

Managers Meeting

- Jul 18      Agenda and meeting notes are Attachment D
- Jul 25      Agenda and meeting notes are Attachment E
- Aug 1        Agenda and meeting notes are Attachment F
- Aug 2        Meeting with Valerie Poole to discuss the results from her small group meetings with the staff.
- Aug 7        Agenda and meeting notes are Attachment G
- Aug 15      Agenda and meeting notes are Attachment H



STAFF MEETING AGENDA  
7-18-07

Topics

- ❑ Holiday and Library Public Service Schedule Update
- ❑ Public Use of Computers and Catalogs - Discussion
- ❑ Cleaning Service Budget Feedback (no feedback rec'd as of 7/16 from any staff or mgmt)
- ❑ Network Lunch Handout (Updated)

Department Updates

- ❑ Public Services
  - Adult (Mary, Kathy)
  - Children's (Caroline & Phyllis)
  - Literacy (Jim, Toby, Nadia, Hilda)
  - History Room (Gary)
  - Volunteer Svcs. (Lois)
- ❑ Technology Services
  - Web/Technology (Vernon)
  - Acquisitions (Vernon)
  - Circulation (Kristen)
- ❑ Administrative Services
  - Development (Yesenia)
  - Insurance Update (Wendy)
  - Holiday Schedule (Wendy)

STAFF MEETING AGENDA  
8-1-07

Topics

- Safety Overview

Department Updates

- Public Services
  - Adult (Mary, Kathy)
  - Children's (Caroline & Phyllis)
  - Literacy (Jim, Toby, Nadia, Hilda)
  - History Room (Gary)
  - Volunteer Svcs. (Lois)
- Technology Services
  - Web/Technology (Vernon)
  - Acquisitions (Vernon)
  - Circulation (Kristen)
  - Passports (Kristen)
- Administrative Services
  - Development (Yesenia)
  - Board Meeting (Wendy)



STAFF MEETING AGENDA  
8-15-07

Topics

- Word of Mouth Marketing (WOM)
- Secret Shopper
- Revised Staff Meeting Schedule

Department Updates

- Public Services
  - Adult (Mary, Kathy)
  - Children's (Caroline & Phyllis)
  - Literacy (Jim, Toby, Nadia, Hilda)
  - History Room (Gary)
  - Volunteer Svcs. (Lois)
- Technology Services
  - Web/Technology (Vernon)
  - Acquisitions (Katie)
  - Circulation (Kristen)
- Administrative Services
  - Development (Yesenia)
  - Insurance Update (Wendy)



Placentia Library District  
Managers Meeting Agenda  
July 18, 2007

Vernon Napier, Recorder

1. Communications

- A. Web Site – Vernon
  - Update about PLFF issues
  - Update on “refreshing” web site look.
  - Update on Virtual Branch – developing and implementing concept
- B. Status on Internet Access issues – are we happy with changes? Vernon
- C. Updating photos in frame at the Circ desk Vernon
- D. Community Calendar status report – Jim
- E. Channel 31 status report – Elizabeth
- F. Review of print advertising –Jim
  - Chamber of Commerce – new ads
  - School hours poster
- G. Building signage
  - Banners for booksale – has a Chapman Ave location been determined? Jim
- H. Children’s Story Hour issue – status, Jim
- I. Chamber Network luncheons -- Elizabeth
- J. In/Out Board issues -- Vernon
- K. Word of Mouth Marketing project -- Elizabeth

2. Budget Implementation
  - A. Status of staff changes
    - Circ Clerk I
    - Tech Services Clerk I
    - Library Aide
  - B. RFID implementation
3. Placentia History Room
  - A. Status of plans for introducing the new dvd to the public – do we have a date and proposal for sales – article & sale advertisement for next Notations -- Jim
  - B. Recognition of new Placentia History Book and the new dvd by the Library Board at its July meeting – Jim
  - C. Celebrating Placentia's Authors – status report
4. Upcoming Staff Meetings
  - A. Schedule for meetings with Valerie Poole
  - B. Reports from Committee Meetings – Managers responsible for submitting
  - C. Content/topics for upcoming departmental/area meetings – reports by Managers
5. PLFF update -- Elizabeth
6. Status report on Departmental Projects & Staff Meetings
  - A. Administration
  - B. Public Services
  - C. Technical Services

# Agenda

**Goal: Learn how to build a buzz!**

**Turning customers into champions**

**Introduction to word-of-mouth marketing**

- Why it's powerful
- Why it works
- Must have's

**How to do it**

- Who is your audience/sales force?
- How do you get them involved?

**Real examples**

- Skits
- Case studies

**Wrap up**

- Questions/concerns

## Marketing is...

*Marketing is that function of the organization that can keep in constant touch with the organization's consumers, read their needs, develop products that meet these needs, and build a program of communications to express the organization's purposes.*

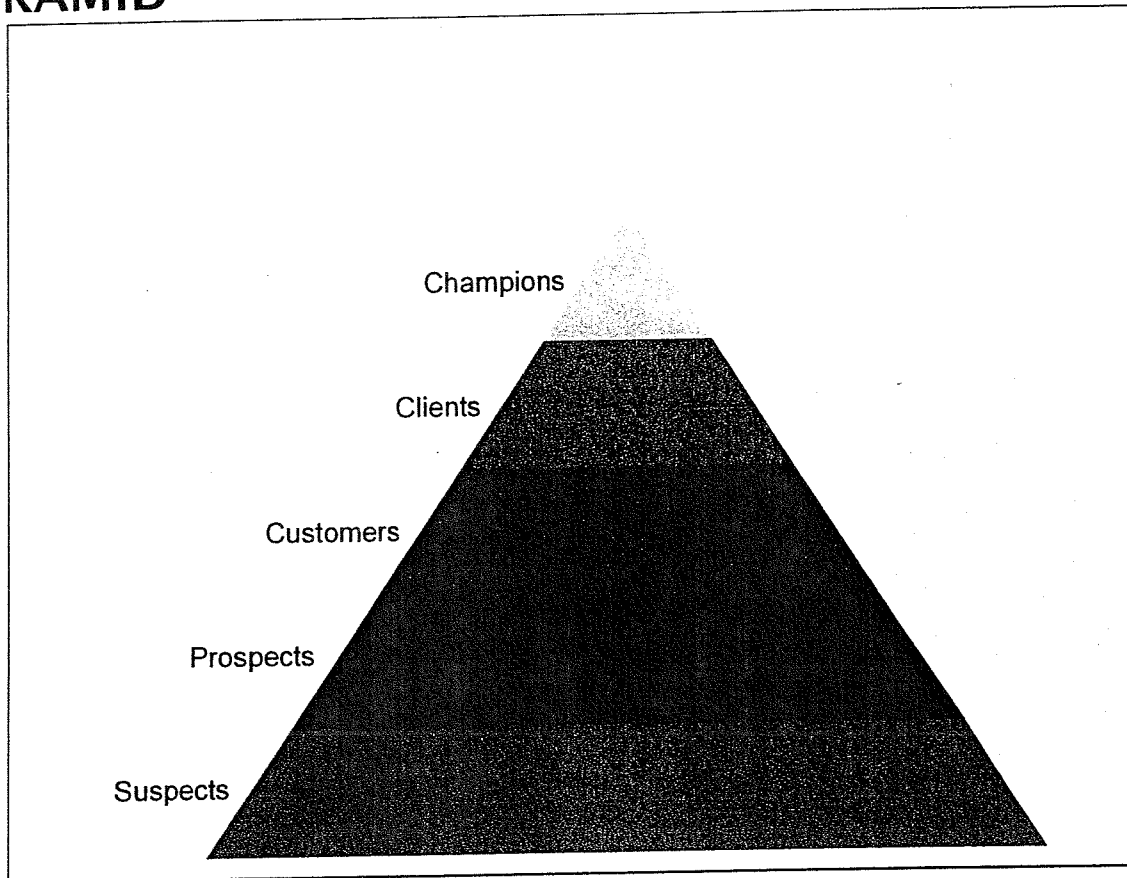
*(Kotler/Levy)*

- All about them—not us.
- About people—not stuff.
- Listening, not just telling.
- Organized, focused, consistent.
- A team sport—everyone has a role to play.

## Key elements

- Research
- Plan
- Communicate
- Evaluate

## PYRAMID\*



**SUSPECTS:** individuals who don't think about the library; the library is not part of their life.

**PROSPECTS:** individuals who might become library users if someone encourages them to.

**CUSTOMERS:** individuals who use the library.

**CLIENTS:** individuals who use the library and often have a relationship with library staff.

individuals who use the library, have a relationship with library staff, and advocate for the library to others.

## Word-of-mouth “must have’s”

- A good product/GREAT customer relations
- A plan with clear positioning, key audiences, strategies
- A clear, memorable and consistent message
- A prepared and committed sales force
- People who are willing to testify

## Your message should be . . .

- Conscious
- Clear
- Consistent

**Sample:** *Did you know you can use the library in your pajamas? We’ve got great resources online.*

## A word-of-mouth checklist

- \_\_\_\_\_ Do you have a clear, consistent and compelling message—one that can be said at the checkout desk or in a grocery store line?
- \_\_\_\_\_ Do the people at the checkout desk know and deliver the message?
- \_\_\_\_\_ Do you use testimonials/success stories?
- \_\_\_\_\_ Do you use outside experts to deliver your message?
- \_\_\_\_\_ Do staff collect and feedback what they hear—good and bad?
- \_\_\_\_\_ Do you have a prepared and enthusiastic sales force?
- \_\_\_\_\_ Does your library give superlative customer service?
- \_\_\_\_\_ Is conscious word of mouth part of your promotion strategies?

—Adapted from *The Secrets of Word-of-Mouth Marketing*,  
George Silverman, AMACOM, Copyright 2001

## **Tips you can use**

- Don't just pass out bookmarks. All staff can deliver the message when engaged with customers.
- Feed the grapevine. If someone indicates they are pleased with the service they received, ask them to "Please tell your friends."
- Send a message with your message. Add a signature line to your e-mail correspondence with the library message.
- Collect testimonials. If you hear a compliment or "success story," share it with the sales team so they can share it with others. Invite testimonials from students and faculty.
- Enlist "the library family" as part of your marketing and sales team. Make sure all staff (not just professionals or full-time)—know the message, understand why it is important and the key role they play.
- Seek out experts. Reach out to community leaders, educators, the media and other referral sources to help deliver your message.
- Wear the message. T-shirts, buttons and other "props" are conversation starters and can help make your point.
- Keep current. Make a point of reading library updates so you can be a knowledgeable spokesperson.
- Be alert for new and creative ways of delivering the message.
- Have fun! Be enthusiastic. Encourage your "sales force" to be. Remember, it's not just what you say but how you say it.



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## **Delivering the message**

### **Your mission**

- Educate
- Inform
- Sell

### **Your responsibilities**

- Know the message.
- Deliver it at every opportunity.
- Be informed.
- Stay positive—no matter what.
- Listen and feedback.

### **Remember to . . .**

- Keep an open face and body.
- Smile!
- Let your passion show!

## **5 Rules for handling difficult questions**

1. Be prepared! Anticipate difficult questions and know the answers.
2. Never answer a question you don't understand/feel comfortable/prepared to answer. Simply refer the question to a designated spokesperson.
3. Stay positive—no matter what. Never repeat negative language.
4. Keep your answers brief. Giving too much information may only provoke more challenging questions.
5. Never, ever say "*No comment.*"

## **Want to learn more?**

***The Secrets of Word-of-Mouth Marketing***, George Silverman, American Management Association, 2001. Silverman says traditional advertising doesn't have the impact it once did, and makes a great case for an organized, strategic approach to word of mouth.



Placentia Library District  
Managers Meeting Agenda  
July 25, 2007

Jim Roberts, Recorder

1. Communications

- A. Calendar for Word of Mouth Marketing -- Jim
- B. Web Site – Vernon
  - Children’s Section -- Jim
  - Feasibility of adding video
  - Report on meeting with SDR representatives about refreshing the appearance of the web site
- C. Updating photos in frame at the Circ desk Vernon
- D. Channel 31 status report – Elizabeth
- E. Placentia Quarterly issues -- Wendy
- F. Review of print advertising –Jim
  - Chamber of Commerce – new ads
  - School hours poster
- G. Building signage
  - Banners for booksale – has a Chapman Ave location been determined? Jim
  - Status report on 2006 order
  - Status report on PLFF sign for photocopier
- H. In/Out Board issues -- Vernon
- I. Staff training dvd’s – orientation & telephone

2. Budget Implementation

- A. Status of staff changes
  - Circ Clerk I
  - Tech Services Clerk I
  - Library Aide
- B. RFID implementation

- C. Janitor's contract supplement
3. Placentia History Room
- A. Pat Irot's comments on the flood dvd – Elizabeth
  - B. Recognition of new Placentia History Book and the new dvd by the Library Board at its July meeting – Jim
  - C. Celebrating Placentia's Authors – status report Jim – has it been accepted by the Heritage Parade Committee as an activity
4. Upcoming Staff Meetings
- A. Meetings with Valerie Poole
  - B. Reports from Committee Meetings – Managers responsible for submitting
  - C. Content/topics for upcoming departmental/area meetings – reports by Managers
5. PLFF update -- Elizabeth
6. Status report on Departmental Projects & Staff Meetings
- A. Administration
  - B. Public Services – status on the Early Childhood Computer order
  - C. Technical Services

Placentia Library District  
Managers Meeting Agenda  
August 1, 2007

Wendy Goodson, Recorder

1. Communications

- A. Calendar for Word of Mouth Marketing -- Jim
- B. Web Site – Vernon
  - Children’s Section – status report by Jim
  - Report on status of refreshing the appearance of the web site
- C. Updating photos in frame at the Circ desk --Vernon
- D. Channel 31 status report – Elizabeth
- E. Review of print advertising –Jim
  - Chamber of Commerce – new ads
  - School hours poster
- G. Building signage
  - Banners for booksale – status report by Wendy
  - Status report on completion of 2006 order
  - Status report on PLFF sign for photocopier
- H. Staff training dvd’s – orientation & telephone – update of outlines

2. Budget Implementation

- A. Status of staff changes
  - Circ Clerk I
  - Tech Services Clerk I
  - Library Aide
- B. RFID project -- Vernon
- C. Janitor’s contract supplement -- Vernon

3. Placentia History Room

- A. Update on Flood dvd status -- Jim
- B. Celebrating Placentia’s Authors – status report Jim – has a new date been proposed? Who is leading this?

4. Upcoming Staff Meetings
  - A. Meetings with Valerie Poole
  - B. Reports from Committee Meetings – Managers
5. PLFF update – Elizabeth
  - A. Annual Giving Campaign
  - B. Membership Campaign
  - C. Potential request for Cowboy Poetry program
6. Staff Training
  - A. Candidates for Eureka
  - B. Participation in Webinars – Sirsi/Dynix, Infopeople & Califa
7. Status report on Departmental Projects & Staff Meetings
  - A. Administration
  - B. Public Services – status on the Early Childhood Computer order
  - C. Technical Services

Manager's Meeting  
August 1, 2007  
Recorder – Goodson

Absent: Roberts

#### Communications

- A. WoM Marketing – no status.
- B. Website -
  - a. Childrens' - Monthly review by site by Jim & EDM needs Children's Performer contract.
  - b. Website Refresh – No status from SRP, EDM will contact.
- C. Photos in frame @ circ. – Now up and running.
- D. Channel 31 – No other contact from Time-Warner for 3 months.
- E. Review of print advertising – no status
- F. Building signage – ask Jim what is the readability of sign from the street. Measurements, text and library logo for banner need to go to Jon from SRP for design proof.
- G. Staff Training DVD – deadline for input & feedback due to Elizabeth NLT Aug 8, 2007 @ 9A.M. The following indiv. are assigned to narrate: Elizabeth -Governance of Library; Vernon - Confidentiality; Wendy - Employment Issues; Jim - Workplace Issues; Vernon - Special Employment Benefits; Wendy - Client & Customer relations; Elizabeth - PLFF.

#### Budget Process

- A. Status of staff changes – all qualified applicants have been tested. Circ. will process the scores and recommend the potential interviewees.
- B. RFID Project – Discussion of purchasing & implementing this year at an estimated cost of \$280,000.
- C. Janitor contract supplement – Vernon to compile and propose next steps.

#### Placentia History Room

- A. Update on floor dvd- no status.
- B. Celebrating Placentia's Authors – no status.

#### Upcoming Staff Meetings

- A. Meeting with Valerie Poole with managers is Thursday, Aug 2 @ 7:30a.m.
- B. Topic for staff meeting is : Safety Review.

PLFF Update

- A. Annual Giving Campaign - Gomez is doing well with the project.
- B. Mbrshp Campaign – Glenn & Kathy Baldwin are invited for the next READ Poster.
- C. Cowboy Poetry Program – EDM is researching a potential program with a cowboy poet, western style dress. Date to be determined.

Department Projects & Staff Meetings

- A. Staff Training – EDM requested of Jim & Vernon to recommend potential candidates for the 2008 Eureka Leadership Program by CSL. Webinar participation – EDM encouraged managers to encourage their staff to participate in the webcasts offered by SIRSI/Dynix, Infopeople & Califa.
- B. Public Svcs: early children computer order – no status.
- C. Tech Svcs: Upgrade to public PCs is complete.
- D. Admin: Public Hearing for budget/fines is scheduled for Aug 20, 2007.



Placentia Library District  
Managers Meeting Agenda  
August 7, 2007

Vernon Napier, Recorder

1. Communications

- A. Calendar for Word of Mouth Marketing – Jim
- B. Annual Report Brochure – submission of sections – Jim, Vernon, Wendy
- C. Web Site – Vernon
  - Children’s Section – status report by Jim
  - Report on status on refreshing the appearance of the web site
- D. Review of print advertising –Jim
  - Chamber of Commerce – new ads
  - School hours poster
  - September issue of Newsletter for Teachers
- E. Building signage
  - Banners for booksale – status report by Wendy & Jim – have we tested the sign readability for Chapman Ave.?
  - Status report on completion of 2006 order
  - Status report on PLFF sign for photocopier
- F. Staff training dvd’s – orientation & telephone – discuss taping schedule
- G. Performer’s contract – Jim, update on process and status

2. Budget Implementation

- A. Status of staff changes
  - Circ Clerk I
  - Tech Services Clerk I
  - Library Aide
- B. Janitor’s contract supplement -- Vernon

3. Placentia History Room

- A. Update on Flood dvd status -- Jim
- B. Celebrating Placentia’s Authors – status report Jim – has a new date been proposed? Who is leading this?

4. Staff Meetings
  - A. Revising schedule
  - B. Groupings & schedule for meetings with Valerie & Elizabeth at the end of September
  - B. Reports from Committee Meetings – Managers
5. PLFF update – Elizabeth
  - A. Annual Giving Campaign
  - B. Membership Campaign
  - C. Donor reception
6. Staff Training
  - A. Candidates for Eureka training
7. Status report on Departmental Projects & Staff Meetings
  - A. Administration
  - B. Public Services – status on the Early Childhood Computer order
  - C. Technical Services – Jim & Vernon, status report on the selection assignments in Children’s – is everyone involved?

Placentia Library District  
General Orientation CD  
July 2007

Governance of Library

- Vision & Mission Statements
- Special District
- Library Board of Trustees
  - Board Agenda Books
  - Library Board Meetings
- Library Director
- Library Managers
- Library Funding – tax and donations

Confidentiality

- Library Records
- Employee information
- Trustee information
- What to say if you are asked for information that is confidential

Employment issues

- Time cards
- Pay checks
- Work week/scheduling( no scheduling for non-exempt staff on days when the Library is closed without written management approval)/not being in building at off hours without written management approval.

Work day

- Ends 15 minutes after the close of the building to the public – the last 15 minutes of the day are intended to be spent cleaning up work areas and closing out the tasks of the day, not waiting by the back door!

Everyone meets at the back door, attendance is taken and everyone leaves together safety issue

- Sick leave reporting
- Vacation/time off requests
- Requesting reimbursement for medical/dental expenses
- Resolving problems with medical benefits
- Grievance process
- Policy Handbook
- Risk Management Training
- Special information for work study students
- Keys
- Loading dock door code

Workplace issues

- Relationship with other staff
- Name Badges – how to get them, how to get replacements, where and where to wear them
- On call managers
- Participation in staff meetings
- Promoting Placentia Library
- Word of Mouth Marketing
- Library Web Site
- Requesting supplies
- Purchasing items for the Library
- Use of District facilities and/or equipment
- Policy Handbook
- Emergency Handbook
- Building security/video cameras

Special Employment Benefits

- Ordering books
- Borrowing Library materials

Client/Customer relations

- How we treat our clients/customers
- How we handle difficult situations
- Paging for a “yellow clipboard”
- Managing emergency situations
- Customer/client use of District telephones
- Library Publications
  - Placentia Quarterly
  - Notations
  - Newsletter for Teachers

PLFF

- Membership for staff
- Membership for public
- Donors
- Memorial Books

Placentia Library District  
Telephone Orientation CD  
July 2007

Answering the phone

- Use a pleasant, welcoming voice
- Remember to speak slowly and distinctly
- Always identify "Placentia Library District"
- Always identify yourself and your department

Outgoing calls

- Use a pleasant, welcoming voice
- Remember to speak slowly and distinctly
- Always identify "Placentia Library District"
- Always identify yourself and your department
- Always leave a call back number including the extension (the recommended way is to leave it as you are inviting the person to call back and to leave it again at the end of the message)

2 types of phones – do a section of the cd for each type of phone for each topic covered

Forwarding to another phone

Forwarding to voice mail

Paging (how to do it and what may be said – stress keeping a pleasant voice)

Adding an extension to a call

Picking up another phone in your zone

Checking messages

Forwarding a message to another mailbox

Recording you name

Recording your message (including setting to no messages)

Selecting and recording an alternate message

Call forward – adding and removing

Do Not Disturb – adding and removing

Annual Report Brochure

Fiscal Year 2006-2007

“How our services impact lives & businesses in Placentia”

Copy Assignments (text and photos – enough to make a selection for each panel (about 8-10 for each placement).

4-5 compelling statistics plus 2 to 3 anecdotes for Deniene to select from.

Deadline for submission to Yesenia: \_\_\_\_\_

Jim

- Reference & Adult Services
- Children’s Services
- Literacy Services
- Placentia History Room (Vernon can help)
- Volunteers

Vernon

- Circulation
- Acquisitions
- Virtual services

Wendy

- Directors (District & PLFF)
- Managers
- New logo
- Address, web site & phone number information

Elizabeth

- Revenue & Expenditure charts
- Facility Master Plan

## Managers' Meeting – Minutes

August 7, 2007

Recorder - Napier

### 1. Communications

#### a. Word of Mouth

##### i. Schedule

1. September	Library Birthday	EDM
2. October	Literacy	JR
3. November	PLFF membership drive	EDM
4. December	Celtic Xmas	JR
5. January	Children's Services	JR
6. February	Authors' Luncheon	EDM
7. March	Library Website	VN
8. April	Volunteer/Poetry	JR
9. May	Summer Reading	JR
10. June	History Room	JR
11. July	Audio Books, etc.	VN
12. August	Literacy Tutor Sign-up	JR

#### b. Annual Report Brochure

##### i. Due by 9 August

#### c. Website

##### i. Check Ralphs Albertsons sign up

#### d. Print Advertising

#### e. Building signage

##### i. Jim to test sign visibility from E. Chapman

##### ii. Other signs due for delivery 16 August

#### f. Staff Training DVD

##### i. Managers to prepare script, exhibits, filming location for 4,5, & 6 September

#### g. Performer's Contract

##### i. Awaiting response from other libraries

### 2. Budget Implementation

#### a. Status of staff changes

##### i. Interviews for 3 Clerk positions scheduled for 8 August

##### ii. Library Aide position will follow Clerk appointments

#### b. Janitor's contract

##### i. Wendy & Vernon to follow up

3. Placentia History Room
  - a. Flood DVD
    - i. Progressing
  - b. Celebrating Placentia Authors
    - i. Progressing
  - c. PICK database
    - i. Vernon in touch with outside expert
4. Staff Meetings
  - a. General Staff Meeting once a month on the 3<sup>rd</sup> Wednesday, from 1:30 till 3:00 in even numbered months, and 3:30 till 5:00 in odd numbered months
  - b. Elizabeth to re-align staff groupings for meeting with Valerie in October
5. PLFF Update
6. Staff Training
7. Status report on Departmental Projects & Staff Meetings



Agenda Item 34

TO: Elizabeth Minter, Library Director  
FROM: Jim Roberts, Public Services Manager *JR*  
DATE: August 20, 2007  
SUBJECT: Program Committee Report for the month of July.

**ADULT SERVICES**

	July 06-07	July 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	0	0	0	0
NUMBER OF ATTENDEES	0	0	0	0

**CHILDREN'S SERVICES**

	July 06-07	July 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	26	26	26	26
NUMBER OF ATTENDEES	1,342	1,517	1,342	1,517

**PROGRAM COMMITTEE**

	July 06-07	July 07-08	YTD 06-07	YTD 07-08
NUMBER OF MEETINGS	2	2	2	2
NUMBER OF ATTENDEES	18	18	18	18
NEWS RELEASES	2	2	2	2

**LITERACY SERVICES**

	July 06-07	July 07-08	YTD 06-07	YTD 07-08
Total Tutors	63	64	63	64
Total Students	120	75	120	75
Total Hours	892	622	892	622

For more detailed literacy statistics, see Agenda Item 34, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian




Date: for Board Meeting, August 20, 2007

**Subject: July 2007 Activities in the Children's Department**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	81
Story Time I: 6 years & younger	4	76
Story Time II: 6 years & younger	4	119
SRP Registrations	Counted once for the month	130
SRP Events	5	961
Read to the Dogs event	1	45
Conversation Club	4	25
Origami	3	80
<b>Total July 2007</b>	<b>26</b>	<b>1517</b>
<b>Total July 2006</b>	<b>26</b>	<b>1342</b>
<b>Current FY to date</b>	<b>26</b>	<b>1517</b>
<b>Previous FY to date</b>	<b>26</b>	<b>1342</b>

CHILDREN'S DEPT. REFERENCE STATS				July	2007
Board Meeting / August 20, 2007 / Agenda Item 35					
DATE	IN-PERSON	PHONE	TOTAL		
1	18	0	18		
2	90	5	95		
3	45	2	47		
closed 4					
5	55	5	60		
closed 6					
7	60	4	64		
8	30	2	32		
9	55	0	55		
10	56	5	61		
11	55	7	62		
12	50	4	54		
closed 13					
14	40	3	43		
15	38	1	39		
16	45	5	50		
17	50	6	56		
18	50	7	57		
19	47	4	51		
closed 20					
21	45	3	48		
22	35	2	37		
23	50	5	55		
24	64	4	68		
25	53	3	56		
26	41	5	46		
closed 27					
28	42	4	46		
29	39	1	40		
30	59	5	64		
31	52	7	59		
<b>TOTAL</b>	<b>1264</b>	<b>99</b>	<b>1363</b>		

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: August 20, 2007

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

**Tutor Training.** There was one tutor training workshop in July, and ten tutors were trained. All are tutoring or pending

**Placentia Rotary Reading Enrichment Program (PRREP).**

The PRREP Clubs at El Dorado High School and Valencia High School ended in late May. We had more than 100 PRREP tutors this past school year.

**Update on the three off-site PLLS homework clubs.** Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on September 18. The Kraemer-Placentia Library Homework Club started on October 30 and was very successful. All homework clubs are on hold until September 2007.

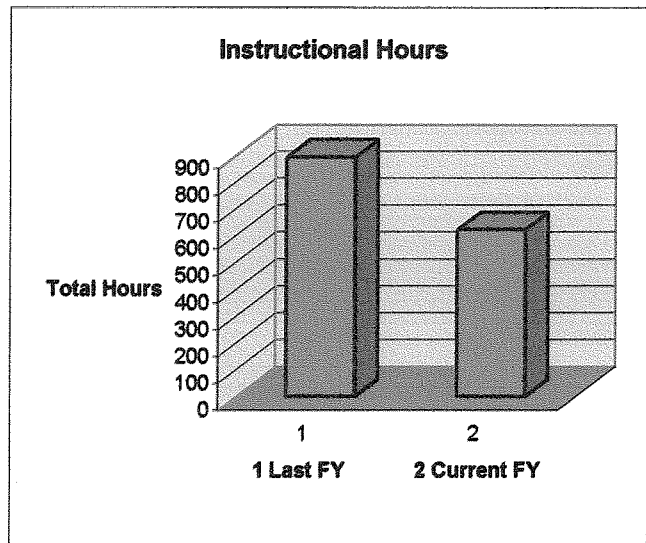
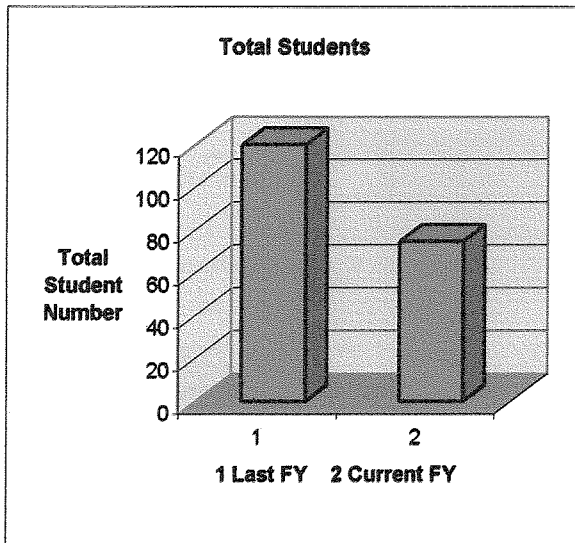
**English Language and Literacy Intensive (ELLI) Program Update.** ELLI started again this school year in late September. We were active at three elementary schools--Ruby Drive, Topaz, and Tynes--and we had a total of seventeen tutors working with more than 200 grade school students. Elli is through for the summer and will begin again in the fall.

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

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

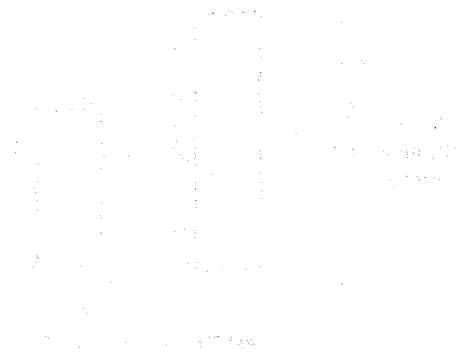
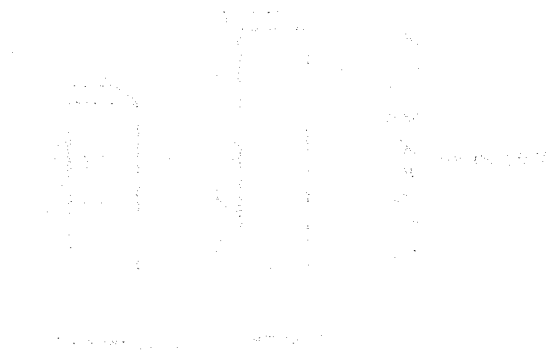
Placenta Library Literacy Services  
Report of Growth and Progress

	July 06-07	July 07-08	YTD 06-07	YTD 07-08
<b>Tutors</b>				
Adult	31	33	31	33
Teen	32	31	32	31
Hours Instruction	892	622	892	622
Other Volunteer Hours	120	80	120	80
Total Hours	1,012	702	1,012	702
<b>Training Workshops</b>				
Workshops Held	1	1	1	1
Tutors Trained	10	10	10	10
<b>Students</b>				
With Adult Tutors	88	41	88	41
With Teen Tutors	32	34	32	34
In Groups	0	0	0	0
Total Active Students	120	75	120	75
<b>Families for Literacy</b>				
Family Students	5	5	5	5
Family Tutors	5	5	5	5
Hours of Instruction	60	60	60	60
<b>ELLI Program</b>				
K-6th Grade Students	0	0	0	0
Tutors for K-6th Grade	0	0	0	0
Hours of Instruction	0	0	0	0
<b>Homework Clubs</b>				
On-Site: Students	0	0	0	0
On-Site Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
H.I.S. House Students	0	0	0	0
H.I.S. House Tutors	0	0	0	0
Hours of Instruction	0	0	0	1,171
Topaz Students	0	0	0	0
Topaz Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
Kraemer Students	0	0	0	0
Kraemer Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
<b>Total Tutors</b>	63	64	63	64
<b>Total Students</b>	120	75	120	75
<b>Total Instruction Hours</b>	892	622	892	622



11/20/2014

11/20/2014





TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian  
DATE: August 20, 2007  
SUBJECT: **Reference and Adult Services report for July, 2007**

- There were two Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. There was also a book display about genealogy. On one side of the trough we featured books about grilling, including webliographies/bibliographies to celebrate National Culinary Arts and Grilling Month. On the other side we included our new Playaways. These recorded books come in MP3 players smaller than a pack of cigarettes; about 1/3 of the titles were already reserved when the display went up. Their convenience should make them very popular. Patrons will only need to supply earphones, and can enjoy listening on their home computers, in their cars, or simply by plugging in to the players.
- There were no programs held during July.
- Upcoming confirmed programs include "Genealogical Database Help" on Tuesday, September 18, presented by Caroline Rober from the Genealogical Society of North Orange County California (GSNOCC); "Animal Care" on Thursday, October 25, with Dr. Paul Evans; a yet-unnamed class taught by GSNOCC as part of a series done in different libraries on Tuesday, October 30; "Mastering Midlife" with Dr. Jerry Binder on Monday, November 5; "A Child's Christmas in Wales" on Thursday, December 20; and "True Stories and Other Lies", with Dr. Joseph Arnold, date still to be determined, in January.
- Mary Strazdas attended an Infopeople workshop on July 30 called "Stimulating Creativity."

Statistical Comparisons at the Reference Desk  
July FY 2007/2008

	2006	2007	YTD 06-07	YTD 07-08
Phone Reference Questions	151	167	151	167
Desk Reference Questions	1,354	4,485	1,354	4,485
E-Mail Reference Questions	0	4	0	4
Ready Reference	30	30	30	30
Instruction	139	135	139	135
Computer Use	3,294	3,318	3,294	3,318
Reference Books: In-Library Use	4,133	4,233	4,133	4,233
Patron Database Signups	177	N/A	177	N/A

TO: Elizabeth Minter, Library Director

FROM: Gary Bell, Librarian *GB*

DATE: August 20, 2007

**SUBJECT: History Room report for July**

History Room visitors in July: fiscal year: 2006-2007: 1

History Room visitors in July: fiscal year: 2007-2008: 6

The History Room has received a donation of 12 El Dorado High School football programs from the 1980s and 1990s.

An article on our volunteer Larry Cummings appeared in the Placentia News Times.

An obituary search was conducted for the name Margaret Sims.

Leonora Pierotti contacted the History Room concerning historic photos and materials in her possession that she would like to donate to us. I sent her a follow up letter and a meeting with her regarding her donation is pending.

A patron requested a Yorba Middle School yearbook.

Local author Jo Ann de Matteo inscribed her book for the local author display.

Marge Boelman requested historic photos for the donor reception.

Edna Ruiz wanted to know where the Helen Gilmore Bowen ranch was located. A photo was located in our files. Ms. Ruiz obtained a library card and checked out Virginia Carpenter's book and others on local history.

The history committee met with both Eddie Castro and Phil Giralдин regarding the revision of the 1938 flood DVD. Filming has taken place and the revised product is in the hands of the videographer for final editing.

Work continues on the categorization and filing of photographs and materials in the local history archives. There are approximately 4,500 photographs in our collection, 200 of which will soon be appearing online at Calisphere and the Online Archive of California. Also the digitization of our local newspaper has begun with several years in the 1920s having been sent away for processing.



**Placentia Library District**

On-line Database usage - July 2007

	July 2008	July 2007		Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D change
Chilton Library (Automobiles)	1	-		1	-	n/a
General Reference Center	78	94		78	94	(16)
Opposing Viewpoints	28	50		28	50	(22)
Newsbank -Newspaper search	108	25		108	25	83
Newsbank -Magazine search	0	0		0	0	0
L.A Times	6	2		6	2	4
Wall Street Journal	5	0		5	0	5
Heritage Quest	7689	1673		7689	1673	6016
Learning Express (Learn a test)	9	3		9	3	6
Novelist	3	44		3	44	(41)
Tumblebooks	424	69		424	69	355
MorningStar	182	-		182	-	n/a
Value Line	1498	-		1498	-	n/a

LIBRARY WEBSITE TRAFFIC FOR THE PERIOD JUNE 2006 THROUGH JULY 2007

	Jun06	Jul06	Aug06	Sep06	Oct06	Nov06	Dec06	Mar07	Apr07	May07	Jun07	Jul07	Y-T-D	Average
Unique visitors	1,822	1,865	1,910	1,832	2,035	2,032	1,926	2,569	2,388	2,301	2,218	2,336	25,234	2,103
Number of visits	2,966	2,987	3,135	3,062	3,469	3,441	3,056	4,317	4,000	3,925	3,742	3,864	41,964	3,497
(visits per visitor)	1.62	1.60	1.64	1.67	1.70	1.69	1.58	1.68	1.67	1.70	1.68	1.65		1.66
Pages visited	15,091	16,047	15,571	18,913	23,774	22,888	17,544	20,338	18,835	19,422	17,373	22,980	228,776	19,065
(pages per visit)	5.08	5.37	4.96	6.17	6.85	6.65	5.74	4.71	4.70	4.94	4.64	5.94		5.48

**Pages most viewed**

Application for library card	69	40	46	0	0	0	62	0	57	44	99	27	444	37
Borrowing library materials	136	116	538	122	216	157	96	164	135	117	110	130	2,037	170
Calendar	298	228	408	252	187	125	2	174	122	109	226	170	2,301	192
Catalog	502	662	673	628	820	1,119	810	491	604	301	468	503	7,581	632
Community links	70	75	85	53	71	55	51	66	57	59	64	44	750	63
Contact Us	122	108	140	108	150	207	118	150	162	169	159	167	1,760	147
Frequently Asked Questions	223	255	313	266	265	189	183	242	261	233	235	254	2,919	243
Home page	10,915	12,657	11,394	14,827	18,988	18,073	13,739	14,543	13,008	13,856	12,760	17,236	171,996	14,333
Kids page	233	111	191	277	155	238	401	206	178	199	317	209	2,715	226
Literacy services	57	71	106	70	122	72	42	77	83	72	58	76	906	76
Passport applications	214	197	205	182	241	175	178	546	444	311	317	324	3,334	278
Photos (pick of the pics)	n/a	n/a	126	141	173	135	96	159	115	85	92	126	1,248	125
Searching for information	332	385	37	474	543	642	381	670	626	728	424	451	5,693	474

## Placentia Library District

TO: Elizabeth Minter, Library Director  
FROM: Vernon Napier, Technical Services Manager  
DATE: August 15, 2007  
SUBJECT: **Technology Report for July 2007**

*VN*

- Received training in the Library's telephone system.
- Met with two different representatives offering to supply us with RFID tags and associated equipment.
- Upgraded 5 public PCs; updated and rearranged the remaining 21.
- Attended meeting at Downey Public Library to discuss continued subscription of downloadable ebooks service.
- Met with website consultants.
- Set up new PC and telephone in Volunteer Coordinator's new room. Also arranged for laying of carpet tiles





**pacific clippings**

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Placentia News  
Weekly JUL 0 5 2007

**BRIEFLY**

**Library receives grant for literacy programs**

The Draper Family Foundation presented the Placentia Library with a \$10,000 grant earlier this month. This was part of the "Helping Kids Achieve" program established in 2004.

All literacy programs and services are available to the community for free. For information on enrolling in the program, call the library at 714-524-8408 ext. 213.

332

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santa ana, calif. 92711

The Register  
Daily JUL 0 7 2007

**331 PLACENTIA**

**Books on sale: Got a dime?**

There may be a used paperback waiting for you at the Placentia Library on Sunday. The Placentia Library Friends Foundation will be holding a used book sale from 1 to 4 p.m. Discounts vary depending on the book, but hardcover books can be as much as 90 percent off. There will be everything from fiction to nonfiction. Enter the library from the loading dock in the parking lot, 411 E. Chapman Ave. For information call 714-528-1925.

Heather McRea  
714-704-3791 hmcrea@ocregister.com

**pacific clippings**

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The Register  
Daily JUL 0 9 2007

**LESS EVENT FUNDING PLACENTIA**

332  
The city will help with the annual Taste of Placentia and Los Posadas and Tamale Festival, but as of now won't be contributing to a Cinco de Mayo community party.

The City Council has voted to give \$15,400 in in-kind services for the two events, or \$7,700 each.

"The downtown merchants have always pulled this off," Councilman Greg Sowards said.

"Now you have the Chamber (of Commerce) behind you. The chamber comes with a lot of bodies. I want to see them step up to the plate," Sowards said.

**pacific clippings**

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Placentia News  
Weekly JUL 1 2 2007

**BRIEFLY**

**Bookstore looking for volunteers**

332  
The Placentia Public Library is looking for volunteers to staff the library's bookstore from 6 to 8 p.m. on Wednesdays and Thursdays.

Volunteers can also sign up as substitutes to fill in shifts as needed. For more information, call Nancy Lone-Tollefson at 714-524-7818.

All proceeds from the store go to providing services at the library.

**pacific clippings**

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Placentia News  
Weekly JUL 1 9 2007

337  
Attention book lovers: The Placentia Library is having a fundraiser at Barnes and Nobel in Fullerton.

Just get a flier or voucher from the library and take it to the store on July 28, or e-mail [AisForAutism@roadrunner.com](mailto:AisForAutism@roadrunner.com) for an electronic voucher.

The store will be giving the library a percentage of all sales and these funds will be used to benefit all the students who attend the Placentia-Yorba Linda Unified School District!

Funds will go for the literacy program's one-to-one tutoring and homework club.

While you're at Barnes and Nobel, watch for a book signing from 1 to 3 pm by **Joanna Velasco** for her book, "A is For Autism."

Velasco was spotlighted in this column a few months ago and is an aide at George Key School.

Her book is a must to read to your own children to help them understand the children around them who have Autism. It also makes a great gift!

**pacific clippings**

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O.C. Metro  
Bi-Monthly JUL 19 2007

**Awards & Recognition**

**Snell & Wilmer LLP**, a Newport Beach-based law firm, has been honored with a **Community Cornerstone Award** for its outstanding charitable contributions at Orange County United Way's annual Campaign Celebration. The firm raised \$137,971 for **Orange County United Way** and made a special foundation gift of more than \$100,000. **Orange County Teachers Federal Credit Union** has been named one of the **50 "Best Small & Medium Companies to Work for in America"**. **Fuscoe Engineering** has been awarded **Habitat for Humanity of Orange County's Vision Builder Award**. The Irvine-based firm has provided pro bono civil engineering design services for a number of Habitat for Humanity projects, including seven new townhomes in the city of Cypress. Assemblyman **Todd Spitzer (R-Orange)** has honored Rancho Santa Margarita-based **Adventures in Advertising / The Stanley Group**



Patrick Fuscoe (center) receives the Vision Builder Award. Also pictured are Habitat for Humanity's Sharon Ellis, executive director, and J.P. Kapp, chairman.

as the **Small Business of the Year** for the 71st District. Irvine-based **KTGY GROUP, INC., Architecture and Planning**, earned six **Gold Nugget Awards** for its site planning and architecture for attached, detached and affordable homes during the annual PCBC trade show. **Donna St. Jean Contl**, president of **St. Contl Communications** in Mission Viejo, received the Award of Distinction from the 13th annual **Communicator Awards Print Competition**. **ocw**

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The Register  
Daily JUL 24 2007

**EX-OFFICIAL FIGURES INTO AUDIT**  
PLACENTIA

The conduct of an indicted former Placentia official could play a crucial role in whether the city is asked to pay back millions of dollars to the California Department of Transportation, according to an internal city memo.

Caltrans Director Will Kempton told Placentia City Manager Bob Dominguez on July 6 that former Public Works Director Chris Becker's indictment on conflict-of-interest charges threw spending authorizations into question with Caltrans auditors.

The audit centers on Placentia's failed OnTrac agency that had tried to separate road and rail intersections.

**pacific clippings**

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

The Register  
Daily JUL 24 2007

**PLACENTIA**

**Employee of the quarter:** Maria Perez, city of Placentia administrative secretary, has been honored with the Employee Recognition Award. The program recognizes employees whose work in city services has been outstanding.

Adam Townsend

714-704-3706 atownsend@ccregister.com

**pacific clippings**

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Placentia News  
Weekly JUL 19 2007

**PROFILE**

**Finding a way into job market**

One Stop program helped Larry Cummings get a job at the Placentia Library.

By REGINA TAHK  
CONTRIBUTING WRITER

**Larry Cummings**



**Profession:** Catalogs historical photos at the Placentia Library

**Background:** Stationed in Germany when the Vietnam War broke out

The Orange County One Stop program, funded by the U.S. Department of Labor, has been providing a more coordinated, customer-friendly, locally driven workforce development system since 1994.

Under the Workforce Investment Act of 1998, federal, state, county, local agencies and businesses have been collaborating in an effort to meet the needs of the employer and job seeker. Larry Cummings, a participant of the program, shared his experience working at the Placentia Library.

**Question: How and why did you become involved in this program?**

**Answer:** I became involved because I have some physical limitations and I have been out of the job market for seven years. Most senior citizens over 60 years old find it very difficult to enter the job market, so most look for part-time jobs. But One-Stop works with several organizations to put senior citizens in positions (that enable) them to learn new trades. You can learn a new trade for a period of nine to 12 months.

**Q: What do you do at your job?**

**A:** I am in the process of cataloging old Virginia Carpenter pictures and there are prob-

ably about 15 albums of pictures that I have to catalog and title. I put them in acid-free albums and I'll be doing that with all the old photos here at the Placentia library.

**Q: What's the most enjoyable part of it?**

**A:** Learning about the history of Placentia. I knew practically nothing about it when I started here. Seeing all the old photographs and seeing how old they are - some are more than 100 years old - is another enjoyable aspect. And, I enjoy immensely working with the volunteers here who are very knowledgeable and helpful.

**Q: What are some aspects of the program that can be improved?**

**A:** I think it is very good, but they need to be more one-on-one. They are probably understaffed like most government agencies and don't have the time to give the one-on-one attention. Another recent problem is the fact that we cannot work more than twenty hours a week. But I would like to work more - like 25 hours a week.



**pacific clippings**  
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The Register  
Daily JUL 19 2007

## Rail plan may haunt Placentia

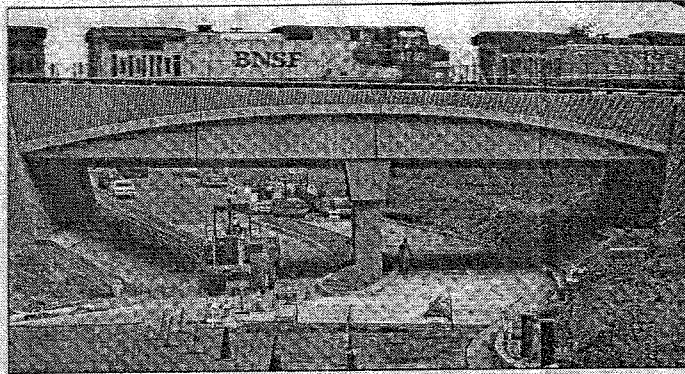
Spitzer says city will owe Caltrans millions in refunds for OnTrac project.

Placentia officials had an ambitious plan: to build a trench through town for railroads so trains and motorists wouldn't cross paths.

Last year, the city ditched the OnTrac plan.

On Wednesday, Assemblyman Todd Spitzer, R-Orange, said he was briefed by the Caltrans director and predicted the city will have to refund the agency millions of dollars after Caltrans finishes an audit.

City officials say they've heard nothing from Caltrans about accusations of mis-spending. **LOCAL 1**



FILE PHOTO: BRUCE CHAMBERS, THE ORANGE COUNTY REGISTER

**BRIDGE:** A street underpass was built in Placentia as part of the OnTrac project. City staff members had a meeting scheduled with Caltrans auditors for Tuesday, but it was postponed until August.

## ONTRAC

FROM PAGE 1

lump sum," the assemblyman said, adding that he would help ensure Placentia has enough time to pay back any money owed.

Spitzer said it was unclear how the money may have been misspent by the city, which already has financial troubles.

In 2004, Spitzer and a county supervisor called for an OnTrac audit.

Councilman Greg Sowards tempered Spitzer's comments.

"No public agency is in the business of putting another public agency out of business," he said.

Terrence Beaman, hired last year as Placentia's finance director, said Spitzer's comments were premature and that he was confident all city spending had been appropriate.

"The city is going to vigorously fight whatever the (negative) findings are, because we didn't do anything wrong," Beaman said.

Placentia will have 30 days to dispute the findings, then Caltrans has 30 days to respond.

Caltrans spokesman Matt Rocco said he couldn't comment, because the audit was incomplete.

Spitzer said he learned from Kempton that the Caltrans audit, which started more than a year ago, was launched at the behest of the Federal Highway Administration and focused on \$96 million in state and federal funds for OnTrac.

Placentia Councilman Scott Brady said Spitzer was prematurely talking about the audit to give the appearance that he was holding government agencies accountable.

"That's pretty irresponsible," Brady said. "Instead of going to the city, (Caltrans) is going to assemblymen. How do you react to something when you don't know the facts? (Spitzer) is hurting our city."

Spitzer said he is disheartened that his concerns three years ago may now be substantiated.

"If the city is ordered to reimburse the state and federal government for OnTrac expendi-

tures, then we will know who was acting irresponsibly," he said.

OnTrac was a city-run program that would have overseen the lowering of train tracks into a trench through town. Officials hoped the project, which would have cost more than \$500 million, would alleviate traffic congestion, vehicle-train accidents and train noise.

By the time the city abandoned OnTrac last year, more than \$50 million had been spent on it. The city got an underpass built with some of the funds and had work completed on the nearly implemented Quiet Zone, in which safeguards were added so trains don't have to blow whistles at intersections.

Former City Manager Bob D'Amato and former Public Works Director Chris Becker have been indicted on conflict-of-interest charges linked to OnTrac.

Townsend reported from Orange County. Joseph reported from Sacramento.

**CONTACT THE WRITER:**  
bjoseph@ocregister.com

# Transit fine may total millions

Placentia officials deny a lawmaker's claim that they misspent money on a rail project.

By ADAM TOWNSEND  
and BRIAN JOSEPH  
ORANGE COUNTY REGISTER

**SACRAMENTO** • Placentia will owe the California Department of Transportation millions of dollars for state and federal funds spent on the failed OnTrac project, an Orange County lawmaker said Wednesday after meeting

with Caltrans' director.

Council members and city staff members said they hadn't received any Caltrans documents and denied any misspending.

Assemblyman Todd Spitzer, R-Orange, said he met with Caltrans Director Will Kempton on Wednesday to discuss the agency's audit of the failed project to separate train tracks and roads.

Kempton declined to give a dollar amount, but Spitzer said he believes the city's finances are in grave danger.

"The fines that will be leveled against Placentia will be in the millions of dollars. It clearly will be in the millions of dollars," Spitzer said.

"My belief is the dollar amount is so significant... this fine could theoretically bankrupt the city if they have to pay it all back in one

## Financial woes

When OnTrac disbanded last year, Placentia assumed the city agency's \$16 million debt. The city was able to cover \$11 million of the amount. It is erasing the rest by raising fees and cutting services.

SEE ONTRAC • PAGE 3

**pacific clippings**

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

Yorba Linda Star  
Weekly JUL 19 2007

# Students are learning by doing

**F**or the students in **Kathy Carter's** Adult Transition Class at **GEORGE KEY SCHOOL**, learning job skills is very hands-on.

At Alicia's Cookery, Catering & Gift Pantry in Brea, you can find these students working hard and learning very important skills such as dressing appropriately for work and sanitation regulations in the food industry, and the students come away with an appreciation for the foods of different cultures.

Our district makes sure that all learners have the opportunity to reach their potential and at George Key School, this is where it happens!

At Alicia's, the students are supervised by other employees at the restaurant.



**CORINNE GRIFFITHS**  
ON CAMPUS



Only those students who show enough determination, and have a recommendation from Instructional Tech **Jim Uranga** at Key School are able to participate in this project.

Once approved, they are fortunate to be able to work at a place like Alicia's, where the owners and customers appreciate the hard work of these special students.

Alicia has helped these students for the past 10 years.

Some of the jobs they are given are packing cookies, washing fruit, filling condiment bags and preparing the lunch bags.

One of the conscientious workers, **Mitchell Marx**, says he has a newfound love of Mexican music and hot sauce.

He takes his job very seriously.

As soon as he arrives at school on the days he works at Alicia's, he is ready and waiting for the bus to take him to work.

He has been known to make sure his co-worker **Leticia Fernandez** is ready on time.

There are some extra perks for this job, and the chocolate chip cookies are one of his favorites.

**AT WORK:** Mitchell Marx works at Alicia's Cookery, Catering & Gift Pantry in Brea.

For his birthday, Alicia even baked him a special gourmet cake!

That is a memory he will never forget.

Attention book lovers: The **Placentia Library** is having a fundraiser at Barnes and Nobel in Fullerton.

Just get a flier or voucher from the library and take it to the store on July 28, or e-mail [AisForAutism@roadrunner.com](mailto:AisForAutism@roadrunner.com) for an electronic voucher.

The store will be giving the library a percentage of all sales and these funds will be used to benefit all the students who attend the **Placentia-Yorba Linda Unified School District!**

Funds will go for the literacy program's one-to-one tutoring and homework club.

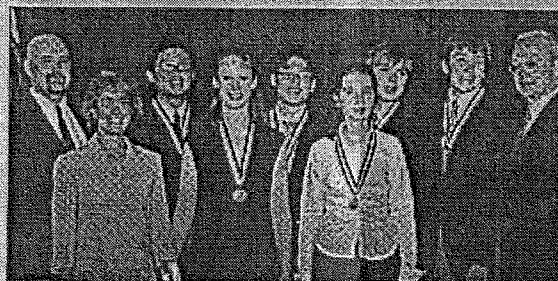
While you're at Barnes and Nobel, watch for a book signing from 1 to 3 pm by **Joanna Velasco** for her book, "A is For Autism."

Velasco was spotlighted in this column a few months ago and is an aide at George Key School.

COURTESY OF JIM URANGA

COURTESY OF JIM URANGA

**LIFE EXPERIENCE:** Leticia Fernandez learns her way around the workplace at Alicia's Cookery, Catering & Gift Pantry in Brea.



COURTESY OF JACK KOTZ

**WINNERS:** National Chemistry Olympiad Study Camp winners and mentors are, from left, Will Lynch, Kara Pezzi, Justin Koh of Bakersfield, VHS's Patricia Widener, Brian Lee of Northridge, Sophia Smolov of New Jersey, Matthew Nubbe of Alabama, Kenneth Brewer of Utah and Jack Kotz.

Her book is a must read to your own children to help them understand the children around them who have Autism. It also makes a great gift!

**VALENCIA HIGH SCHOOL'S** 2007 Tiger of the Year **Patricia Widener** missed her own high school graduation to participate in the National Chemistry Olympiad Study Camp at the U.S. Air Force Academy in Colorado.

She was invited to the two-week camp as one of the top 20 Chemistry students in the

nation, and she also attended this elite camp last year!

She was competing for one of four slots available to the United States for the international competition to be held in Moscow later this year.

Although she didn't get one of the four slots, she was selected as an alternate, which is the best that anyone from Orange County has ever done.

This is an incredible accomplishment for a phenomenal young lady who not only excels in Chemistry but also graduated with an International Baccalaureate diploma

and is a national and international baton twirling champion in singles and in doubles with her sister Michelle.

She will be attending Massachusetts Institute of Technology in the fall on an academic scholarship. Her proud Valencia Chemistry teacher is **Brent Shenton**.

Corinne Griffiths, a retired sixth-grade teacher from the Placentia-Yorba Linda Unified School District, covers our students' accomplishments. Fax items to 714-970-1325 or e-mail to [CorinneGriffiths.net](mailto:CorinneGriffiths.net).



# Failed O.C. rail project still costs

Placentia's OnTrac is defunct, but an audit by the state may result in an order for reimbursement.

By GARRETT THEROLF  
AND CHRISTIAN BERTHELSEN  
Times Staff Writers

Already at the brink of bankruptcy, Placentia may now owe Caltrans millions for the improper use of funds allocated to an ill-fated plan to improve rail corridors.

A multimillion-dollar assessment could be a crippling blow to a city that has already gone \$6 million in debt because of the failed \$650-million project.

Assemblyman Todd Spitzer, a former Orange County supervisor, was briefed by Caltrans officials Wednesday and said that although he was not told how much the state might seek from

the northern Orange County city, he believed it could be enough to bankrupt Placentia if the state asked for the money in a lump sum.

"At the end of the day, I think it's going to be in the millions, and the question is what repayment schedule we're going to work out," said Spitzer (R-Orange). "A lump sum would bankrupt Placentia. They should be given a work-out schedule."

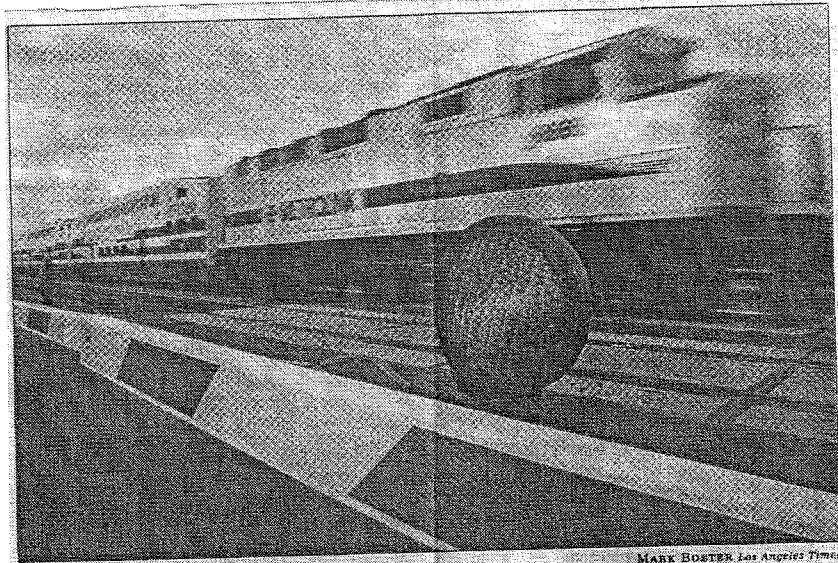
The so-called OnTrac project, launched in 1998 and since shelved, was supposed to reduce the negative effects of busy railways but instead dragged Placentia into a financial tailspin. In the end, it resulted in criminal charges against its former city manager and public works director — two chief boosters of the rail venture.

"Obviously, we don't have the wherewithal to come up with any money — let alone [millions of dollars]," said Councilman Scott Brady, who said he had not been briefed on the draft Caltrans audit.

The audit was scheduled to be presented July 24, but has been moved to September, Spitzer said.

In past years, the rail initiative forced the city to sell park land, float bonds and slash city spending. Town leaders even considered eliminating its Police

[See Placentia, Page B7]



MARK BOSTER Los Angeles Times

**CROSSED UP:** Placentia had big plans for the rail traffic through the city, including crossing upgrades. The project foundered, but the city is now a quiet zone, so no train horns need to be blasted.

## Doomed OnTrac may still be expensive for Placentia

[Placentia, from Page B1]

Department. Because of those desperate measures, Mayor Constance Underhill said Placentia would probably be unable to liquidate any additional assets to pay the Caltrans tab.

"I think all our departments are already squeezed as far as they can go," she said.

The OnTrac project was shelved last year after it failed to receive federal funding and the city ran out of money to keep it afloat.

Former Public Works Director Christopher Becker and former City Manager Robert D'Amato face felony conflict-of-interest charges in connection with their work on the project. Both have denied wrongdoing. They are scheduled for a pretrial hearing in October.

City planners wanted to build 11 overpasses and lower five miles of Burlington Northern Santa Fe Railway tracks into a concrete trench. They had hoped the project would revitalize the city's Old Town district, reduce noise and improve the movement of cargo to and from the ports of Los Angeles and Long Beach.

A large chunk of state money was used to buy private property to make room for the project and to fund the initiative's lone suc-

cess story — the \$18-million Melrose Street underpass. The city also spent more than \$9 million for a passel of consultants, including video producers, lobbyists, public relations experts, the project director and various advisors.

Councilman Greg Sowards said the Caltrans assessment — which he'd heard could be as much as \$12 million — was communicated to the city through a July 6 meeting with City Manager Robert C. Dominguez.

Dominguez left for vacation the same day and could not be reached for comment. A Caltrans spokesman said the audit was ongoing and would not confirm the dollar figure.

City Council members expect the state agency to formally file its draft audit with Placentia by the end of the month, triggering a 30-day deadline for the city to respond.

"At this point, I think we're going to fight it," Underhill said. "If they waited all this time to say, 'Gee, you have to pay us back,' I'm sorry, we could have cut the costs off way back then if we had known."

Spitzer said Caltrans appeared to have missed warning signs along the way and continued to fund or reimburse the city, even though it was clear some-

thing was amiss.

"The writing was on the wall that they knew something was awry in the city of Placentia because they were paying in excess of appraised values for property and billing Caltrans in excess of what they could legally bill," Spitzer said. "You would've thought those two factors alone would have caused Caltrans to pause and question what was going on."

Meanwhile, much of the land needed for underpasses has been bought and the lobbyists have been paid, but the train tracks are still above ground. The city has, however, become one of the first in Southern California to win a quiet-zone designation, meaning that train conductors will not have to sound their horns as they approach and cross intersections in town.

Roughly 60 trains a day pass through — a number that is expected to triple in the next decade — and the noise has been a long-running irritant.

Still, the OnTrac fiasco has left some jaded.

"We're basically right where started a decade ago," Brady said.

garrett.therolf@latimes.com  
christian.berthelsen@latimes.com

# DISTRICT WANTS \$195 MILLION BOND

School board votes  
on new bond  
measure Aug. 28.

By REGINA TAHK  
THE ORANGE COUNTY REGISTER

Placentia-Yorba Linda Unified School District officials Tuesday presented the school board with a plan to spend a proposed \$195 million bond measure on specific facility and curriculum improvements.

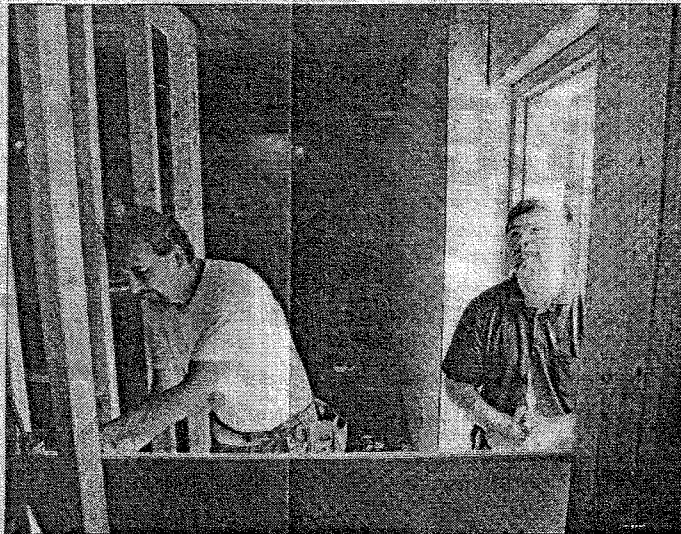
The new measure would modernize existing schools that didn't receive funding from Measure Y, the district's previous bond measure that built several new schools and renovated more than 20. Other improvements would include the construction of performance venues, improvements in the district's technology infrastructure and development of vocational programs.

"We try to have a pretty close ear to the ground," said Superintendent Dennis Smith. "These are the things that touch students directly. I think we have the right improvements."

The bond measure plans to acquire \$195 million locally. Smith said he expects state funds would net an additional \$12 million.

The current funding distribution would allocate about \$30.5 million to technology improvements, \$10.5 million to career education, \$80.7 million to modernizing schools and \$85.3 million to building new student facilities.

Board members were en-



ROD YEAL, STAFF PHOTOGRAPHER

**CONSTRUCTION:** Jerry Santos, left, Job Suarez, right, and Steve Solferino, in the background, put drywall in a classroom being retrofitted for the Valencia High School's construction classes. Some money from a proposed bond measure would continue to develop vocational programs.

## Distribution of funds

**Student facilities:** \$85.3 million  
**Modernize schools:** \$80.7 million  
**Technology infrastructure and class materials:** \$30.5 million  
**Career-education curriculum and facilities:** \$10.5 million

thusiastic about the plan, but had some concerns about explaining the new measure to voters who have already paid \$102 million for Measure Y.

"I think we need to be prepared to explain (it) to the public," said Board President Jan Wagner.

Bond money would renovate 62 restrooms at 23 schools; improve 124 classrooms at 12 schools; replace outdated heating, ventilation and air-conditioning units at eight schools; and elevate school safety by placing more fencing, lighting and walkways.

The measure will also support the renovation of Bradford Stadium and the construction of a new district stadium. Bradford Stadium is the only stadium in the district.

Officials are uncertain where the new stadium would be established, but plans call for building a performance venue at Esperanza High School, a pool at the new Yorba Linda High School and a music hall at El Dorado High School, among other facilities.

The technological improvements will provide not only network access to school from

home, but also buy digital classroom materials and strengthen network security.

PYLUSD Facilities Director Mike Bailey said all the proposed improvements were based on input from teachers, staff and students.

"We told them, 'we're not making a wish list, we're not making a want list, we're asking what you need to make the optimal teaching environment for these children,'" he said.

The school board is expected to decide Aug. 28 on whether to put the issue to the voters on the February ballot.

## MORE ONLINE

Would you support a new school bond? Vote at [www.ocregister.com/placentia](http://www.ocregister.com/placentia).

**pacific clippings**  
p m b 1 1 7 8 9  
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Placentia News  
Weekly JUL 26 2007

## Negotiations for old Town development begin

332  
TOD and city start hashing out a contract.

By ADAM TOWNSEND  
STAFF WRITER

City Council authorized city staff to begin negotiations last week with Old Town developer TOD Properties for an agreement on a development project.

TOD Properties has a number of south Placentia properties in escrow and has been paying for the city's architects and consultants for the project in anticipation of the agreement.

City Spokeswoman Traci Stubbler said that the firm currently has an exclusive negotiating agreement with the city, meaning the city won't go find another developer while TOD is preparing for the development.

Once the City Council approves a development contract, TOD Properties can start building.

"With the entitlements scheduled to be in effect next year, it's about time to start these negotiations," said TOD Manager Rick Kreuzer. "They take a while to put together."

The city has yet to approve the spe-

cific plan for the proposed mixed-use, retail-residential development, while TOD Manager Rick Kreuzer needs to line up investors to raise the estimated \$40 million needed for the project.

Both parties must complete these tasks before either signs any contract, Councilman Scott Brady said.

"It's not going to be something that's done and over with in 30 days," said Development Services Director Ray Pasqua. "We're hoping to be pretty far into it by the end of the calendar year. (Negotiations) are more in the realm of how this project is going to be funded."

In the spring, the council sent the initial specific development plan back to the civil engineering company contracted to draw it up. Members worried that the zoning map the planning firm provided didn't allow for enough retail space, which would generate sales tax to offset the cost of city services the area requires.

City staffers say they expect the revised plan to come before the council near the end of the year.

## 332 CERT starts training

Placentia starts  
emergency training  
program Sept. 13.

By ALEX NORBY  
CONTRIBUTING WRITER

The city starts its next Community Emergency Response Team (CERT) training course this fall. The seven-week program will teach participants

how to prepare prior to a disaster and to know what to do during and immediately after a disaster.

CERT trainees will meet every Thursday evening beginning Sept. 13. Orange County Fire Authority representatives, Placentia's emergency management coordinator and Placentia Police personnel teach the courses about disaster preparedness, fire suppression and safety assess-

ment, disaster medical operations, light search and rescue, care and shelter, psychological counseling and terrorism education.

For more information, call Traci Stubbler in the city's Administration Department at 714-993-8117, or Nilda Berndt with the Placentia Police Department at 714-993-8225, or visit the "Emergency Preparedness" link at [www.placentia.org](http://www.placentia.org).



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Placentia News  
Weekly JUL 26 2007

## Placentia may have to pay millions to Caltrans

Assemblyman Spitzer: Audit may find city's OnTrac misspent funds.

By ADAM TOWNSEND and  
BRIAN JOSEPH  
STAFF WRITER

Placentia will owe the California Department of Transportation millions of dollars for state and federal funds spent on the failed OnTrac project, an Orange County lawmaker said May 18 after meeting with Caltrans' director.

Council members and city staff members said they hadn't received any Caltrans documents and denied any mispending.

Assemblyman Todd Spitzer, R-Orange, said last week he met with Caltrans Director Will Kempton on Wednesday to discuss the agency's audit of the failed project, to separate train tracks and roads.

Kempton declined to give a specific dollar figure, but Spitzer said he believes the city's finances are in grave danger.

"The fines that will be levied against Placentia will be in the millions of dollars. It clearly will be in the millions of dollars," Spitzer said.

In 2004, Spitzer and a county supervisor called for an OnTrac audit.

"My belief is the dollar amount is so significant... this fine could theoretically bankrupt the city if they have to pay it all back in one lump sum," said the assemblyman, adding that he would help ensure Placentia has enough time to pay back any money owed.

According to an internal city memo, the conduct of an indicted former official from Placentia could play a crucial role in whether the city is asked to pay back the California Department of Transportation millions in grant money.

Kempton told Placentia City Manager Bob Dominguez earlier this month that former Public Works Director Chris

Becker's indictment on conflict of interest charges threw spending authorizations into question with Caltrans auditors.

Dominguez said Monday he couldn't comment any more specifically on the nature of the mispending because he has not yet received audit documents and currently no meeting had been scheduled as of Monday by Caltrans to review them.

Councilman Greg Sowards tempered Spitzer's comments last week.

"No public agency is in the business of putting another public agency out of business," he said.

Terrence Beaman, hired last year as Placentia's finance director, said last week Spitzer's comments were premature and that he was confident all city spending was appropriate.

"The city is going to vigorously fight whatever the (negative) findings are, because we didn't do anything wrong," Beaman said.

Placentia will have 30 days

to dispute the findings, then Caltrans has 30 days to respond.

Caltrans spokesman Matt Rocco said last week he couldn't comment, because the audit was incomplete.

Spitzer said he learned from Kempton that the Caltrans audit, which started more than a year ago, was launched at the behest of the Federal Highway Administration and focused on \$36 million in state and federal funds for OnTrac.

Placentia Councilman Scott Brady said last week Spitzer was prematurely talking about the audit to give the appearance that he was holding government agencies accountable.

"That's pretty irresponsible," Brady said. "Instead of going to the city, (Caltrans) is going to assemblymen. How do you react to something when you don't know the facts? (Spitzer) is hurting our city."

Spitzer said he is disheartened that his concerns three years ago may now be substantiated.

"If the city is ordered to reimburse the state and federal government for OnTrac expenditures, then we will know who was acting irresponsibly," he said.

OnTrac was a city-run program that would have overseen the lowering of train tracks into a trench through town. Officials hoped the project, which would have cost more than \$500 million, would alleviate traffic congestion, vehicle-train accidents and train noise.

By the time the city abandoned OnTrac last year, more than \$50 million had been spent on it. The city got an underpass built with some of the funds and work completed on the nearly implemented Quiet Zone, in which safeguards were added so trains don't have to blow whistles at intersections.

Former City Manager Bob D'Amato and former Public Works Director Chris Becker have been indicted on conflict-of-interest charges linked to OnTrac.

**pacific clippings**  
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santa ana, calif. 92711

The Register  
Daily AUG 02 2007

### BIG PLANS FOR LIBRARY PLACENTIA

The Placentia Library District has put together a plan to almost double the library building's floor space, increase its collection by 75 percent and improve the technology available to its patrons over the next five to eight years.

An Aug. 20 public hearing will be one of the first steps in a \$22.2 million plan to improve library facilities.

Library Director Elizabeth Minter said that she didn't expect the goals to be completed for another five to eight years. But she said it was possible the library board would put a tax proposal on the ballot to fund upgrades, aside from soliciting donations and using developer fees.



**pacific clippings**  
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santa ana, calif. 92711

The Register  
Daily JUL 28 2007

#### GARDEN EVENTS

**California Friendly Garden Contest Awards** 6 p.m. July 28 at Roger's Gardens, 2301 San Joaquin Hills Road, Newport Beach. The event includes a Great Park presentation by environmental ecologist Steven Mandel. Contestants are vying for \$4,000 in prizes and bragging rights to the best garden in Orange County. 949-640-5800 or [www.rogersgarden.com](http://www.rogersgarden.com).

**Self-watering container/Jardinere System class** 11 a.m. July 28 at The Plant Stand, 2972-A Century Pl., Costa Mesa. Class led by gardening experts. Pottery sale all day. 714-966-0797 or [www.plant-stand.com](http://www.plant-stand.com).

**UCI Arboretum Plant Sale** 9 a.m.-noon July 28 at the UCI Arboretum on the UCI North Campus. Sale features unusual perennials, potted bulbs and succulents. Plants such as Gioriosa lily, Crocosmia, cape sky flower, spider crinum and others on sale. Free admission. 949-824-5833.

**August in the Garden with Ron Vanderhoff** 9 a.m. July 29 at Roger's Gardens, 2301 San Joaquin Hills Road, Newport Beach. A monthly series for avid gardeners to learn practical information about local soils, climate and plant palette. Extensive, detailed instructional literature will be distributed to attendees. 949-640-5800 or [www.rogersgardens.com](http://www.rogersgardens.com).

**Orange County Branch of the Cymbidium Society of America** monthly meeting, 7 p.m. social hour, 8 p.m. meeting Aug. 8 at the Garden Grove Community Meeting Center, 11300 Stanford Ave., Garden Grove. Harry Phillips, from Andy's Orchids, will demonstrate how to mount orchids. Free. Visitors welcome. 714-991-8661.

**"Energy, Fantasy and Forum,"** 7:30 p.m. Aug. 9 at Friendship Auditorium, 3201 Riverside Dr., Los Angeles. Presentation by Professor Chip Sullivan about energy efficient garden planning with an emphasis of seeing the garden as art and places of spiritual renewal. Hosted by the Southern California Horticultural Society. Free. 323-650-2209 or [www.socahort.org](http://www.socahort.org).

**Choosing the Perfect Fountain for Your Yard** Seminars at 11 a.m. and 3 p.m. Aug. 11 and 12 at The Garden Gallery, 403 W. Chapman Ave., Orange. Landscape experts will be on hand to help participants in fountain selection. Bring a photo of your yard. Free. 714-516-9337 or [www.thegallery.com](http://www.thegallery.com).

**Tri-Counties African Violet Society** monthly meeting, 1-3 p.m. Aug. 12 at East Anaheim Hills Community Center, 8201 E. Santa Ana Canyon Rd., Anaheim. Topics are separating babies from the mother leaf and potting techniques. Free. Public is welcome. 714-281-4339.

**Southern California Orchid Society** monthly meeting, 1 p.m. social hour, 2 p.m. Aug. 12 at the Placentia Library, 411 E. Chapman Ave., Placentia. Guest speaker is Merle Robboy, M.D., on Brazilian Orchids. Free. 714-991-8661.



SAFETY COMMITTEE MEETING  
JULY 28, 2007  
MINUTES

I. Call to Order: 11:25 A.M.

Members Attending: Katie Matas  
Wendy Goodson  
Caroline Gurkweitz  
Esther Guzman

II. Old Business

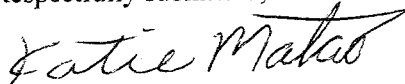
1. The fire extinguishers were checked by Katie Matas on July 26, 2007.
2. "First aid" and "Everyday Ergonomics" handouts were distributed at the July 11, 2007 staff meeting.

III. New Business

1. The soap dispenser in the Girls' restroom in the Children's Department was replaced.

The next meeting will be August 22, 2007 at 11:00 A.M.

Respectfully submitted,



Katie Matas




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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Public Hearing on the Fines & Fees Schedule for Fiscal Year 2007-2008  
**DATE:** August 20, 2007

**BACKGROUND:**

Attachment A is the Fines & Fees Schedule for Fiscal Year 2007-2008 as approved by the Library Board at its Regular Meeting on June 18, 2007, and scheduled for Public Hearing at the Library Board Regular Meeting on August 20, 2007.

The Notice of Public Hearing for the Proposed Fines & Fees Schedule for Fiscal Year 2007-2008 for the Placentia Library District was published in the *Placentia News Times* on August 16, 2007 and posted as a legal notice at the Library on August 9, 2007.

Library staff discovered that there were several errors in the Schedule that was submitted for legal notice. Staff is recommending to the Library Board that the Public Hearing be continued until the September 17, 2007 Library Board Meeting, and that staff be authorized to re-notice the Public Hearing with the corrected information.

**RECOMMENDATIONS:**

1. Continue the Public Hearing on the Placentia Library District Fines and Fees Schedule for Fiscal Year 2007-2008 until the September 17, 2007 Library Board Meeting.
2. Authorize the staff to publish a notice of the continuance of the Public Hearing and a copy of the corrected Proposed Placentia Library District Fines and Fees Schedule for Fiscal Year 2007-2008.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Fines & Fees Schedule  
**POLICY NUMBER:** 6035

### PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Effective October 1, 2007

Adopted August 25, 2003, Revised August 15, 2005, Revised September 17, 2007

#### FINES PER DAY

All Items ..... \$ .20

There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item was due, not from the end of the grace period.

MAXIMUM FINE PER ITEM .....	MAXIMUM
All Items .....	\$ 10.00

RESERVES & SHELF CHECKS.....	PER ITEM
All Items .....	\$ .50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	5.00

#### LOST MATERIALS DEFAULT\*

Cataloged Adult & Children's Books .....	Item Cost + \$ 5.00 .....	\$ 20.00
Uncataloged Paperbacks .....	Item Cost + \$ 5.00 .....	5.00
Magazines/Pamphlets.....	No Processing Fee.....	3.00
Cassettes.....	No Processing Fee.....	10.00
CDs, CD ROMs & Videos .....	Item Cost + \$ 5.00 .....	15.00
Audio Books (all formats).....	Item Cost + \$ 5.00 .....	50.00

*\*Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

SPECIAL SERVICES .....	PER ITEM
Library card replacement.....	\$ 2.00
Cleaning CD/DVD, next business day service.....	2.00
Cleaning CD/DVD, expedited same day service .....	5.00
Fax per document (outgoing or incoming) plus \$ .10 per page .....	2.00
Laminating, per sheet .....	1.00

Notary services, per signature .....	10.00
Photographs from Placentia History Room, per photo plus actual packaging, postage and/or shipping .....	7.50
Printing & Photocopy, black ink, per page, paid by cash or credit/debit card .....	0.15
Printing & Photocopy, black ink, per page, paid by Library Card deposit account .....	0.10
Printing & Photocopy, color, per page, paid by cash or credit/debit card .....	0.50
Printing & Photocopy, color, per page, paid by Library Card deposit account .....	0.45
Passport check preparation .....	5.00
Test monitoring, per exam .....	30.00

MULTIPURPOSE ROOM.....	PER DAY
Up to four hours .....	\$ 35.00
Additional hours, in four hour increments .....	35.00
Set-up & clean-up combination .....	30.00
Set-up fee .....	20.00
Clean-up fee ..	20.00

**SURCHARGES**

Returned check, up to 30 days .....	\$ 30.00
Returned check, 30th day and over: the greater of 3 times value of check or .....	100.00
Report to Collection Agency, per report .....	15.00

**DAMAGES**

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. *(Adopted by the Library Board of Trustees, January 18, 1993.)*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Fiscal Year 2007-2008 Budget Hearing  
**DATE:** August 20, 2007

**BACKGROUND:**

The Fiscal Year 2007-2008 Budget for Fund 707 (General Fund) was presented to and reviewed by the Library Board at its June 18, 2007 Regular Meeting and scheduled for Public Hearing at the Library Board's Regular Meeting on August 20, 2007.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for Fiscal Year 2007-2008 for the Placentia Library District was published in the *Placentia News Times* on August 16, 2007 and posted as a legal notice at the Library on August 9, 2007. The Proof of Publication will be included with the General Consent Calendar for the September 17, 2007 Library Board Meeting.

Fiscal Year 2007-2008 Budget

The Orange County Budget Forms for Placentia Library District Funds 702 (Structural Repair), 703 (Automation Replacement), 706 (Bond Redemption), 707 (General Fund), and 708 (Sick Leave Payoff) are Attachment A.

Summaries of the Orange County forms and the General Fund budget are in Attachment B.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Budget for 2007-2008 Fiscal Year for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment C.

Budget Resolution

The Fiscal Year 2007-2008 Budget for all District Funds needs to be adopted by Resolution 08-02. (Attachment D)

**RECOMMENDATIONS:**

1. Conduct Public Hearing on the Budget for Fiscal Year 2007-2008 as published.
3. Finalize Placentia Library District Budget for all Funds for 2007-2008 Fiscal Year.
4. Motion to read Resolution 08-02 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2007-2008 Budgets for the Placentia Library District of Orange County.
5. Motion to adopt Resolution 08-02 by a roll call vote.
6. Authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Equipment  
FISCAL YEAR 2007-2008

At a meeting held on August 20, 2007, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the  
schedules for the Fiscal Year 2007-2008 in the amount of \$ 150,303 (from  
Schedule 16, Column 10, Total Requirements).

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BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the  
space provided below, the amount which may be adjusted to balance the total  
requirements and the available financing.

Adjust 5200 -- Appropriation for Contingencies

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

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ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: Betty Escobosa Chairperson: Al Shkoler  
(Please Print)

Richard DeVecchio, Ed.D. Gaeten A. Wood

Jean A. Turner

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870

ATTN: Mgr. Administrative Services Telephone: 714-528-1925, Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: 714-528-1925, Ext. 202

E-mail: administration@placentialibrary.org

COUNTY OF ORANGE  
Placentia Library - Equipment & Struct. Repair DISTRICT  
FISCAL YEAR 2007-2008

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (From Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_  
(From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

MIN

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

## COUNTY OF ORANGE

Placentia Library - Equipment & Struct. Repair DISTRICT

FISCAL YEAR 2007-2008

SCHEDULE FOR FUND BALANCE AVAILABLELine

1.	Fund Balance - 06/30/06 (from last year's schedule, Line 4)	<u>114,429</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2006-2007	<u>30,247</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2006-2007	( <u>123</u> )
4.	Fund Balance - 06/30/07 (Line 1 + 2 - 3)	<u>144,553</u>
5.	Less: Total Reserves @ 06/30/07 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves	<u>0</u>
5B.	Other Reserves	<u>0</u>
5C.	Total Reserves (line 5A + 5B)	( <u>0</u> )
6.	Total Fund Balance Available 07/01/07 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	<u>144,553</u>

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203



SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2007-08

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							
SUMMARY BY SOURCE (1)							
Fund Balance Available			Actual 2005-06 (2)	Actual 2006-07 (3)	Recommended 2007-08 (4)	Approved 2007-08 (5)	
6610 Interest			123,057	114,429	144,553		702 - PLACENTIA LIBRARY
7130 Other Governmental Agencies			4,726	6,320	5,750		DISTRICT - EQUIPMENT &
7670 Miscellaneous Revenue				23,927			STRUCTURAL REPAIR FUND
TOTAL MEANS OF FINANCING			127,783	144,676	150,303		
SUMMARY OF FINANCING REQUIREMENTS							
SUMMARY OF FINANCING REQUIREMENTS (7)							
SERVICES AND SUPPLIES							
1300 Maintenance - Equipment			2,986				
1400 Maintenance - Buildings and Improvements							
1900 Professional and Specialized Services			32				
1912 Investment Administrative Fees			104	123	150		
TOTAL SERVICES & SUPPLIES			3,122	123	150		
4000 Equipment			10,232				
TOTAL EQUIPMENT			10,232				
5200 Appropriation for Contingencies			13,354	123	150,153		
TOTAL FINANCING REQUIREMENTS					150,303		
Fund Identification Other Than District General Fund (12)							





COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Automati  
FISCAL YEAR 2007-2008

At a meeting held on August 20, 2007, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the  
schedules for the Fiscal Year 2007-2008 in the amount of \$ 11,957 (from  
Schedule 16, Column 10, Total Requirements).

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BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the  
space provided below, the amount which may be adjusted to balance the total  
requirements and the available financing.

Adjust 5200 -- Appropriation for Contingencies

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

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ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: Betty Escobosa Chairperson: Al Shkoler  
(Please Print)

Richard DeVecchio, Ed.D. Gaeten A. Wood

Jean A. Turner

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870

ATTN: Mgr. Administrative Services Telephone: 714-528-1925, Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: 714-528-1925, Ext. 202

E-mail: administration@placentialibrary.org

COUNTY OF ORANGE  
Placentia Library - Automated Replacement DISTRICT  
FISCAL YEAR 2007-2008

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (From Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_  
(From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

*N.A.*

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

## COUNTY OF ORANGE

Placentia Library - Automated Replacement DISTRICT

FISCAL YEAR 2007-2008

SCHEDULE FOR FUND BALANCE AVAILABLELine

1.	Fund Balance - 06/30/06 (from last year's schedule, Line 4)	<u>10,822</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2006-2007	<u>571</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2006-2007	( <u>11</u> )
4.	Fund Balance - 06/30/07 (Line 1 + 2 - 3)	<u>11,382</u>
5.	Less: Total Reserves @ 06/30/07 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves	<u>0</u>
5B.	Other Reserves	<u>0</u>
5C.	Total Reserves (line 5A + 5B)	( <u>0</u> )
6.	Total Fund Balance Available 07/01/07 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	<u>11,382</u>

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203



SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2007-08

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING			
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)								
SUMMARY BY SOURCE								
(1)	Actual 2005-06 (2)	Actual 2006-07 (3)	Recommended 2007-08 (4)	Approved 2007-08 (5)	Fund Identification Other Than District General Fund (6)			
Fund Balance Available	10,409	10,822	11,382		703 - PLACENTIA LIBRARY DISTRICT - AUTOMATED REPLACEMENT FUND			
6610 Interest	422	571	575					
7130 Other Governmental Agencies								
7817 Interfund Transfers In - from Funds 700-799								
TOTAL MEANS OF FINANCING	10,831	11,393	11,957					
SUMMARY OF FINANCING REQUIREMENTS								
SUMMARY OF FINANCING REQUIREMENTS								
(7)	Actual 2005-06 (8)	Actual 2006-07 (9)	Recommended 2007-08 (10)	Approved 2007-08 (11)	Fund Identification Other Than District General Fund (12)			
SERVICES & SUPPLIES								
1800 Office Expense								
1900 Professional and Specialized Services								
1912 Investment Administrative Fees	9	11	15					
TOTAL SERVICES & SUPPLIES	9	11	15					
5200 Appropriation for Contingencies			11,942					
TOTAL FINANCING REQUIREMENTS	9	11	11,957					



COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - I & S  
FISCAL YEAR 2007-2008

At a meeting held on August 20, 2007, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the  
schedules for the Fiscal Year 2007-2008 in the amount of \$ 190,823 (from  
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the  
space provided below, the amount which may be adjusted to balance the total  
requirements and the available financing.

Adjust 5200 -- Appropriation for Contingencies

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: Betty Escobosa Chairperson: Al Shkoler  
(Please Print)

Richard DeVecchio, Ed.D. Gaeten A. Wood

Jean A. Turner

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870

ATTN: Mgr. Administrative Services Telephone: 714-528-1925, Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: 714-528-1925, Ext. 202

E-mail: administration@placentialibrary.org

COUNTY OF ORANGE  
Placentia Library - I & S DISTRICT  
FISCAL YEAR 2007-2008

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (From Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_ (From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

*N.A.*

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.



COUNTY OF ORANGE

Placentia Library - I & S DISTRICT

FISCAL YEAR 2007-2008

SCHEDULE FOR FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/06 (from last year's schedule, Line 4)	<u>172,598</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2006-2007	<u>9,102</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2006-2007	( <u>177</u> )
4.	Fund Balance - 06/30/07 (Line 1 + 2 - 3)	<u>181,523</u>
5.	Less: Total Reserves @ 06/30/07 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves <u>0</u>	
5B.	Other Reserves <u>0</u>	
5C.	Total Reserves (line 5A + 5B)	( <u>0</u> )
6.	Total Fund Balance Available 07/01/07 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	<u>181,523</u>

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203

Placentia Library - I & S COUNTY OF ORANGE DISTRICT  
 FOR FISCAL YEAR 2007-2008  
 SCHEDULE FOR RESERVE REQUIREMENTS

	1 2006-2007 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2007-2008
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)	0	0	0	0
Other Reserves (Provide Detail):	0	0	0	0
TOTAL	0	0	0	0

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule for Fund Balance Available, Lines 5A and/or 5B.
- Record any decrease in reserves to Column 2. Post total of Column 2 to Schedule 16, Column 4, Cancellation of Reserves.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Increase or New Reserves.
- Reserves for 2007-2008 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Incre or New Reserves (Column 3).

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203  
 Prepared by: (County) \_\_\_\_\_ Verified by: \_\_\_\_\_

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2007-08

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED			
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
Interest and Sinking								
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)								
SUMMARY BY SOURCE								
	(1)	(2)	(3)	(4)	(5)	(6)		
Fund Balance Available	166,017	172,598	181,523			706 - PLACENTIA LIBRARY		
6610 Interest	6,731	9,102	9,300			DISTRICT INTEREST AND		
7130 Other Governmental Agencies						SINKING BOND REDEMPTION		
7817 Interfund Transfers In - from Funds 700-799								
TOTAL MEANS OF FINANCING	172,748	181,700	190,823					
SUMMARY OF FINANCING REQUIREMENTS								
SUMMARY OF FINANCING REQUIREMENTS								
	(7)	(8)	(9)	(10)	(11)	(12)		
SERVICES AND SUPPLIES								
1900 Professional and Specialized Services								
1912 Investment Administrative Fees	150	177						
TOTAL SERVICES AND SUPPLIES	150	177		200				
4807 Interfund Transfers Out - to Funds 700-799								
5200 Appropriation for Contingencies				190,623				
TOTAL FINANCING REQUIREMENTS	150	177		190,823				



COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Lib  
FISCAL YEAR 2007-2008

At a meeting held on August 20, 2007, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the  
schedules for the Fiscal Year 2007-2008 in the amount of \$ 3,567,408 (from  
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the  
space provided below, the amount which may be adjusted to balance the total  
requirements and the available financing.  
Adjust 5200 -- Appropriation for Contingencies

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: Betty Escobosa Chairperson: Al Shkoler  
(Please Print)

Richard DeVecchio, Ed.D. Gaeten A. Wood

Jean A. Turner

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870

ATTN: Mgr. Administrative Services Telephone: 714-528-1925, Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: 714-528-1925, Ext. 202

E-mail: administration@placentialibrary.org

COUNTY OF ORANGE

Placentia Library

DISTRICT

FISCAL YEAR 2007-2008

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (From Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_ (From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

N.A.

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library DISTRICT

FISCAL YEAR 2007-2008

SCHEDULE FOR FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/06 (from last year's schedule, Line 4)	<u>1,089,654</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2006-2007	<u>2,349,121</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2006-2007	( <u>2,244,151</u> )
4.	Fund Balance - 06/30/07 (Line 1 + 2 - 3)	<u>1,194,624</u>
5.	Less: Total Reserves @ 06/30/07 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves <u>10,000</u>	
5B.	Other Reserves <u>0</u>	
5C.	Total Reserves (line 5A + 5B)	( <u>10,000</u> )
6.	Total Fund Balance Available 07/01/07 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	<u>1,184,624</u>

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203

COUNTY OF ORANGE  
 Placentia Library DISTRICT  
 FOR FISCAL YEAR 2007-2008  
 SCHEDULE FOR RESERVE REQUIREMENTS

	1 2006-2007 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2007-2008
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)	10,000	0	0	10,000
Other Reserves (Provide Detail):	0	0	0	0
TOTAL	10,000	0	0	10,000

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule for Fund Balance Available, Lines 5A and/or 5B.
- Record any decrease in reserves to Column 2. Post total of Column 2 to Schedule 16, Column 4, Cancellation of Reserves.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Increase or New Reserves.
- Reserves for 2007-2008 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203

Prepared by: (County) \_\_\_\_\_ Verified by: \_\_\_\_\_



SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2007-08

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY									
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT				TOTAL	TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	UNSECURED			
General										
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)										
SUMMARY BY SOURCE										
	(1)	(2)	(3)	(4)	(5)	(6)				
Fund Balance Available	841,896	1,079,654		1,184,624		707 - PLACENTIA LIBRARY DISTRICT				
6210 Property Taxes - Current Secured	1,402,237	1,589,248		1,683,302						
6210 Public Utility Secured Taxes (Sub-revenue 01)	21,704	22,701		21,000						
6220 Property Taxes - Current Unsecured	63,058	71,200		67,582						
6230 Property Taxes - Prior Secured	31,527	244,985		17,000						
6240 Property Taxes - Prior Unsecured	977	1,692		750						
6250 Property Taxes - Special District Augmentation	7,833	8,109		6,500						
6280 Property Taxes - Current Supplemental	103,457	92,201		55,250						
6300 Property Taxes - Prior Supplemental	1,745	6,627		1,400						
6320 Special Taxes -- Com Fac Dist		(204,661)								
6540 Penalties & Costs on Delinquent Taxes		804								
6610 Interest	36,333	61,135		44,000						
6690 State - Homeowners' Property Tax Relief	16,963	16,558		17,000						
6970 State - Other	140,893	125,292		119,000						
7130 Other Governmental Agencies										
7670 Miscellaneous Revenue	250,033	312,821		350,000						
7680 Six-Month Expired (Outlawed) Checks	120	409								
TOTAL MEANS OF FINANCING	2,918,776	3,428,775		3,567,408						
SUMMARY OF FINANCING REQUIREMENTS										
SUMMARY OF FINANCING REQUIREMENTS										
	(7)	(8)	(9)	(10)	(11)	(12)				
SALARIES AND EMPLOYEE BENEFITS										
0100 Salaries and Wages	896,271	1,051,435		1,171,248						
0200 Retirement	116,518	144,496		182,824						
0300 Employee Group Insurance	132,249	114,166		123,602						
0301 Unemployment Insurance										
0310 Accid Death and Dismemberment Insurance	506									
0350 Workers Compensation	12,635	6,732		8,000						

SPECIAL DISTRICTS  
 PLACENTIA LIBRARY DISTRICT BUDGET DETAIL  
 FOR FISCAL YEAR 2007-08

FINANCING REQUIREMENTS		Actual 2005-06 (8)	Actual 2006-07 (9)	Recommended 2007-08 (10)	Approved 2007-08 (11)	Fund Identification Other Than District General Fund (12)
SUMMARY OF FINANCING REQUIREMENTS (7)						
TOTAL SALARIES AND EMPLOYEE BENEFITS		1,158,179	1,316,829	1,485,674		707 - PLACENTIA LIBRARY DISTRICT
SERVICES AND SUPPLIES						
0700	Communications	14,995	13,693	14,400		
0900	Food	2,095	6,949	5,000		
1000	Household Expense	16,365	22,769	15,000		
1100	Insurance	12,282	13,057	13,750		
1300	Maintenance - Equipment	28,536	47,522	45,500		
1400	Maintenance - Buildings & Improvements	58,561	57,471	62,750		
1600	Memberships	3,968	4,404	5,000		
1700	Miscellaneous Expense					
1800	Office Expense	65,337	59,570	67,650		
1803	Postage	6,387	7,131	6,900		
1900	Professional and Specialized Services	127,010	142,061	135,300		
1912	Investment Administrative Fees	800	4,979	3,000		
2000	Publications and Legal Notices		518	1,000		
2100	Rents and Leases - Equipment	639	1,187	1,800		
2200	Rents and Leases - Buildings & Improvements	86,917	118,731	110,300		
2400	Special Departmental Expense	150,740	234,593	247,760		
2600	Transportation and Travel - General		1,951	2,500		
2700	Transportation and Travel - Meetings/Conferences	17,865	23,201	23,500		
2800	Utilities	55,612	71,944	80,000		
3000	Bad Debts					
TOTAL SERVICES AND SUPPLIES		648,109	831,731	841,110		
OTHER CHARGES						
3700	Taxes and Assessments	8,894	5,366	6,000		
TOTAL OTHER CHARGES		8,894	5,366	6,000		
FIXED ASSETS						
4000	Equipment	23,940	90,225	50,000		
4200	Buildings & Improvements					
TOTAL FIXED ASSETS		23,940	90,225	50,000		
4807	Interfund Transfer Out - to Funds 700-799					
5200	Appropriation for Contingencies			1,184,624		
	Increase or New Reserves					
TOTAL FINANCING REQUIREMENTS		1,839,122	2,244,151	3,567,408		

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Unused  
FISCAL YEAR 2007-2008

At a meeting held on August 20, 2007, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the  
schedules for the Fiscal Year 2007-2008 in the amount of \$ 11,721 (from  
Schedule 16, Column 10, Total Requirements).

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BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the  
space provided below, the amount which may be adjusted to balance the total  
requirements and the available financing.

Adjust 5200 -- Appropriation for Contingencies

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

---

---

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday, 6:30 P.M.

Directors: Betty Escobosa Chairperson: Al Shkoler  
(Please Print)

Richard DeVecchio, Ed.D.

Gaeten A. Wood

Jean A. Turner

Secretary: Jean A. Turner Mgr/Supt: Elizabeth D. Minter

Attorney: No attorney of record. Auditors: Moreland & Associates, CPAs

Mailing address of district: 411 East Chapman Avenue, Placentia, CA 92870

ATTN: Mgr. Administrative Services Telephone: 714-528-1925, Ext. 202

Person to contact regarding budget: Wendy Goodson

Telephone: 714-528-1925, Ext. 202

E-mail: administration@placentialibrary.org

COUNTY OF ORANGE  
Placentia Library - Unused Sick Leave Payoff DISTRICT  
FISCAL YEAR 2007-2008

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (From Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_  
(From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

*N.A.*

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Unused Sick Leave Payoff DISTRICT

FISCAL YEAR 2007-2008

SCHEDULE FOR FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/06 (from last year's schedule, Line 4)	<u>10,560</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2006-2007	<u>557</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2006-2007	( <u>11</u> )
4.	Fund Balance - 06/30/07 (Line 1 + 2 - 3)	<u>11,106</u>
5.	Less: Total Reserves @ 06/30/07 (from total of Column 1, Schedule of Reserve Requirements)	
5A.	General Reserves <u>0</u>	
5B.	Other Reserves <u>0</u>	
5C.	Total Reserves (line 5A + 5B)	( <u>0</u> )
6.	Total Fund Balance Available 07/01/07 (Line 4 less 5C). Post this number to Schedule 16, Column 4, Fund Balance Available.	<u>11,106</u>

Prepared by: (District) Elizabeth D. Minter Telephone: 714-528-1925, Ext. 203



SPECIAL DISTRICTS  
 PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2007-08

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT TOTAL	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED			
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)								
SUMMARY BY SOURCE (1)								
Fund Balance Available			Actual 2005-06 (2)	Actual 2006-07 (3)	Recommended 2007-08 (4)	Approved 2007-08 (5)	Fund Identification Other Than District General Fund (6)	
6610 Interest			10,157	10,560	11,106		708 - PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF	
7130 Other Governmental Agencies			412	557	615			
TOTAL MEANS OF FINANCING			10,569	11,117	11,721			
SUMMARY OF FINANCING REQUIREMENTS								
SUMMARY OF FINANCING REQUIREMENTS (7)								
SERVICES AND SUPPLIES								
1900 Professional and Specialized Services			9	11	15		Fund Identification Other Than District General Fund (12)	
1912 Investment Administrative Fees			9	11	15			
TOTAL SERVICES AND SUPPLIES			9	11,706	11,721			
5200 Appropriation for Contingencies								
TOTAL REQUIREMENTS								





Placentia Library District  
Orange County Auditor Budget Forms Summary  
FY 07-08 Proposed

REVENUE

Object Code	Description	Fund Number					DISTRICT TOTAL
		702	703	706	707	708	
	Fund Balance Available	144,553	11,382	181,523	1,184,624	11,106	1,533,188
6210-00	Property Tax - Current Secured				1,683,302		1,683,302
6210-01	Property Tax - Public Utility Secured				21,000		21,000
6220	Property Tax - Current Unsecured				67,582		67,582
6230	Property Tax - Prior Secured				17,000		17,000
6240	Property Tax - Prior Unsecured				750		750
6250	Special District Augmentation				6,500		6,500
6280	Property Tax - Current Supplemental				55,250		55,250
6300	Property Tax - Prior Supplemental				1,400		1,400
6540	Penalties & Costs on Delinquent Taxes						-
6610	Interest	5,750	575	9,300	44,000	615	60,240
6690	State - Homeowners Property Tax Relief				17,000		17,000
6970	State - State Library & Other				119,000		119,000
7670	Miscellaneous & Local Revenue				350,000		350,000
7680	6-month Expired Checks						-
7817	Operating Transfers In						-
<b>TOTAL MEANS OF FINANCING</b>		<b>150,303</b>	<b>11,957</b>	<b>190,823</b>	<b>3,567,408</b>	<b>11,721</b>	<b>3,932,212</b>

EXPENSES

Object Code	Description	Fund Number					DISTRICT
		702	703	706	707	708	TOTAL
SALARIES & EMPLOYEE BENEFITS							
0100	Salaries & Wages				1,171,248		1,171,248
0200	Retirement				182,824		182,824
0300	Employee Group Insurance				123,602		123,602
0350	Workers Compensation				8,000		8,000
	<b>TOTAL SALARIES &amp; BENEFITS</b>	-	-	-	1,485,674	-	1,485,674
SERVICES & SUPPLIES							
0700	Communications				14,400		14,400
0900	Food				5,000		5,000
1000	Household Expense				15,000		15,000
1100	Insurance				13,750		13,750
1300	Maintenance - Equipment				45,500		45,500
1400	Maintenance - Buildings & Improvements				62,750		62,750
1600	Memberships				5,000		5,000
1700	Miscellaneous Expense				-		-
1800	Office Expense				67,650		67,650
1803	Postage				6,900		6,900
1900	Professional & Specialized Services				135,300		135,300
1912	Investment Administrative Fees	150	15	200	3,000	15	3,380
2000	Publications & Legal Notices				1,000		1,000
2100	Rents/Leases - Equipment				1,800		1,800
2200	Rents & Leases - Semi-Annual Bond				110,300		110,300
2400	Special Department Expense - Books				247,760		247,760
2600	Transportation & Travel - Local Mileage				2,500		2,500
2700	Transportation & Travel				23,500		23,500
2800	Utilities				80,000		80,000
3000	Bad Debts				-		-
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	150	15	200	841,110	15	841,490
3700	Taxes & Assessments				6,000		6,000
FIXED ASSETS							
4000	Equipment				50,000		50,000
	<b>TOTAL FIXED ASSETS</b>	-	-	-	50,000	-	50,000
4807	Operating Transfer Out						-
5200	Provision for Contingencies	150,153	11,942	190,623	1,184,624	11,706	1,549,048
<b>TOTAL FINANCING REQUIREMENTS</b>		<b>150,303</b>	<b>11,957</b>	<b>190,823</b>	<b>3,567,408</b>	<b>11,721</b>	<b>3,932,212</b>
	Provision for Reserves				10,000		10,000
<b>Total with Reserves</b>		<b>150,303</b>	<b>11,957</b>	<b>190,823</b>	<b>3,577,408</b>	<b>11,721</b>	<b>3,942,212</b>

Placentia Library District  
Proposed Revenue Budget for Fund 707 for Fiscal Year 2007-2008  
August 20, 2007

Object Code	Category	FY2003-04 Actual	FY2004-2005 Actual	FY2005-2006 Actual	FY2006-2007 Actual	FY2007-2008 Proposed
6210-00	Current Secured	1,163,387	1,280,570	1,402,237	1,546,564	1,665,302
6210-01	Public Utility	22,598	21,745	21,704	22,701	21,000
6210-04	Teeter Plan - Current Delinquent	14,296	12,766	15,295	42,683	18,000
	SUB-TOTAL CURRENT SECURED	1,200,281	1,315,081	1,439,236	1,611,949	1,704,302
6230	Prior Secured	16,612	0	16,232	40,324	17,000
	TOTAL SECURED	1,216,893	1,315,081	1,455,468	1,652,273	1,721,302
6220	Current Unsecured	60,783	62,315	63,058	71,199	67,582
6240	Prior Unsecured	719	984	977	1,692	750
	TOTAL UNSECURED	61,503	63,299	64,035	72,892	68,332
6690	HOMEOWNER	17,408	17,217	16,963	16,559	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,295,803	1,395,598	1,536,467	1,741,723	1,806,634
6250	SPECIAL DISTRICT AUGMENTATION	8,120	7,813	7,833	8,108	6,500
6260/6540	PENALTIES/DELINQUENCIES	0	0	0	804	0
6280	SUPPLEMENTAL - CURRENT	54,711	83,836	103,456	92,201	55,250
6300	SUPPLEMENTAL - PRIOR	1,567	2,035	1,745	6,627	1,400
6610	INTEREST	7,096	18,463	36,334	61,135	44,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	71,495	112,146	149,368	168,876	107,150
	TOTAL PROPERTY TAX REVENUE	1,367,298	1,507,744	1,685,835	1,910,599	1,913,784
6970	STATE LIBRARY & STATE	92,378	110,739	140,892	125,292	119,000
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUND:	0	0	0	0	0
7670	LOCAL REVENUE	232,373	251,823	250,034	312,821	350,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	10	0	120	409	0
	TOTAL REVENUE	1,692,060	1,870,306	2,076,881	2,349,121	2,382,784



PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008  
August 20, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 Actual	FY2006-2007 PROPOSED
0100-00	Salaries & Wages	680,870	788,699	896,272	1,051,435	1,171,248
0200-00	Retirement (Social Security & Pension Contribution)	84,612	104,529	116,518	144,496	182,824
0301-00	Unemployment Insurance	140	9,045	3,113	125	0
0306-00	Health Insurance	48,150	78,498	112,736	94,165	105,000
0308-00	Dental Insurance	8,319	7,893	11,058	10,636	11,000
0309-00	Life Insurance	2,127	2,013	1,497	1,904	1,000
0310-00	Accidental Death & Dismemberment Insurance	3,422	3,226	3,975	4,281	4,052
0319-00	Vision Insurance	2,291	2,578	2,983	3,055	2,550
	Total Employee Insurance	64,309	94,207	132,249	114,042	123,602
0350-00	Workers Compensation - General	9,683	16,713	10,028	6,732	8,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	839,613	1,013,193	1,158,179	1,316,829	1,485,674
0700-00	Communications - Telephone	1,484	2,482	4,176	4,092	4,000
0700-01	Communications - Modem/Fax/TT/DSL	8,833	8,259	7,068	5,811	5,200
0700-02	Communications - Internet Access	0	0	0	2,814	3,800
0700-05	Communications - Cataloging Access	2,586	2,371	2,371	0	0
0700-07	Communications - ELLI Grant	0	0	0	0	0
0700-08	Communications - Adult Literacy	1,106	1,279	1,381	977	1,400
	Total Communications	14,009	14,390	14,995	13,693	14,400

PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008  
August 20, 2007

OBJECT CODE	DESCRIPTION	FY2003+2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 Actual	FY2006-2007 PROPOSED
0900-00	Food - General Fund	488	696	663	960	500
0900-07	Food - ELLI Grant	0	0	0	0	0
0900-08	Food - Adult Literacy	297	457	949	5,583	4,500
0900-009	Food - Family Literacy	404	0	483	406	0
	Total Food	1,189	1,153	2,094	6,949	5,000
1000-00	Household Expense	2,600	6,148	16,816	22,461	15,000
1001-00	Trash	0	0	0	308	0
	Total Household Expense	2,600	6,148	16,816	22,769	15,000
1100-00	Insurance	11,120	11,002	12,282	13,057	13,750
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	2,267	8,356	4,331	6,741	7,500
1300-01	Maintenance of Equipment - General Fund (Computer)	46,030	19,540	24,540	39,732	37,500
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	0	0
1300-08	Maintenance of Equipment - Adult Literacy	587	74	-335	1,048	500
1300-09	Maintenance of Equipment - Family Literacy/L.SCA Grant	0	0	0	0	0
	Total Maintenance of Equipment	48,884	27,970	28,536	47,521	45,500
	HVAC	3,533	3,736	11,927	6,348	7,500
	Carpet Cleaning	523	2,200	0	0	2,750
	Groundskeeping, City of Placentia	26,025	26,140	22,833	20,132	16,000
	Plumbing	3,185	1,527	3,653	1,004	2,500
	Electrical	5,608	6,198	568	7,320	7,000
	Cleaning Service	13,200	15,200	15,800	14,350	18,000
	Locksmith	507	122	757	74	1,000
	Other (includes fire alarms & seismic retrofit project)	12,944	1,869	2,573	8,243	8,000
1400-00	Total Maintenance of Building & Grounds	65,524	56,991	58,110	57,471	62,750

PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008  
August 20, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 Actual	FY2006-2007 PROPOSED
1600-00	Memberships - General Fund	3,742	3,760	3,518	3,654	4,000
1600-07	Memberships - ELLI Grant	0	0	0	0	0
1600-08	Memberships - Adult Literacy	200	910	300	750	1,000
1600-09	Memberships - Family Literacy	0	0	150	0	0
	Total Memberships	3,942	4,670	3,968	4,404	5,000
1700-00	Miscellaneous Expense - General Fund	4,992	300	0	0	0
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	0
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0
	Total Miscellaneous Expense	4,992	300	0	0	0
	Library Supplies	13,063	26,012	22,538	19,526	22,000
	Printing	12,071	13,616	10,465	9,432	14,000
	[Unassigned]	0	0	217	0	0
	Publications	589	692	948	75	1,100
	Paper	389	838	748	18	700
	Drinking Water Service	340	358	281	384	350
	Other Office Supplies	13,955	25,077	21,666	15,219	20,000
1800-00	Total Office Supply Expense - General Fund	40,405	66,592	56,862	44,653	58,150
1800-07	Literacy - ELLI Grant	256	0	0	0	0
	Printing	2,283	1,932	5,268	1,086	2,000
	Publications	2,346	195	0	2,484	2,500
	Paper	0	0	0	0	0
	Other Office Supplies	0	2,491	3,207	11,333	3,000
1800-08	Total Adult Literacy Office Supply Expense	4,629	4,618	8,475	14,904	7,500
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	1,577	0	0	0	2,000
	Total Office Expense	46,867	71,210	65,337	59,557	67,650
1803-00	Postage Expense - General Fund	4,284	6,337	6,388	7,132	6,800
1803-01	Postage Expense - LSCA II Grant	0	0	0	0	0
1803-08	Postage Expense - Adult Literacy	37	9	0	0	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	43	0	0	0	0
	Total Postage Expense	4,363	6,346	6,388	7,132	6,900

PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008  
August 20, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 Actual	FY2006-2007 PROPOSED
	Care Resources (Employee Assistance)	385	385	385	420	1,200
	Pension Fund Operating & Investment Mgmt. Expenses	6,672	7,615	6,449	9,802	11,000
	Anaheim Library Automated Library System	32,223	33,801	30,431	33,274	32,000
	Library Board Consultants & Legal	23,014	3,884	9,261	14,511	10,000
	Clipping Service	556	378	450	450	600
	Tax Collection Services & Fees by Orange County & LAFCO	7,722	9,172	1,033	22,018	10,000
	Advertising (including WEB site)	1,980	3,448	4,199	4,499	5,000
	Medical Exams	827	1,120	2,121	2,037	2,000
	Collection Services - Accounts Receivable	2,457	1,760	1,522	1,530	2,000
	Audit & Accounting Services	5,691	9,200	9,140	8,320	10,000
	Payroll Preparation	3,564	4,310	5,071	3,960	5,500
	Election Expenses	0	17,754	0	0	0
	Staff Training in Library	0	375	0	0	4,000
	Other (includes contract storyteller)	13,534	14,900	30,001	12,886	14,000
1900-00	Total Specialized Services - General Fund	98,625	108,102	100,063	113,707	107,300
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	3,206	3,096	3,084	5,953	5,000
1900-07	Specialized Services - ELLJ Grant	0	0	0	0	0
1900-08	Specialized Services - Adult Literacy	4,425	10,948	12,106	17,645	14,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	1,150	0	0	0	0
1900-18	Tax Collection Services & Fees by Orange County	13,768	13,697	11,717	6,690	9,000
	Total Specialized Services	121,174	135,842	126,970	143,994	135,300
1912-00	Investment Administrative fees for Orange County		674	726	3,046	3,000
2000-00	Legal Notices - General Fund	192	2,576	0	518	1,000
2000-01	Legal Notices - Grants	0	0	0	0	0
	Total Legal Notices	192	2,576	0	518	1,000
2100-00	Rents/Leases-Equipment	703	628	639	1,187	1,800
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	101,660	97,955	86,917	118,731	110,300



PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008  
August 20, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 Actual	FY2006-2007 PROPOSED
2300-00	Small Tools/Instruments	0	0	0	0	0
2400-00	Special Department Expense - Miscellaneous	0	1,010	26	3,500	0
2400-01	Special Department Expense- Books	67,404	94,583	99,053	123,751	245,760
2400-02	Special Department Expense - Video	4,598	18,710	2,365	35,059	
2400-03	Special Department Expense - Electronic	47,245	51,965	15,113	39,552	
2400-04	Special Department Expense - Periodicals	8,197	8,625	8,961	6,832	
2400-05	Special Department Expense - Audio	12,282	11,406	15,845	23,743	
2400-07	Special Department Expense - ELLI Grant	816	0	0	0	
2400-08	Special Department Expense - Adult Literacy	2,531	4,720	9,376	2,126	2,000
2400-09	Special Department Expense - Family Literacy	2,941	352	0	0	
	Total Special Department Expense	146,014	191,372	150,740	234,563	247,760
2600-00	Transportation/Travel - Local Mileage	0	0	0	2,080	2,500
2700-00	Transportation/Travel - Meetings, Staff Out of Town	4,287	2,394	3,703	9,371	10,500
2700-01	Transportation/Travel - Meetings, Staff Local	3,873	6,130	20,439	10,192	7,500
2700-02	Transportation/Travel - Meetings, Board Out of Town	269	1,119	380	1,395	3,000
2700-03	Transportation/Travel - Meetings, Board Local	1,747	492	1,169	1,201	1,500
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	0	0
2700-07	Transportation/Travel - Meetings, ELLI Grant	22	17	0	0	0
2700-08	Transportation/Travel - Meetings - Adult Literacy	35	408	688	912	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	58	25	0	0	0
	Total Transportation/Travel - Meetings	10,291	10,586	26,379	23,072	23,500
2801-00	Electricity	44,154	45,014	40,301	58,768	65,000
2802-00	Gas	3,638	8,918	10,782	7,211	9,000
2803-00	Water	3,706	3,170	4,528	5,965	6,000
	Total Utilities	51,498	57,101	55,612	71,944	80,000
	TOTAL SUPPLIES & SERVICES	635,022	696,915	656,509	831,688	841,110

PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008  
August 20, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 Actual	FY2006-2007 PROPOSED
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	5,726	6,107	8,894	5,409	6,000
4000-00	Equipment	23,041	21,676	17,893	90,225	50,000
4000-07	Equipment - ELLJ Grant	0	0	0	0	0
4000-08	Equipment - CLC Grant	0	0	4,548	0	0
4000-09	Equipment - Gates Foundation Grant	0	0	0	0	0
4000-11	Equipment	0	0	0	0	0
	Total Equipment	23,041	21,676	22,440	90,225	50,000
4200-00	Structures/Improvements	0	0			
4700-00	TOTAL EQUIPMENT EXPENSE	23,041	21,676	22,440	90,225	50,000
4807	Payment to Refunded Debt Escrow Ags			1,499		
	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	0
5600	INVESTMENT POOL LOSS	0	0	0	0	0
	TOTAL EXPENSES	1,503,402	1,737,891	1,847,522	2,244,151	2,382,784
	ELLJ Grant Summary Object Code 07		17	0	0	0
	CLC Summary Object Code 08	1,094	23,422	37,487	43,945	32,000
	FFL Grant Summary Object Code 09	13,846	377	633	406	2,000
	Partnerships for Change Grant/Spanish Literacy	6,171	3,096	3,084	5,953	5,000
	TOTAL LITERACY (Excluding Personnel)	14,940	23,817	38,120	44,350	34,000
	Revenues	1,692,060	1,951,785	2,080,449	2,349,121	2,382,784
	Balance	188,658	213,894	232,927	104,970	0

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

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**TO:** Library Board President  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Public Hearing Procedures**  
**DATE:** August 20, 2007

**Public Hearing Procedures**

1. Announce the Public Hearing topic.
2. Declare the Public Hearing Open.
3. Ask for and listen to comments from the public. The Library Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing Closed.
5. Process Board discussion of the item.
6. Process motion to read resolution by Title only.
7. Have the Administrative Assistant or Library Director read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant or Library Director conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.



RESOLUTION 08-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT  
FISCAL YEAR 2007-2008 BUDGETS FOR THE PLACENTIA LIBRARY DISTRICT  
OF ORANGE COUNTY

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 2006-2007 were reviewed at the Regular Meeting of the Board of Trustees on August 20, 2007; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVE, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 2007-2008, and implements such on July 1, 2007 as follows: FUND Budget Unit 702 for \$150,303, FUND Budget Unit 703 for \$11,957, FUND Budget Unit 706 for \$190,823, FUND Budget Unit 707 for \$3,577,408, and FUND Budget Unit 708 for \$11,721.

AYES: TRUSTEES: Shkoler, Turner, DeVecchio, Turner, Wood  
NOES: TRUSTEES:  
ABSENT: TRUSTEES:  
ABSTAIN: TRUSTEES:

State of California )  
)ss.  
County of Orange )

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twentieth day of August 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of August 2007.

\_\_\_\_\_  
Jean Turner, Secretary  
Board of Trustees of the Placentia Library District




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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Public Hearing on the Placentia Library District Facility Master Plan  
**DATE:** August 20, 2007

**BACKGROUND:**

The Placentia Library District Facility Master Plan was presented to and reviewed by the Library Board at its June 18, 2007 Regular Meeting, and scheduled for Public Hearing at the Library Board's Regular Meeting on August 20, 2007.

Legal Notices

The Notice of Public Hearing for the Placentia Library District Facility Master Plan was published in the *Placentia News Times* on August 16, 2007 and posted as a legal notice at the Library on August 9, 2007. The Proof of Publication will be included with the General Consent Calendar for the September 17, 2007 Library Board Meeting. Copies were distributed by mail to individuals who participated in the development of the Plan. A bound copy of the Placentia Library District Facility Master Plan is included with this Board Agenda Book.

Public Hearing

A Public Hearing needs to be conducted for the Placentia Library District Facility Master Plan. The guidelines for conducting a Public Hearing are in Attachment A.

Facility Master Plan Resolution

The Placentia Library District Facility Master Plan needs to be adopted by Resolution 08-03. (Attachment B)

**RECOMMENDATIONS:**

1. Conduct Public Hearing on the Placentia Library District Facility Master Plan as published.
3. Finalize Placentia Library District Facility Master Plan.
4. Motion to read Resolution 08-03 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt a Facility Master Plan for the Placentia Library District of Orange County.
5. Motion to adopt Resolution 08-03 by a roll call vote.





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

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**TO:** Library Board President  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Public Hearing Procedures  
**DATE:** August 20, 2007

**Public Hearing Procedures**

1. Announce the Public Hearing topic.
2. Declare the Public Hearing Open.
3. Ask for and listen to comments from the public. The Library Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing Closed.
5. Process Board discussion of the item.
6. Process motion to read resolution by Title only.
7. Have the Administrative Assistant or Library Director read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant or Library Director conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.



RESOLUTION 08-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO ADOPT THE FACILITY MASTER PLAN  
FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Sections 19400 through 19532 of the Education Code of the State of California establishes the powers and duties of the Library District Board of Trustees; and

WHEREAS, Section 19464 provides that the Board of Library Trustees shall purchase real property, and erect or rent and equip, such buildings or rooms, as in its judgment are necessary properly to carry out the provisions of this Chapter; and

WHEREAS, the Placentia Library District conducted a study of community needs for its public library services and evaluated the potential of meeting those needs through its current facility;

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library Facility Master Plan 2007.

AYES:	TRUSTEES:
NOES:	TRUSTEES:
ABSENT:	TRUSTEES:
ABSTAIN:	TRUSTEES:
State of California	)
	)ss.
County of Orange	)

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting hereof held on the twentieth day of August 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of August 2007.

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Jean Turner, Secretary  
Board of Trustees of the Placentia Library District



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** August 20, 2007

**BACKGROUND**

Agenda Item 24 contains information about current legislation affecting independent special districts and libraries.

The State Budget has still not been adopted and there seems to be no movement on it at the present time. The status of the increase for the Public Library Fund is uncertain.

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

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

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Authorize Staff Appreciation Dinner  
**DATE:** August 20, 2007

**BACKGROUND:**

At its meeting on May 29, 2007 the Library Board of Trustees authorized a staff appreciation dinner for 2007 and invited the Placentia Library Friends Foundation Board of Directors to co-sponsor the event. At its meeting on June 27, 2007 the PLFF Board approved its participation.

Trustee Wood was appointed the Chairman of the Staff Appreciation Dinner by the Library Board.

Trustee Wood will make a status report on the plans for the Staff Appreciation Dinner.

**RECOMMENDATION:**

Action to be determined by the Library Board of Trustees.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Amendment of the Placentia Library District Money Purchase Pension Plan to increase the percentage contribution from seven percent to eight percent.**  
**DATE:** August 20, 2007

**BACKGROUND:**

At its meeting on May 29, 2007 the Library Board of Trustees authorized increasing the District's contribution to its Money Purchase Pension Plan from seven percent (7%) to (8%).

Implementing this increase involves several actions by the Library Board of Trustees:

-  Authorize the completion and signature of a *Certificate of Placentia Library District of Orange County* that shows who may execute all forms and documents relating to this transaction. The Certificate is Attachment A.
-  Authorize the completion and signature of the *Amendment to the Placentia Library District of Orange County Money Purchase Pension Plan*. The Plan Amendment is Attachment B.
-  Authorize the completion and signature of the *Mandatory Distribution Amendment*. The Distribution Amendment is Attachment C.

Placentia Library District Resolution 08-04 is Attachment D: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Amendment to the Placentia Library District of Orange County Money Purchase Pension Plan.

A copy of the Placentia Library District of Orange County Money Purchase Pension Plan Summary Plan Description is available in the Administrative Office for review.

**RECOMMENDATIONS:**

1. Approve the *Certificate of Placentia Library District of Orange County* designating Secretary Turner as the authorized signator of all documents relating to the amendment of the Placentia Library District of Orange County Money Purchase Pension Plan.
2. Approve the *Amendment to the Placentia Library District of Orange County Money Purchase Pension Plan*.
3. Approve the *Mandatory Distribution Amendment*.

4. Motion to read Resolution 08-04 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Amendment to the Placentia Library District of Orange County Money Purchase Pension Plan.
5. Motion to adopt Resolution 08-04 by a roll call vote.

**CERTIFICATE**  
**OF**  
**PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY**

I, \_\_\_\_\_, a Principal of Placentia Library District of Orange County, a tax exempt organization conducting business under the laws of the State of California hereby certify that at a meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the following agreements were adopted:

AGREED, that the Amendment to the Placentia Library District of Orange County Money Purchase Pension Plan ("Plan") effective, June 21, 2007, to the Plan be, and the same hereby is, adopted in the form attached hereto;

FURTHER AGREED, that the undersigned is authorized and directed to execute all forms and documents (including the amendment instrument attached hereto) and to perform such other acts as the undersigned deems necessary or desirable to effectuate the intent of the foregoing resolutions, and to secure approval from the proper government agency, if necessary, to the effect that the Plan, as so amended, continues to satisfy the requirements of Section 401(a) of the Internal Revenue Code of 1986, as amended.

WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By: \_\_\_\_\_  
Principal



**AMENDMENT  
TO THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
MONEY PURCHASE PENSION PLAN**

Pursuant to action of Placentia Library District of Orange County ("Employer") taken on \_\_\_\_\_, 20\_\_\_\_, it is hereby agreed that the Placentia Library District of Orange County Money Purchase Pension Plan shall be amended as follows:

1. Item 28 of the Adoption Agreement shall be amended as follows:

"28. FORMULA FOR DETERMINING EMPLOYER'S CONTRIBUTION (Plan Sections 4.1 and 12.8) (Select a., b., or c. and/or d.)

a.  **FOR A NON-INTEGRATED CONTRIBUTION AND ALLOCATION**

1.  8% (not to exceed 25%) of each Participant's Compensation.
2.  \$\_\_\_\_\_ per Participant.
3.  \$\_\_\_\_\_ per Hour of Service worked while an Eligible Employee.

b.  **FOR AN INTEGRATED CONTRIBUTION**

Subject to the overall permitted disparity limits, the Employer will contribute an amount equal to 1. \_\_\_\_\_% (base percentage) of each Participant's TOTAL Compensation, plus 2. \_\_\_\_\_% (excess contribution percentage (see Note below)) of such Compensation in excess of:

3.  The Taxable Wage Base.
4.  \_\_\_\_\_% (not to exceed 100%) of the Taxable Wage Base. (See Note below)
5.  80% of the Taxable Wage Base plus \$1.00.
6.  \$\_\_\_\_\_ (not greater than the Taxable Wage Base). (See Note below)

**NOTE:** The excess contribution percentage specified in 2. above may not exceed the lesser of the following limits and shall be adjusted each year as appropriate. However, in the case of any Participant who has exceeded the cumulative permitted disparity limit, the Employer will contribute an amount equal to the base plus excess contribution percentages, multiplied by the Participant's total Compensation.

1. The base percentage specified in 1. above.
2. 5.7%.
3. 4.3% if 4. or 6. above is more than 20% and less than or equal to 80% of the Taxable Wage Base.
4. 5.4% if 5. is elected or if 4. or 6. above is more than 80% of the Taxable Wage Base.

c.  **FOR A NON-INTEGRATED CONTRIBUTION WITH AN INTEGRATED ALLOCATION**

\_\_\_\_\_ % (not to exceed 25%) of the total Compensation of all Participants eligible to share in the allocations and such contribution shall be allocated in accordance with Plan Section 4.3(b)(2) based on a Participant's Compensation in excess of:

1.  The Taxable Wage Base.
2.  \_\_\_\_\_% (not to exceed 100%) of the Taxable Wage Base. (See Note below)
3.  80% of the Taxable Wage Base plus \$1.00.
4.  \$\_\_\_\_\_ (not greater than the Taxable Wage Base). (See Note below)

**NOTE:** The integration percentage of 5.7% shall be reduced to:

1. 3% if 2. or 4. above is more than 20% and less than or equal to 80% of the Taxable Wage Base.
2. 5.4% if 3. is elected or if 2. or 4. above is more than 80% of the Taxable Wage Base.

d.  **401(K) SAFE HARBOR CONTRIBUTIONS (Plan Section 12.8)**

**NOTE:** This option d. may only be selected if the plan that would otherwise be subject to the ADP or ACP tests is paired with this Plan.

**NOTE:** Any service or employment conditions selected in Question 29 will not apply to the safe harbor contribution.

1.  The Employer will make a Safe Harbor Nonelective Contribution to the account of each "Eligible Participant" in an amount equal to \_\_\_\_% (may not be less than 3%) of the Participant's Compensation.

FOR PURPOSES OF THE Safe Harbor Non-Elective Contribution, the term "Eligible Participant" means any Participant who is eligible to make Elective Deferrals with the following exclusions:

2.  Highly Compensated Employees.  
3.  Employees who have not satisfied the greatest minimum age and service conditions permitted under Code Section 410(a).  
4.  Other \_\_\_\_\_ (must be a category that could be excluded under the permissive or mandatory disaggregation rules of Regulations 1.401(k)-1(b)(3) and 1.401(m)-1(b)(3)).

**SPECIAL EFFECTIVE DATE OF SAFE HARBOR PROVISIONS**

5.  N/A. The safe harbor provisions are effective as of the later of the Effective Date of this Plan or, if this is an amendment or restatement, the effective date of the amendment or restatement.  
6.  The Safe Harbor provisions are effective for Plan Years beginning on or after: \_\_\_\_\_ (enter the first day of the Plan Year for which the provisions are (or, for GUST updates, were) effective and, if necessary, enter any other special effective dates that apply with respect to the provisions)."

2. Item 35 of the Adoption Agreement shall be amended as follows:

"35. **INVOLUNTARY DISTRIBUTIONS**

Will involuntary distributions of amounts less than \$5,000 be made in accordance with the provisions of Sections 6.4, 6.5 and 6.6?

- a.  Yes  
b.  No"

The effective date of this Amendment shall be June 21, 2007.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_

Title: \_\_\_\_\_

MANDATORY DISTRIBUTION AMENDMENT  
(Code Section 401(a)(31)(B))

ARTICLE I APPLICATION OF  
AMENDMENT

- 11 Effective Date. Unless a later effective date is specified in Article III of this Amendment, the provisions of this Amendment will apply with respect to distributions made on or after March 28, 2005.
- 12 Precedence. This Amendment supersedes any inconsistent provision of the Plan.
- 13 Adoption by prototype sponsor. Except as otherwise provided herein, pursuant to authority granted by Section 5.01 of Revenue Procedure 2000-20, the sponsoring organization of the prototype hereby adopts this amendment on behalf of all adopting employers.

ARTICLE II  
DEFAULT PROVISION: AUTOMATIC ROLLOVER  
OF AMOUNTS OVER \$1,000

Unless the Employer otherwise elects in Article III of this Amendment, the provisions of the Plan concerning mandatory distributions of amounts not exceeding \$5,000 are amended as follows:

In the event of a mandatory distribution greater than \$1,000 that is made in accordance with the provisions of the Plan providing for an automatic distribution to a Participant without the Participant's consent, if the Participant does not elect to have such distribution paid directly to an "eligible retirement plan" specified by the Participant in a direct rollover (in accordance with the direct rollover provisions of the Plan) or to receive the distribution directly, then the Administrator shall pay the distribution in a direct rollover to an individual retirement plan designated by the Administrator.

ARTICLE III EMPLOYER'S ALTERNATIVE  
ELECTIONS

3.1  **Effective Date of Plan Amendment**

This Amendment applies with respect to distributions made on or after June 21, 2007 (may be a date later than March 28, 2005, only if the terms of the Plan already comply with Code Section 401(a)(31)(B)).

3.2  **Election to apply Article II of this Amendment to distributions of \$1,000 or less**

In the event of a mandatory distribution that is made in accordance with the provisions of the Plan providing for an automatic distribution to a Participant without the Participant's consent, if the Participant does not elect to have such distribution paid directly to an "eligible retirement plan" specified by the Participant in a direct rollover (in accordance with the direct rollover provisions of the Plan) or to receive the distribution directly, then the Administrator shall pay the distribution in a direct rollover to an individual retirement plan designated by the Administrator.

3.3  **Election to reduce or eliminate mandatory distribution provisions of Plan (may not be elected if 3.2 above is elected)**

The provisions of the Plan that provide for the involuntary distribution of vested accrued benefits of \$5,000 or less, are modified as follows (choose a, b, or c below):

- a  No mandatory distributions. Participant consent to the distribution now shall be required before the Plan may make the distribution.
- b  Reduction of \$5,000 threshold to \$1,000. The \$5,000 threshold in such provisions is reduced to \$1,000 and the value of the Participant's interest in the Plan for such purpose shall include any rollover contributions (and earnings thereon) within the meaning of Code Sections 402(c), 403(a)(4), 403(b)(8), 408(d)(3)(A)(ii), and 457(e)(16).
- c  Reduction of \$5,000 threshold to amount less than \$1,000. The \$5,000 threshold in such provisions is reduced to \$ 200 (enter an amount less than \$1,000) and the value of the Participant's interest in the Plan for such purpose shall include any rollover contributions (and earnings thereon) within the meaning of Code Sections 402(c), 403(a)(4), 403(b)(8), 408(d)(3)(A)(ii), and 457(e)(16).

Except with respect to any election made by the employer in Article III, this amendment is hereby adopted by the protocol sponsor on behalf of all adopting employers on:

[Sponsor's signature and Adoption Date are on file with Sponsor]

**NOTE:** The employer only needs to execute this amendment if an election has been made in Article III herein.

This amendment has been executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name of Plan: Placentia Library District of Orange County Money Purchase Pension Plan

Name of Employer: Placentia Library District of Orange County

By: \_\_\_\_\_  
EMPLOYER



RESOLUTION 08-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT  
THE AMENDMENT TO THE PLACENTIA LIBRARY DISTRICT OF ORANGE  
COUNTY MONEY PURCHASE PENSION PLAN

WHEREAS, the Certificate of Placentia Library District of Orange County, the Amendment to the Placentia Library District of Orange County Money Purchase Plan, and the Mandatory Distribution Amendment were reviewed at the Regular Meeting of the Board of Trustees on August 20, 2007;

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the increase of the employee pension contribution percentage from seven percent (7%) to eight percent (8%) effective July 1, 2007;

AYES: TRUSTEES:  
NOES: TRUSTEES:  
ABSENT: TRUSTEES:  
ABSTAIN: TRUSTEES:

State of California )  
 )ss.  
County of Orange )

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twentieth day of August 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of August 2007.

\_\_\_\_\_  
Jean Turner, Secretary  
Board of Trustees of the Placentia Library District



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** California Special Districts Association (CSDA) Ballot for the Region 6 seat on the Board of Directors  
**DATE:** August 20, 2007

**BACKGROUND:**

The California Special Districts Association (CSDA) is conducting an election for a Board of Directors seat representing Region 6.

The election information provided by CSDA is Attachment A.

Information provided by individual candidates is Attachment B.

A copy of the ballot is Attachment C.

**RECOMMENDATIONS:**

Select a candidate and authorize Library Director Minter to cast the ballot on behalf of Placentia Library District.





**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**  
**BOARD ELECTIONS**

**Mail Ballot Information – 2007 Elections**

Dear CSDA Member:

A mail ballot is enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors for Seat B, Region 6. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. We have also enclosed the candidate statements for each candidate who submitted one.

Please vote for **only one** candidate to represent your region in Seat B and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not completed, the ballot will not be valid.

You may choose to send back the ballot via either certified or first class mail. Please utilize the enclosed return envelope to return the completed ballot. **Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, California, 95814 by 5:00 p.m. on September 26, 2007.**

*Please contact Diana Zavala with any questions at (916) 442-7887.*

**CANDIDATE STATEMENT/QUALIFICATIONS**  
**Jim Doud**  
**Director, South Bay Irrigation District and Sweetwater Authority**

Jim Doud has served Region Six as President of CSDA, San Diego Chapter, for the two-year term of 2005-2006. Jim attends San Diego LAFCO Commission and LAFCO Special Districts Advisory Committee meetings. He was appointed to serve on the CSDA Planning Committee for the year 2007.

Experienced Directors are essential in these times when important decisions are being made for the future of CSDA. Jim has 12 years experience as an elected official. As an experienced leader with proven dedication and having been retired for 16 years, Jim has the free time to perform his duties as a Director representing Region Six.

Jim has held/holds key positions in countywide, regional, statewide, and national associations and organizations where consensus on important water issues affecting San Diego and western states is being built. Assignments/election to these positions show the trust, confidence, and respect other water leaders hold for him.

After a lengthy, in-depth review of Sweetwater Authority by LAFCO, their comments included: "Sweetwater Authority stood out from its counterparts...excellence and tenure of its Board...dedicate considerable time...longevity of Board..."

Jim is an active and voting delegate to the National Water Resources Association (NWRA) and the Western Coalition of Arid States (WESTCAS).

Jim is active in the Association of California Water Agencies (ACWA) serving on the Federal Affairs Subcommittee, and ACWA's Outreach Program.

Jim is active on the Chula Vista Interagency Water Task Force, executed by the Mayor of Chula Vista in 1990, and served as Chair from 2004 to 2006.

Jim is active in the Chula Vista Chamber of Commerce, representing South Bay Irrigation District and Sweetwater Authority.

Jim is a graduate of the Special District Institute in Leadership and Management.

Jim is a retired Senior Engineer, Rohr Industries (Goodrich).

Jim is a retired member of the National Management Association – Rohr Chapter.

Jim is a Korean and Cold War veteran.

Jim's professional and community activities include:

- Fraternal Order of Eagles, 48-year member and Past President
- American Legion, member
- Veterans of Foreign Wars of the U.S., life member

Jim is married, with (7) adult children and (11) grandchildren.

Jim is looking forward to having more input to our great association!



# Costa Mesa Sanitary District

... an Independent Special District

**RECEIVED**

June 18, 2007

JUN 21 2007

**CSDA**

*Board of Directors*

*Art Perry  
Arlene Schafer  
Bob Coten  
James Ferryman  
Gary Monahan*

TO: CSDA Members – Region 6

*Staff*

*Robin B. Hamers  
Manager  
District Engineer  
(949) 631-1731*

It is an honor and pleasure to serve as a CSDA Board member representing you and I submit this statement as a candidate for re-election for Region 6. I possess excellent experience in the role and would like to continue serving you. As an active CSDA Board member, I served as Treasurer and Secretary on the CSDA Board and with your support and vote I will be able to continue through the Chairs. I served on the Finance Corporation as Vice President and the Legislation Committee and Membership Recruitment Chair.

*Thomas A. Fauth  
Assistant Manager*

I bring a myriad of experience relevant to CSDA, having served the City of Costa Mesa as Mayor, Planning Commissioner, Executive Manager of the Chamber of Commerce, Independent Special Districts of Orange County (ISDOC) past President, Costa Mesa Sanitary District as former President and I serve on the Commission of Orange County LAFCO (former Chair).

*Joan Kovak  
Board Secretary  
Program Manager  
Clerk of the District*

Along with my experience and background necessary to serve on CSDA, I offer my dedication, enthusiasm and solid track record. My attendance is 100%, an accomplishment I feel is extremely important to serving as a good representative. I am fortunate to have time available to be a dependable and reliable member – I believe in balance.

*Alan K. Burns  
Legal Counsel*

I have the support of my Sanitary District Board of Directors and look forward to your vote and support to enable me to continue in my seat on the CSDA Board. I appreciate your support.

*Marcus D. Davis  
Treasurer/Director of  
Finance*

Sincerely,

*Phone  
(949) 645-8400  
Fax  
(949) 650-2253*

Arlene Schafer  
Vice President,  
Costa Mesa Sanitary District  
Secretary of CSDA Executive Board

*Address  
628 W. 19th Street  
Costa Mesa, CA  
92627-2716*



*Printed on  
Recycled Paper*

KATHLEEN THUNER

Occupation: Retired San Diego County Agricultural Commissioner/Sealer of Weights and Measures

Educational Background: Bachelor of Science, Biology, Santa Clara University; Graduate studies, Sonoma State University and Florida State University

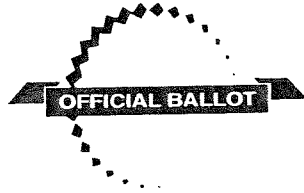
Organizational Affiliations: Director, North County Fire Protection District; Director, Mission Resource Conservation District; Board member, American National Standards Institute (ANSI)

In 1983, I was honored to be appointed the first woman County Agricultural Commissioner/Sealer of Weights and Measures in the history of California. Throughout my entire service I worked hard to continue the legacy of public service deserved by county residents.

In 1989 I spearheaded the Africanized Honey Bee (AHB) Preparedness education and preparation effort as founder of the San Diego-Imperial County Preparedness Program. This project evolved into the State AHB Steering Committee (1992-2000), in which I was an active and engaged participant. My direction and commitment resulted in the preparedness of thousands of individuals, throughout the state, through the securing of new legislation, training, equipment and preparation for educators, public officials and fire and health services providers.

My service as the department head of a county-wide program that included complex funding sources, state and federal legislation and a wide variety of critical service programs, prepared me to deal with the issues that face a special districts association board member. I have experience collaborating with federal, state, regional, and city governments and know how to work effectively across systems of government and with other jurisdictions. Solving problems, working collaboratively, and across jurisdictions, is paramount to ensure the success of the myriad programs that are the focus of California's many special districts. My roots in the state are deep; I was born in Eureka, raised in Healdsburg, worked for Alameda, Sonoma, Santa Barbara and San Diego counties. I am experienced and committed and would sincerely appreciate your vote.





**CSDA BOARD OF DIRECTORS  
ELECTION 2007**  
*ALL FIELDS MUST BE COMPLETED FOR BALLOT TO BE COUNTED.  
(Please vote for one.)*

**REGION SIX**

●  
*Seat B - term  
ends 2010*

- James E. Doud, Sr.**  
*South Bay Irrigation District*
- Arlene Schafer\***  
*Costa Mesa Sanitary District*
- Kathleen Thuner**  
*North County Fire Protection District*

\* *incumbent*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member District: \_\_\_\_\_

**Must be received by 5pm, September 26, 2007 CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814**



## Arlene Schafer

292 Bucknell  
Costa Mesa, CA 92626  
(714) 546-1429

Married 48 years to James (Jim) Schafer. Three daughters, five grandchildren. One great-grandson

### EDUCATION

Bachelor of Business Administration with Major in Executive Secretarial Science.  
Graduate of University of Woodbury in Los Angeles.

### PRESENT INVOLVEMENT

- Orange County Council of Governments
- Youth Employment Agency, Board Member
- Vice President, Costa Mesa Sanitary District – 3 Terms
- Orange County Advisory Board for OCTA – 4 Terms
- Costa Mesa Chamber of Commerce Legislative Committee
- Independent Special Districts of Orange County (ISDOC) Past President
- Costa Mesa Republican Women Federation, 1<sup>st</sup> Vice President
- Orange County Republican Women's Federation, 3<sup>rd</sup> Vice President
- LAFCO Commissioner Representing Special Districts, Former Chair
- Harbor Mesa Lions Club, President
- Costa Mesa Redevelopment Advisory Committee, Chair - 17 years (3R's Committee)
- Saddleback Lions – Regional Chair
- California Special District Association
  - Board of Directors
  - Executive Board - Secretary
  - Legislative Committee, Fiscal Committee, Finance Corps – Task Force Committee
  - Membership/Recruitment Chair

### FORMER INVOLVEMENT

- Fairview Developmental Center Advisory Board of Directors  
(Appointed by California Governor Pete Wilson)
- Costa Mesa City Council – (2 terms) Vice Mayor - 1 year, Mayor - 2-1/2 years
- Costa Mesa Planning Commission - 4 years, Vice-Chair - 2 years
- Redevelopment Agency Chair - 3 terms/2 years each
- Past President, Harbor Council PTA (Newport Mesa Unified Schools District)
- Member of California State Central Committee
- Past President, Harbor Mesa Lions, Membership Chair
- Co-Chair Sister City Committee – 2 years
- "Woman of the Year", Costa Mesa Chamber of Commerce
- Emergency Preparedness Chair for City of Costa Mesa/Chamber of Commerce
- Vice Chair Open Space Bond Election
- Chamber of Commerce - Board of Directors and Executive Manager
- Youth Employment Service (YES) Board of Directors and Advisory Board
- "Outstanding Contribution to Education" – Beacon Award from Newport Mesa School District
- Career Education Committee Chair for Newport Mesa School District
- Costa Mesa Housing and Community Development Committee
- Mardan School, Board of Trustees
- Orange County Coast Association, Past President
- Advisory Board of Child Guidance Center of Orange County
- Special District Technical Advisory Committee for LAFCO
- Certificate in Leadership and Management from Special District Institute
- Board of Supervisors Honored Citizen of Orange County
- Costa Mesa Republican Women Federation, President
- Service Organization Council (SOC), President
- LAFCO Commissioner (Former Chair) Representing Special Districts
- CSDA Special Districts Governance Academy Certificate



# Costa Mesa Sanitary District

... an Independent Special District

*Board of Directors*

- Ari Perry*
- Arlene Schafer*
- Bob Ooten*
- James Ferryman*
- Gary Monahan*

July 25, 2007

TO: Members of CSDA

*Staff*

- Robin B. Hanners*  
*Manager*
- District Engineer*  
*(949) 633-1731*

As we near the close of the election process, I wish to remind you of my excellent record in serving you through the years and my intent to go through the Chairs of CSDA<

- Thomas A. Faith*  
*Assistant Manager*

This election is so important to me and to all of you. CSDA needs a leader who is well known and can speak for you and I am that person.

- Jean Revak*  
*Board Secretary*
- Program Manager*
- Clerk of the District*

You have already received my background information and my request to be re-elected. As you all know, I now serve as Secretary on the Executive Board.

- Alan R. Burns*  
*Legal Counsel*

Only through your vote and support can I continue serving you. Please vote for me. The ballot will be distributed in August.

- Marcus D. Davis*  
*Treasurer/Director of Finance*

Sincerely,

Arlene Schafer  
Vice President,  
Costa Mesa Sanitary District  
Secretary of CSDA Executive Board

- Phone*  
*(949) 645-8400*
- Fax*  
*(949) 650-2252*

- Address*  
*628 W. 19th Street*  
*Costa Mesa, CA*  
*92627-2716*





# Jean Bracy Candidate SDRMA Board of Directors

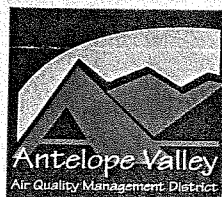
## The Mojave Desert and Antelope Valley Air Quality Management Districts support the election of Jean Bracy to the SDRMA Board of Directors.

*"Under Jean Bracy's guidance, the Mojave Desert Air Quality Management District's risk management costs have decreased, while the quality of our safety training has increased. Jean is a fiscally sound, responsive manager with a vast knowledge of risk management and SDRMA issues. I highly recommend Jean Bracy for this position."*

**Bob Leone**  
Governing Board Chair  
Mojave Desert Air Quality Management District  
Mayor Pro Tem, Town of Yucca Valley



**Mike Dispenza**  
Governing Board Chair  
Antelope Valley Air Quality Management District  
Mayor Pro Tem, City of Palmdale



*"Jean's 20-plus years in public service and her tenure as Administrative Services Director for a regulatory agency have equipped her with the ideal combination of knowledge and experience needed to serve the SDRMA's membership. In addition to bringing a solid management background to the table, Jean also brings with her integrity, competence and a strong understanding of risk management issues and programs."*

**Ballot Deadline is September 14.**  
Please schedule this election for action by your board.

**Board of Directors**  
Susan J. Varty, *President*  
Robert F. Topolovac, *Vice President*  
Mark A. Muir, *Treasurer*  
Jacob J. Krauss, *Secretary*  
Harold L. Gano, *Director*



**General Manager**  
Kimberly A. Thorn  
**General Counsel**  
Wesley Peltzer

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1966 Olivenhain Road, Encinitas, California 92024 | Phone (760) 753-6466 | Fax (760) 753-1578 | [www.omwd.com](http://www.omwd.com)

August 1, 2007

**Attention: SDRMA Members**

Dear Sir or Madam,

On behalf of the Olivenhain Municipal Water District (OMWD) Board of Directors I respectfully request your vote for Robert Topolovac, OMWD's Board Vice President, for the Special District Risk Management Authority (SDRMA) Board of Directors.

OMWD has been actively involved with SDRMA since the San Diego Workers Compensation Authority merged with SDRMA under the tenure of current SDRMA Board member Harold Gano, who will be retiring from SDRMA upon expiration of his term in December 2007. OMWD feels that SDRMA is a valuable and worthy agency that garners its continued support and as such has adopted a resolution of support for Robert Topolovac as a candidate for the SDRMA Board.

Mr. Topolovac, serving as Board Vice President, has been a resident of northern San Diego County since 1965. He holds a Masters Degree in Human Relations and School Administration from Ohio University. Mr. Topolovac retired from a 35-year career in higher and secondary education and currently serves as a Volunteer Sheriff with the Encinitas Sheriff's Station. He is the past President and current Vice President on the Olivenhain Board of Directors and a past representative to the San Diego Recycled Water Committee. Mr. Topolovac currently serves on the OMWD Personnel, Facilities, and Safety Committees and has extensive knowledge in insurance, safety and personnel issues.

Director Gano and the rest of the OMWD Board of Directors adopted a resolution in support of Mr. Robert Topolovac's nomination and fully supports his participation on the SDRMA Board. Mr. Topolovac is a dedicated individual who will continue to serve the interests of special districts and commit the time needed to be a valuable member of the SDRMA Board. Mr. Topolovac plans to continue moving forward in the same positive direction that SDRMA has displayed in the past, exemplified by SDRMA's commitment to providing comprehensive protection in the most cost-effective and sustainable way possible.

The OMWD Board understands the critical nature of risk management and insurance issues and how they relate to local government agencies in our region. The Board knows that Mr. Topolovac will fairly and zealously represent the local agencies' interests at SDRMA. As such, we respectfully request your consideration and vote for Mr. Topolovac for the SDRMA Board of Directors.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Susan J. Varty".

Susan J. Varty  
President  
OMWD Board of Directors

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Special District Risk Management Authority (SDRMA) 2007 Board of Directors Ballot**  
**DATE:** August 20, 2007

**BACKGROUND:**

The Special District Risk Management Authority (SDRMA) is conducting an election for three seats on its Board of Directors.

The election instruction information provided by SDRMA is Attachment A.

Information provided by SDRMA about the candidates is Attachment B.

Resolution 08-05 is Attachment C: A Resolution of the Board of Trustees of the Placentia Library District of Orange County for the Election of Directors to the Special District Management Authority Board of Directors.

**RECOMMENDATIONS:**

1. Select three (3) candidates.
2. Motion to read Resolution 08-05 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County for the Election of Directors to the Special District Management Authority Board of Directors.
3. Motion to adopt Resolution 08-05 by a roll call vote.





Special District Risk  
Management Authority

1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141  
F 916.231.4111  
Toll-free 800.537.7790  
www.sdrma.org

Maximizing Protection,  
Minimizing Risk.

## ELECTION INSTRUCTIONS FOR SDRMA'S BOARD OF DIRECTORS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in April 2007. Nominations were received for nine (9) candidates by the July 6, 2007 filing deadline.

SDRMA's Election Committee reviewed and confirmed that all nine (9) candidates' met the qualification requirements and submitted nomination documents in accordance with SDRMA's Policy No. 2005-02 Establishing Guidelines for Director Elections.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution and Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot.
3. **Resolution ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
4. Signed resolution ballots MUST be sealed and returned **by mail or hand delivery to SDRMA's office on or before 5:00 p.m. on Friday, September 14, 2007.** A self-addressed, stamped envelope is enclosed to return the Election Resolution Ballot:

Special District Risk Management Authority  
Election Committee  
1112 "I" Street, Suite 300  
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2008 and terminate on December 31, 2011.
6. Important balloting and election dates are:

**September 14, 2007 – Deadline for members to return completed ballots**

September 17, 2007 – Ballots are opened and counted

September 18-21, 2007 - Election results are announced and candidates notified

October 3, 2007 – Newly elected Directors are introduced at the SDRMA Annual Meeting/Breakfast to be held in Monterey at the CSDA Annual Conference

January 23, 2008 – Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Executive Officer Jim Towns toll-free at 800.537.7790 if you have any questions regarding the election and balloting process.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement Of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.**

**Nominee/Candidate:** William R. Miller, General Manager  
**District/Agency:** The North Of The River Municipal Water District  
**Work Address:** 4000 Rio Del Norte Street  
Bakersfield, California 93308-1024  
**Work Phone:** 661.393.5411  
**Home Phone:** 661.822.6059

**Why do you want to serve on the SDRMA Board Of Directors?**

SDRMA serves several important functions for its member districts. Claim prevention is one of them. As a past member of the Board of the now SDRMA consolidated Special District Workers Compensation Authority, I was able to assist in the formation of many of the policies now in use by SDRMA. One of these policy areas is safety. The prevention of accidents and injuries is very important to me. I want to continue to assist in developing programs, which in a cost effective manner, encourage the improvement of the safety environment of our member districts.

**What Board or committee experience do you have that would help you to be an effective Board Member with SDRMA or any other organization?**

Past Board Member and President of the Special District Workers Compensation Authority

Board Member (18 Yrs) and Past President (3 Yrs) California Special Districts Association

Current Board President, Tehachapi Resource Conservation District

Current Commissioner, Kern County LAFCO

**Special District Risk Management Authority  
Board Of Directors  
Candidate's Statement Of Qualifications**

**What special skills, talents or experience (including volunteer experience) do you have?**

12+Yrs as a Special District Board Member

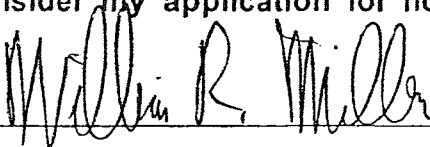
26 Yrs as a Special District General Manager

**General Comments and/or Statements**

In addition to SDRMA's several insurance lines offered, it also provides educational and support services designed to better enable the member district to deal with claims and potential claims, and more importantly, prevent claims and injuries. One of my main thrusts as an SDRMA Board Member will be to continue to support and help develop programs and services that will help member districts reduce or eliminate claims. Whilst it is one of my continuing goals to have the best coverage possible for the district and its employees, my idealistic goal is to make the use of this coverage almost unnecessary. My other interest in serving on the SDRMA Board is its business side. Yes, SDRMA is a Joint Powers Authority; but in reality it is also a business, and needs to be run that way, as it is now. Not in the sense of making profits, but in the sense of holding down costs as much as one can, whilst still maintaining standards of excellence. As the then President of the Special District Workers Compensation Authority, I was instrumental in helping to achieve the recent merging of that program with SDRMA, thereby saving both pool's members thousands of dollars in duplicative administrative costs. As a member of the SDRMA Board, I would continue to look for ways to provide cost-effective service to its member districts. I ask for your vote. Thank you.

**I certify that I am a Board Member or a full-time Management employee for the North of the River Municipal Water District, from which I have been nominated. I further certify that I am willing to serve as a Director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date: May 16, 2007

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate Jean Bracy  
District/Agency Mojave Desert Air Quality Management District  
Work Address 14306 Park Avenue, Victorville, CA 92392-2310  
Work Phone (760) 245-1661 Home Phone (760) 946-1882

**Why do you want to serve on the SDRMA Board of Directors?**

I believe I can complement the current board composition with a representative perspective from the regulatory community. The regulatory community has specific risk issues that vary among agencies whose primary mission is delivery of important community services. For nearly 20 years, I've worked for public agencies. My approach to organizational management is drawn from a wide variety of experience. My career tasks have included designing the framework for agencies to conduct business in a manner best suited to serve the needs of their respective communities. Each adjustment to an organization's "framework" involves risk that must be measured and managed. I've worked closely with SDRMA for several years, and I am attracted to its aggressive and positive mission. I want to contribute my experience to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

As the Director of Administrative Services for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Budget and Personnel Committees. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA) statewide committees for Fiscal and Human Resource officers. I represent the District on the Mobile Source Emissions Reduction Committee evaluating proposed projects for grant awards. I organized and currently chair the Alternate Fuel Task Force for the Mojave Desert air basin; I represent the District in the Antelope Valley Clean Cities Coalition. While employed with the City of Victorville, I served as the City representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration. I have worked on the statewide Resolutions Committee for the California Baptist Convention and served as the regional representative for developing statewide women's programs. I am actively involved in a local community service organization and for many years in that capacity have been involved with a wide range of experiences in designing organizational growth, strengthening the core structure, long term and vision planning, development of staff and volunteers, and resource and program management.



## Special District Risk Management Authority Board of Directors Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate: John Woolley  
District/Agency: Humboldt Waste Management Authority  
Work Address: 825 5<sup>th</sup> Street, Room #111, Eureka, CA 95501  
Work Phone: 707-476-2393 Home Phone: 707-443-6889

### Why do you want to serve on the SDRMA Board of Directors?

For many years now I have enjoyed my association with SDRMA, both from marketing its services to various Districts throughout our area to serving on the Board. We have noted a very positive growth due to: offering worker's compensation coverage, the actuarial confidence level in our programs has risen to better protect the pool and its assets, and now we are able to offer a competitive health package that doesn't impact the pool's resources. The SDRMA staff and Board work well together, making us feel more confident for the future of SDRMA.

### What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I serve as a Board Member on the Humboldt Waste Management Authority, as well as serving as a Humboldt County Supervisor, both since 1997. I have been able to assist with communication with other affiliated risk management organizations, which furthers our ability to seek the best coverage we can afford and serves to help keep the Board and staff aware of the overall market. I consider it a privilege to continue making SDRMA a responsive, cost effective risk management organization.

My position as county supervisor requires me to serve on various boards and commissions. Several are SDRMA members, i.e. Redwood Region Economic Development Commission, North Coast Unified Air Quality District, Redwood Coast Energy Authority, and of course, my nominating body, Humboldt Waste Management Authority. These and other organizations require an understanding of the public governing rules and regulations and knowledge of the specific types of risk management each has.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

My public service experience includes many common traits most could identify as essential to the position held. A proven record of being able to make sound fiscal decisions, establish an effective policy and long range vision, budget oversight, making appropriate decisions that are in the member's best interest, and representing the entity in public gatherings; all are part of the skill set required to serve on the SDRMA Board. Risk management services also require the ability to track unique and complicated matters specific to risk analysis, rating evaluation, and other related matters. I have had to practice these and other related skills in my current position, as well my previous service on the SDRMA Board. I enjoy my service on the SDRMA Board because of the staff and board commitment and in the achievements we have combined to actualize.

**General Comments/Statements**

The Special District Risk Management Authority innovations and offerings have continually benefited each member entity through expanding coverages, yet charging fair and competitive rates. While the greater insurance market costs to its clients can vary significantly in their offerings and annual rates; SDRMA is able to cost out its risk management services with the primary focus being to stabilize rates and provide quality service.

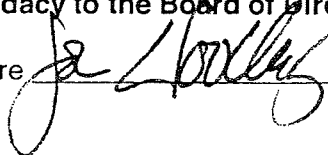
The Board of Directors comes from the SDRMA membership, and thus the Board wants to see the services equitably and effectively provided. The team charged to make sure good quality products are provided is comprised of both the Board and staff working together for that common goal. All Board members should approach their candidacy with this in mind: be respectful of the past and current accomplishments and continue to focus on providing the best cost effective service available for each member.

The workers' compensation merger has definitely help create strong SDRMA growth. While the growth helps strengthen the pool, the challenge will be to ensure the services do not diminish. The Board will need to evaluate carefully the extent of change required to continue to provide the quality of service SDRMA members have come to expect.

I am fortunate to have the interest and time to commit to SDRMA. My current position has expanded my scope and representation to cover several SDRMA member entities, all of which has broadened my understanding and appreciation for SDRMA risk management services. I would appreciate your support and vote to continue my work on the Board of Directors. Thank you.

**I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

5-2-07



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate Jerry M. Ledbetter  
District/Agency Alameda County Water District  
Work Address 43885 S. Grimmer Blvd., Fremont, CA 94538  
Work Phone (510) 668-4212 Home Phone (925) 454-0557

**Why do you want to serve on the SDRMA Board of Directors?**

I wish to serve on the SDRMA Board of Directors because I feel that I could be invaluable in providing an end user perspective. I also understand the challenges that many smaller districts have when it comes to managing workers' compensation and risk management programs and costs with limited resources and personnel. SDRMA's mission to provide renewable, efficiently priced risk financing and risk management services is not only an objective in today's litigious society, but a necessity. Additionally, my background and experience gives me an appreciation of the importance of risk management services and programs, especially for many of us smaller agencies who do not have the expertise in-house or the frequency of claims to feel proficient.

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**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

I served on the Executive Committee for the San Francisco Chapter of the American Society Safety Engineers (ASSE) in various positions of Vice President of Programs, Vice President of Membership, President-Elect, and Chapter President. Additionally, I served 2 years as Delegate for ASSE National - Region 1 dealing with legislative affairs. Member of the Air Issues and Regulations (AIR) Committee of the Bay Area Clean Water Agencies and the Alameda County Office of Emergency Services Public Agency Group representing a publicly owed treated water (POTW) agency.

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

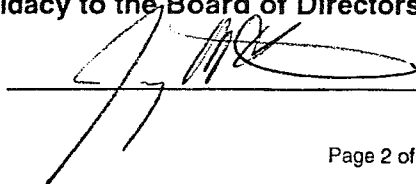
I have worked in the safety profession since 1992 after graduating from CSU, Chico with a Bachelors in Industrial Technology with Emphasis in Industrial Safety Management. Earned the designations of Occupational Health and Safety Technologist (OHST) and Certified Safety Professional (CSP) while working for various water and wastewater special districts, universities, and a DOE research laboratory. Was awarded as the 1997-1998 Safety Professional of the Year by the San Francisco Chapter of the American Society of Safety Engineers.

Currently, I am responsible for workers' compensation claims management; workplace safety management/loss prevention; DOT and transportation safety; occupational health and medical surveillance; and safety education and training. Was awarded the McMurchie Excellence in Safety Award for ACWD's Workers' Compensation Program for Large Members in 2006.

**General Comments / Statements**

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

6-27-07

Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate HENRY MILLER  
District/Agency TEMECULLA PUBLIC CEMETERY DISTRICT  
Work Address 41911 "C" STREET TEMECULLA CA. 92592.  
Work Phone 951-694-6450 Home Phone 951-695-0933

Why do you want to serve on the SDRMA Board of Directors?

IT IS MY MISSION TO BE A SERVANT OF GOD. TO DO MY PART TO FULFILL HIS ULTIMATE PLAN AND TO UPHOLD THE OLD TRADITION OF GOOD MORALS, SOUND ETHICS AND STRONG FAMILY VALUES. TO SEEK NEW OPPORTUNITIES FOR MY FAMILY, MY NEIGHBORS, AND MY COMMUNITY.

I BELIEVE THAT THE BEST WAY TO ACHIEVE THIS IS TO INCREASE RISK AWARENESS THROUGH SOUND EDUCATIONAL PROGRAMS AND TO INSURE THAT FAIR AND PROPER LEGISLATION IS INACTED THAT ADDRESSES FUTURE CHALLENGES AND REDUCE LIABILITY COSTS.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

COMMISSIONER B.S.A 1985-1990  
CHAIRMAN - SCHOOL SITE COUNCIL 1985-1992 (TUSD)  
COMMISSIONER OF PARKS & RECREATION 1992-1995 (T.C.S.D)  
COMMISSIONER OF COMMUNITY SERVICES FOR THE CITY OF TEMECULLA 1995-1997  
CHAIRMAN OF TEMECULLA COMMUNITY SERVICE DISTRICT 1997-2000  
TRUSTEE FOR THE TEMECULLA PUBLIC CEMETERY DISTRICT 2000-PRESENT.  
DIRECTOR OF THE MARRIETA REPERTORY THEATRE 2000-2006.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

COMPLETION OF THE CALIFORNIA SPECIAL DISTRICTS GOVERNANCE  
ACADEMY 2006.  
B.S. IN PUBLIC ADMINISTRATION FROM C.S.U.S.B. W/ MINOR IN  
LEADERSHIP. 2000.  
A.A. IN BUSINESS ADMINISTRATION FROM MT. SAN JACINTO C.C. 1991  
CERTIFICATE OF LEADERSHIP FROM THE STATE OF CALIFORNIA 1990  
VOLUNTEER - RIVERSIDE CO. PARKS DEPT. 1972-1986

**General Comments / Statements**

AS A NATIVE CALIFORNIAN, I FEEL THAT IT WOULD BE  
A GREAT HONOR TO SERVE THE CITIZENS OF THIS  
PROFOUND STATE AND OFFER MY COMMITMENT TO THE  
BOARD OF DIRECTORS OF THE S.D.R.M.A. PLEASE  
ACCEPT AND CONSIDER MY STATEMENT OF QUALIFICATIONS  
FOR THE S.D.R.M.A. BOARD OF DIRECTORS.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Henry Miller Date 5-16-07

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate Ed Gray  
District/Agency Chino Valley Independent Fire District (Director)  
Work Address 2005 Grand Ave. Chino Hills, CA. 91709  
Work Phone (909) 920-5260 Home Phone (909) 627-4821

**Why do you want to serve on the SDRMA Board of Directors?**

Having been a police officer for over 28 years and a member of the Board of Directors of the Chino Valley Independent Fire District since 2004, I believe I possess a broad, balanced knowledge of the risk issues faced by public service organizations. My knowledge, experience and commitment to team problem solving would benefit the SDRMA and its' member organizations. I would bring with me a desire to continue the positive direction of the organization and to be an effective leader.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

I have been a member of the Board of Directors of the Chino Valley Independent Fire District since 2004. During my tenure on the board I have served a President and Vice-President, member of the districts Finance, Personnel, Planning and Emergency Medical Services committees. I have been liaison the the City Councils of Chino and Chino Hills, liaison the the San Bernardino County Fourth District Supervisor, member and Chairman of the Chino Valley Public Agencies Committee and member of the Citizens Advisory Committee to the Department of Corrections California Institute for Men in Chino.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

I have had considerable exposure to the issues of risk to organizations and their members and the importance of finding ways to mitigate these risks.

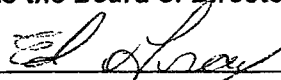
I feel I have the ability to "actively listen" to people to gain understanding, to seek out facts and to make timely decisions.

**General Comments / Statements**

I feel it is important for people to know something about the "person" they are considering choosing to represent their interests. To try to help people understand who I am, I have attached a brief information sheet about me. I thank you all for considering me for the important position of Director for the SDRMA and can promise that if chosen, I work hard to be an effective member of the organization.

**I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

6-25-07

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate Robert F. Topolovac  
District/Agency Olivenhain Municipal Water District  
Work Address 1966 Olivenhain Road  
Work Phone (760) 753-6466 Home Phone (858) 755-4279

**Why do you want to serve on the SDRMA Board of Directors?**

Your mission to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool while ensuring all services are delivered in a timely, cost-efficient, responsive manner is whole heartedly supported by the Olivenhain Municipal Board of Directors. I wish to continue the partnership formed between our organizations and represent San Diego County on the Board. Risk management is of ever increasing importance and will only become more critical in years to come.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

Past President and current Vice-President Board of Directors of the Olivenhain Municipal Water District  
Past representative to San Diego County Water Authority Recycled Water Committee  
Olivenhain Municipal Water District Personnel Committee  
Olivenhain Municipal Water District Safety Committee  
Olivenhain Municipal Water District Facilities Committee

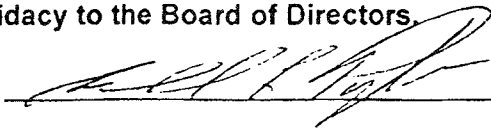
**What special skills, talents, or experience (including volunteer experience) do you have?**

Master degree in Human Relations and School Administration from Ohio University  
Assistant Director of Student Affairs and Director of Residence Halls at UCSD  
Over 35 years of service as an educator and administrator in both higher and secondary education  
Very familiar with government entities and special districts  
Recognized by State of California for my contributions to Core technology curriculum development  
Volunteer Sheriff with the Encinitas Sheriff's Station

**General Comments / Statements**

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

7/3/07





**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate ANTONIO "TONY" SEDANO  
District/Agency Local Agency Formation Commission for San Bernardino County  
Work Address 215 North "D" Street, Suite 204, San Bernardino, CA 92415-0490  
Work Phone (909) 383-9900 Home Phone (909) 864-5989

**Why do you want to serve on the SDRMA Board of Directors?**

As a charter board member of the Special District Insurance Authority (SDIA), the predecessor of SDRMA, starting with 71 members and an initial funding level of \$150,000, I wish to continue my participation in this organization. It is my desire to participate in achieving the continued success of this JPA and the services it provides for the Districts and the taxpayers of the State of California.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

Initial member of the Board of Directors of the SDIA, having served as Chair and Vice-Chair of the Board; served 10 years as a member of the Board of Directors of the Big Bear City Community Services District; 1989-91 served as the General Manager of the South San Bernardino County Water District until its merger with the City of San Bernardino; served in the City of San Bernardino Water Department until my retirement in 1997; and have served on LAFCO since 1998 as an Alternate Public Member.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

I have served as Chairman and Vice-Chairman of the Special District Insurance Authority. I am the past President of the Arrowhead United Way and work with my local Neighborhood Watch Association.

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**General Comments / Statements**

I am most interested in seeking the appointment to the Board of Directors of the Special District Risk Management Authority to continue my public service. I believe that my experience during the formative years of the Special District Insurance Authority and my involvement in almost every level of local government provide a unique background. I currently serve as the Alternate Public Member for the San Bernardino Local Agency Formation Commission which has opted to become a member of SDRMA to seek the most competitive prices for its insurance needs.

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I have held the following positions within the Big Bear City Community Services District : Assistant Fire Chief (on-call paid position), member of the Board of Directors (two terms), Citizen Advisory Committee President, Employee Relations Committee, Chair, Public Relations Committee, Chair. I was the General Manager of the South San Bernardino County Water District and was involved in the process resulting in its merger with the City of San Bernardino. I have a broad understanding of the role and relationship of independent special districts serving their communities.

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Since I am retired, I have the time available to devote to the activities of the Authority and would be an active participant.

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**I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature Antonio R. Sedano Date 6-5-2007

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Nominee/Candidate Vincent C. Ferrante  
District/Agency Moss Landing Harbor District  
Work Address 7881 Sandholdt Road  
Work Phone 831.633.5417 Home Phone 831.449.2409

**Why do you want to serve on the SDRMA Board of Directors?**

I have been involved in Special District fiscal planning and risk management and have an interest and desire to support sound fiscal policies and promote quality risk management services to special districts throughout the state.

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**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

I have served as an elected official on the Moss Landing Harbor District (MLHD) Board of Harbor Commissioners since 2003. This requires constant budgeting vigilance and action responsive to constituent needs. I have served as Chair of the MLHD Liveboard Committee, Vice Chair of the MLHD Budget Committee and Property Improvement Committee. In that capacity I gained in-depth knowledge of rules and regulations governing special districts as well as consensus-building among committee members.

I was appointed to the Monterey County Overall Economic Development Commission by the County Board of Supervisors and serve as Vice Chair of its Grants and Finance Committee. By this appointment, the County Board has demonstrated confidence in my fiscal abilities, experience and insight.

I have also served as a Director on the Central Coast Federal Credit Union Board where I gained knowledge of the needs of the community and small and large businesses, in addition to Federal Banking regulations and reporting. Other committee involvement includes Vice Chair of the Salinas, California Sister City Organization (of which I was named Member of the Year in 2005), Trustee of the Salinas, California Sons of Italy in America Lodge and Chair of the City of Monterey's annual Festa Italia Festival Parade.

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

I have experience and/or training in project management, report preparation, public speaking, strategic planning, budget analysis and preparation, risk management, health benefits and retirement plans. Being on committees and working with others toward common goals requires a willingness to listen and exercise flexibility. My analytical skills are thorough and enable me to make informed decisions.

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**General Comments / Statements**

I have completed the CSDA Special District Governance Academy and have taken courses through the Institute for Local Government. I am confident I will be a diligent and valuable member of the Board.

I will dedicate myself to the vision and goals of the SDRMA and I look forward to the opportunity to be a contributing member serving on this Board.

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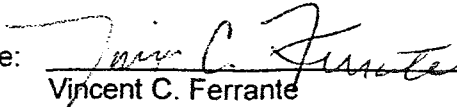
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**I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature:  Date: July 2, 2007  
Vincent C. Ferrante

RESOLUTION 08-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT  
RISM MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Fifth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Fifth Amended and Restated Joint Powers Agreement Article 7 – Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2005-02 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2005-02 specifies that member agencies desiring to participate in the balloting and election of candidates to server on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees selects the following candidates to serve as Directors on the SDRMA Board of Directors:

AYES:	TRUSTEES:
NOES:	TRUSTEES:
ABSENT:	TRUSTEES:
ABSTAIN:	TRUSTEES:
State of California	)
	)ss.
County of Orange	)

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting hereof held on the twentieth day of August 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of August 2007.

\_\_\_\_\_  
Jean Turner, Secretary  
Board of Trustees of the Placentia Library District



**OFFICIAL 2007 ELECTION BALLOT  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS**

**VOTE FOR ONLY THREE (3) CANDIDATES**

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and returned by mail or hand delivery in the enclosed self-addressed, stamped envelope to SDRMA on or before 5:00 p.m., Friday, September 14, 2007. Faxes or electronic transmissions are NOT acceptable.

- VINCENT C. FERRANTE**  
Commissioner, Moss Landing Harbor District
- ANTONIO "TONY" SEDANO**  
Board Member, Local Agency Formation Commission of San Bernardino County
- ROBERT F. TOPOLOVAC**  
Board Member, Olivenhain Municipal Water District
- ED GRAY**  
Board Member, Chino Valley Independent Fire District
- HENRY MILLER**  
Trustee, Temecula Public Cemetery District
- JERRY M. LEDBETTER**  
Safety and Health Officer, Alameda County Water District
- JOHN WOOLLEY (INCUMBENT)**  
Board Member, Humboldt Waste Management Authority
- JEAN BRACY**  
Director of Administrative Services, Mojave Desert Air Quality Management District
- WILLIAM R. MILLER (INCUMBENT)**  
General Manager, North of the River Municipal Water District

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2007 by the \_\_\_\_\_ following roll call votes listed by name:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:  
\_\_\_\_\_

ATTEST:  
\_\_\_\_\_





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Travel Authorizations: Administrative Services Manager Wendy Goodson to substitute for Library Director Elizabeth Minter at the Public Library Director's Forum with the State Librarian in Sacramento, and Librarian Mary Strazdas to attend the California Library Association Conference in Long Beach.**

**DATE:** August 20, 2007

### BACKGROUND

At its meeting on May 29, 2007 the Library Board authorized Library Director Minter to participate in the Public Library Directors' Forum with the State Librarian and State Library Staff in Sacramento, September 20-21, 2007. The State Library pays all expenses except transportation. District policy requires Board approval for overnight trips for insurance purposes. The estimated cost is \$250. Library Director Minter is requesting that this authorization be transferred to Administrative Services Manager Wendy Goodson because the State Librarian has recently recommended that experienced Library Directors send other management staff to this orientation.

Librarian II Mary Strazdas has requested to attend the California Library Association Annual Conference in Long Beach, October 26- 29, 2007. Because of a late evening session on October 26 and a breakfast meeting on October 27 this recommendation includes one night of hotel accommodation. An analysis of the cost is Attachment A. The total cost is estimated not to exceed \$926 to be paid from the General Fund.

### RECOMMENDATIONS

1. Authorize Administrative Services Manager Wendy Goodson to substitute for Library Director Minter at the Public Library Director's Forum in Sacramento, September 20-21, 2007 at a cost not to exceed \$250 to be paid from the General Fund.
2. Authorize Librarian II Mary Strazdas to attend the California Library Association Conference in Long Beach, October 26-29, 2009 at a cost not to exceed \$926 to be paid from the General Fund.



Placentia Library District  
Travel Estimate

Name: Mary Strazdas  
Event: California Library Association  
Location: Long Beach, CA  
Fund: General Fund

Date	Fri 10/26/07	Sat 10/27/07	Sun 10/28/07	Mon 10/29/07	TOTAL
Registration	274.00				274.00
Hotel	190.16				190.16
Breakfast		20.00	15.00	15.00	50.00
Lunch	20.00	45.00	20.00	40.00	125.00
Dinner	70.00				70.00
Air/Train					-
Local Trans.					-
Mileage @ \$ .485	16.00	16.00	32.00	32.00	96.00
Parking/Tolls	20.00	20.00	20.00	20.00	80.00
Telephone					-
Misc.	10.00	10.00	10.00	10.00	40.00
<b>TOTAL</b>	<b>600.16</b>	<b>111.00</b>	<b>97.00</b>	<b>117.00</b>	<b>925.16</b>



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

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**TO:** Placentia Library District Board of Trustees  
Placentia Library Foundation Board of Directors  
Placentia Library District History Room Committee  
Placentia Library Foundation Book Store Volunteers  
Library Staff

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






**SUBJECT:** **Word of Mouth Marketing topic for September 2007 – Placentia Library District's 88<sup>th</sup> Birthday**

**DATE:** August 20, 2007

Thanks to the Program Committee for nominating the topics for the District's Word of Mouth Marketing campaign. The topics for the year are:

September – District's 88 <sup>th</sup> Birthday	March – Library Website
October -- Literacy Services	April – Volunteer Opportunities
November – PLFF Membership Drive	May -- Summer Reading Program
December – Celtic Christmas Program	June – Placentia History Room
January – Children's Services	July – Audio Books & e-books (digital branch)
February – PLFF Author's Luncheon	August – Literacy Tutor Sign-up

The first topic for the Word of Mouth Marketing campaign will be **Placentia Library District's 88<sup>th</sup> Birthday**.

-  The badges will be distributed on September 4<sup>th</sup>. Please wear them at work every day. Please also feel free to wear them when you are shopping or otherwise out in the community.
-  The badges are designed to be conversation starters. They need your participation to make them successful!
-  Why is Placentia Library an independent special district? When it was organized in 1919 there was no Orange County Library (it was formed 6 months after Placentia Library District) and the City of Placentia was not incorporated until 1927. Placentia's school district was organized first and then its library district.
-  What does it mean to be an independent special library district? It means that Placentia Library is not a department of the City of Placentia nor a branch of the Orange County Library. It has an elected board of trustees who receive and manage the District's share of the local property tax.
-  Where does Placentia Library get its funding? 80% is from property tax and 15% is from a variety of local sources – fines & fees, passports, notary & other local fundraising activities. The District just passed the \$1 million cumulative revenue mark in passports in 2007. Less than 5% comes from the State and Federal government.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2006-2007.

**DATE:** August 20, 2007

**BACKGROUND:**

At its meeting on August 15, 2005 the Library Board of Trustees selected Moreland & Associates, Inc., Newport Beach, to prepare its annual financial audit beginning with Fiscal Year 2004-2005. Moreland & Associates has provided the last two financial audits.

Attachment A is the letter of proposal dated August 14, 2007 for Moreland & Associates to provide the Fiscal Year 2006-2007 Financial Audit and the Annual Controller's Report at a cost of \$8,650. Any additional costs will be discussed with the District before they are incurred.

**RECOMMENDATION:**

1. Award the financial audit and Annual Controller's Report preparation contract for Fiscal Year 2006-2007 to Moreland & Associates, Newport Beach, for \$8,650.
2. Authorize the Library Director to sign the letter of proposal dated August 14, 2007.





# Moreland & Associates, Inc.

CERTIFIED PUBLIC ACCOUNTANTS

1201 DOVE STREET, SUITE 680  
NEWPORT BEACH, CALIFORNIA 92660

570 RANCHEROS DRIVE, SUITE 260  
SAN MARCOS, CA 92069

TELEPHONE (949) 221-0025

August 14, 2007

The Library Board of Trustees  
c/o Ms Elizabeth Minter  
Library Director  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92870

Dear Ms. Minter:

We are pleased to confirm our understanding of the services we are to provide for the Placentia Library District (District) for fiscal year ending June 30, 2007. We will audit the basic financial statements of the District as of and for the fiscal year ending June 30, 2007. We will prepare the draft financial statements and related notes from your trial balance and other records. Our audit will also include preparing the District State Controller Report.

## **Audit Objectives**

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards and will include tests of the accounting records, and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the basic financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

## **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Ms Elizabeth Minter  
Library Director  
Placentia Library District  
August 14, 2007  
Page 2

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the District, and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud, or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations and for taking timely and appropriate steps to remedy any fraud, illegal acts, or violations of contracts or grant agreements that we may report.

You are responsible for all management decisions and functions. As part of the audit, we will prepare a draft of your financial statements and related notes. You will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services, including any other non-attest services.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental

Ms Elizabeth Minter  
Library Director  
Placentia Library District  
August 14, 2007  
Page 3

regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, including tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions as we consider necessary. We will request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures—Internal Controls**

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on the District's financial statements.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be significant deficiencies under standards established by the American Institute of Certified Public Accountants. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process or report financial data reliably in accordance with generally accepted accounting principles such that there is no more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

#### **Audit Procedures—Compliance**

Management is responsible for identifying and ensuring that the District complies with laws, regulations, contracts, and agreements. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion.

Ms Elizabeth Minter  
 Library Director  
 Placentia Library District  
 August 14, 2007  
 Page 4

**Audit Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. We will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees.

The audit documentation for this engagement is the property of Moreland & Associates, Inc. and constitutes confidential information. However pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to an oversight agency or its designee. The audit documentation for this engagement will be retained for a minimum of seven years after the date the auditors' report is issued or for any additional period required by law or regulation.

See the table below for fees for these services, including out-of-pocket expenses. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

<u>Level of Work Performed</u>	<u>Hourly Rates</u>
Partner	\$ 157
Manager	108
Senior Accountant	84
Assistant Accountant	74
Clerical	36

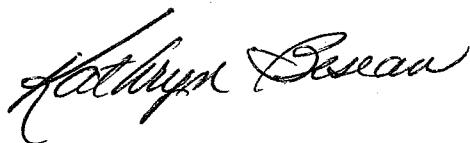
Ms Elizabeth Minter  
Library Director  
Placentia Library District  
August 14, 2007  
Page 5

<u>Service to be provided</u>	<u>Maximum Fee</u>
Annual Audit	\$8,650

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the one copy and return it to us.

Very truly yours,

Moreland & Associates, Inc.



Kathryn Beseau, Partner

Accepted by Placentia Library District.

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Authorize Placentia Library District Staff to proceed with the development of branding logos and colors for Placentia Library with the artistic direction of Signature Designs by SRP.**

**DATE:** August 20, 2007

**BACKGROUND:**

One of the goals in the Placentia Library District Strategic Plan is for the Library to improve its marketing by structuring its branding through the use of consistent logos, fonts and colors.

This issue was raised by the Technical Services Manager and the Web Site Advisory Committee as they were attempting to develop a proposal for “refreshing” the District’s web site.

Library staff has been working with Jon West, Creative Director for Signature Designs by SRP, a company located in Placentia, on a number of design issues for both the Library District and the Placentia Library Friends Foundation during the past year. Technical Services Manager Napier and Library Director Minter asked Mr. West to develop a proposal for addressing the District’s “branding” issues. The resulting proposal from Signature Designs by SRP is Attachment A.

The Library Director recommends that staff proceed with this project by using a Marketing Committee chaired by Technical Services Manager Napier, consisting of Library Director Minter, Development Coordinator Gomez, Library Aide Peterson (previously worked in an advertising agency), a representative from the Library Board and a representative from the Placentia Library Friends Foundation Board.

The Library Board will make the final decision on the Committee’s recommendations for logos, fonts and colors.

**RECOMMENDATION:**

1. Authorize the Library Staff to proceed with the development of the branding strategy for Placentia Library District with Signature Designs by SRP as proposed in the letter of August 15, 2007 at a cost not to exceed \$800 for development and conceptual artwork.
2. Determine if a Library Trustee would like to serve on a Marketing Committee chaired by Technical Services Manager Napier that will be responsible for this project.







August 15<sup>th</sup>, 2007

Vernon Napier  
Technical Services Manager  
Placentia Library District  
411 East Chapman Ave  
Placentia, CA 92870

We appreciate the opportunity to assist the Placentia Library in an effort to develop a new brand. In the meeting, we discussed the lack of color and uniformity within the current logos designs.

This branding strategy would access the new logo artwork that was created by Signature Designs. Within this identity package, Signature Designs would research color harmonies in the form of tertiary, analogous, complimentary, and simultaneous contrast for the new look. Tetrad, triad, & hexad harmonies will be displayed in a selection booklet. This booklet will be presented to the library by Signature Designs.

Concepts that are derived from the color harmonies herein will be delivered to the Placentia Library so that a creative strategy can be established.

The new brand for the Placentia Library will contain the same information for both the PLDD and PLFF logos while the look will be completely new. The concept phase will require official meetings with the Placentia Library to discuss the overall outcome of the concept work as it is applied to the new brand.

Placentia Library Brand Color Research: Cost: 400.00

Placentia Library Branding Strategy Conceptual Artwork: 400.00

On any jobs, we request that you approve the quote and any proofs that are generated.

Once again, thank you for using Signature Designs for your graphic needs.

Jon West  
Creative Director

