belonged in a different account.

Deficit hidden: Zero balances were shown in state annual reports, hiding the deficit.

Craig Green, founder of Citizens for a Better Placentia - a group that has monitored city spending - said he thought the mistakes were a deliberate effort to siphon gas taxes for the financially struggling rail project.

The state audit, however, concluded that Placentia accurately accounted for and spent its gas taxes in 2003-04 - with the exception of the deficit.

Placentia Finance Director Steve Brisco, who had come under scrutiny by Green's group, stepped down at the end of December after a five-year stint in Placentia.

Brisco reported the corrected accounting to the state in October, after receiving a draft of the audit.

The draft had also included a criticism over street repair funds spending, but it was withdrawn.

The state accepted Brisco's reasoning that the money was correctly spent on the Melrose Street underpass, which was part of the rail project.

"I'm glad it was rectified, and if it was improperly used in the past I'm certain it will not be used that way in the future," Mayor Scott Brady said.

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

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O.C. Metro
Bi-Monthly FEB 1 6 2006

Agenda Item 43
Page 11 of 12

JUAN CARLOS ARAQUE 332
ORANGE COUNTY UNITED WAY

Juan Carlos Araque has joined Orange County United Way as vice president of community investments. In his new position, he will manage funding investment strategies to support human care services. He will also oversee the organization's community impact agenda, focusing on long-term community change through economic empowerment strategies. Araque has 10 years of experience in the fields of education, community development, violence prevention and positive youth development.

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Placentia News
Weekly FEB - 2 2006

332 Plans for the annual Author's Lunch sponsored by the Friends of the Library for the Library's Foundation are moving forward. D. P. Lyle, a forensic pathologist, will be the speaker and will be available for book signing.

The event takes place Saturday, March 4 at the Alta Vista Country Club.

Tickets are available for \$35 at the library.

If you want more information, call Laranne Remling at (714) 528-1906, extension 201.

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Los Angeles Times
OC Edition
Daily FEB 2 5 2006

Monday 332

Period lecture: Charles Frazee will share photos, discuss the growth of national monarchies and other events of the 16th century at the Placentia Public Library Refreshments, Free, 7 p.m. 411 E. Chapman Ave. (714) 528-1906.

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The Register
Daily MAR 0 1 2006

PLACENTIA 332

Mystery writers: Author D.P. Lyle, whose work includes "Murder and Mayhem: A Doctor Answers Medical and Forensic Questions for Mystery Writers" and "Forensics for Dummies" will speak at the Placentia Library's annual Authors Luncheon, at 10 a.m. Saturday at Alta Vista Country Club, 777 Alta Vista St. Tickets are \$35. Information: (714) 528-1925.

- Sushma Subramanian
(714) 704-3796
ssubramanian@ocregister.com

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Los Angeles Times
OC Edition
Daily FEB - 3 2006

Placentia Repaid Its Gas Tax Fund

An audit finds the city
has complied with state
requests to return funds
lent to OnTrac.

By DAN WEIKEL
Times Staff Writer

The city of Placentia, which has gone heavily into debt to pay for a controversial rail corridor project, has reimbursed its gas tax fund more than \$3.5 million to correct irregularities in the account, state auditors concluded Thursday.

After a seven-month review, the California State Controller's Office found the city had complied with state recommendations to return about \$2.3 million in gas tax revenue lent improperly to the OnTrac project from 1998 to 2000.

Auditors also found that the city had fixed a \$1.24-million deficit in its gas tax fund that had existed since 1997. City officials said the city had overcharged the account for projects and continued to report the negative balance for years.

All the money was returned to the gas tax fund on June 30, shortly after the state launched an audit based on a tip.

"Our auditors not only recovered the misappropriated funds, but also drove the city to get its books in order," said State Controller Steve Westly.

Community activists for years have questioned whether state funds were improperly diverted to bail out OnTrac, a city effort to rebuild the rail corridor through town and boost downtown redevelopment.

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Placentia News
Weekly FEB - 9 2006

Book sales coming

³³⁷The Placentia Library is holding its next used book sale Feb. 12 from 1 to 4 p.m. at its home at 411 E. Chapman Ave. Go up the loading dock to see the entire selection.

"From a citizen's point of view, the audit is very positive because the misappropriated funds were put back to where they are supposed to be," said Craig Green, a member of Citizens for a Better Placentia. "The cookie jar has been replenished. At least one of them."

Another part of the audit concluded that the city had accounted for other state funds earmarked for traffic projects. But the audit found that the city's annual report detailing expenditures of state funds for street projects had been inaccurate since 1999. City officials said Thursday they had fixed the problem.

"Misappropriation was never our intention. We want to use state funds properly," said Mayor Scott P. Brady. "We never want to go down this path again. I'm looking forward to putting these things behind us."

OnTrac has been controversial for years. Facing a \$12-million shortfall in state grants and uncertainty in federal funding, officials mortgaged city property, auctioned parkland, sold \$22 million in bonds and cut services to keep OnTrac afloat.

In addition to the state scrutiny, the Orange County district attorney's office has been investigating the project, including potential violations of state conflict-of-interest laws involving Christopher Becker, OnTrac's executive director.

The district attorney is looking into whether Becker, when he was the city's public works director, improperly influenced his hiring by the city as OnTrac's manager at a salary of more than \$400,000 a year. Becker has denied any wrongdoing.

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The Register
Daily FEB - 3 2006

PLACENTIA 337

Ranch hands needed: The George Key Ranch, a former Valencia Orange facility, is seeking volunteer tour guides. The ranch house, built in 1893, features period antiques and artifacts from a time when Orange County was home to orange groves and farming. Guides will be responsible for conducting educational programs. Information: (714) 973-3190.

- Cindy Arora
(714) 704-3706
carora@ocregister.com

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Placentia News
Weekly FEB 2 3 2006

BRIEFLY

³³⁷If you like CSI...

Author D.P. Lyle will be at the Alta Vista Country Club at 10 a.m. Saturday, March 4, as the featured speaker at the Friends of the Placentia Library's annual Author's Luncheon.

Lyle has won the Macavity Award and been nominated for the Edgar award for his work, which includes "Murder and Mayhem: A Doctor Answers Medical and Forensic Questions for Mystery Writers" as well as a pair of thrillers.

Lyle is a practicing cardiologist, and has served as a consultant to several popular TV shows, such as "Law & Order," "CSI: Miami," and "Cold Case," as well as less popular TV shows such as "Judging Amy" and "1-800-Missing."

Tickets are \$35, and are on sale at the library.

Agenda Item 43
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Placentia News
Weekly FEB - 2 2006

Book sales coming

³³⁷The Friends of the Yorba Linda Library are holding membership drive book sale on Jan. 28 from 10:00 am to 4:00 pm. Everyone is welcome. Members will receive 50 percent off. Membership can be renewed on that day. The sale will be in the Book Corner and the Community Room located at the Yorba Linda Library, 18181 Imperial Highway.

The Placentia Library is holding its next used book sale Feb. 12 from 1 to 4 p.m. at its home at 411 E. Chapman Ave. Go up the loading dock to see the entire selection.

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Placentia News
Weekly FEB 2 3 2006

Legacy options offered by groups

³³⁷Four community organizations - the Boys & Girls Club of Placentia-Yorba Linda, Homeless Intervention Shelter, Placentia Founders Society and Placentia Library Foundation - are informing residents how to donate money to groups in town through estate planning.

Informational fliers are available at City Hall, 1 E. Chapman Ave or at any one of the nonprofit sites.

Information: Boys & Girls Club, (714) 993-9133; Founders Society, (714) 993-2470; HIS House, (714) 993-5774; or Library Foundation, (714) 528-1005. Feb. 2006

SAFETY COMMITTEE MEETING
FEBRUARY 23, 2006
MINUTES

I. Call to Order: 10:40 A.M.

Members Attending: Esther Guzman
Katie Matas
Wendy Goodson
Caroline Gurkweitz

III. Old Business

1. The fire extinguishers were checked by Katie Matas on February 23, 2006.
2. The broken Koala Seat in the public women's restroom was removed. A new one was ordered but has not arrived.
3. "Slips, trips and falls" and "Hearing conservation" handouts were distributed at the February 1, 2006 staff meeting, and "Workplace violence awareness -- prevention" handouts were distributed at the February 16, 2006 staff meeting.
4. A bulky item discard pick-up will be scheduled to clear out the furnace room.

IV. New Business

None.

The next meeting will be March 23, 2005 at 10:30 A.M.

Respectfully submitted,



Katie Matas



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: March 28, 2006

The Legislative information is included with Agenda item 26. Any updated information will be presented at the Board Meeting.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Elizabeth D. Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
SUBJECT: Placentia Library Website
DATE: February 21, 2006



BACKGROUND

The Trustees and Friends have indicated their expectations for the site and I have had input from key members of staff. The ideas and expectations have been incorporated into the current design. It has been our intention to design a clean "simple" website where users can easily find the information they need.

The website is a work-in-progress. The upgrade to the calendar module is still pending.

Presentation will be given by Technical Services Manager.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *WB for EDM*
SUBJECT: Strategic Planning Update
DATE: March 28, 2006

Presentation to be given by the Library Director. There are no additional materials for this item.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Trustee and Library Manager Training for AB1234 Compliance.
DATE: March 28, 2006

BACKGROUND

AB1234 requires that elected officials (Library Trustees) and managerial staff complete ethics training by the end of 2006 and that they renew that training biennially (every other year).

Library Director Minter, Administrative Services Manager Goodson and Public Services Manager Roberts completed their training in the summer of 2005.

The Library Trustees and Technical Services Manager Napier still need to complete their training. The training session is two hours.

Presently there appears to be 3 options:

1. The Special District Risk Management Authority (SDRMA) is offering a workshop at the Irvine Ranch Water District, 9:00 – 11:00 AM, Friday, August 4. Fee is \$49 per person and SDRMA will maintain the certification records. This session will also be included in the CSDA Conference at Squaw Valley in September at no additional cost to the participants.
2. The cost for BHI Consultants to do the training is approximately \$3,500.00 at our location. There is limited date availability.
3. The Independent Special Districts of Orange County (ISDOC) is discussing having a session but nothing has been decided. I will not be at the March Executive Committee Meeting. The Library Board could send a letter requesting that they use some of their surplus budget balance to sponsor a session at one of their quarterly membership meetings.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Prepared by: Wendy Goodson

John/Bell
was CSDA
Arts



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Audit Report
DATE: March 28, 2006

BACKGROUND:

John Hanson from Moreland & Associates, will present the findings for the Fiscal Year 2004-2005 Audit of Financial Transactions for Placentia Library District.

Attachment A is the Audit Report.

RECOMMENDATION:

1. Receive & File the Financial Audit for Fiscal Year 2004-2005.

Prepared by: Wendy Goodson



570 RANCHEROS DRIVE, SUITE 260
SAN MARCOS, CA 92069
(760) 752-3390

December 8, 2005

The Honorable Board of Trustees of
the Placentia Library District

We have audited the financial statements of the governmental activities and the major fund of the Placentia Library District (District) for the year ended June 30, 2005, which collectively comprise the District's basic financial statements; and have issued our report thereon dated December 8, 2005. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Generally Accepted Auditing Standards

Our responsibility as described by professional standards is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the basic financial statements are free of material misstatement and are fairly presented in accordance with accounting principles generally accepted in the United States of America. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of the District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Other Information in Documents Containing Audited Financial Statements

Our responsibility for other information in documents containing the District's financial statements and our report thereon does not extend beyond financial information identified in our report, and we have no obligation to perform any procedures to corroborate other information contained in these documents.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. We will advise management about the appropriateness of accounting policies and their application. The significant accounting policies of the District are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions during the year that were both significant and unusual, or transactions for which there is a lack of authoritative guidance or consensus.

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based upon management's knowledge and experience about past and current events and assumptions about future events. We noted that the District's significant account balances are not dependent upon management's estimates.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the District's financial reporting process (that is, cause future financial statements to be materially misstated). In our judgment, none of the adjustments we proposed, whether recorded or unrecorded by the District, either individually or in the aggregate, indicate matters that could have a significant effect on the District's financial reporting process.

Disagreements With Management

There were no disagreements with management on financial accounting, reporting or auditing matters that, if not satisfactorily resolved, that could be significant to the District's financial statements or to our auditors' report.

Consultation With Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed With Management Prior to Retention

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. These discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

This information is intended solely for the information and use of the Board of Trustees and management of the Placentia Library District and is not intended to be and should not be used by anyone other than these specified parties.

Howland & Associates, Inc.

PLACENTIA LIBRARY DISTRICT

Independent Auditors' Report and
Annual Financial Statements

For the Year Ended June 30, 2005

PLACENTIA LIBRARY DISTRICT
Annual Financial Report
June 30, 2005

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December 8, 2005

The Honorable Board of Trustees of
the Placentia Library District

Independent Auditors' Report

We have audited the accompanying financial statements of the governmental activities and the major fund of the Placentia Library District (District) as of and for the year ended June 30, 2005 which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of June 30, 2005 and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and other required supplementary information identified in the accompanying table of contents are not a required part of the basic financial statements, but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Moreland & Associates, Inc.

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Management's Discussion and Analysis

As management of the Placentia Library District of Orange County, we offer readers of the Placentia Library District of Orange County's financial statements this narrative overview and analysis of the financial activities of the Placentia Library District of Orange County for the fiscal year ended June 30, 2005. We encourage readers to consider the information presented here in conjunction with the District's financial statements, which can be found on pages 13 - 18 of this report.

Financial Highlights

- 📖 The assets of the Placentia Library District of Orange County exceeded its liabilities at the close of the most recent fiscal year by \$2,025,767 (*net assets*). Of this amount, \$1,200,114 (*unrestricted net assets*) may be used to meet the government's ongoing obligations to citizens and creditors.
- 📖 The government's total net assets increased by \$156,055. This increase is attributable to lower expenditures than budgeted during the current fiscal year.
- 📖 As of the close of the current fiscal year, the Placentia Library District of Orange County's governmental funds reported combined ending fund balances of \$1,271,752, an increase of \$133,974 in comparison with the prior year. Approximately 100 percent of this total amount, \$1,271,752 is available for spending at the government's discretion (*unreserved fund balance*).
- 📖 At the end of the current fiscal year, unreserved fund balance for the general fund was \$1,271,752, or 55 percent of total general fund expenditures.
- 📖 The Placentia Library District of Orange County's total debt decreased by \$104,515 (16 percent) during the current fiscal year.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Placentia Library District of Orange County's basic financial statements. The Placentia Library District of Orange County basic financial statements comprise three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the financial statements

This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Placentia Library District of Orange County's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Placentia Library District of Orange County's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Placentia Library District of Orange County is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in new assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financial statements can be found on pages 13 - 14 of this report.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Placentia Library District of Orange County, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Placentia Library District of Orange County adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 15 - 18 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 19 - 29 of this report.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Placentia Library District of Orange County, assets exceeded liabilities by \$2,025,767 at the close of the most recent fiscal year.

Approximately 46 percent of the Placentia Library District of Orange County's net assets reflects its investment in capital assets (e.g., land, buildings, machinery and equipment), less any related debt used to acquire those assets that is still outstanding. The Placentia Library District of Orange County uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the Placentia Library District of Orange County's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.



Placentia Library District of Orange County Net Assets	
	Governmental Activities 2004-05
Current and other assets	\$ 1,271,871
Capital assets	1,291,029
Total Assets	\$ 2,562,900
Long-term liabilities outstanding	\$ 421,831
Other liabilities	\$ 115,302
Total Liabilities	\$ 537,133
Net assets:	
Invested in capital assets, net of related debt	\$ 825,653
Restricted	\$ -
Unrestricted	\$ 1,200,114
Total net assets	\$ 2,025,767

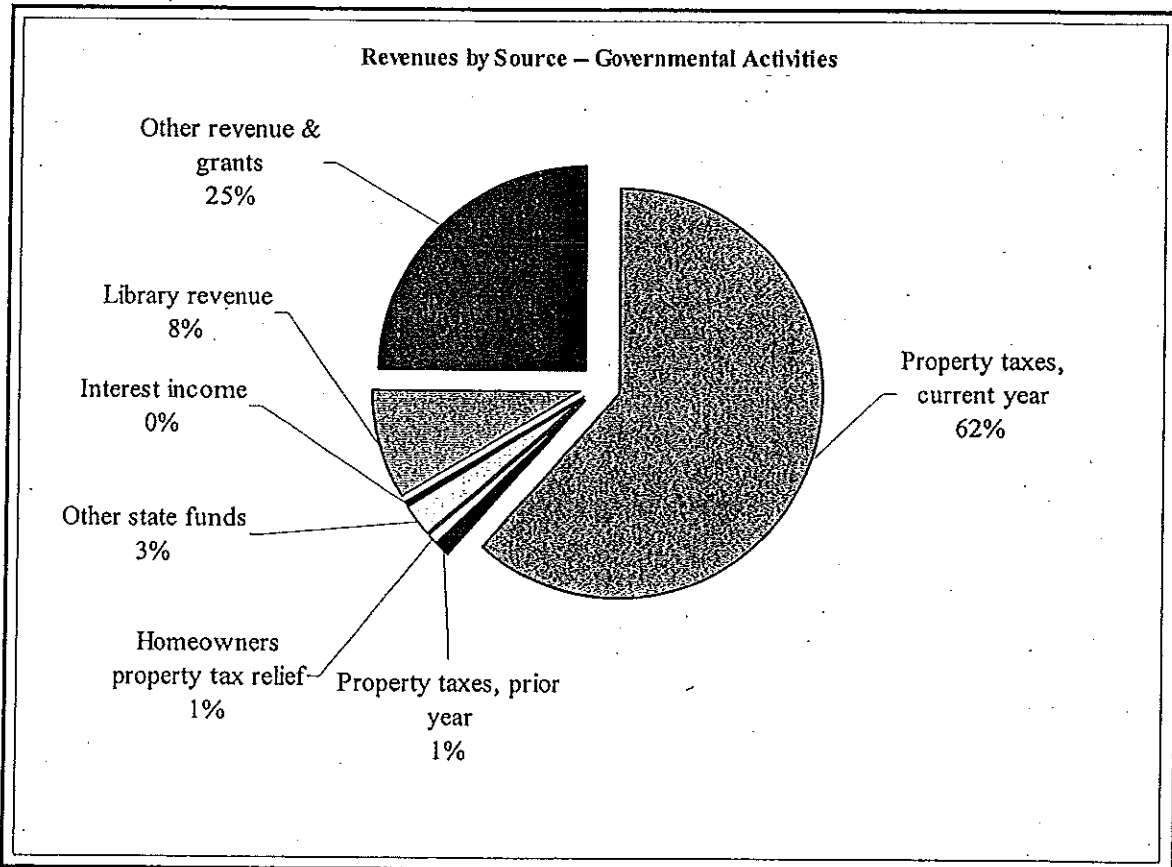
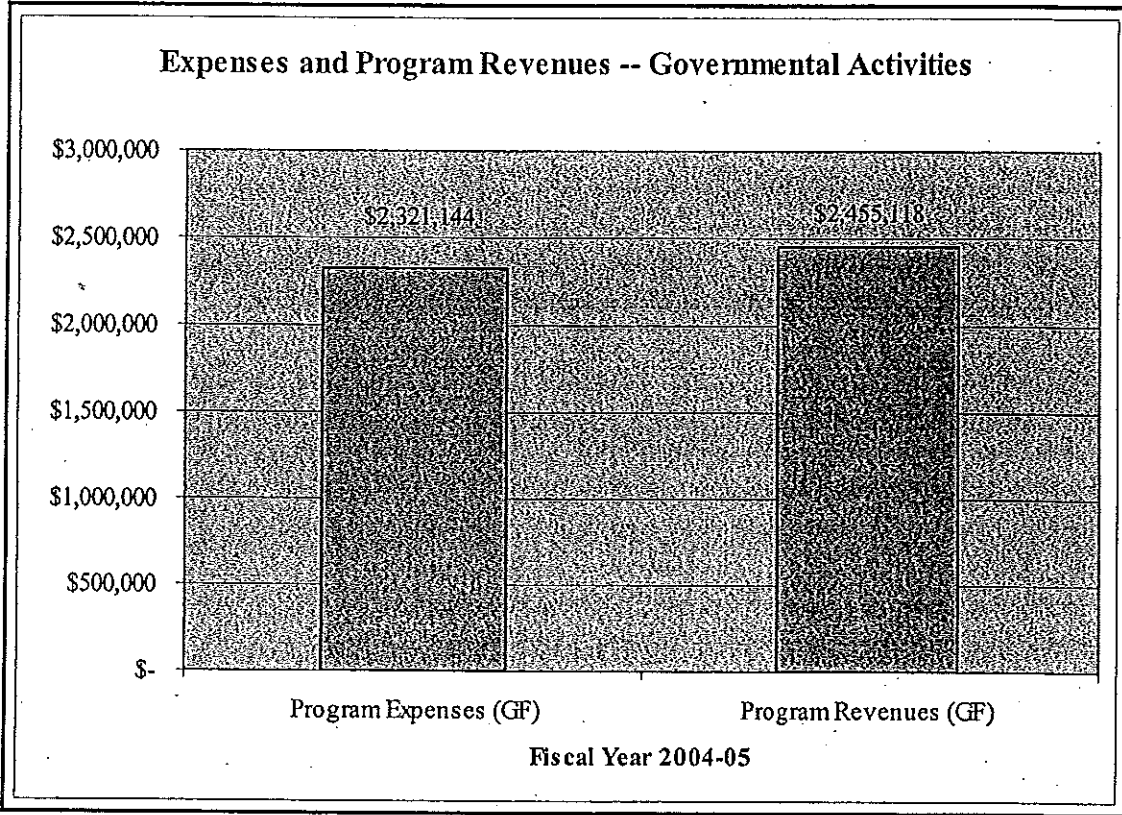
None of the Placentia Library District of Orange County's net assets are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net assets* (\$1,200,114) may be used to meet the government's ongoing obligations to citizens and creditors.

The government's net assets increased by \$156,055 during the current fiscal year. About two-thirds of this increase represents the degree to which increases in ongoing revenues have outstripped similar increases in ongoing expenses. The remainder of this growth largely reflects the increase in proceeds from processing U.S. Passport applications and the newly added Passport photo service.

Governmental activities. Governmental activities increased the Placentia Library District of Orange County's net assets by \$133,974, thereby accounting for 86 percent of the total growth in the net assets of the Placentia Library District of Orange County. Key elements of this increase are as follows:

Placentia Library District of Orange County's Changes in Net Assets	
	Governmental Activities 2004-05
Revenues:	
Property taxes	\$ 1,489,281
Other state funds	\$ 215,477
Interest income	\$ 25,439
Library revenue	\$ 473,098
Other revenue	\$ 251,823
Total revenues	\$ 2,455,118
Expenditures:	
Current:	
Library Programs:	
Salaries and employee benefits	\$ 1,013,193
Insurance	\$ 149,618
Maintenance	\$ 86,912
Office & Administration	\$ 203,055
Library programs	\$ 88,144
Books and library materials	\$ 191,372
Contingency	\$ -
Other	\$ 418,221
Capital Outlay	\$ 21,676
Debt service	
Principal lease payments	\$ 124,116
Interest	\$ 24,837
Total expenditures	\$ 2,321,144
Net change in fund balance	\$ 133,974
Fund balance 07/01/2004	\$ 1,137,778
Fund balance 06/30/2005	\$ 1,271,752

-  Property taxes increased by \$167,959 (13 percent) during the year. Most of this increase is the product of the increase in the number and property value of the existing homes sold and the inclusion of several new track developments on the property tax rolls for the first time.
-  Operating grants from the State Library of California for governmental activities in support of literacy programs remained fairly constant.



For the most part, increases in expenses closely paralleled inflation and growth in the demand for services. The only unusual expense during the year was a prepayment for the Civic Center Renovation Capital Lease.

Financial Analysis of the Government's Funds

As noted earlier, the Placentia Library District of Orange County uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the Placentia Library District of Orange County's *governmental funds* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the Placentia Library District of Orange County's financing requirements. In particular, *unreserved fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Placentia Library District of Orange County's governmental fund reported an ending balance of \$1,271,752, an increase of \$133,974 in comparison with the prior year. Approximately 100 percent of this total amount (\$1,271,752) constitutes *unreserved fund balance*, which is available for spending at the government's discretion.

The general fund is the chief operating fund of the Placentia Library District of Orange County. At the end of the current fiscal year, the unreserved fund balance of the general fund was \$1,271,752, while the total fund balance was \$1,271,871. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and the total fund balance to total fund expenditures. Unreserved fund balance represents 55 percent of total generating fund expenditures, while total fund balance represents 55 percent of that same amount.

The fund balance of the Placentia Library District of Orange County's general fund increased by \$133,974 during the current fiscal year. Key factors in this growth are as follows:

- ☐ Increased Passport revenue.
- ☐ Addition of Passport photo service.
- ☐ Expenses were less than budgeted.

General Fund Budgetary Highlights

There were no differences between the original budget and the final amended budget. Current year revenues exceeded expenditures by \$133,974 so there was no need to draw upon existing fund balance.

Capital Asset and Debt Administration

Capital Assets. Placentia Library District of Orange County spent \$21,676 on equipment, none of which cost over \$5,000 per item. Most of the equipment purchased was replacement computers for public services and office applications. Approximately 50 percent of the purchases related to an upgrade in the shared library system with the Anaheim and Yorba Linda Public Libraries.

No major capital events were undertaken in the current fiscal year.

Placentia Library District of Orange County's Capital Assets		
	2003-04	2004-05
Nondepreciable capital assets		
Cost:		
Land	\$ 81,498	\$ 81,498
Depreciable capital assets		
Cost:		
Buildings and other improvements	\$ 2,029,651	\$ 2,029,651
Equipment and furniture	\$ 604,814	\$ 626,490
Subtotal	\$ 2,634,465	\$ 2,656,141
Accumulated depreciation for:		
Buildings and other improvements	\$ 833,411	\$ 874,004
Equipment and furniture	\$ 561,126	\$ 572,606
Subtotal	\$ 1,394,537	\$ 1,446,610
Net depreciable assets	\$ 1,239,928	\$ 1,209,531
Total net capital assets	\$ 1,321,426	\$ 1,291,029

Additional information on the Placentia Library District of Orange County's capital assets can be found in note III B. on page 25 of this report.

Long-term debt. At the end of the current fiscal year the Placentia Library District of Orange County had total bonded debt outstanding of \$465,376. Of this amount, \$465,376 comprises debt backed by the full faith and credit of the government. The remaining \$71,638 of the Placentia Library District of Orange County's debt represents the District's obligation to its employees for compensated absences.

Placentia Library District of Orange County's Outstanding Debt	
	Governmental activities
	<u>2004-05</u>
Capital Lease, Equipment	\$201,379
Capital Lease, Civic Center Renovation	<u>\$263,997</u>
Total	<u>\$465,376</u>

The Placentia Library District of Orange County's total debt decreased by \$124,116 during the current fiscal year. The primary change was the final payment on the Building Capital Lease and the prepayment on the Civic Center Renovation loan.

California statutes limit the amount of general obligation debt a governmental entity may issue to 10 percent of its total assessed valuation. The 2005 property valuation for the City of Placentia is \$4,008,668,083. The current debt limitation for the Placentia Library District of Orange County is \$400,866,808, which is significantly in excess of the Placentia Library District of Orange County's outstanding general obligation debt.

Additional information on the Placentia Library District of Orange County's long-term debt can be found on III C. on page 26 of this report.

Economic Factors and Next Year's Budgets and Rates

- 📖 The assumption used in the Fiscal Year 2005-06 Budget was that the property valuation growth would be 5%.
- 📖 That the categorical grants from the State Library of California for Family Literacy, the English Language Literacy Intensive Program, and the Adult Literacy Program will continue to erode since the State funding has not increased in recent years. Staff is seeking corporate grants to replace these funds.
- 📖 That the Public Library Fund grant from the State Library of California will remain constant at approximately \$21,000. This is down from \$88,826 in Fiscal Year 2000-01.
- 📖 That local revenue for Passports and photos will remain constant at approximately \$232,500 because of decreased Passport application processing that has been offset by new revenues for Passport photos and notary services.

All of these factors were considered in preparing the Placentia Library District of Orange County's budget for Fiscal Year 2005-06.

During the current fiscal year, unreserved fund balance in the general fund increased to \$1,271,752. The Placentia Library District of Orange County has carried over all of this amount for paying the District's expenses between July 1, 2005 and the end of November, 2005 when the first property tax allocation is received from the Orange County Treasurer.

Requests for Information

This financial report is designed to provide a general overview of the Placentia Library District of Orange County's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Library Director's Office, Placentia Library District, 411 East Chapman Avenue, Placentia, CA 92870-6198.

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PLACENTIA LIBRARY DISTRICT
Statement of Net Assets
June 30, 2005

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and investments	\$ 1,265,413
Interest receivable	6,458
Capital assets, non-depreciable	81,498
Capital assets, net of accumulated depreciation	<u>1,209,531</u>
 Total Assets	 <u>2,562,900</u>
<u>LIABILITIES</u>	
Due to other governments	119
Noncurrent liabilities:	
Due within one year	115,183
Due in more than one year:	
Capital leases	350,193
Compensated absences	<u>71,638</u>
 Total Liabilities	 <u>537,133</u>
<u>NET ASSETS</u>	
Invested in capital assets, net of related debt	825,653
Unrestricted	<u>1,200,114</u>
 Total Net Assets	 <u><u>\$ 2,025,767</u></u>

See Accompanying Notes to Financial Statements.

PLACENTIA LIBRARY DISTRICT
Statement of Activities
For the Year Ended June 30, 2005

	<u>Expenses</u>	<u>Charges for Services</u>	<u>Program Revenues</u> <u>Operating Grants and Contributions</u>	<u>Net Governmental Activities</u>
Governmental Activities:				
General government	\$ 2,274,226	\$ 473,098	\$ 215,477	\$ (1,585,651)
Interest	24,837			(24,837)
 Total Governmental Activities	 <u>\$ 2,299,063</u>	 <u>\$ 473,098</u>	 <u>\$ 215,477</u>	 <u>(1,610,488)</u>

General Revenue

 Taxes:

 Property tax

1,489,281

 Unrestricted investment earnings

25,439

 Other revenues

251,823

 Total General Revenue

1,766,543

 Change in Net Assets

156,055

Net Assets - Beginning of Year

1,869,712

Net Assets - End of Year

\$ 2,025,767

See Accompanying Notes to Financial Statements.

PLACENTIA LIBRARY DISTRICT
Balance Sheet
Governmental Fund
June 30, 2005

	<u>General Fund</u>
<u>ASSETS</u>	
Cash and investments	\$ 1,265,413
Interest receivable	<u>6,458</u>
Total Assets	<u>\$ 1,271,871</u>
<u>LIABILITIES AND FUND BALANCE</u>	
Liabilities:	
Due to other governments	\$ 119
Fund Balances:	
Unreserved	<u>1,271,752</u>
Total Liabilities and Fund Balances	<u>\$ 1,271,871</u>

See Accompanying Notes to Financial Statements.

PLACENTIA LIBRARY DISTRICT
Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Assets
June 30, 2005

	<u>General Fund</u>
Fund balance of governmental fund	\$ 1,271,752
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund.	1,291,029
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the fund.	<u>(537,014)</u>
Net Assets of Governmental Activities	<u>\$ 2,025,767</u>

See Accompanying Notes to Financial Statements.

PLACENTIA LIBRARY DISTRICT
Statement of Revenues, Expenditures and
Changes in Fund Balance
Governmental Fund
For the Year Ended June 30, 2005

	General Fund
Revenues:	
Property taxes	\$ 1,489,281
Other state funds	215,477
Interest income	25,439
Library income	473,098
Other	251,823
Total Revenues	2,455,118
Expenditures:	
Current:	
Salaries and employee benefits	1,013,193
Professional services	149,618
Maintenance	86,912
Office and administration	203,055
Library programs	88,144
Books and library materials	191,372
Other	418,221
Capital outlay	21,676
Debt service:	
Principal lease payments	124,116
Interest	24,837
Total Expenditures	2,321,144
Net Change in Fund Balance	133,974
Fund Balance - Beginning	1,137,778
Fund Balance - Ending	\$ 1,271,752

See Accompanying Notes to Financial Statements.

PLACENTIA LIBRARY DISTRICT
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balance of the Governmental Fund
to the Statement of Activities
For the Year Ended June 30, 2005

	<u>General Fund</u>
Net change in fund balance of the governmental fund	\$ 133,974
<p>Amounts reported for governmental activities in the Statement of Activities differ from the amounts reported in the Statement of Revenues, Expenditures and Changes in Fund Balance because:</p>	
<p>Governmental fund reports capital outlays as expenditures. However, in the statement of activities, the costs of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital asset additions and deletions exceeded depreciation in the current period.</p>	(30,397)
<p>Long-term debt proceeds are reported as an other financing source and principal payments are reported as expenditures in the governmental fund. However, these transactions have no effect on net assets.</p>	<u>52,478</u>
Change in Net Assets of Governmental Activities	<u><u>\$ 156,055</u></u>

See Accompanying Notes to Financial Statements.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements
June 30, 2005

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Placentia Library District of Orange County (District) conform to accounting principles generally accepted in the United States of America as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for governmental accounting and financial reporting principles. The following is a summary of the significant policies.

A. Reporting Entity

The District was incorporated in 1919 under the provisions of the California Education Code. The District is governed by a Board of Trustees which consists of five members who are elected at large. As required by generally accepted accounting principles, the accompanying financial statements include the financial activity of the District.

The County of Orange performs all accounting functions and acts as a fiduciary agent.

B. Measurement Focus, Basis of Presentation and Financial Statement Presentations

The accounts of the District are organized and operated within the basis of a fund, which consists of a set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

Government-Wide Financial Statements

The Government-Wide Financial Statements include a Statement of Net Assets and a Statement of Activities. These statements present summaries of governmental activities for the District.

These statements are presented on an *economic resources* measurement focus and the accrual basis of accounting. Accordingly, all of the District's assets and liabilities, including capital assets as well as long-term debt, are included in the accompanying Statement of Net Assets. The Statement of Activities presents changes in net assets. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2005

specific function. The types of transactions reported as program revenues for the District are classified in three categories: 1) charges for services, and 2) operating grants and contributions. Charges for services include revenues generated from issuing passports to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Grants and contributions include revenues restricted to meeting the operational requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. The Commission has elected not to follow subsequent private-sector guidance.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, and then unrestricted resources as they are needed.

Governmental Fund Financial Statements

Governmental Fund Financial Statements include a Balance Sheet and a Statement of Revenues, Expenditures, and Changes in Fund Balance for the governmental fund. An accompanying schedule is presented to reconcile and explain the differences in net assets as presented in these statements to the net assets presented in the Government-Wide Financial Statements.

Governmental funds are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally those that are anticipated to be received within 60 days after year-end) are recognized when due. Property taxes are subject to accrual if received within 60 days after year-end. The primary sources susceptible to accrual are property taxes, investment income, and grant revenues.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt which is recognized when due.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2005

Fund Classifications

The District reports only one governmental fund. The *General Fund* is the District's operating fund. It accounts for all financial resources of the District.

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Budgetary Principles

General Budget Policies

The Executive Director of the District submits a proposed budget to the Board of Trustees each year. The Board of Trustees and the County of Orange approve the budget. The annual budget is adopted by Resolution of the Board of Trustees. Revisions or transfers that alter the total appropriations must be approved by the Board of Trustees. Supplemental appropriations may be adopted by the Board of Trustees during the year.

A budget is adopted annually on a basis consistent with generally accepted accounting principles and is used as a management control device. The District maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget. The legal level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) for the operating budget is within a fund.

Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods and services. Encumbrance accounting – under which purchase orders, contracts, or other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation – is utilized in the governmental funds. Encumbrances outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year. The District had no encumbrances outstanding at fiscal year-end.

Continuing Appropriations

Unexpended annual appropriations lapse at the end of the fiscal year; encumbered appropriations are rebudgeted in the next fiscal year.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2005

Budgetary Basis of Accounting

Budgets are adopted on a basis consistent with generally accepted accounting principles adjusted for encumbrances. Budgeted amounts presented are as originally adopted and as further amended by the Board of Trustees. There were no supplemental appropriations required during the fiscal year.

B. Property Tax Revenues

The County of Orange is permitted by State Law (Proposition 13) to levy taxes at 1 percent of full market value of the property (at time of purchase) and can increase the assessed value no more than two percent per year. The District receives a share of this basic levy.

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on July 1 and are payable in two installments which become delinquent after December 10 and April 10. The County bills and collects the property taxes and remits them to the District in installments during the year. Property tax revenues are recognized when levied to the extent that they are available to finance current operations. Property tax revenues are approximately 60 percent of total operating revenues.

C. Investments

Investments are stated at fair value which is based on quoted market prices. All investments are controlled by an investment policy that is adopted annually by the Board of Trustees and is further controlled by State legislation.

D. Capital Assets

Capital assets, which include, land, buildings and improvements, equipment, and furniture, are reported in the Governmental Activities column of the government-wide financial statements. Capital assets are defined by the District as individual assets with an initial, individual cost of more than \$5,000. All purchased capital assets are valued at cost where historical cost records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated fair value on the date received. Capital assets acquired with capital leases are capitalized in accordance with generally accepted accounting principles.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Using the convention of no depreciation expense in the year of acquisition, depreciation is

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2005

recorded in the Government-Wide Financial Statements on a straight-line basis over the useful life of the assets as follows: furniture, and equipment – 5 to 10 years, and buildings and improvements – 50 years.

E. Compensated Absences Payable

Compensated absences include accrued vacation and sick leave that are available to employees in future years either in time off or in cash (upon leaving the employment of the District). All compensated absences are accrued when incurred in the government-wide financial statements. A liability for compensated absences is reported in governmental funds only if they have matured, for example as a result of employee resignations or retirements.

Full-time, permanent employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the District. Sick leave accrues to full-time, permanent employees to specified maximums. Generally, after one year of service, employees are entitled to a percentage of their sick leave balance and all accrued vacation leave upon termination.

F. Claims and Judgments

The District has no estimated liability for claims and judgments as of June 30, 2005. Additionally, based on historical trends, the District estimates no liability for incurred but not reported claims.

G. Classification of Net Assets and Fund Balance

Government-Wide Financial Statements

In the government-wide financial statements, net assets are classified in the following categories:

Invested in Capital Assets, Net of Related Debt: This category groups all capital assets, including infrastructure, into one component of net assets. Accumulated depreciation on these assets and the outstanding principal of related debt reduce this category.

Restricted Net Assets: This category presents external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation. The District had no restricted net assets at June 30, 2005.

Unrestricted Net Assets: This category represents the net assets of the District that are not externally restricted for any project or other purpose.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2005

III. DETAILED NOTES ON ALL FUNDS

A. Cash and Investments

The District adopted Statement 40 of Governmental Accounting Standards Board, *Deposit and Investment Risk Disclosures*, during the fiscal year ending June 30, 2005.

Bank Accounts (Bank value) - Checking	\$ 54,946	
Less: Outstanding checks	(3,610)	
Checking Account		\$ 51,336
Bank Accounts - Payroll	48,188	
Less: Outstanding checks	(32,949)	
Payroll Account		15,239
Certificates of Deposit		43,661
Subtotal		110,236
Cash held by County Treasurer		1,155,177
Total Cash and Investments		\$ 1,265,413

The District investment policy authorizes investment in the local government investment pool administered by Orange County and investments authorized under provisions of California Government Code. The District investment policy does not contain any specific provisions intended to limit the District's exposure to interest rate risk, credit risk, and concentration of credit risk.

Disclosures Relating to Credit Risk:

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

Concentration of Credit Risk:

The investment policy contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer that represent 5% or more of total investments.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2005

Custodial Credit Risk:

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure Districts deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

B. Capital Assets

Changes in capital assets during the fiscal year ended June 30, 2005 were as follows:

	Balance at July 1, 2004	Additions	Deletions	Balance at June 30, 2005
Nondepreciable capital assets:				
Land	\$ 81,498			\$ 81,498
Depreciable capital assets:				
Buildings and other improvements	2,029,651			2,029,651
Equipment and furniture	604,814	\$ 21,676		626,490
Subtotal	2,634,465	21,676		2,656,141
Less accumulated depreciation for:				
Buildings and other improvements	(833,411)	(40,593)		(874,004)
Equipment and furniture	(561,126)	(11,480)		(572,606)
Subtotal	(1,394,537)	(52,073)		(1,446,610)
Net Depreciable Assets	1,239,928	(30,397)		1,209,531
Total Net Capital Assets	\$ 1,321,426	\$ (30,397)	\$ -	\$ 1,291,029

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2005

Depreciation expense of \$52,073 was charged to the general government function of the District.

C. Long-Term Debt

All long-term debt will be repaid from future general fund resources. The following is a summary of the changes in long-term debt for the fiscal year ended June 30, 2005:

	<u>Balance at July 1, 2004</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2005</u>	<u>Due Within One Year</u>
Equipment Capital Lease	\$ 220,801		\$ 19,422	\$ 201,379	\$ 20,231
Building Capital Lease	75,000		75,000		
Civic Center Renovation Capital Lease	293,691		29,694	263,997	94,952
Compensated Absences	52,037	\$ 19,601		71,638	
	<u>\$ 641,529</u>	<u>\$ 19,601</u>	<u>\$ 124,116</u>	<u>\$ 537,014</u>	<u>\$ 115,183</u>

Equipment Capital Lease

The District has entered into a lease agreement for a heating, lighting, and air conditioning system. For accounting purposes, the lease agreement qualifies as a capital lease and, therefore, has been recorded at the present value of the future minimum lease payments as of the inception date. The interest rate on the capital lease is 4.1%. The assets acquired through this capital lease are included in the equipment and furniture category of capital assets at a cost of \$289,535 with accumulated depreciation of \$28,954 as of June 30, 2005. The remaining payments are detailed below by fiscal year:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2006	\$ 20,231	\$ 7,948	\$ 28,179
2007	21,073	7,106	28,179
2008	21,951	6,228	28,179
2009	22,865	5,314	28,179
2010	23,017	4,363	28,179
2011-2014	92,242	7,185	98,628
Total	<u>\$ 201,379</u>	<u>\$ 38,144</u>	<u>\$ 239,523</u>

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2005

Civic Center Renovation

The City of Placentia obtained a loan to renovate the Civic Center area which included the Library in 2002. The District agreed to repay the Library's share of the project after the repayment of prior indebtedness in the year 2005. The Board of Trustees approved the promissory note for the renovation loan October 2003.

The note is for \$293,691 with interest at the rate of 6.5% per annum payable in semiannual payments of \$29,369 and \$20,631 starting September 2005. The semiannual payments increase to \$50,000 each in March 2007. The remaining payments are detailed below by fiscal year:

Year Ending June 30,	Principal	Interest	Total
2006	\$ 94,952	\$ 8,053	\$ 103,005
2007	91,444	8,556	100,000
2008	47,478	2,522	50,000
2009	30,123	1,990	32,113
Total	<u>\$ 263,997</u>	<u>\$ 21,121</u>	<u>\$ 285,118</u>

IV. OTHER INFORMATION

A. Defined Contribution Plan

The District's employees participate in a defined contribution plan administered by National Retirement Services, Inc. All employees with six months of service and who are at least twenty-one years of age are eligible to participate in the plan. The plan was established by Resolution of the Board of Trustees and may be amended by approval of the Board of Trustees. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The contributions and any interest earned vest in increasing amounts per year of service: 1 year of service – 20% vested, 2 years of service – 40% vested, 3 years of service – 60% vested, 4 years of service – 80% vested, and 5 years of service – 100% vested.

Annually the District contributes seven percent of eligible employees' wages. For fiscal year 2004-2005, the District contributed \$42,993, based on covered salaries of \$684,722 for the covered period. There were 25 covered employees during the year. Assets of the plan totaled \$510,968 at June 30, 2005.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2005

B. Liability, Property, And Workers' Compensation Protection

Intergovernmental Risk Sharing Joint Powers Agreement

The District is a member of the Special District Risk Management (Authority). The Authority is comprised of California public entities and is organized under a joint powers agreement pursuant to California Government Code Section 6500 et seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group-purchased insurance for property and other coverage.

Self Insurance Programs of the Authority

General and Auto Liability, Public Officials' and Employees' Errors and Omissions, and Employment Practices Liability. Coverage is for \$2.5 million combined single limit and per occurrence with another \$2.5 million excess coverage layer. Deductibles are \$500 per occurrence for third party general liability property damage, \$1,000 per occurrence for third party auto liability property damage, and 50% coinsurance of cost expended by the Authority in excess of \$10,000 up to \$50,000 per occurrence for employment related claims.

Employee Dishonesty. Coverage is \$400,000 per loss.

Property Loss. Coverage is for replacement cost to a combined total of \$500 million per occurrence, subject to a \$1,000 deductible.

Boiler and Machinery. Coverage is for replacement cost up to \$50 million per occurrence, subject to a \$1,000 deductible.

Public Officials Personal Liability. Coverage is for \$500,000 per occurrence for each covered official, subject to a \$500 deductible.

Workers' Compensation and Employers' Liability. Coverage is \$50 million per occurrence for workers' compensation and \$10 million for employers' liability coverage.

Adequacy of Protection

During the past three fiscal (claims) years, none of the above programs of protection have had settlements or judgments that exceeded pooled or insured coverage. There have been no significant reductions in pooled or insured liability coverage from coverage in the prior year.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2005

C. Relationship To Placentia Civic Center Authority

The Placentia Civic Center Authority, a joint powers agreement between the City of Placentia and the Placentia Library District of Orange County, was formed in May 1972 for the purpose of selling bonds to construct and furnish a civic center complex, consisting of a city hall, a police facility, and a library. The Authority is the owner of the facility and leases the facility back to the City and the Library District. Bonds were issued to finance the facility. When the bonds are fully paid, the facility will revert to the City and Library. Funds are kept by and appropriated through the County of Orange.

Costs of the civic center complex are prorated for financial purposes to the Library based on the following percentages:

- 50% - Landscape and outside maintenance
- 35% - Utilities
- 25% - Bond clipping by the Board of Trustees for lease payments

Financial statements of the Placentia Civic Center Authority may be obtained from the City of Placentia Finance Manager.

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**REQUIRED SUPPLEMENTARY
INFORMATION**

PLACENTIA LIBRARY DISTRICT
General Fund
Budgetary Comparison Schedule
For the Year Ended June 30, 2005

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Positive/ (Negative)</u>
Revenues:			
Property taxes	\$ 1,417,145	\$ 1,489,281	\$ 72,136
Other state funds	89,264	215,477	126,213
Interest income	8,488	25,439	16,951
Library revenue		473,098	473,098
Other revenues	<u>212,000</u>	<u>251,823</u>	<u>39,823</u>
 Total Revenues	 <u>1,726,897</u>	 <u>2,455,118</u>	 <u>728,221</u>
 Expenditures:			
Current:			
Salaries and employee benefits	982,433	1,013,193	(30,760)
Professional services	150,004	149,618	386
Maintenance	117,102	86,912	30,190
Office and administration	164,550	203,055	(38,505)
Library programs		88,144	(88,144)
Books and library materials	177,000	191,372	(14,372)
Contingency	1,016,705		1,016,705
Other	6,000	418,221	(412,221)
Capital outlay	20,000	21,676	(1,676)
Debt service:			
Principal payments	100,700	124,116	(23,416)
Interest payments	<u>5,000</u>	<u>24,837</u>	<u>(19,837)</u>
 Total Expenditures	 <u>2,739,494</u>	 <u>2,321,144</u>	 <u>418,350</u>
 Net Change in Fund Balance	 (1,012,597)	 133,974	 1,146,571
 Fund Balances - Beginning of Year	 <u>1,137,778</u>	 <u>1,137,778</u>	 <u></u>
 Fund Balances - End of Year	 <u>\$ 125,181</u>	 <u>\$ 1,271,752</u>	 <u>\$ 1,146,571</u>

See Accompanying Note to Required Supplementary Information.

PLACENTIA LIBRARY DISTRICT
Note to Required Supplementary Information
June 30, 2005

General Budget Policies

The Executive Director of the District submits a proposed budget to the Board of Trustees each year. The Board of Trustees and the County of Orange approve the budget. The annual budget is adopted by Resolution of the Board of Trustees. Revisions or transfers that alter the total appropriations must be approved by the Board of Trustees. Supplemental appropriations may be adopted by the Board of Trustees during the year.

A budget is adopted annually on a basis consistent with generally accepted accounting principles and is used as a management control device. The District maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget. The legal level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) for the operating budget is within a fund.

Moreland & Associates, Inc.
CERTIFIED PUBLIC ACCOUNTANTS

570 RANCHEROS DRIVE, SUITE 260
SAN MARCOS, CA 92069
(760) 752-3390

December 8, 2005

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

Dear Ms. Minter:

We have audited the financial statements of the governmental activities and the major fund of the Placentia Library District (District) as of and for the year ended June 30, 2005, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 8, 2005. In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the basic financial statements and not to provide an opinion on the internal control over financial reporting. In connection with our audit, we noted the following items relating to its internal control over financial reporting which are discussed below.

CAPITAL ASSETS

The District does not maintain a complete listing of capital assets at historical cost with the associated accumulated depreciation. We recommend the District perform a complete inventory and create a listing that includes the date purchased, description of the assets, historical cost and accumulated depreciation.

LONG-TERM DEBT

The District does not record the long-term debt outstanding in their general ledger system. We recommend that the District takes steps to record the outstanding debt for the capital leases and compensated absences in their general ledger system.

Ms. Elizabeth Minter
Library Director
Placentia Library District
December 8, 2005
Page 2

CASH AND INVESTMENTS

The District does not include all of the required information on the monthly treasurer's report as required by Government Code Section 53646 (b) (1).

- The report does not include a statement of compliance with the investment policy.
- The report does not include a statement of the District's ability to meet their expenditure requirements for the next six months.
- The report does not include the issuer, date of issue or dollar amount invested for the investments.

We recommend that all required information be presented on the treasurer's report.

This report is intended solely for the information and use of the Board of Trustees and management of the Placentia Library District and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

We would like to express our appreciation for the courtesy and assistance extended to us during our audit by all of your staff.

We would be pleased to discuss with you at your convenience the matters contained in this letter or any other matters which you would like to discuss.

Very truly yours,

MORELAND & ASSOCIATES, INC.



Kathryn Beseau, Partner

KB:ew

The meeting was called to order at 7:05pm in the History Room, Placentia Library. Directors present: Brenda Benner, Linda Baker, Nadine Blansett, Ted Farkas, Ellie Rankin, Pat Irot. Excused: Ginny Sanatar, Barbara Hemmerling, Margo Thum. Carole Fizzard, Absent: Camille Himes. Staff members present: Laranne and Jim Roberts. The Trustees were represented by Al Skholer.

President Rankin declared a quorum present for the conduct of business.

Minutes of the February meeting and Executive Session were read and approved with no correction.

No Treasurers Report was available. Financial Secretary's report was presented.

Auditor's Report: Gerry Tollefson's letter dated 2/20/06 was read and the following noted: (1) the books have been audited (2) Recommendation regarding CA Sales Tax liability (3) 2005 tax return has not been completed.

In response to the question of CA Sales Tax, Linda Baker's research provided information from publication Section #6370 (see attached) which indicates no sales tax revenue needs to be reported.

REPORTS:

President: Volunteer Event -- Nancy did a very good job and attendees expressed their pleasure. Author's Luncheon -- Laranne did a super job along with the Committee, The preliminary report is 252 reservations received; tips totaled \$7262.39; the Auction, ~~\$250~~ \$250; Silent Auction \$350; no report on Raffle or book sales. Member to attend Trustee meeting on 3/28 is President Rankin.

Plans for Annual Meeting: Jim Roberts reported that arrangements for the street banner were in place, along with TV taping. University representatives from the Federal Work Study program will be honored for their participation. A table at the entrance will be provided for volunteers to sign-in to facilitate certificate presentation to those who are present (others not present will pick up at the library). Ellie expressed concern about the adequacy of space in the Council Chamber room; Jim will discuss with the city the need for cable hookup at the library so any overflow could watch on TV in the Library. The business meeting will include the election of Board of Directors for the current year. The Nominating Committee has presented its report to the President.

Further plans for Annual Meeting: Ginny Sanatar needs to have a committee meeting for the reception portion of the Annual Meeting. She needs two volunteers to help serve; Nadine and Brenda volunteered. Volunteers to make salad are: Brenda, Nadine, Ellie, Lynda, Pat. Barbara and Camille were suggested as volunteers to staff the Book Sales table.

COMMITTEE REPORTS:

Book Sales: Pat Irot requested a \$93 check for the cost of the Children's program cd's. She also stated that the check approved last month has not yet been received. (This is the third check requested for this activity). She also indicated that Nancy needs someone to cover the Book Store on the third Wednesday from 6-8pm; Nadine volunteered to cover it and Ellie and Pat will sub when needed.

Public Relations: Pat indicated that notices were appearing in the paper, showing the most recent one. In addition, Pat reported that a file cabinet the library was discarding has replaced the old Friends file cabinet, that she has clean and organized the files. She requested that directors such as secretary, president, financial secretary, committee chairpersons file materials in the cabinet in order to keep records up-to-date.

Membership: Ted Farkas reported that 25 to 30 new memberships have come in since last meeting.

Silent Auction: Nadine reported the receipt of \$25. Pat reported Nancy's concern about Silent Auction books, which appeared to be missing. Nancy is tracking down the bidders to see if they might have been picked up.

2nd Sunday Sale: The schedule shows the following will work on 3/12: Brenda, Jill, Nadine, Camille. Work schedule is filled through the May sale.


Staff Report: Laranne reported that the new data base program has been purchased.

BUSINESS: President Rankin spoke of the meeting with Jeff Wilcox on 2/28/06 noting the results that it moved along as everyone was in agreement. Letter from Pat Irot re: meeting of 2/7/06 was read and inserted into the record (see attached).

It was moved by Lynda and seconded by Nadine as follows: Friends of Placentia Library agree in principle that a merger with the Foundation can potentially produce benefits for the library. Yea's - 4, Nay 1 - Abstain-1.

Meeting was adjourned.

Respectfully submitted,



Pat Irot, Secretary Pro temps

