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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:** **Building Maintenance Report for December 2006**  
**DATE:** January 15, 2007

**HVAC:** 12-19-06 – Monthly servicing of system & bypass timer reset.

**Carpet Cleaners:** 12-29-06 - Cleaned Meeting Room carpet.

**Cabling:** 12-28-06 – Install of cable for outside signage.

Prepared by: Wendy Goodson

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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:** Personnel Report for December 2006  
**DATE:** January 15, 2007

**RESIGNATIONS:**

None

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None

Prepared by: Wendy Goodson



TO: Elizabeth D. Minter, Library Director

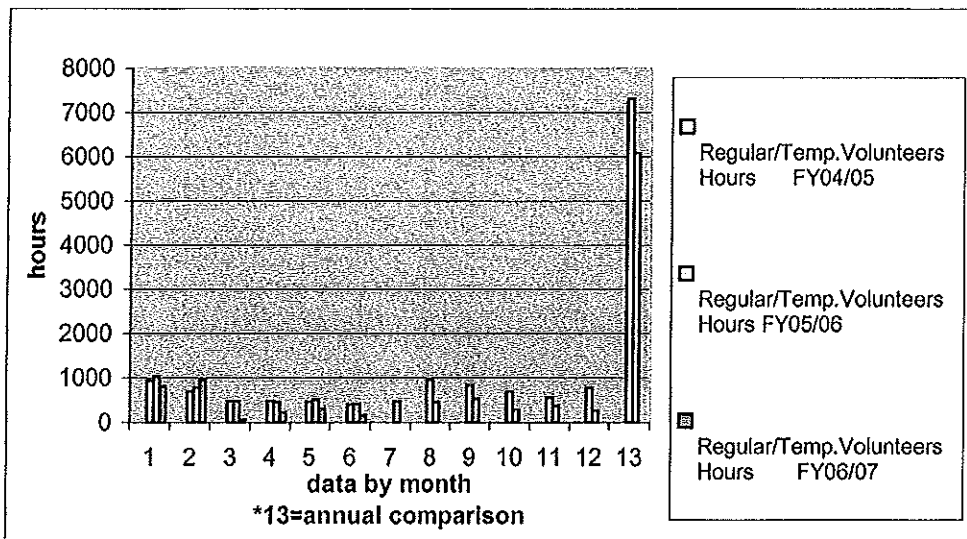
FROM: Lois Monroe, Coordinator of Development and Volunteer Services

SUBJECT: Volunteer Report for Month of December

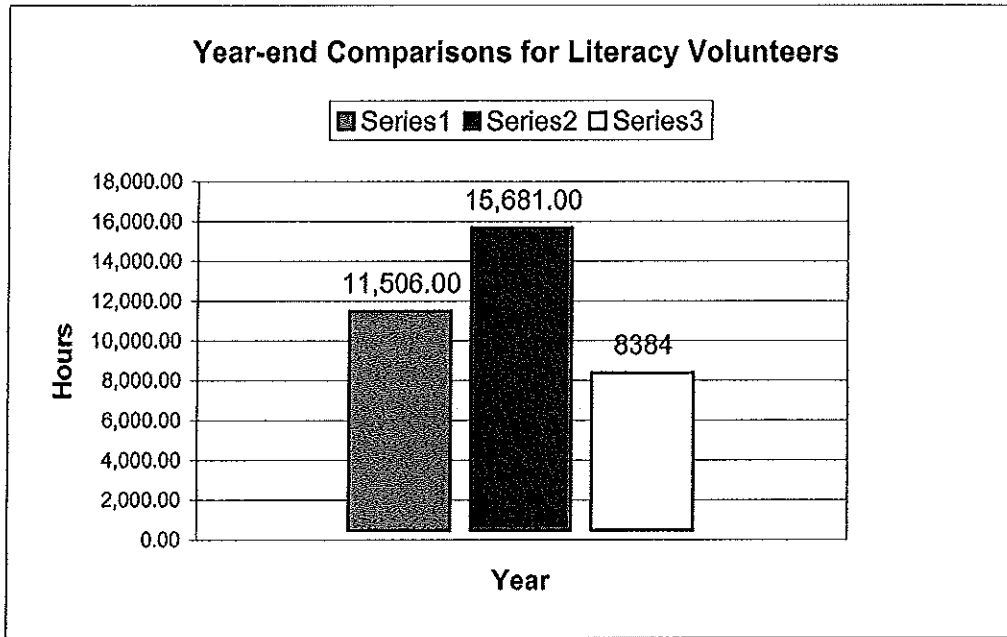
REGULAR VOLUNTEERS are committed to an on-going program each week.  
 LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.  
 TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

Regular/Temp. Volunteers Hours	FY04/05	FY05/06	FY06/07
July	948.25	1,027.50	815.25
August	696.25	784.50	980.75
September	482.00	470.75	60
October	487.75	458.25	227
November	461.00	516.00	310
December	400.75	416.00	170
January	*	472.00	
February	959.75	462.50	
March	846.50	537.50	
April	698.00	294.50	
May	559.75	380.25	
June	<u>780.00</u>	<u>273.25</u>	
	<b>7,320.00</b>	<b>6,093.00</b>	

# of Active Volunteers for June 2006	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	
Bookstore:	36	31	39	35	30	26	15
Regular:	8	6	11	9	8	11	7
Temporary:	6	13	8	11	5	4	2
Literacy:	167	63	79	71	104	97	85



Literacy Volunteer Hours			
	FY04/05	FY05/06	FY06/07
July	1,008.00	622.00	892
August	684.00	609.00	987
September	704.00	894.00	1030
October	684.00	1,750.00	1934
November	1,458.00	1,599.00	2155
December	1,075.00	1,599.00	1386
January	*	912.00	
February	2,084.00	1,266.00	
March	978.00	1,200.00	
April	976.00	2,210.00	
May	814.00	1,610.00	
June	<u>1,041.00</u>	<u>1,410.00</u>	
	<b>11,506.00</b>	<b>15,681.00</b>	<b>8384</b>



excel/mydoc's/volunteer/vol.boardreports7/06

**Placentia Library District**

**Circulation Report – December 2008**

	December 2006	December 2005	Y-T-D 2006	Y-T-D 2005	Y-T-D % change
1st Time Checkouts	11,327	12,118	90,703	93,512	-3.1%
Phone Renewals	941	971	5,398	5,764	-6.8%
<u>In-Building Renewals</u>	<u>279</u>	<u>328</u>	<u>2,850</u>	<u>2,824</u>	<u>0.9%</u>
<b>TOTAL CHECKOUTS</b>	<b>12,647</b>	<b>13,417</b>	<b>98,951</b>	<b>102,100</b>	<b>-3.2%</b>
On-Time Checkins	14,368	14,757	103,303	104,625	-1.3%
<u>Late Checkins</u>	<u>1,028</u>	<u>1,030</u>	<u>6,531</u>	<u>6,429</u>	<u>1.6%</u>
<b>TOTAL CHECKINS</b>	<b>15,396</b>	<b>15,787</b>	<b>109,834</b>	<b>111,054</b>	<b>-1.1%</b>
Hold Placed	344	388	2,911	3,076	-5.6%
Hold Canceled	14	9	104	115	-10.6%
Hold Filled	295	350	2,319	2,505	-8.0%
<b>NEW PATRON REGISTRATIONS</b>	<b>247</b>	<b>302</b>	<b>1,986</b>	<b>3,557</b>	<b>-79.1%</b>
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	4,590	5,013	35,688	36,403	-2.0%
Juvenile Print	5,168	5,736	42,170	43,549	-3.3%
Audio	926	1,714	6,493	7,171	-10.4%
<u>Visual</u>	<u>3,113</u>	<u>1,808</u>	<u>22,807</u>	<u>21,269</u>	<u>6.7%</u>
<b>TOTAL CIRCULATION</b>	<b>13,797</b>	<b>14,271</b>	<b>107,158</b>	<b>108,392</b>	<b>-1.2%</b>
<b>CIRCULATION BY PLACE OF RESIDENCE</b>					
To Placentia residents	7,524	8,208	60,453	64,935	-7.4%
To Anaheim residents	2,778	2,541	17,240	18,763	-8.8%
To residents outside Tri-City	3,495	3,522	29,465	24,694	16.2%
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	10,352	10,802			
Young Adult	207	236			
Juvenile	2,151	2,112			
New Borrower	729	654			
<u>Other (staff)</u>	<u>358</u>	<u>333</u>			
<b>TOTAL ACTIVE BORROWERS *</b>	<b>13,797</b>	<b>14,140</b>			
<b>TOTAL REGISTERED BORROWERS **</b>	<b>31,113</b>	<b>23,719</b>			
<b>ATTENDANCE</b>	<b>37,166</b>	<b>31,478</b>	<b>272,353</b>	<b>188,731</b>	<b>30.7%</b>

\* Active borrowers have used the Library this month

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





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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:** Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority  
**DATE:** January 15, 2007

**BACKGROUND:**

The invoice from the City of Placentia was not included in time for the preparation of the Agenda packet.

The information will be included with the report for the February Library Board Agenda.



**Elizabeth Minter**

**From:** Neil McCormick [neilm@csga.net]  
**Sent:** Monday, January 08, 2007 9:01 AM  
**To:** eminter@placentalibrary.org  
**Subject:** CSDA e-News for the week of Jan. 8, 2007

If this email does not display properly, please view our [online version](#).  
 To ensure receipt of our email, please add 'CSDA@Informz.net' to your address book.



**January 8, 2007**

**Legislative**

**In this issue...**

- [Pension reform commission organized](#)
- [New laws take effect Jan. 1](#)
- [Bills introduced to appropriate infrastructure funds](#)
- [Education Dept. publishes updated 2007 calendar](#)
- [Candidates sought for CSDA board vacancy](#)
- [Employment opportunities](#)
- [Survey](#)
- [Education calendar](#)
- [Ethics FAQ](#)

**Employment**

Here are the latest job opportunities posted on the CSDA website:

**Division Manager**  
*Sacramento Metropolitan AQMD*

**Transportation Planner**  
*Transportation Agency for Monterey County*

**Pension reform commission organized**

Before 2006 was over, Gov. Arnold Schwarzenegger—while lying in a hospital bed after breaking his femur—signed an executive order establishing a 12-member commission to examine the growing pension and retiree healthcare obligations. The panel members, yet to be named, will be composed of six gubernatorial appointees, three appointed by the Senate President Pro Tempore, and three by the Speaker of the Assembly. [Read more...](#)

**New laws take effect Jan. 1**

The Legislature reconvened on Jan. 1 after a hiatus following their swearing-in festivities in early December 2006. CSDA distributed 'new legislator' packets to both new and returning legislators, introducing (or reintroducing, in some cases) them to special districts and the unique services that they provide. A list of special districts in their respective Assembly or Senate district was included in each individualized packet, to prep them for the new year. [Read more...](#)

**Bills introduced to appropriate infrastructure funds**

The Legislature returned in late December to submit bills that would appropriate funding for the infrastructure bonds passed by voters in the November general election. Some bills also establish guidelines on how the funds are appropriated. Below are three bills introduced by Senate President Pro Tem Don

**Education**

**Jan. 25-26, 2007**  
[Board Member Training](#)  
*Carmichael*

**Feb. 1-2**  
 Staying in Compliance  
*Goleta*

**Feb. 7**  
 Ethics Compliance Training  
*Elk Grove*

**Feb. 8-9**  
[Board Member Training](#)  
*Port Hueneme*

**Feb. 22**  
 General Manager Training  
*Sacramento*

**March 1-2**  
[Board Member Training](#)  
*Ontario*

**March 8-9**  
 Legal Symposium

**Technology Systems  
Manager**

*San Ramon Valley FPD*

**Interim General Manager**  
*Manila CSD*

[View the complete list of current employment opportunities here.](#)

*Post your employment opportunity on the CSDA website. Contact Jim Brown at (877) 924-CSDA (2732) or [jimb@cdda.net](mailto:jimb@cdda.net) for more information.*

**Advertisers**

Perata (D-Oakland) that affect special districts. [Read more...](#)

**Education**

**Education Dept. publishes updated 2007 calendar**

Be sure to review the CSDA education calendar for 2007 at right and on the [CSDA website](#) for recent changes in dates and locations of seminars and workshops. The website calendar also includes hotel rates and hotel reservation deadline dates. [Read more...](#)

**Candidates sought for CSDA board vacancy**

The California Special Districts Association currently has a vacancy on the CSDA Board of Directors due to the recent retirement of Harry Ehrlich of the Olivenhain Municipal Water District in San Diego County. Ehrlich represented Region 6, which comprises Orange, Riverside, San Diego and Imperial counties. Two years remain in the term for the seat occupied by Ehrlich. CSDA is accepting letters of interest for this vacancy. [Read more...](#)

D

[View the complete education calendar here.](#)

**Ethics  
FAQ**



**May a board adopt a reimbursement policy that allows board members to be reimbursed for meals using a per diem rate without requiring receipts, or must board members submit a receipt to document each meal expense?**

[Read the answer here.](#)

**Survey**

**Which of these proposed new programs would your district potentially be interested in?**

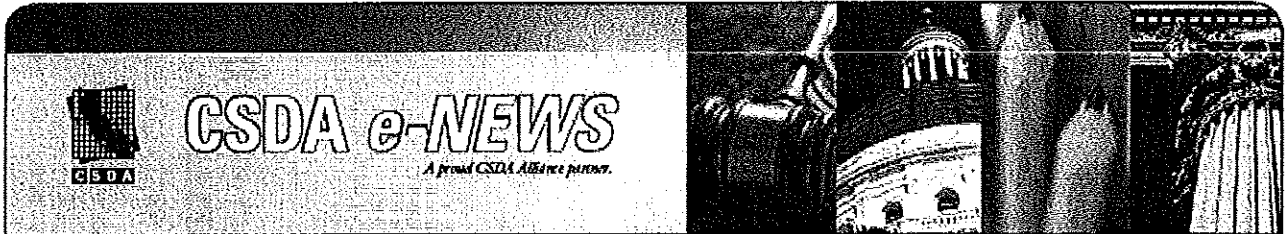
[Click here to answer.](#)



**Elizabeth Minter**

**From:** Neil McCormick [neilm@cdda.net]  
**Sent:** Monday, December 18, 2006 6:01 AM  
**To:** eminter@placentiaLibrary.org  
**Subject:** CSDA e-News for the week of Dec. 18, 2006

If this email does not display properly, please view our [online version](#).  
 To ensure receipt of our email, please add 'CSDA@informz.net' to your address book.



December 18, 2006

**In this issue...**

- [New local government committee chairs appointed](#)
- [Grants available to bring telecom services to low-income rural Californians](#)
- [Start the new year with education and training in mind](#)
- [Going local](#)
- [Brightening the holidays for others](#)
- [Holiday hours](#)
- [Employment opportunities](#)
- [Survey question](#)
- [Education calendar](#)
- [Ethics FAQ](#)

**Employment**

Here are the latest job opportunities posted on the CSDA website:

**General Manager**  
*McCloud CSD*

**Senior Engineer**  
*Inland Empire Utilities*

**New local government committee chairs appointed**

Earlier in December the new committee chairs of the Senate and Assembly Local Government committees were appointed. Freshman legislator Anna Caballero (at right, top) will chair the Assembly committee, while veteran legislator Gloria Negrete McLeod (at right, bottom) will chair the Senate committee. The committees have jurisdiction over all legislation that affects local governments, including special districts. [Read more...](#)



**Grants available to bring telecom services to low-income rural Californians**

Jan. 15, 2007, is the deadline for applying to the California Public Utilities Commission's Rural Telecommunications Infrastructure Grants Program for the 2006 - 2007 fiscal year. Under the program, rural and low-income communities are eligible to receive grants of up to \$2.5 million per project to help establish and provide telecommunication service to areas that are currently without telephone service. [Read more...](#)

**Education**

**Education**

**Jan. 25-26, 2007**  
[Board Member Training Carmichael](#)

**Feb. 1-2**  
[Staying in Compliance Goleta](#)

**Feb. 7**  
[Ethics Compliance Training Elk Grove](#)

**Feb. 8-9**  
[Board Member Training Port Hueneme](#)

**Feb. 22**  
[General Manager Training Sacramento](#)

**March 1-2**  
[Board Member Training Ontario](#)

**March 8-9**  
[Legal Symposium Dana Point](#)

**March 16**  
[Strategic Planning for](#)

*Agency*

**Children's Recreation  
Coordinator**  
*Coachella Valley RPD*

**Education Coordinator**  
*Inland Empire RCD*

**Instrument & Controls  
Technician I**  
*Olivenhain MWD*

**Executive Assistant/  
Clerk of the Board**  
*Sacramento Metro AQMD*

*View the complete list of  
current employment  
opportunities here.*

*Post your employment  
opportunity on the CSDA  
website. Contact Jim Brown  
at (877) 924-CSDA (2732)  
or [jimb@cdda.net](mailto:jimb@cdda.net) for more  
information.*

**Advertisers**

**Start the new year with education and  
training in mind**

As the year comes to an end in a flurry of holiday plans, now is the time to make education and training a priority for the new year. Be sure these two upcoming classes from CSDA are on your calendar: [Read more...](#)

**Going local**

In an effort to strengthen ties with member districts as well as hold down expenses, CSDA will hold many of its 2007 educational workshops and seminars at special district facilities throughout the state. [Read more...](#)

**Brightening the holidays for others**

CSDA staff and board members helped brighten the holidays for two Sacramento-area families as part of a program of the Salvation Army's Sacramento area chapter that provides donated holiday gifts for those in need. Gifts donated by staff and friends included clothing and shoes, toys, videos, bedding, a bicycle, a DVD player, grocery gift cards, and gift wrapping.... [Read more...](#)



**CSDA offices will be closed on  
Christmas Day, Monday, Dec. 25, 2006, and  
New Year's Day, Monday, Jan. 1, 2007.**

**CSDA e-News will not be published  
for the weeks of Dec. 25 or Jan. 1.  
Watch for the next issue of CSDA e-News  
on Monday, Jan. 8.**

**May your holidays be warm and bountiful!**

**March 16**  
Ethics Training  
*Castroville*

**March 23**  
Special Districts  
Leadership Academy:  
Governance  
Foundations  
*San Jose*

[View the complete  
education calendar here.](#)

**Ethics  
FAQ**



**May a district board  
adopt a policy  
authorizing the district  
to pay the travel  
expenses of a spouse  
who accompanies a  
board member travelling  
on district-related  
business?**

[Read the answer here.](#)

**Survey**

**Have you visited the  
Members Section of  
the CSDA website?**

[Take the survey here.](#)

**Elizabeth Minter**

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Thursday, January 11, 2007 9:51 AM  
**To:** 'MCLS/SLS/SSCLS/Associate Member Directors'  
**Cc:** 'Pam Alger'; 'John Staff'  
**Subject:** FW: [CALIX:6184] News from the Capitol: Governor Releases Jan. 2007-08 Budget

-----Original Message-----

**From:** owner-calix@listproc.sjsu.edu  
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher  
**Sent:** Thursday, January 11, 2007 8:29 AM  
**To:** Calix  
**Subject:** [CALIX:6184] News from the Capitol: Governor Releases Jan. 2007-08 Budget

**TO:** CLA Members/ Systems/ Network Contacts

**FROM:** Mike Dillon, CLA Lobbyist; Christina Dillon, CLA Lobbyist

**RE:** News From the Capitol

Shortly after 1 p.m. today, Governor Arnold Schwarzenegger, aided by a set of crutches since his ski accident over the holidays, took to the stage at the Secretary of State's auditorium to present his January 2007-08 Budget. He joked with reporters briefly about the ski accident, noting that he has "pain, ongoing pain, 24 hours a day." But for the most part, the press conference took a serious tone as the Governor referred to his Budget as a "responsible Budget," and a "prudent and realistic Budget."

The Governor's Budget proposes to eliminate the net operating deficit completely, however he suggests doing so through ratifying controversial pending Indian gaming compacts (that failed during last year's end-of-session deliberations), recommends \$324 million in cuts to the state's CalWORKs welfare-to-work program, repeal of the Teacher Tax Credit for a savings of \$165 million, funding shifts in major transportation programs, etc. The Budget also notes there will be a "Budget reduction of \$100 million to be allocated to all departments. The Department of Finance will work with Agency Secretaries and other cabinet members to achieve General Fund savings of \$100 million in 2007-08."

Assembly Speaker Fabian Nunez, in a press conference held shortly after 2:30 p.m., called the Governor's Budget "basically on the right track," but noted his strong opposition to some of the cuts, particularly in the areas of CalWORKS. Noted the Speaker, "The last thing we want to do is balance this Budget on the back of poor children and single mothers."

The State Library budget was held relatively harmless from reductions, as the overall State Library budget baseline remains essentially what it was last year. With regard to the Public Library Foundation and Transaction Based Reimbursement, despite our lobbying efforts of the Administration during the winter, we knew it would be difficult to see any increases in funding for these two programs in the January version of the Budget. The Transaction Based Reimbursement remains at approximately \$19.5 million (no change) and the Public Library Foundation is funded in the amount of \$21,308,000.

Please note that the PLF is proposed for a small \$52,000 reduction to fund a State Library project, which is

explained by the Governor's Office in the Budget document, as follows:

MAJOR PROGRAM CHANGES

\* The Budget provides \$52,000 General Fund to initiate the California State Library's Integrated Library System Replacement Project.

\* The Budget shifts \$52,000 from the Public Library Foundation in order to fund the initial stage of the Integrated Library System Replacement Project.

In February, the Legislative Analyst will release her "Perspectives and Initiatives" review of the Governor's Budget, and then in approximately mid March the Budget Subcommittees will begin the task of reviewing the Governor's Budget. Once the Subcommittee members are named, we will alert the field so that you may begin writing letters on behalf of increased funding for the Public Library Foundation.

-----calix+

Views expressed on CALIX are the opinion of the sender and do not necessarily reflect the position of the California Library Association.

How to get off CALIX: Subscribers are strongly encouraged to keep abreast of CLA and California library news via this mailing list.


To sign off from the list, send email to listproc@listproc.sjsu.edu with the following request: SIGNOFF CALIX or UNSUBSCRIBE CALIX in the body of the message. Make sure your subject line is blank and nothing other than the command is in the body of the message.

-----calix--



## Agenda Item 26

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: January 15, 2007

**SUBJECT: Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community.**

Provided below is a list of active PLLS partnerships/coalitions in the community. Those with an asterisk (\*) are pending and have not yet begun.


- ◆ Placentia Rotary Reading Enrichment Program (PRREP) has begun again this school year. In late September and early October we had sign-ups at El Dorado and Valencia High Schools. So far, more than 140 students have signed-up.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs. We had three IB interns last school year.
- ◆ The homework partnership with H.I.S. House began again in September. The homework club is held Mon.-Wed. from 6:30-8 PM. We have nine (9) school-age students enrolled so far this year.
- ◆ The homework club at Topaz Elementary School is for 7<sup>th</sup> and 8<sup>th</sup> grade students who attend Tuffree Middle School and are graduates of Topaz. The Topaz-Tuffree Homework Club began on September 18.
- ◆ The School District's citizenship class is on hold.
- ◆ The Kraemer-Placentia Library Homework Club started on October 30, in Room 101 and has been averaging over 40 students a day.
- \* The VHS PRREP/Interact Club has been selected by the "Disney Show Your Character" project to do the Gang Awareness Prevention Program (GAPP) for 6<sup>th</sup> grade students at Kraemer Middle School this spring.







TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE : January 15, 2007

**SUBJECT: Poet Laureate.**

Meredith Laskow, Poet Laureate of the Placentia Library District, met with the Program Committee two times in December.

We plan to have poetry workshops again during this spring.





December 8, 2006

Elizabeth D. Minter  
Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92670

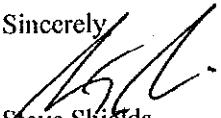
Dear Elizabeth D.,

As I am sure you are aware, the state has made an additional mandated cost payment to the district. The payment was for the Mandated Reimbursement Process (Ch 486/75), fiscal year 2004/2005. Enclosed you will find:

1. Invoice for the amount currently due Shields Consulting Group, Inc. (SCG). Payment is due no later than 30 days after Agency receives invoice.
2. Cumulative Claims Detail report that provides information on all claims filed by the Agency, payments received from the State, and amounts owed by the State to the Agency.
3. Cumulative Fee Detail report that provides information on all payments made to SCG, currently due to SCG, and amount due to SCG upon receipt of funds.

If you have any questions feel free to call me at 916-454-7310.

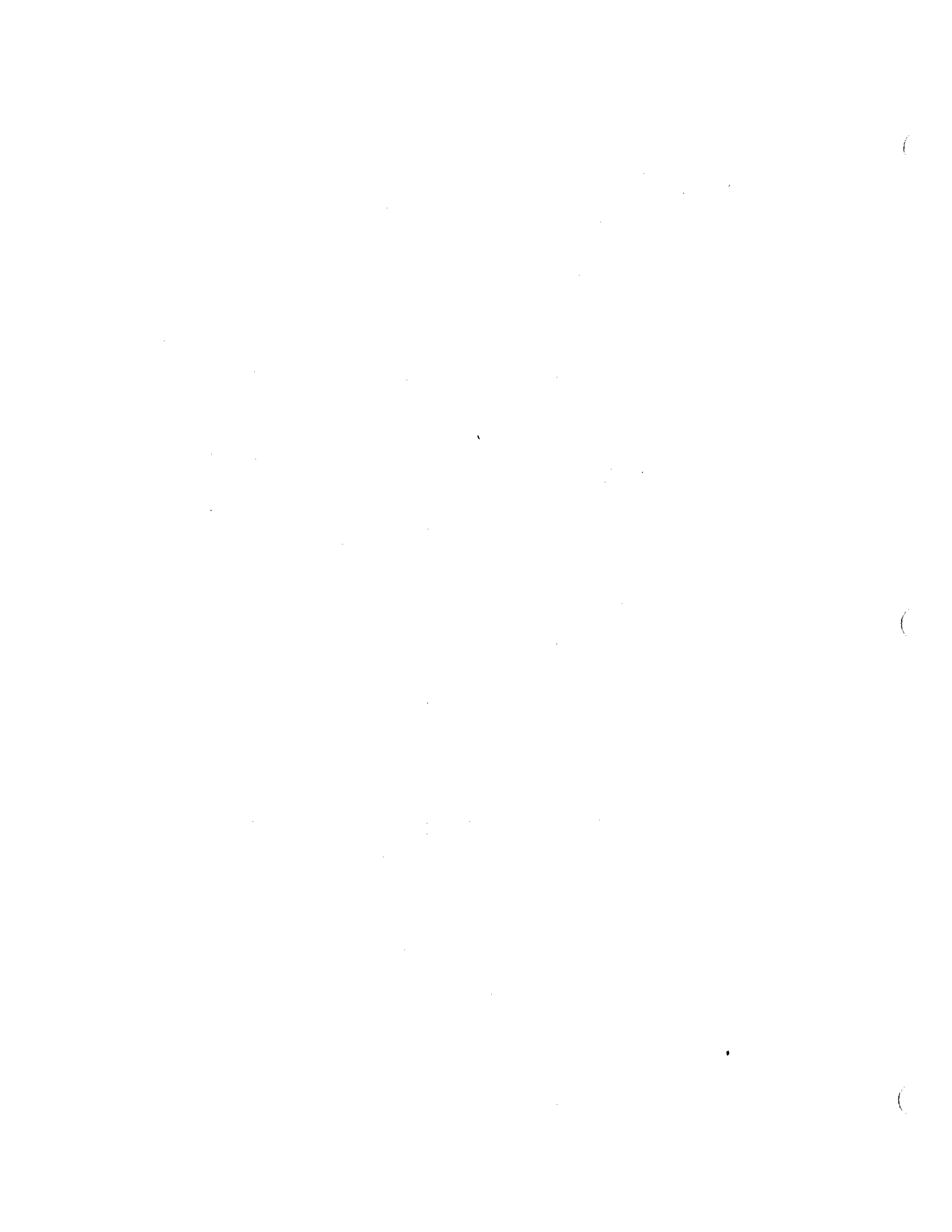
Sincerely,

  
Steve Shields  
President









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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:** Library Director's Report  
**DATE:** January 15, 2007

Activities Report:

Dec 18 Library Board Meeting

Dec 18-Jan 10 As a result of the vacation for the Manager of Administrative Services I spent much of my time processing the day to day financial activities (deposits, claims and purchasing). We also moved all the furniture into the Meeting Room in preparation for the carpet cleaning over New Year's weekend and hired several laborers to help us move the items back on January 2. I spent most of the week of January 8 providing Moreland & Associates with last minute audit information and preparing the Management Letter (approximately 20 hours) as well as preparing for the Library Board meeting.

Jan 8 Friends Board Meeting and merger workshop with Douglas Freeman, Freeman, Freeman & Smiley.

Staff Meetings:

Dec 20 Biennial CPR training for all regular full time and part time staff.

Jan 3 This meeting was postponed until January 31 (meeting with Linda Demmers) because of the absences of Managers and staff.

Managers' Meeting

No Manager Meetings were held because the Manager of Administrative Services was gone until January 10 and the Manager of Public Services was gone for two weeks.



Agenda Item 31

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: January 15, 2007

SUBJECT: Program Committee Report for the month of December.

*ADULT SERVICES*

	Dec 05-06	Dec 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	1	1	6	8
NUMBER OF ATTENDEES	55	40	184	120

*CHILDREN'S SERVICES*

	Dec 05-06	Dec 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	2	28	152	142
NUMBER OF ATTENDEES	94	791	6,068	5,205

*PROGRAM COMMITTEE*

	Dec 05-06	Dec 06-07	YTD 05-06	YTD 06-07
NUMBER OF MEETINGS	2	2	7	10
NUMBER OF ATTENDEES	10	16	38	73
NEWS RELEASES	1	1	10	6

*LITERACY SERVICES*

	Dec 05-06	Dec 06-07	YTD 05-06	YTD 06-07
Total Tutors	133	109	254	207
Total Students	195	228	291	254
Total Hours	1,381	1,934	6,855	6,908

For more detailed literacy statistics, see Agenda Item 33, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

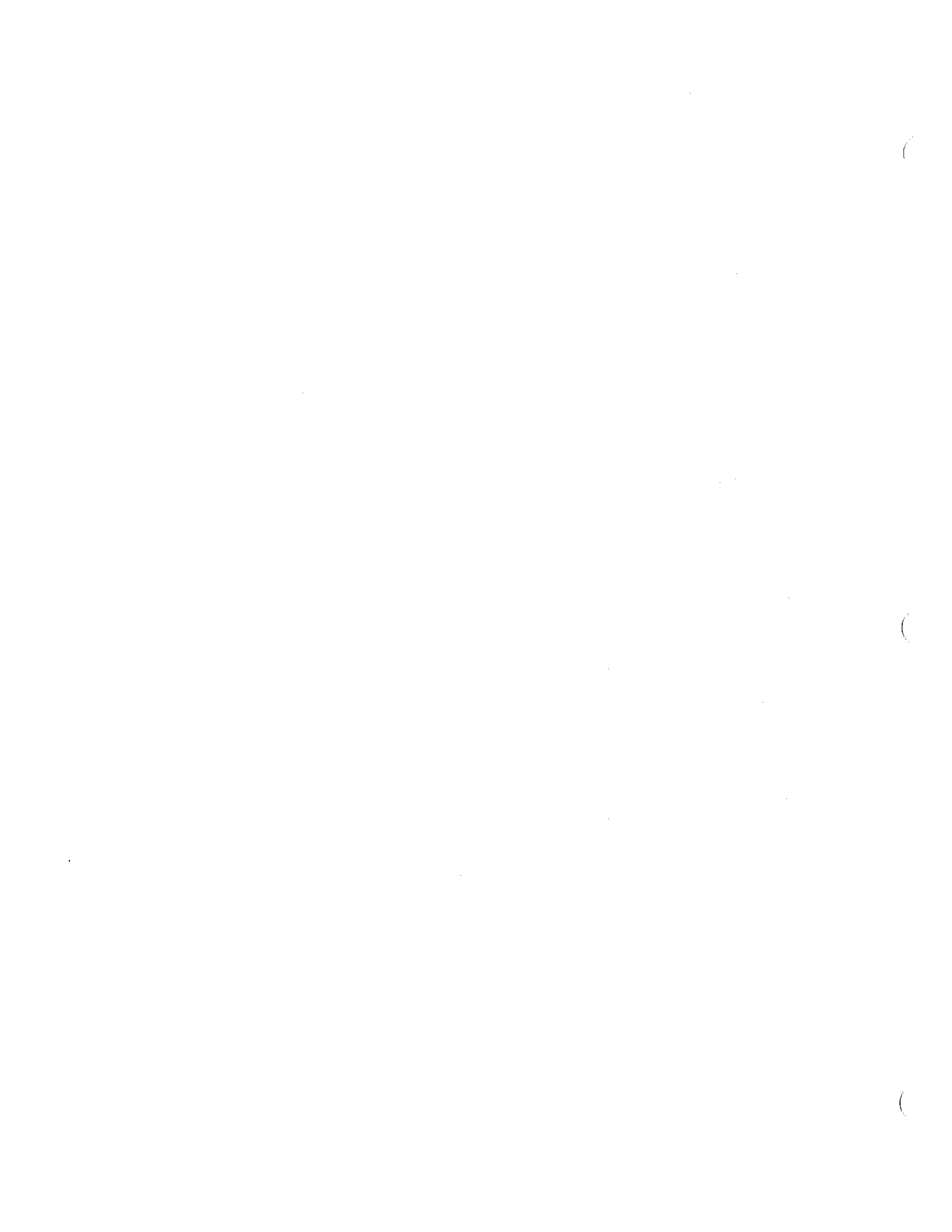
From: Caroline Gurkweitz, Children's Librarian



Date: for Board Meeting, January 18, 2007


**Subject: December 2006 Activities in the Children's Department**

<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lap Sit 24 months & younger	4	81
Story Time I: 6 years & younger	4	124
Story Time II: 6 years & younger	4	100
Music Time I: 6 years & younger	5	122
Music Time II: under 6 years old	5	93
Read to the Dogs event	1	51
After School Craft	1	35
Class Visit	3	89
Holiday Reading Spree	1	96
<b>Total December 2006</b>	<b>28</b>	<b>791</b>
<b>Total December 2005</b>	<b>2</b>	<b>94</b>
<b>Current FY to date</b>	<b>142</b>	<b>5205</b>
<b>Previous FY to date</b>	<b>152</b>	<b>6068</b>





TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: January 15, 2007

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

**Tutor Training.** We had one workshop on December 3, and ten tutors were trained, six high school students and four adults. They are all tutoring or pending.

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

**Placentia Rotary Reading Enrichment Program (PRREP).** We began recruiting PRREP tutors at El Dorado High School and Valencia High School in late September and early October, and the response has been tremendous. We anticipate that we could have as many as 150 PRREP tutors this school year.

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

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

**Federal Work Study (FWS).** Our FWS partnership with Financial Aid at Cal State Fullerton is even stronger in FY 2006-07 than it was last FY. Our Cal State Award for FY 2006-07 has been adjusted to \$110,000. Our FWS partnership is also very strong with Western State University College of Law this FY as we have seven already on board.

**Literacy statistics.** See Agenda Item 33 Pages 2 of 3, and 3 of 3.

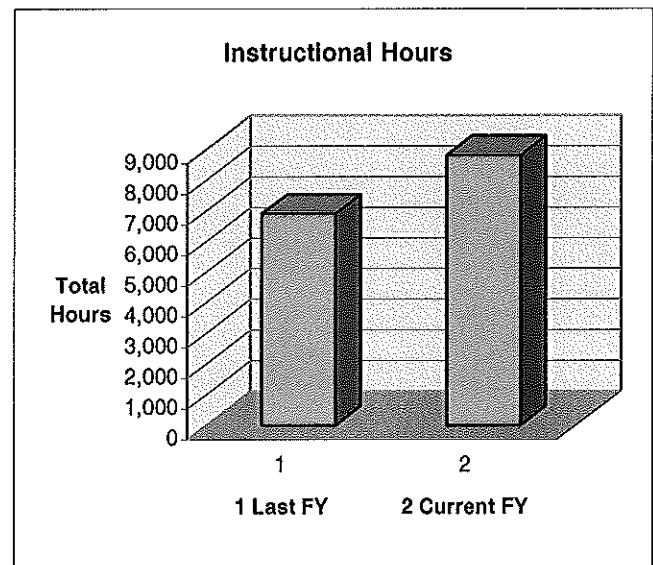
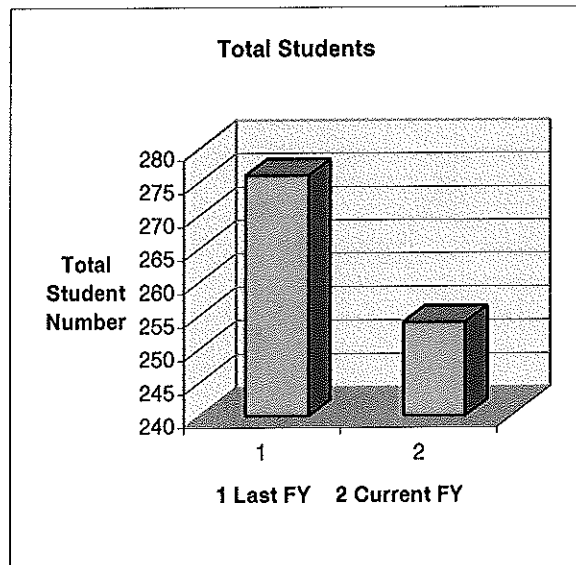


## Placenta Library Literacy Services

Report of Growth and Progress

	Dec 05-06	Dec 06-07	YTD 05-06	YTD 06-07
<b>Tutors</b>				
Adult	67	61	105	80
Teen	66	55	101	65
Hours Instruction	1,381	1,804	6,855	8,721
Other Volunteer Hours	120	120	660	720
Total Hours	1,501	2,275	7,515	9,441
<b>Training Workshops</b>				
Workshops Held	2	2	18	8
Tutors Trained	12	16	141	82
<b>Students</b>				
With Adult Tutors	127	145	170	186
With Teen Tutors	68	71	121	77
In Groups	0	0	0	0
Total Active Students	195	216	291	263
<b>Families for Literacy</b>				
Family Students	6	5	6	5
Family Tutors	6	5	6	5
Hours of Instruction	80	60	300	180
<b>ELLI Program</b>				
K-6th Grade Students	184	220	197	417
Tutors for K-6th Grade	6	12	12	22
Hours of Instruction	736	385	3,235	3,058
<b>Homework Clubs</b>				
On-Site: Students	70	98	429	435
On-Site Tutors	2	14	18	67
Hours of Instruction	64	160	364	576
H.I.S. House Students	4	13	23	38
H.I.S. House Tutors	1	9	14	20
Hours of Instruction	122	114	492	551
Topaz Students	5	36	45	121
Topaz Tutors	1	9	33	22
Hours of Instruction	291	338	1,664	3,118
Kraemer Students	NA	86	NA	166
Kraemer Tutors	NA	9	NA	19
Hours of Instruction	NA	577	NA	661
<b>Total Tutors</b>	133	114	206	207
<b>Total Students</b>	195	216	276	254
<b>Total Instruction Hours</b>	1,381	1,804	6,908	8,812





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TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian *MS*  
DATE: January 15, 2007  
SUBJECT: **Reference and Adult Services report for December, 2006**

- There were no Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. In the trough was another called *Rescue Me, He's Wearing a Moose Hat*, the title by Sherry Halperin that will be featured at the spring Author's Luncheon. There was a library display of materials relating to Tibet that was removed at the end of the month.
- A new display for Spiritual Literacy Month went into the trough for December, featuring books on personal spiritual development. During the holiday season, appropriate titles for circulation were placed around the library in glass sleighs.
- *A Child's Christmas in Wales* drew approximately 50 patrons. This program was held in the Homework Club area and featured 13 performers this year who sang, recited poetry, and read Dylan Thomas' short story. The audience included people from toddlers to grandparents. Comments on the evaluations were very positive, with many people asking for the evening to be repeated in 2007. It was an expensive program that I feel generated much good feeling for the library and would be worth doing for a third time.

Statistical Comparisons at the Reference Desk  
December FY 2006/2007

	2005	2006	YTD 05-06	YTD 06-07
Phone Reference Questions	143	158	1,169	1,065
Desk Reference Questions	1,154	1,787	9,317	11,568
E-Mail Reference Questions	3	0	34	3
Ready Reference	42	13	202	141
Instruction	111	181	488	1,222
Computer Use	2,027	2,502	15,611	20,050
Reference Books: In-Library Use	2,222	2,413	17,120	23,505
Patron Database Signups	177	N/A	1,237	933



TO: Elizabeth Minter, Library Director

FROM: Gary Bell, Librarian *GB*

DATE: January 15, 2007

**SUBJECT: History Room report for December**

History Room visitors in December : fiscal year 2005-2006: 2  
History Room visitors in December : fiscal year 2004-2005: 1

The digitization project with the California State Library is now completed with metadata for two hundred photos provided. The final group of photos will go out on January 22<sup>nd</sup>.

Marie Schmidt and Pat Irot represented the History Room at the groundbreaking ceremony for Valadez School. Those attending the groundbreaking will have a book donated by the construction company in the school's library, containing a commemorative bookplate. The diaries of Elizabeth I will be attributed to Placentia's History Room.

Donations to the History Room this month include a substantial gift of local history books from Mary Ziegler and materials from the Altrusa Club. Jean Christensen donated two volumes from the Placentia Round Table club containing meeting minutes from 1902 to 1904.

Marie Schmidt and Pat Irot attended December's City Council meeting. December 3<sup>rd</sup> was the city's 80<sup>th</sup> anniversary.

The History Room collection continues to grow with new purchases and additions in the areas of California and local history.



# Placentia Library District

TO: Elizabeth Minter, Library Director  
 FROM: Vernon Napier, Technical Services Manager *V/N*  
 DATE: January 10, 2007  
 SUBJECT: Website report for December, 2006


## On line reference resources

Usage statistics for	May '06	Jun '06	Jul '06	Aug '06	Sept '06	Oct '06	Nov '06	Dec '06
Grolier Online	9	4	8	5	6	11	7	25
Encyclopedia Americana	1	0	2	1	0	0	0	14
La Nueva Encyclopedia								
Cumbre	0	1	0	0	0	0	0	0
America the Beautiful	0	0	0	0	0	0	0	0
Lands and People	3	0	0	0	0	0	0	0
General Reference Center	78	82	94	39	111	104	99	81
Opposing Viewpoints	334	43	50	32	92	62	27	95
Newsbank -Newspaper search	13	30	25	6	23	8	52	70
Newsbank -Magazine search	0	0	0	0	0	0	2	2
L.A Times	35	7	2	0	0	6	9	8
N.Y. Times	20	1	2	0	1	1	4	0
Wall Street Journal	13	0	0	47	218	381	6	5
Heritage Quest	866	1320	1673	1308	1966	6120	8363	5067
Learning Express (Learn a test)	5	3	3	5	1	2	2	2
Novelist	127	4	44	0	0	175	1	4
Tumblebooks	12	177	69	81	252	139	421	864
MorningStar	-	-	-	-	135	4	15	38

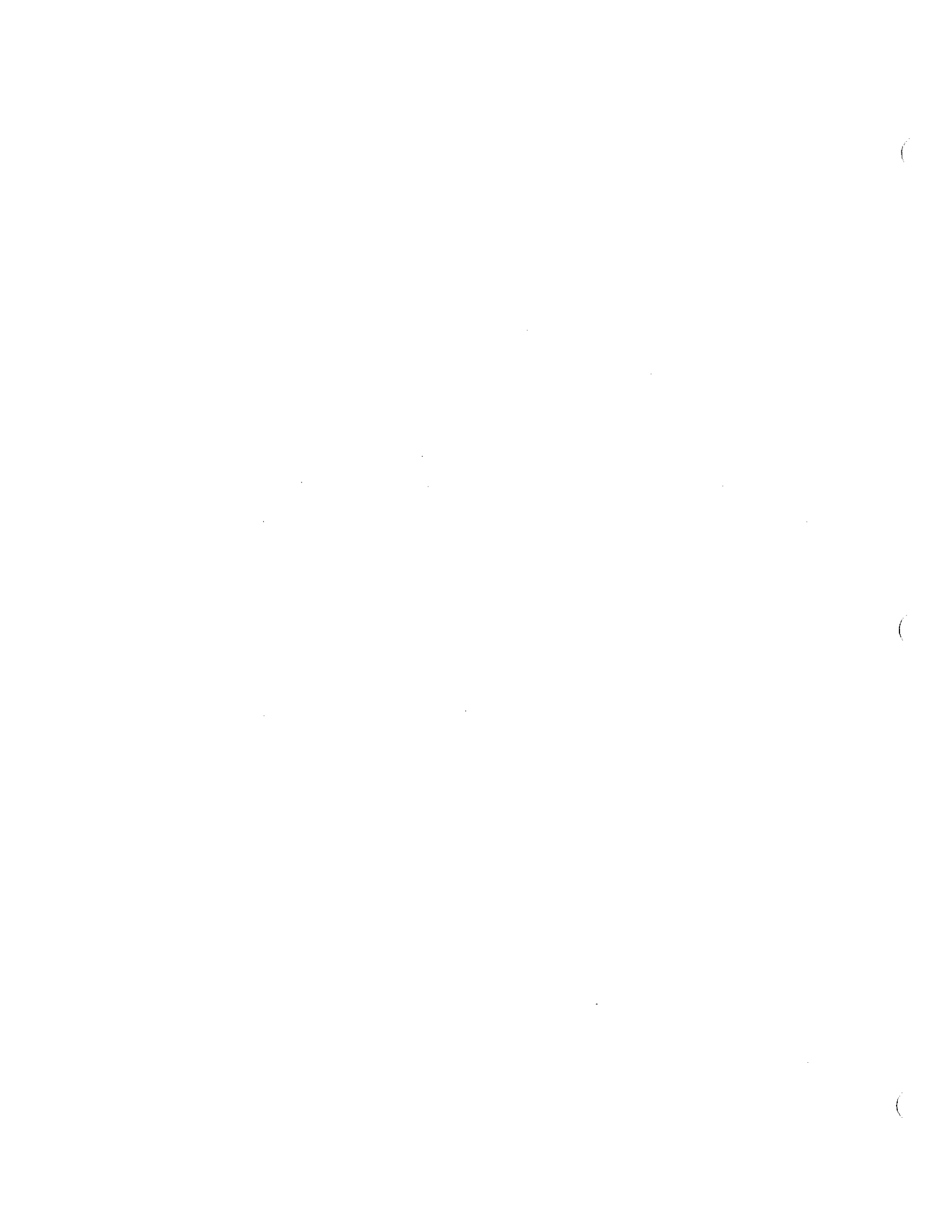
# Placentia Library District

<b>Library Website Traffic</b>										
	May '06	June '06	July '06	Aug '06	Sep '06	Oct '06	Nov '07	Dec'07	Y-T-D	Monthly Average
Unlque visitors	1,589	1,822	1,865	1,910	1,832	2,035	2,032	1,926	15,011	1,876
Number of visits	2,555	2,966	2,987	3,135	3,062	3,469	3,441	3,056	24,671	3,084
(visits per visitor)	1.60	1.62	1.60	1.64	1.67	1.70	1.69	1.58		1.63
Pages visited	15,949	15,091	16,047	15,671	18,913	23,774	22,888	17,544	145,777	18,222
(pages per visit)	6.24	5.08	5.37	4.96	6.17	6.85	6.65	5.74		5.88
<b>Pages most viewed</b>										
Application for library card	96	69	40	46	0	0	0	62	313	39
Borrowing library materials	127	136	116	538	122	216	167	96	1,508	189
Calendar	290	298	228	408	252	187	125	2	1,790	224
Catalog	2,118	502	662	673	628	820	1,119	810	7,332	917
Community links	63	70	75	85	53	71	55	51	523	65
Contact Us	150	122	108	140	108	150	207	118	1,103	138
Frequently Asked Questions	298	223	255	313	266	265	189	183	1,992	249
Home page	10,582	10,915	12,657	11,394	14,827	18,988	18,073	13,739	111,175	13,897
Kids page	109	233	111	191	277	155	238	401	1,715	214
Literacy services	66	57	71	106	70	122	72	42	608	76
Passport applications	256	214	197	205	182	241	175	178	1,648	206
Photos (pick of the pics)	n/a	n/a	n/a	126	141	173	135	96	671	134
Searching for information	337	332	385	37	474	543	642	381	3,131	391

## Placentia Library District

TO: Elizabeth Minter, Library Director  
FROM: Vernon Napier, Technical Services Manager   
DATE: January 11, 2007  
SUBJECT: **Technology Report for December 2006**

- Installed 6 new public computers purchased with grant funds from the Gates Foundation.
- Installed management software that gives full control over the public PCs. Now, no matter how the PC is used (or abused), a simple reboot returns the PC to its original configuration.
- Arranged to have the new outdoor sign connected to the Library's intranet. There has been a problem establishing a communication link with the sign. We are waiting for replacement hardware. Once everything is in place, installing the software that allows us to compose messages should be straightforward.
- Completed installation of the point-of-sale software.
- Completed installation of the coin/bill acceptor. With much cooperation from the vendor (and our own staff) we have the system in working order. Patrons can now pay for print jobs and photocopies by cash or with money in their Library account. We have removed the old VendaCard system!
- Met with reporter from the Placentia News-Times to promote the Library's downloadable books service.



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Weekly DEC 0 7 2006

### Citizens of the Year named

By ANAKYORRENE  
PLACENTIA NEWS

Jeremy Taniguchi and Maithynn Pike were named Citizens of the Year at the annual awards ceremony held at the Placenta Community Center on Dec. 6. The ceremony was hosted by the Friends of Placenta Library and the Placenta Chamber of Commerce. The awards were presented to the two recipients by Mayor Mark Haskins. The ceremony was held at the Placenta Community Center, 411 E. Chapman Ave., Placenta, Calif. 92711. The awards were presented to the two recipients by Mayor Mark Haskins. The ceremony was held at the Placenta Community Center, 411 E. Chapman Ave., Placenta, Calif. 92711.

Jeremy Taniguchi is a resident of Placenta and is the president of the Placenta Chamber of Commerce. He has been a member of the chamber for over 10 years. He is also a member of the Placenta Rotary Club and the Placenta Kiwanis Club. He has been a volunteer for many years and has helped with many projects in the community. He is a very active and dedicated citizen.

### Jeremy Taniguchi

Jeremy Taniguchi is a resident of Placenta and is the president of the Placenta Chamber of Commerce. He has been a member of the chamber for over 10 years. He is also a member of the Placenta Rotary Club and the Placenta Kiwanis Club. He has been a volunteer for many years and has helped with many projects in the community. He is a very active and dedicated citizen.



### Maithynn Pike

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### WHAT'S NEWS

#### Book donations for the holidays

The Placenta Christmas Giving Bureau, in addition to handing out toys and food this year will also hand out books. The book donation is in its seventh year in the city and cash donations from residents keep the program in operation. The bureau asks citizens to make any size donations this year. Make checks payable to the Friends of Placenta Library and mail them to the library, 411 E. Chapman Ave., Placenta, Ca. 92711.

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#### Welsh Christmas in Placenta

The Placenta Library will host a Celtic Christmas Celebration at 8:00pm, Dec. 21. The cast of "A Child's Christmas In Wales" from the Gem Theater in Garden Grove and other performers will put on the show. For more information, call Mary Strzdas at 714-828-1900 ext. 209.

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# New Placentia council members sworn in

## Connie Underhill appointed mayor

By ADAM TOWNSEND  
PLACENTIA NEWS TIMES

Joe Alvarez and Greg So-  
lar took the oath of office  
before the new council members  
in the direction of the City  
Council.

Now the veteran on the  
board, Councilwoman Connie  
Underhill, was chosen by the  
city to serve the city as mayor.  
Council members, including  
Underhill, were sworn in  
with a ceremony.

Underhill was also the  
end of terms for Norm De-  
vries and Chris Lowe.

Underhill was sworn in  
by the city council. Underhill  
marked the first decision of the  
new council.

Four of the new council  
members now serving have  
served their cities with the sup-  
port of the citizens for a long  
time. Underhill has served for  
over 10 years.

Underhill replaces former  
mayor Scott Brady.

Underhill is now the most  
senior member of council and  
she served the last year as pro-  
tem. She has a kind of been on  
deck, and she was the first  
to nominate her. I think  
her leadership and experience  
will be a great asset over the  
course of the year.

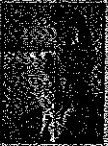
It was Underhill, who first



Connie Underhill



Scott Brady



Chris Lowe



Greg Solar



Joe Alvarez

served as mayor during the  
1998-99 council term, who  
nominated Underhill as  
mayor. Underhill has  
served as mayor for  
the last year.

Underhill has  
experience in the pro-  
cess of running the city  
and she was the first  
to nominate her.

Underhill was  
sworn in by the city  
council. Underhill  
marked the first  
decision of the  
new council.

Underhill is now  
the most senior  
member of council  
and she served the  
last year as pro-  
tem.

Underhill has a  
kind of been on  
deck, and she was  
the first to nomi-  
nate her.

I think her lead-  
ership and experi-  
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asset over the course  
of the year.

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Weekly DEC 1 4 2006

## A PLEASANT PLACE



Chris Lowe reads to his sons

## Lowe steps down

Last week was the last time  
Councilman Chris Lowe took  
the podium in City Hall, step-  
ping down from the City Council  
after 11 years.

He said he ran on the plat-  
form of getting new blood and  
new ideas onto council, so ac-  
cording to his own philosophy,  
it was time for him to stop run-  
ning for the office.

Lowe, whose full-time job is  
in government relations with  
Disney, said he hopes to spend  
the extra free time volunteer-  
ing with the Boys & Girls Clubs  
and literacy programs at the  
Placentia Public Library.

A Pleasant Place is devoted to  
coverage of 2007 news. Call  
704-2796 or fax ideas for  
704-2714.



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Pacifica News  
Weekly DEC 1-5 2006

**OUT OF TOWN**  
**PLACENTA LIBRARY**  
411 E. Chapman Ave., Placentia, CA 92673  
714-926-1906 ext. 209 Mary Strazda  
**A CHILD'S CHRISTMAS IN VALES**  
A full page in the book for the holidays  
The free program will be performed at  
10:30 A.M. at the Placentia Library on  
Thursday, December 24. Using the film  
"A Child's Christmas in Wales" the young  
audience will learn Christmas from time  
gone by. You will also be able to hear  
readings of the most popular of the  
Bible stories. Come early to  
find a seat. Look in the library area of the  
library. Call Mary Strazda at (714) 926-  
1906 ext. 209 with any questions about  
the event.

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P. O. Box 11789  
Santa Ana, Calif. 92711  
Los Angeles Times  
OC Edition DEC 2-1 2006

**Christmas Celebration** A program  
of songs, stories and customs of  
the Christmas holidays concludes with a  
reading of "A Child's Christmas in  
Wales," a short story by Dylan  
Thomas. 10:30 a.m. Placentia  
Library, 411 E. Chapman Ave. (714)  
926-1906 Ext. 209.

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Weekly DEC 2-1 2006

**WHAT'S NEWS**  
**Closures planned for the holidays**  
City Hall, 201 E. Chapman Ave., will be closed Friday for the holidays and reopen Jan. 2. Police services will not be affected by the closure.  
Also, the city won't be doing its weekly street sweeping or issuing parking tickets from Monday through Jan. 1. Street sweeping and citations will continue after that point.  
The Placentia Library, 411 E. Chapman Ave., will be closed Saturday and Monday and Dec. 30-31 and Jan. 1.

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The Register  
Day DEC 2, 1 2006

# Students now have alternative to cliques

It was an initial day when we will have a very and not exactly up for recall the but that exactly what a group of about 60 children students at Valencia Valley in the school on Monday morning last week.

Standing in a circle in the school's Fellowship Hall, they are all wearing white shirts that say "I am going to class" and they are going to class hands and feet.

They are all wearing white shirts that say "I am going to class" and they are going to class hands and feet.

They are all wearing white shirts that say "I am going to class" and they are going to class hands and feet.

They are all wearing white shirts that say "I am going to class" and they are going to class hands and feet.

...different social groups throughout campus. Most don't know one another, and they are all going to class through different routes. They can meet in person. The morning-long program, called Mix It Up, is part of the Orange County Department of Education's Peer Assistance Leadership Program, a peer support outreach program that encourages students to make mutually positive decisions and to reduce the alienation that youth can often feel from school, family or community.

...to school have lower rates of absence, drugs and alcohol use, and other negative behaviors, says the program manager. As a side effect, the program has helped to solve the problem of some of their activities throughout the year.

The presence of high school can lead many students down the wrong road to drugs, alcohol, and violence, stimulated from the state Department of Education's California Healthy Kids Survey (2006-07) show that alcohol use among students more than tripled between the seventh and 11th grades in Orange County.

...the percentage of 11th grade students who reported using alcohol or drugs in the past 30 days was 35 percent for ninth grade, it was 23 percent and for 11th grade it was 11 percent, according to Linda Kearns, prevention program coordinator for the Orange County Department of Education.

The 100th Northridge Unified School District states for its most recent survey, all 2006-07 were near the county average. Alcohol or drugs were used by 30 percent of...

SEE CABRERA PAGE 5

# CABRERA

FROM PAGE 1

11th-grade students, 20 percent of ninth graders and 10 percent of seventh graders.

Most of us remember the cliques and popularity contests that ruled in high school and alienated those students who didn't quite fit in to those boxes. Through the peer-assistance program, students learn that if you can get past the cliques, every student has something to contribute.

When the students at Valencia first met in small groups and discuss stereotypes about one another, the confessions are telling. "I'm Oriental," but the Asians don't like me," says one boy. Another boy describes himself as strange and a loner.

When I checked in a week later with junior Trevor Clapper, he said he was already feeling the program's effects. On campus this week, he ran into three students he met at Mix It Up and struck up a conversation with them.

"There are people who won't move and won't talk to different people," says Clapper, 16, who describes himself as outgoing. "If we expose this program to the whole school, I think our whole campus would be a lot more united."

He says everything from your academic track to how much your parents make creates divisions among students. So he especially liked the Mix It Up activity where they built

houses of cards, then took a giant ball, wrote all the reasons why people don't talk to one another and taped these to the ball.

"I took the ball and threw it at all our houses and knocked them down, because all of these reasons just pull us down," says Clapper. "If you're involved in school in any activity, it makes a really big difference. If you're not involved because you can get caught up in those things like drugs and alcohol."

Second Period senior participated in the peer-assistance program and liked it so much that she became a peer student leader two years ago. She says it has taught her how to reach out to students.

"It's very difficult to break out of cliques, especially in high school because it's what you know and what you're used to," says Kate, 17, of Yorba Linda. "We've learned to recognize when people need a friend or somebody to talk to."

As Fellowship Hall that morning, I realized that what these students had accomplished was exactly that: a fellowship among their peers where perhaps none had existed before.

It's empowering, says He. It's about everything that people take for granted on a daily basis and that other people need to be reminded of.

Cabrera's opinions on local news are posted Tuesday and on Thursday. Contact her at 714-766-8946 or cabrera@ocregister.com

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Placentia News  
Weekly DEC 21 2006

# NEIGHBORS

## So much in Placentia to be thankful for, and goodbye

As we approach the end of the year and reflect on the many blessings we've received over these past 12 months, I would like to reminisce about some of them in this column.

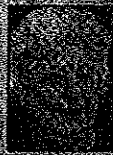
I am grateful to our city staff for planning and executing the Heritage Parade, Festival and the Summer Concerts, which bring joyful entertainment to all who come out to take part in these activities.

I am grateful to the Chamber of Commerce, which leads after the interest of our city's challenges, providing opportunity for their continued growth and success through networking events and mixers. An example is the continued sponsorship of the

Citizen of the Year Distinguished Awards program, identifying our city's hard-working youngsters and the Miss Placentia Scholarship program, which gives our young female residents an opportunity to vie for this title and earn scholarship dollars.

I am grateful for the Old Town merchants for giving us two spectacular annual events: the Festival Placentia and La Pocana/Tamate Festival. What fun these events are. Keep them going!

I am grateful to our churches, which provide spiritual support in whatever is needed. Some of you may have experienced the loss of a dear family member in 2006 and have been comforted and consoled by church friends



PLACENTIA THANKS YOU FOR YOUR SUPPORT...

of children and adults, such as the Bible study, Bible summer camps for kids and the many other performance opportunities.

I am grateful to the Placentia Library for providing the opportunity for our children and adults and to the new programs implemented for people of all ages. I'm also grateful for the library's support groups: the Parents and the Foundation, which provide the library with a steady stream of financial and volunteer support.

I am grateful to the American Legion Post 277 for its fine nonprofit programs and especially for its ongoing diligence in reminding us to honor those who have served our country and the sacrifices they and their families have made for us.

I am grateful for the Boy & Girl Club for providing a safe haven for the youth of our community, and wish it well in its plans for expanding its programs with a larger facility to accommodate the growing need.

I am grateful to the Homeless Intervention Shelter for

providing them with a home and guiding them through a program of self-reliance so that they can return to a productive and normal life. Its new initiative, "Charity's Closet," has already proved to be a popular destination and adds needed funds to the shelter.

I am grateful to the Placentia Rotary Club and The Placentia Round Table Woman's Club. Don of Placentia's service club that donate generously to local causes. The Rotary Club has demonstrated brings competitive excitement to those attending, and the Round Table Club a fundraiser for the festival. These groups are a shining example to the holiday season.

I am grateful to all the other clubs within our city's boundaries, as well as those outside the city limits whose membership touches many from Placentia and whose causes add strength and stability to our life.

Lastly, I am grateful to the Orange County Register and particularly the Placentia News Times for giving me the opportunity to write this bi-monthly column. Old friendships have been rekindled and many new friendships established as a result.

After almost three years of writing this column, I've decided to take a break. So to all of my readers, thank you. I'll see you "round town."

More than just a place to live, about families, clubs and business. If you are interested in applying to take over writing her

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The Register  
Day JAN - 2 2007

# Extreme makeover for council

## City critics form a majority in Placentia, but they face longstanding problems.

BY ADAM TOWNSEND  
THE ORANGE COUNTY REGISTER

PLACENTIA - The biggest critics of the City Council in the past now have majority control.

And it's their turn to deal with the development and financial problems that have

plagued the city for years. Placentia's government is faced with the complicated tasks of finally silencing the train whistles, finding ways to separate trains, tracks and roadways, making far-reaching development decisions and finding the cash to build a Metrolink station.

At the same time, city leaders are in the midst of extricating Placentia from millions of dollars in debt caused by the now-defunct OnTrac agency - which predecessors had established to solve the rail issues.

A majority of the current council members have belonged to, or been supported by, the Citizens for a Better Placentia, the local political action group of about a dozen core members that had been a

staunch critic of city government.

"This council has the opportunity to shape the future of the city for the next 50 years," incoming Councilman Greg Sowards said. "A majority of the most critical decisions in the city will be made over the next four years."

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The Register  
Day JAN - 3 2007

# Auditors will explain oversight

## Mayer, Hoffman and McCann, accused of overlooking budget problems, will be at Placentia committee meeting Monday

BY ADAM TOWNSEND  
THE ORANGE COUNTY REGISTER

PLACENTIA - Representatives from Mayer Hoffman and McCann, the firm City Council members recently criticized for failing to warn them about budget problems, are scheduled to publicly explain

their auditing processes Monday.

When city staffers brought the financial problems to light in November, Councilman Scott Brady criticized the auditing company, alleging city finances in a more positive light than firm balances were reported.

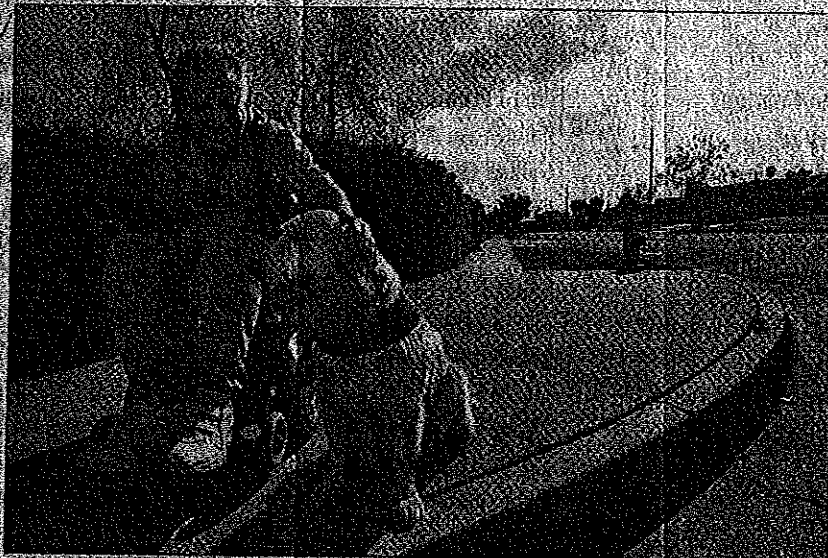
At the time, City Finance Director Terrance Beaman revealed that budget projections allowed Placentia spend millions of dollars more during the current fiscal year than it took in. City officials are now staying expenditures to reduce the gap.

Councilman Greg Sowards said the hopes some hard questions will be asked and some hard questions will be answered during the Audit Committee meeting.

City officials say the Mayer Hoffman firm has agreed to appear at the meeting. The firm's representatives did not return telephone calls seeking comment for this story.

The meeting, open to the public, is scheduled for 5:30 p.m. in the municipal complex's Community Meeting Room, 401 E. Chapman Ave.

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FROM ANOTHER ANGLE, Arnie Pike stands with his service dog, Forter, at a spot where he has requested a curb cut to allow him to enter a sidewalk cut.

# WHEELCHAIR RIDES SMOOTHED

A Placentia activist gets ramps installed and roads modified to ease access, even if it means taking a company to court.

BY RUBINA RUBINAMANIAN  
THE ORANGE COUNTY REGISTER

PLACENTIA — When Arnie Pike tried to visit a strawberry patch in Placentia last summer, his wheelchair sank into the gravel and he had to call 911 to get out.

Now the Placentia resident is trying to get the patch's owner, Richard Manassero of Manassero Farms, to add access ramps for people in wheelchairs.

He sued the company three months ago.

It's one of several areas around the county where he's determined that wheelchair

access is often a problem. "A lot of people in wheelchairs will not stand up for themselves," Pike said.

Manassero, who owns the Placentia farm, said he has removed the gravel so a wheelchair can pass through a dirt driveway.

"I am probably going to address that one particular farm," Manassero said. "With agriculture and being a farm, how far can you go to have handicapped access? You can't raise a farm."

Manassero had already allowed visitors to order produce from their cars. Pike wanted to visit the stand himself.



ARNIE PIKE

often lead cities to install curbs at street corners or fix sloping sidewalks to comply with the

Americans with Disabilities Act of 1990.

In the past few years, Pike has made a series of complaints, some along with friend Roland Winters, and sued local governments and businesses seeking equal access.

Winters, also from Placentia, is the president of the local chapter of Californians for Disability Rights. Pike is the treasurer.

hazards of wheelchair travel until he had a stroke 10 years ago.

His right arm and leg are paralyzed.

He persuaded the Placentia Founders Society in October 2004 to install a wheelchair lift at the Bradford House, once home to one of the town's founders.

Placentia fixed a sloping sidewalk near 131 Dorado High School that nearly tipped his wheelchair over.

He also persuaded local restaurants to lower the weight of their doors, he said.

"It's one step at a time," Winters said. "It takes people like myself and Arnie who will pursue this."

CONTACT THE WRITER  
714-704-3796



TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Librarian *KM*  
DATE: January 15, 2007  
SUBJECT: **Safety Committee report for December**

There was no safety committee meeting in December. The next meeting is scheduled for Wednesday, January 24, 2007.





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

**DATE:** January 15, 2007

**BACKGROUND**

The California Legislature is now in session and Agenda Item 25, pages five and six is a Legislative Report from the California Library Association about the Governor's Budget recommendations.

**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 <sup>EDM</sup>

**SUBJECT:** Discussion about the Library Board of Trustees' participation in the Friends of Placentia Library re-organization process and the role that the Trustees may play in the new organization.

**DATE:** January 15, 2007

**BACKGROUND**

Trustees De Vecchio, Escobosa and Turner will report on the merger meeting/organizational structure discussion with the Friends Board, Foundation Board, Library Board and Douglas Freeman, JD, Freeman, Freeman & Smiley that was held on January 8, 2006.

Mr. Freeman's post-meeting recommendations are Attachment A.

The Board may wish to decide whether it would like to pursue Mr. Freeman's recommendation concerning the development of a memorandum of understanding with the Friends and the potential process for developing and funding the preparation of that document.

The Board may wish to determine if they would like to have a specific Trustee responsible for participating in all of the merger discussions with all of the Trustees encouraged to attend as many meetings as possible.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



**Friends of Placentia Library, Inc.  
Post Merger Organization and Process  
Recommendations**

- **Name of Surviving Corporation**
  - There is some confusion over the actual legal name of the surviving corporation. The last set of Articles which we have seen (July 1971) refers to "The Friends of the Placentia Library, Inc." The most recent bylaws (April 2003) refers to "Friends of Placentia Library".
  - Recommendations
    - Be consistent with whatever name is selected.
    - Modify the name to perhaps "Friends of Placentia Library Foundation" or "Placentia Library Friends and Foundation". Dropping the "Inc" reference will create better recognition of its non-profit status. The use of the term "Foundation" will create a stronger message that this is a fund raising organization and is prepared to accept permanent endowment.
- **Articles and Bylaws Review and Update**
  - Name change, if approved.
  - The description of "members" should be clarified. The use of the term "Life Members" should be reserved as an honorary designation, which is usually bestowed upon retiring board members or general members who have provided substantial and continual financial or volunteer support. It typically entitles the holder to all the benefits of a member without further financial commitment. Current life members should be re-categorized to fit their commensurate level of financial support.
  - Expand board composition and size from 11 to a range of 13 to perhaps 21, giving flexibility and opportunity to expand.
  - Amend the mission to seek endowment funds to stabilize the cash flow for the Library and its programs.
  - Include recent legislative changes in the non-profit law, including indemnification of Directors, creation of audit committee if required, etc.

- Definition of a “quorum” should be made clear for both members and Directors. A quorum for a board meeting should be at least 51% of all Directors then serving. A quorum for a membership meeting should be at least 10% of members then serving, regardless of category.
  - Election of Directors by the members should be the top vote recipients by written ballot in any election, up to the number of Directors being elected. So, for example if 15 candidates were being considered for 10 spots, the top 10 vote getters would be elected.
  - Any action to modify the Articles or Bylaws, or other action which requires approval of the members should be based on a majority of the written votes received.
  - Any action of the board requires a majority of the quorum at a meeting.
- **Composition of the Board**
  - Elected Directors
  - Ex-officio Directors
    - This includes the Librarian.
    - It includes one representative selected by the Board of Trustees of the Placentia Library District of Orange County.
    - All ex-officio Directors have voting power.
  - Elected Directors will have three year staggered terms. At inception, one-third of the Directors will have a one year term, one third will have a two year term, and one third will have a three year term. Upon re-election, a director with a shorter term will then serve for the full three year term.
  - There is no limit on the number of terms a director may have.
- **Officers**
  - Officers will also have three year terms. All officers will be elected at the same time.
  - There is a two term limit on any single officer position. But any officer may be elected to another position and serve an additional two terms.

- **Mission and Programs**
  - Review stated mission
  - Expand to include endowment
  - The mission cannot be changed in the future without approval of the Board of Trustees, if then serving. This limitation is lifted if the Placentia Library District is eliminated or if the Placentia Library is closed or transferred to another governing body.
- **Relationship with the Board of Trustees**
  - Consider and define the mutual expectations of each organization.
  - Under what conditions should the Board of Trustees have the power to prohibit an action of the Board of Directors?
  - Under what conditions can the Board of Directors change the relationship of the organization with the District?
  - If there is a change in the relationship, what rights should the organization have to the name "Placentia Library"?
- **Fund Raising Process and Rules**
  - The board should clarify the role of the Directors in fund raising and in oversight of any endowment raised.
  - Establish basic rules and procedures for fund raising, including those that govern outright and deferred gifts.
  - Establish donor recognition policy and procedures.
  - Develop a marketing plan for fund raising.
- **Budget and Finance**
  - Approve revised and consolidated finance and budget process.
  - Approve investment policies and procedures.
  - Establish a procedure for selection of investment advisors, if there are funds held in endowment.
- **Communication and Public Relations**
  - Approve a joint communication plan for the merger.

- Establish a communication and public relations plan for the merged entity.
- Consider a branding campaign.

**Respectfully submitted:**

Douglas K. Freeman, J.D., LL.M.  
Freeman, Freeman & Smiley, LLP  
January 10, 2007



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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:** Presentation of Fiscal Year 2006-2005 Financial Audit by Kathryn Beseau, CPA, Partner and John Hanson, CPA from Moreland & Associates, CPA

**DATE:** January 16, 2007

**BACKGROUND:**

Kathryn Beseau, CPA & Partner and John Hanson, CPA from Moreland & Associates, will present the findings for the Fiscal Year 2005-2006 Audit of Financial Transactions for Placentia Library District.

Attachment A is the Audit Report.

**RECOMMENDATION:**

Receive & File the Financial Audit for Fiscal Year 2005-2006.





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November 15, 2006

The Honorable Board of Trustees of  
the Placentia Library District

We have audited the financial statements of the governmental activities and the major fund of the Placentia Library District (District) for the year ended June 30, 2006, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November 15, 2006. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Generally Accepted Auditing Standards

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

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

Other Information in Documents Containing Audited Financial Statements

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

Significant Accounting Policies

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

The Honorable Board of Trustees  
of the Placentia Library District  
November 15, 2006  
Page 2

#### Management Judgments and Accounting Estimates

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

#### Audit Adjustments

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

#### Disagreements With Management

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

#### Consultation With Other Accountants

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

#### Issues Discussed With Management Prior to Retention

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

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

*Woodward & Associates, Inc.*



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November 15, 2006

The Honorable Board of Trustees of  
the Placentia Library District

Independent Accountants' Report on Agreed-Upon Procedures  
Applied to Appropriations Limit Worksheets

We have performed the procedures enumerated below to the accompanying Appropriations Limit worksheet No. 6 (or other alternative computation) of the Placentia Library District (District) for the year ended June 30, 2006. These procedures, which were agreed to by the District and the League of California Cities (as presented in the League publication entitled *Article XIII B Appropriations Limitation Uniform Guidelines*), were performed solely to assist the Placentia Library District in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The Placentia Library District's management is responsible for the Appropriations Limit worksheet No. 6 (or other alternative computation). This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed worksheets No. 1 through No. 7 (or other alternative computations) and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the Board of Trustees. We also compared the population and inflation options included in the aforementioned worksheets to those that were selected by a recorded vote of the Board of Trustees.

Finding: No exceptions were noted as a result of these procedures.

The Honorable Board of Trustees of  
the Placentia Library District  
November 15, 2006  
Page 2

2. For the accompanying Appropriations Limit worksheet No. 6, we added line A, last year's limit, to line E, total adjustments, and compared the resulting amount to line F, this year's limit.

Finding: No exceptions were noted as a result of these procedures.

3. We compared the current year information presented in the accompanying Appropriations Limit worksheet No. 6 to the other worksheets described in No. 1 above.

Finding: No exceptions were noted as a result of this procedure.

4. We compared the prior year appropriations limit presented in the accompanying Appropriations Limit worksheet No. 6 to the prior year appropriations limit adopted by the Board of Trustees during the prior year.

Finding: No exceptions were noted as a result of this procedure.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit worksheet No. 6 (or other alternative computation). Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by Article XIII-B of the California Constitution.

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

*Woodland & Associates, Inc.*

PLACENTIA LIBRARY DISTRICT  
APPROPRIATIONS LIMIT WORKSHEET #6  
FY 2005 – 2006  
BUDGET

	<u>AMOUNT</u>
A. LAST YEAR'S LIMIT	\$2,793,591
B. ADJUSTMENT FACTORS	
1. Population %	1.01%
2. Inflation %	5.26%
Total Adjustment %	6.07%
C. ANNUAL ADJUSTMENT \$	\$ 169,585
D. OTHER ADJUSTMENTS:	
Assumed Responsibility - Booking Fees	
Property Tax Collections (Lost Responsibility) (Transfer to Private) (Computational Rounding)	-
Sub-total	-
E. TOTAL ADJUSTMENTS	\$ 169,585
F. CURRENT YEAR LIMIT	\$2,963,176

**PLACENTIA LIBRARY DISTRICT**

Independent Auditors' Report and  
Annual Financial Statements

For the Year Ended June 30, 2006



**PLACENTIA LIBRARY DISTRICT**  
**Annual Financial Report**  
**June 30, 2006**

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November 15, 2006

The Honorable Board of Trustees of  
the Placentia Library District

Independent Auditors' Report

We have audited the accompanying financial statements of the governmental activities and the major fund of the Placentia Library District (District) as of and for the year ended June 30, 2006 which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of June 30, 2006 and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

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

*Moreland & Associates, Inc.*

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## Management's Discussion and Analysis

As management of the Placentia Library District of Orange County, we offer readers of the Placentia Library District of Orange County's financial statements this narrative overview and analysis of the financial activities of the Placentia Library District of Orange County for the fiscal year ended June 30, 2006. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in the District's financial statements, which can be found on pages 11-16 of this report.

### Financial Highlights

- 📖 The assets of the Placentia Library District of Orange County exceeded its liabilities at the close of the most recent fiscal year by \$2,266,500 (*net assets*). Of this amount, \$1,413,953 (*unrestricted net assets*) may be used to meet the government's ongoing obligations to citizens and creditors.
- 📖 The government's total net assets increased by \$240,733. This increase is attributable to lower expenditures and higher revenues than budgeted during the current fiscal year.
- 📖 As of the close of the current fiscal year, the Placentia Library District of Orange County's governmental funds reported combined ending fund balances of \$1,494,297, an increase of \$225,045 in comparison with the prior year. Approximately 100 percent of this total amount, \$1,494,297 is available for spending at the government's discretion (*unreserved fund balance*).
- 📖 At the end of the current fiscal year, unreserved fund balance for the general fund was \$1,494,297, or 59 percent of total general fund expenditures.
- 📖 The Placentia Library District of Orange County's total debt decreased by \$70,261 (13 percent) during the current fiscal year.

### Overview of the Financial Statements

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

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

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

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

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

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

The government-wide financial statements can be found on pages 11-12 of this report.

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

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

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

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

The basic governmental fund financial statements can be found on pages 13-16 of this report.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 17-27 of this report.

### **Government-wide Financial Analysis**

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Placentia Library District of Orange County, assets exceeded liabilities by \$2,266,500 at the close of the most recent fiscal year.

Approximately 55 percent of the Placentia Library District of Orange County's net assets reflects its investment in capital assets (e.g., land, buildings, machinery and equipment), less any related debt used to acquire those assets that is still outstanding. The Placentia Library District of Orange County uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the Placentia Library District of Orange County's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

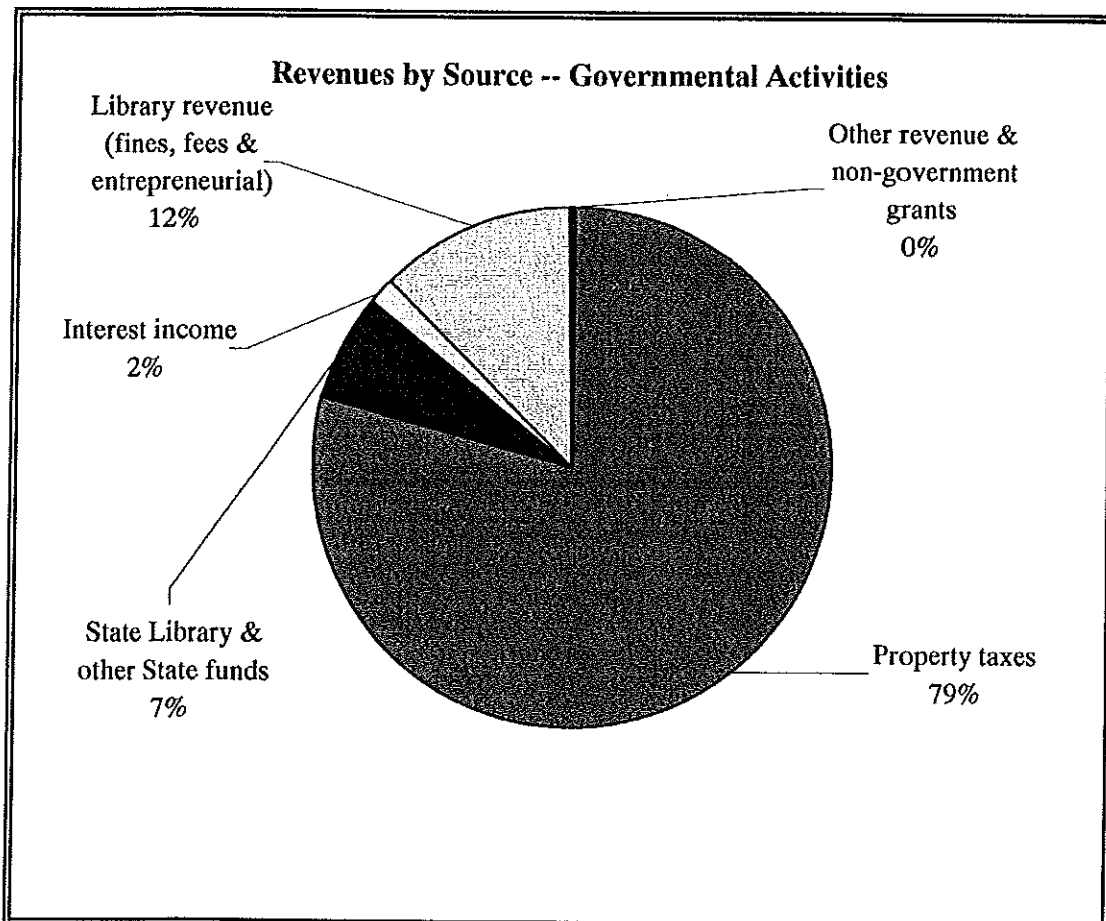
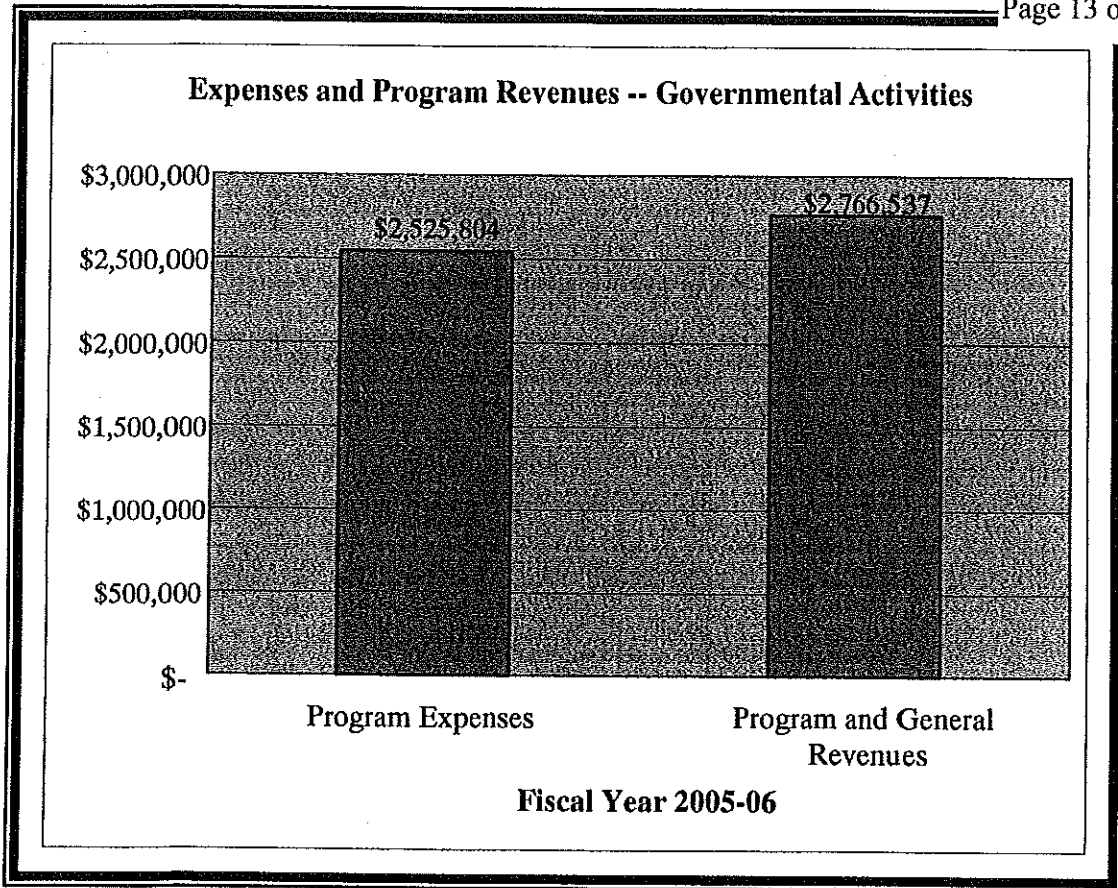
<b>Placentia Library District of Orange County Net Assets</b>	
	Governmental Activities 2005-06
Current and other assets	\$ 1,495,935
Capital assets	\$ 1,238,956
Total Assets	\$ 2,734,891
Long-term liabilities outstanding	\$ 363,576
Other liabilities	\$ 104,815
Total Liabilities	\$ 468,391
Net assets:	
Invested in capital assets, net of related debt	\$ 852,547
Restricted	\$ -
Unrestricted	\$ 1,413,953
Total net assets	\$ 2,266,500

None of the Placentia Library District of Orange County's net assets are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net assets* (\$1,413,953) may be used to meet the government's ongoing obligations to citizens and creditors.

The government's net assets increased by \$240,733 during the current fiscal year. About 78 percent of this increase is from an increase in property tax revenue and the remainder reflects savings in expenditures.

**Governmental activities.** Governmental activities increased the Placentia Library District of Orange County's net assets by \$240,733, thereby accounting for 100 percent of the total growth in the net assets of the Placentia Library District of Orange County. Key elements of this increase are as follows:

- 📖 Property taxes increased by \$160,220 (11 percent) during the year. Most of this increase is the product of the increase in the number and property value of the existing homes sold and a smaller amount for the inclusion of several new properties on the property tax rolls for the first time.
- 📖 Operating grants from the State Library of California for governmental activities in support of literacy programs remained fairly constant.



For the most part, increases in expenses closely paralleled inflation and growth in the demand for services.

### **Financial Analysis of the Government's Funds**

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

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

As of the end of the current fiscal year, the Placentia Library District of Orange County's governmental fund reported an ending balance of \$1,494,297, an increase of \$222,545 in comparison with the prior year. Approximately 100 percent of this total amount (\$1,494,297) constitutes *unreserved fund balance*, which is available for spending at the government's discretion.

The general fund is the chief operating fund of the Placentia Library District of Orange County. At the end of the current fiscal year, the unreserved fund balance of the general fund was \$1,494,297, while the total liabilities and fund balance was \$1,495,935. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and the total fund balance to total fund expenditures. Unreserved fund balance represents 59 percent of total generating fund expenditures, and the total fund balance also represents 59 percent of that same amount.

The fund balance of the Placentia Library District of Orange County's general fund increased by \$222,545 during the current fiscal year. Key factors in this growth are as follows:

- 📖 \$178,091 (80 percent) is from an increase in property tax revenue.
- 📖 Expenses were less than budgeted.

### **General Fund Budgetary Highlights**

There were no differences between the original budget and the final amended budget. Current year revenues exceeded expenditures by \$222,545 so there was no need to draw upon existing fund balance.

### **Capital Asset and Debt Administration**

**Capital Assets.** Placentia Library District of Orange County spent \$35,808 on equipment including \$13,000 for replacement of the security gates. Most of the equipment purchased was replacement computers for public services and office applications and none of it was capitalized.

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

Additional information on the Placentia Library District of Orange County's capital assets can be found in note III B on page 24 of this report.



**Long-term debt.** At the end of the current fiscal year the Placentia Library District of Orange County had total bonded debt outstanding of \$466,753. Of this amount, \$386,409 comprises debt backed by the full faith and credit of the government. The remaining \$80,344 of the Placentia Library District of Orange County's debt represents the District's obligation to its employees for compensated absences.





<b>Placentia Library District of Orange County's Outstanding Debt</b>	
	Governmental activities <u>June 30, 2006</u>
Capital Lease, Equipment	\$181,148
Capital Lease, Civic Center Renovation	205,261
Compensated Absences	80,344
<b>Total</b>	<b>\$466,753</b>

The Placentia Library District of Orange County's total debt decreased by \$70,261 during the current fiscal year. The primary change was the payment on the HVAC lease and the Civic Center Renovation loan.

California statutes limit the amount of general obligation debt a governmental entity may issue to 10 percent of its total assessed valuation. The 2005 property valuation for the City of Placentia is \$4,307,332,346. The current debt limitation for the Placentia Library District of Orange County is \$430,733,235, which is significantly in excess of the Placentia Library District of Orange County's outstanding general obligation debt.

Additional information on the Placentia Library District of Orange County's long-term debt can be found on note III C on page 24 of this report.

### **Economic Factors and Next Year's Budgets and Rates**

-  The assumption used in the Fiscal Year 2006-07 Budget was that the property valuation growth would be 8%.
-  That the categorical grants from the State Library of California for Family Literacy, the English Language Literacy Intensive Program, and the Adult Literacy Program will continue to erode since the State funding has not increased in recent years. Staff is seeking corporate grants to replace these funds.
-  That the Public Library Fund grant from the State Library of California will remain constant at approximately \$21,000. This is down from \$88,826 in Fiscal Year 2000-01.
-  That local revenue for Passports and photos will remain constant at approximately \$232,500 because of decreased Passport application processing that has been offset by new revenues for Passport photos and notary services.

All of these factors were considered in preparing the Placentia Library District of Orange County's budget for Fiscal Year 2006-07.

During the current fiscal year, unreserved fund balance in the general fund increased to \$1,494,297. The Placentia Library District of Orange County has carried over all of this amount for paying the District's expenses between July 1, 2006 and the end of November, 2006 when the first property tax allocation is received from the Orange County Treasurer.

**Requests for Information**

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

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**PLACENTIA LIBRARY DISTRICT**  
**Statement of Net Assets**  
**June 30, 2006**

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and investments	\$ 1,483,822
Interest receivable	12,113
Capital assets, non-depreciable	81,498
Capital assets, net of accumulated depreciation	<u>1,157,458</u>
 Total Assets	 <u>2,734,891</u>
 <u>LIABILITIES</u>	
Due to other governments	142
Accrued liabilities	1,496
Noncurrent liabilities:	
Due within one year	103,177
Due in more than one year:	
Capital leases	283,232
Compensated absences	<u>80,344</u>
 Total Liabilities	 <u>468,391</u>
 <u>NET ASSETS</u>	
Invested in capital assets, net of related debt	852,547
Unrestricted	→ <u>1,413,953</u>
 Total Net Assets	 <u>\$ 2,266,500</u>

See Accompanying Notes to Financial Statements.

**PLACENTIA LIBRARY DISTRICT**  
**Statement of Activities**  
**For the Year Ended June 30, 2006**

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net Governmental Activities</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental Activities:				
General government	\$ 2,509,803	\$ 538,317	\$ 279,635	\$ (1,691,851)
Interest	16,001			(16,001)
Total Governmental Activities	<u>\$ 2,525,804</u>	<u>\$ 538,317</u>	<u>\$ 279,635</u>	<u>(1,707,852)</u>

General Revenue	
Property tax	1,649,501
Unrestricted investment earnings	48,930
Other revenues	250,154
Total General Revenue	<u>1,948,585</u>
Change in Net Assets	240,733 ←
Net Assets - Beginning of Year	<u>2,025,767</u>
Net Assets - End of Year	<u>\$ 2,266,500</u>

See Accompanying Notes to Financial Statements.

**PLACENTIA LIBRARY DISTRICT**  
**Balance Sheet**  
**Governmental Fund**  
**June 30, 2006**

	<u>General Fund</u>
<b><u>ASSETS</u></b>	
Cash and investments	\$ 1,483,822
Interest receivable	<u>12,113</u>
Total Assets	<u><u>\$ 1,495,935</u></u>
 <b><u>LIABILITIES AND FUND BALANCE</u></b>	
Liabilities:	
Due to other governments	\$ 142
Accrued liabilities	<u>1,496</u>
Total Liabilities	1,638
Fund Balances:	
Unreserved	<u>1,494,297</u>
Total Liabilities and Fund Balances	<u><u>\$ 1,495,935</u></u>

See Accompanying Notes to Financial Statements.

**PLACENTIA LIBRARY DISTRICT**  
**Reconciliation of the Governmental Fund Balance Sheet**  
**to the Statement of Net Assets**  
**June 30, 2006**

	<u>General Fund</u>
Fund balance of governmental fund	\$ 1,494,297
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund.	1,238,956
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the fund.	<u>(466,753)</u>
Net Assets of Governmental Activities	<u>\$ 2,266,500</u>

See Accompanying Notes to Financial Statements.

**PLACENTIA LIBRARY DISTRICT**  
**Statement of Revenues, Expenditures and**  
**Changes in Fund Balance**  
**Governmental Fund**  
**For the Year Ended June 30, 2006**

	General Fund
<b>Revenues:</b>	
Property taxes	\$ 1,649,501
Other state funds	279,635
Interest income	48,930
Library income	538,317
Other	250,154
<b>Total Revenues</b>	<b>2,766,537</b>
<b>Expenditures:</b>	
<b>Current:</b>	
Salaries and employee benefits	1,158,179
Professional services	142,896
Maintenance	91,869
Office and administration	193,837
Library programs	122,770
Books and library materials	150,740
Other	552,925
Capital outlay	35,808
<b>Debt service:</b>	
Principal lease payments	78,967
Interest	16,001
<b>Total Expenditures</b>	<b>2,543,992</b>
Net Change in Fund Balance	222,545
Fund Balance - Beginning	1,271,752
Fund Balance - Ending	<b>\$ 1,494,297</b>

See Accompanying Notes to Financial Statements.



**PLACENTIA LIBRARY DISTRICT**  
**Reconciliation of the Statement of Revenues, Expenditures**  
**and Changes in Fund Balance of the Governmental Fund**  
**to the Statement of Activities**  
**For the Year Ended June 30, 2006**

	General Fund
Net change in fund balance of the governmental fund	\$ 222,545
<p>Amounts reported for governmental activities in the Statement of Activities differ from the amounts reported in the Statement of Revenues, Expenditures and Changes in Fund Balance because:</p>	
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities, the costs of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of depreciation in the current period.</p>	(52,073)
<p>Long-term debt proceeds are reported as an other financing source and principal payments are reported as expenditures in governmental funds. However, these transactions have no effect on net assets.</p>	70,261
Change in Net Assets of Governmental Activities	\$ 240,733

See Accompanying Notes to Financial Statements.

**PLACENTIA LIBRARY DISTRICT**  
**Notes to the Financial Statements**  
**June 30, 2006**

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

A. Reporting Entity

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

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

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

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

Government-Wide Financial Statements

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

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

**PLACENTIA LIBRARY DISTRICT**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2006**

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

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

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

Governmental Fund Financial Statements

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

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

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

**PLACENTIA LIBRARY DISTRICT**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2006**

Fund Classifications

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

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Budgetary Principles

General Budget Policies

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

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

Encumbrances

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

Continuing Appropriations

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

**PLACENTIA LIBRARY DISTRICT**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2006**

Budgetary Basis of Accounting

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

**B. Property Tax Revenues**

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

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

**C. Investments**

Investments are stated at fair value which is based on quoted market prices. All investments are controlled by an investment policy that is adopted annually by the Board of Trustees within the provisions of California Government Code.

**D. Capital Assets**

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

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Using the convention of no depreciation expense in the year of acquisition, depreciation is recorded in the Government-Wide Financial Statements on a straight-line basis

**PLACENTIA LIBRARY DISTRICT**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2006**

over the useful life of the assets as follows: furniture, and equipment – 5 to 10 years, and buildings and improvements – 50 years.

**E. Compensated Absences Payable**

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

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

**F. Claims and Judgments**

The District has no estimated liability for claims and judgments as of June 30, 2006. Additionally, based on historical trends, the District estimates no liability for incurred but not reported claims.

**G. Classification of Net Assets and Fund Balance**

**Government-Wide Financial Statements**

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

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

*Restricted Net Assets:* This category presents external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation. The District had no restricted net assets at June 30, 2006.

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

**PLACENTIA LIBRARY DISTRICT**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2006**

**III. DETAILED NOTES ON ALL FUNDS**

**A. Cash and Investments**

Cash and investments at June 30, 2006 consisted of the following:

Bank Accounts (Bank value) - Checking	\$ 53,866		
Less: Outstanding checks	(1,157)		
Checking Account		\$ 52,709	
Bank Accounts - Payroll	26,568		
Less: Outstanding checks	(25,210)		
Payroll Account		1,358	
Certificates of Deposit		43,661	
Subtotal		97,728	
Cash held by County Treasurer		1,386,094	
Total Cash and Investments		\$ 1,483,822	

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

**Disclosures Relating to Interest Rate Risk:**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of year end, the average life month end maturity of the investments contained in the Orange County Investment Pool (OCIP) is approximately 335 days.

**Disclosures Relating to Credit Risk:**

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

**Concentration of Credit Risk:**

The investment policy contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code.

**PLACENTIA LIBRARY DISTRICT**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2006**

There are no investments in any one issuer that represent 5% or more of total investments.

Custodial Credit Risk:

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

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



**PLACENTIA LIBRARY DISTRICT**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2006**

**B. Capital Assets**

Changes in capital assets during the fiscal year ended June 30, 2006 were as follows:

	<u>Balance at July 1, 2005</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at June 30, 2006</u>
Nondepreciable capital assets:				
Land	\$ 81,498			\$ 81,498
Depreciable capital assets:				
Buildings and other improvements	2,029,651			2,029,651
Equipment and furniture	626,490			626,490
Subtotal	<u>2,656,141</u>			<u>2,656,141</u>
Less accumulated depreciation for:				
Buildings and other improvements	(874,004)	\$ (40,593)		(914,597)
Equipment and furniture	(572,606)	(11,480)		(584,086)
Subtotal	<u>(1,446,610)</u>	<u>(52,073)</u>		<u>(1,498,683)</u>
Net Depreciable Assets	<u>1,209,531</u>	<u>(52,073)</u>		<u>1,157,458</u>
Total Net Capital Assets	<u>\$ 1,291,029</u>	<u>\$ (52,073)</u>	<u>\$ -</u>	<u>\$ 1,238,956</u>

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

**C. Long-Term Debt**

All long-term debt will be repaid from future general fund resources. The following is a summary of the changes in long-term debt for the fiscal year ended June 30, 2006:

	<u>Balance at July 1, 2005</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2006</u>	<u>Due Within One Year</u>
Equipment Capital Lease	\$ 201,379		\$ 20,231	\$ 181,148	\$ 21,073
Civic Center Renovation					
Capital Lease	263,997		58,736	205,261	82,104
Compensated Absences	71,638	\$ 8,706		80,344	
	<u>\$ 537,014</u>	<u>\$ 8,706</u>	<u>\$ 78,967</u>	<u>\$ 466,753</u>	<u>\$ 103,177</u>

**PLACENTIA LIBRARY DISTRICT**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2006**

Equipment Capital Lease

The District has entered into a lease agreement for a heating, lighting, and air conditioning system. For accounting purposes, the lease agreement qualifies as a capital lease and, therefore, has been recorded at the present value of the future minimum lease payments as of the inception date. The interest rate on the capital lease is 4.1%. The remaining payments are detailed below by fiscal year:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2007	\$ 21,073	\$ 7,106	\$ 28,179
2008	21,951	6,228	28,179
2009	22,865	5,314	28,179
2010	23,017	4,363	27,380
2011	24,113	3,371	27,484
2012-2014	68,129	3,814	71,943
<b>Total</b>	<b>\$ 181,148</b>	<b>\$ 30,196</b>	<b>\$ 211,344</b>

Civic Center Renovation

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

The original note was for \$293,691 with interest at the rate of 6.5% per annum payable in semiannual payments. The semiannual payments increase to \$50,000 each in March 2007. The remaining payments are detailed below by fiscal year:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2007	\$ 82,104	\$ 8,448	\$ 90,552
2008	82,104	8,448	90,552
2009	41,053	4,225	45,278
<b>Total</b>	<b>\$ 205,261</b>	<b>\$ 21,121</b>	<b>\$ 226,382</b>

**PLACENTIA LIBRARY DISTRICT**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2006**

**IV. OTHER INFORMATION**

**A. Defined Contribution Plan**

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

Annually the District contributes seven percent of eligible employees' wages. For fiscal year 2005-2006, the District contributed \$57,327, based on covered salaries of \$818,950 for the covered period. There were 25 covered employees during the year. Assets of the plan totaled \$548,574 at June 30, 2006.

**B. Liability, Property, And Workers' Compensation Protection**

**Intergovernmental Risk Sharing Joint Powers Agreement**

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

**Self Insurance Programs of the Authority**

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

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

**PLACENTIA LIBRARY DISTRICT**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2006**

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

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

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

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

Adequacy of Protection

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

C. Relationship to Placentia Civic Center Authority

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

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

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

Financial statements of the Placentia Civic Center Authority may be obtained from the City of Placentia Finance Manager at Placentia City Hall 401 E. Chapman Avenue Placentia, CA 92870.

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**REQUIRED SUPPLEMENTARY  
INFORMATION**

**PLACENTIA LIBRARY DISTRICT**  
**General Fund**  
**Budgetary Comparison Schedule**  
**For the Year Ended June 30, 2006**

	Original and Final Budget	Actual	Variance with Final Budget Positive/ (Negative)
<b>Revenues:</b>			
Property taxes	\$ 1,523,313	\$ 1,649,501	\$ 126,188
Other state funds	163,472	279,635	116,163
Interest income	17,350	48,930	31,580
Library revenue		538,317	538,317
Other revenues	255,000	250,154	(4,846)
<b>Total Revenues</b>	<b>1,959,135</b>	<b>2,766,537</b>	<b>807,402</b>
<b>Expenditures:</b>			
<b>Current:</b>			
Salaries and employee benefits	1,194,287	1,158,179	36,108
Professional services	136,669	142,896	(6,227)
Maintenance	97,250	91,869	5,381
Office and administration	174,000	193,837	(19,837)
Library programs		122,770	(122,770)
Books and library materials	186,435	150,740	35,695
Contingency	1,157,038		1,157,038
Other	37,793	552,925	(515,132)
Capital outlay	20,000	35,808	(15,808)
<b>Debt service:</b>			
Principal payments	89,700	78,967	10,733
Interest payments	16,000	16,001	(1)
<b>Total Expenditures</b>	<b>3,109,172</b>	<b>2,543,992</b>	<b>565,180</b>
<b>Net Change in Fund Balance</b>	<b>(1,150,037)</b>	<b>222,545</b>	<b>1,372,582</b>
<b>Fund Balances - Beginning of Year</b>	<b>1,271,752</b>	<b>1,271,752</b>	
<b>Fund Balances - End of Year</b>	<b>\$ 121,715</b>	<b>\$ 1,494,297</b>	<b>\$ 1,372,582</b>

See Accompanying Note to Required Supplementary Information.

**PLACENTIA LIBRARY DISTRICT**  
**Note to Required Supplementary Information**  
**June 30, 2006**

I. General Budget Policies

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

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



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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:** Establish the date and time for the February Library Board Meeting  
**DATE:** January 15, 2007

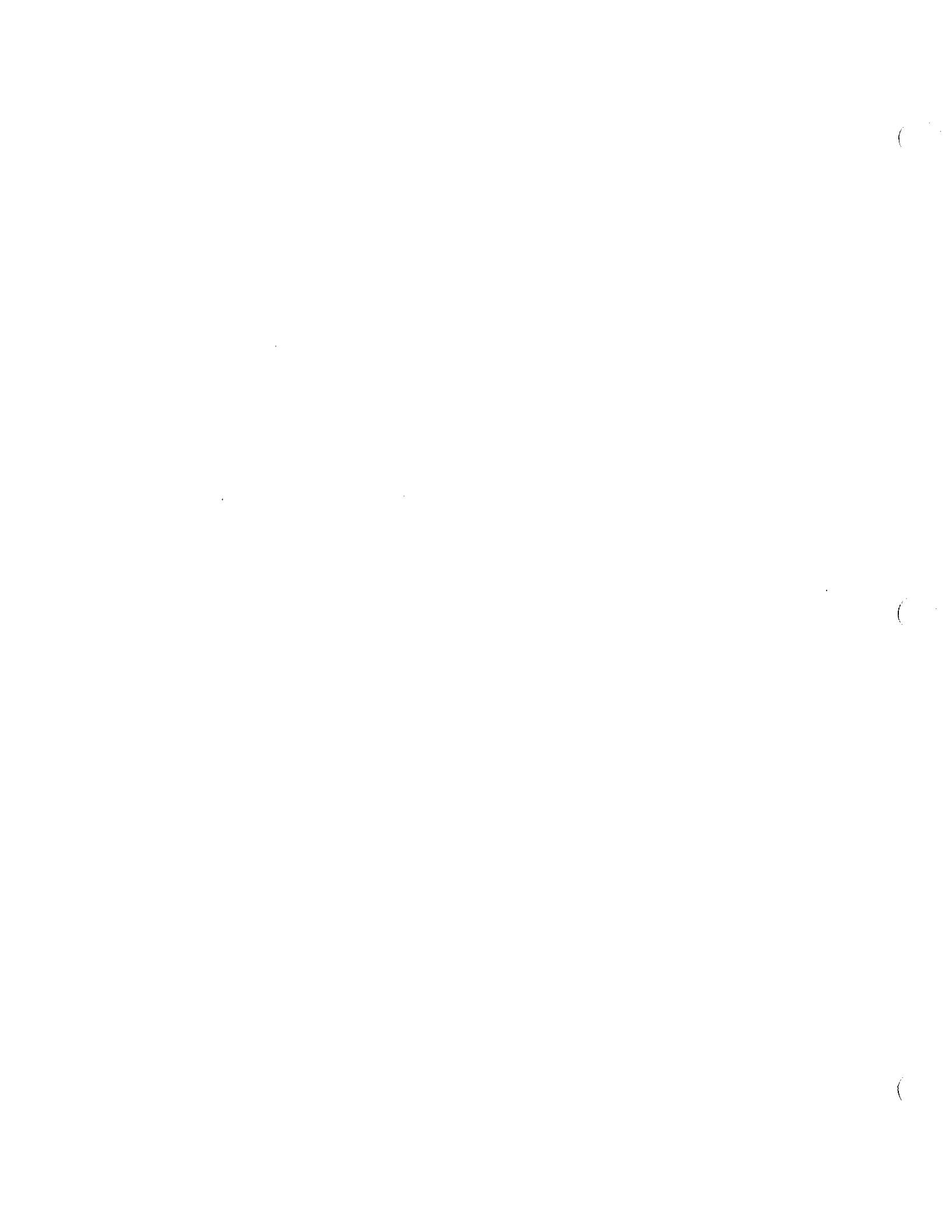
**BACKGROUND:**

The February Board Meeting is scheduled to be held on Monday, February 19, 2007. This is a Library holiday.

The Library Board needs to set a meeting date, preferably after February 19 in order to simplify the Brown Act notification requirements.

**RECOMMENDATION:**

Action to be determined by the Library Board of Trustees.



# National Center for Education Statistics

Data from Public Libraries Survey Fiscal Year: 2004

The file contains (33) records based on your search.

L. Dennis  
 EDM  
 Napier  
 Roberts  
 Gardner  
 Tracy  
 Escobosa  
 J. Miller  
 Thomas  
 DeVecchio  
 Hines  
 Monroe  
 Silberfarb  
 Staudes  
 Beebe  
 Madala  
 Johnson  
 Corbett  
 Blansett  
 Weaver  
 Rice  
 Odey  
 Shaw  
 Novek  
 Dunbar  
 Kelly

Library Name	Print per Capita	Video per 1K	Audio per 1K	Circ per Capita	Visits per Capita	Ref per Capita	Public Internet
Comparison Group Average	2.94	128.15	146.77	8.2	5.56	1.02	27
State Average (CA)	3.07	124.61	123.59	7.39	5.97	1.05	78
National Average	6.5	285.19	196.57	8.3	5.77	0.9	19
Comparison Group Median	2.55	107.26	103.97	7.98	4.5	0.83	22
State Median (CA)	2.26	81.75	79.08	5.22	4.3	0.73	27
National Median	4.42	167.15	129.69	6.54	4.43	0.49	6
PLACENTIA LIBRARY DISTRICT, CA (Library of Interest)	2.19	71.52	70.49	3.34	7.67	0.42	19
FRANKLIN-GRAND ISLE BOOKMOBILE, VT	0.05	0	0	0.02	0.02	0.01	1
MARSHALL COUNTY COOPERATIVE LIBRARY, AL	0.18	2.79	2.92	0.35	0.06	N/A	0
KENT COUNTY LIBRARY/DIVISION OF LIBRARIES, DE	0.3	13.98	19.25	0.81	0.37	N/A	7
AVONDALE PUBLIC LIBRARY, AZ	0.73	24.13	15.02	2.63	2.1	0.27	18
CHRISTIAN COUNTY LIBRARY, MO	1.17	35.68	27.29	2.52	1.47	0.12	10
NEW BRAUNFELS PUBLIC LIBRARY, TX	1.62	57.68	76.4	7.4	4	0.32	40
OREGON CITY PUBLIC LIBRARY, OR	1.88	132.61	132.12	10.95	N/A	0.45	7
LIVERPOOL PUBLIC LIBRARY, NY	2.01	165.56	228.94	11.18	10.87	0.99	48
DUNDEE TONWWSHIP P.L.D., IL	2.04	107.26	103.97	4.25	5.21	0.35	24
WOODLAND PUBLIC LIBRARY, CA	2.05	33.12	11.64	2.75	2.29	N/A	12
SAN BENITO COUNTY FREE LIBRARY, CA	2.16	45	24.02	1.81	1.52	0.05	16
REDFORD TOWNSHIP DISTRICT LIBRARY, MI	2.18	62.3	69.5	3.34	2.56	0.2	21
TEMPLE PUBLIC LIBRARY, TX	2.34	144.46	131.23	8.09	6.17	1.41	8
GLENDORA LIBRARY & CULTURAL CENTER, CA	2.47	117.52	142.5	7.32	5.22	0.94	27
SPRINGFIELD PUBLIC LIBRARY, OR	2.51	75.27	85.13	5.74	3.31	0.4	24
FRANKLIN TOWNSHIP FREE PUBLIC LIBRARY, NJ	2.55	137.96	101.12	5.19	2.7	0.41	13
MOORE MEMORIAL PUBLIC LIBRARY, TX	2.55	102.36	71.54	4.33	2.65	0.54	22
MARSHALL PUBLIC, ID	2.58	89.13	57.46	8.74	5.22	1.26	12
TINLEY PARK P.L., IL	2.6	88.27	118.49	8.44	6.21	1.19	24
ORLAND PARK P.L., IL	2.69	117.16	130.84	10.46	8.03	0.92	63
CHAPEL HILL PUBLIC LIBRARY, NC	2.7	0.16	206.49	15.57	6.61	0.98	22
MILFORD PUBLIC LIBRARY, CT	2.76	102.91	80.57	6.43	N/A	0.83	5
MEDFORD PUBLIC LIBRARY, MA	3.01	147.75	133.84	7.18	N/A	1.15	9
BERWYN P.L., IL	3.27	166.99	138.38	7.98	6.22	0.55	14
BISMARCK VETERANS MEMORIAL PUBLIC LIBRARY, ND	3.48	78.6	78.27	9.1	5.68	0.74	36

Library Name	Print per Capita	Video per 1K	Audio per 1K	Circ per Capita	Visits per Capita	Ref per Capita	Public Internet
CRANDALL PUBLIC LIBRARY, NY	3.65	215.24	284.02	9.92	4.5	1.71	36
CERRITOS PUBLIC LIBRARY, CA	3.88	179.49	99.65	20.15	19.32	2.84	163
EUCLID PUBLIC LIBRARY, OH	4.89	476.15	450.8	24.62	10.21	1.51	68
VILLAGE OF OAK LAWN P.L., IL	5.59	212.65	390.9	10.81	N/A	1.69	12
WHITE PLAINS PUBLIC LIBRARY, NY	5.86	295.69	269.58	9.57	12.18	2.21	39
EAST MEADOW PUBLIC LIBRARY, NY	6.22	197.58	253.16	10.87	8.48	3.27	30
WHEATON P.L., IL	6.66	297.84	556.34	21.57	9.62	1.49	38
PATCHOGUE-MEDFORD LIBRARY, NY	8.33	305.72	352.16	10.48	8.37	1.81	32

**NOTE:**

--An asterisk \* following the name means the library does not meet the FSCS definition for a public library.  
 --"N/A" means the data are not available

# National Center for Education Statistics

## Data from Public Libraries Survey Fiscal Year: 2004

The file contains (12) records based on your search.

This data is provided as an extra service to the user. To download full Public Libraries datasets, please go to the Public Libraries home page. <http://nces.ed.gov/surveys/libraries/Public.asp>

Library Name	Print per Capita	Serial Subscriptions per 1,000 Population	Video Materials per 1,000 Population	Audio Materials per 1,000 Population	Electronic Serial Subs per 1,000 Population	Number of Public Internet Terminals	Average Number of Public Internet Terminals Per Stationary Outlet
Comparison Group Average	3.07	8.16	130.74	161.5	0.03	35	23
State Average (CA)	3.07	8.42	124.61	123.59	0.22	78	13
National Average	6.5	15.07	285.19	196.57	0.49	19	9
Comparison Group Median	2.5	4.9	104.92	115.25	0	27	15
State Median (CA)	2.26	4.08	81.75	79.08	0	27	10
National Median	4.42	9.2	167.15	129.69	0	6	6
PLACENTIA LIBRARY DISTRICT, CA (Library of Interest)	2.19	2.97	71.52	70.49	0	19	19
BUENA PARK LIBRARY DISTRICT, CA	1.22	4.33	47.41	52.13	0	16	16
ORANGE PUBLIC LIBRARY, CA	1.82	1.46	83.2	173.24	0.04	41	14
YORBA LINDA PUBLIC LIBRARY, CA	2.05	4.33	92.91	108.4	0	20	20
FULLERTON PUBLIC LIBRARY, CA	2.14	2.16	85.71	100.69	0.03	19	1
SAN BRUNO PUBLIC LIBRARY, CA	2.34	5.5	116.48	122.11	0	10	10
GLENDORA LIBRARY & CULTURAL CENTER, CA	2.47	5.15	117.52	142.5	0	27	27
ALTADENA LIBRARY DISTRICT, CA	2.52	23.51	41.58	96.19	0.11	22	11
CARLSBAD CITY LIBRARY, CA	3.09	15.05	169.03	261.73	N/A	53	18
NATIONAL CITY PUBLIC LIBRARY, CA	3.17	4.39	161.82	79.46	N/A	72	72
ARCADIA PUBLIC LIBRARY, CA	3.31	4.65	93.36	74.03	0.02	52	52
PALOS VERDES LIBRARY DISTRICT, CA	3.52	10.68	191.19	145.63	0	27	9
EL SEGUNDO PUBLIC LIBRARY, CA	9.19	16.74	368.66	581.9	0.12	62	12

### NOTE:

--"N/A" means the data are not available



# National Center for Education Statistics

## Data from Public Libraries Survey Fiscal Year: 2004

The file contains (12) records based on your search.

Library Name	Circulation per Capita	Visits per Capita	Ref per Capita	ILL Received per 1K	Net Loan Rate	Avg Weekly Hours	Users of Electronic Res per Capita
Comparison Group Average	9.01	7.27	2.09	44.89	2.06	46	1.26
State Average (CA)	7.39	5.97	1.05	128.18	4.1	42	1.41
National Average	8.3	5.77	0.9	262.76	1.14	39	1.32
Comparison Group Median	7.38	5.24	0.88	5.28	1.27	51	0.85
State Median (CA)	5.22	4.3	0.73	13.96	1.04	43	0.67
National Median	6.54	4.43	0.49	53.62	0.6	40	0.79
PLACENTIA LIBRARY DISTRICT, CA (Library of Interest)	3.34	7.67	0.42	60.09	1.55	38	0.19
ALTADENA LIBRARY DISTRICT, CA	2.92	N/A	0.82	6.34	4.09	25	0.1
NATIONAL CITY PUBLIC LIBRARY, CA	5.14	4.39	0.74	N/A	N/A	54	1
ORANGE PUBLIC LIBRARY, CA	5.49	5.26	0.28	0.59	3.61	38	0.89
BUENA PARK LIBRARY DISTRICT, CA	5.64	3.53	0.63	0.24	0	54	0.64
SAN BRUNO PUBLIC LIBRARY, CA	7.25	6.19	0.63	314.28	2.14	58	2.96
GLENDORA LIBRARY & CULTURAL CENTER, CA	7.32	5.22	0.94	8.9	1.28	48	0.57
FULLERTON PUBLIC LIBRARY, CA	7.43	3.88	0.78	1.6	1.26	20	N/A
YORBA LINDA PUBLIC LIBRARY, CA	10.19	3.97	1.16	104.71	0.97	64	1.81
ARCADIA PUBLIC LIBRARY, CA	12.66	11.48	1.17	4.22	0.01	58	1.78
PALOS VERDES LIBRARY DISTRICT, CA	12.77	9.67	1.48	1.42	7.29	47	0.81
CARLSBAD CITY LIBRARY, CA	14.55	9.1	1.78	9.22	1.4	57	2.99
EL SEGUNDO PUBLIC LIBRARY, CA	16.74	17.29	14.65	42.26	0.64	32	0.26

**NOTE:**

--"N/A" means the data are not available





**Placentia Library Working Group Data Request  
November 2006**

What are the most important things to know about Placentia?

1. Huge non-English population.
2. Bedroom community – long commutes to work.
3. Close to good higher education – CSUF, optometry, law school, community college.
4. Good public schools.
5. Large group of well-educated residents.
- \*
6. Literacy program (tutoring).
7. Children programs (reading).
8. Access to local and national newspapers (internet).
9. Kid’s page (booklist, information sources & kids websites).
10. Passport applications, notary service.
11. Proctoring service.
- \*
12. Good base of educated people.
13. Excellent school district – heavily supported by volunteers.
14. Many sport programs, scout groups available to youngsters.
- \*
15. What services/programs are available.
16. History.
17. Demographics.
18. Future plans for development or re-development.
- \*
19. It is a bedroom community.
20. The Placentia Round Table is the oldest group in the city.
21. The Placentia Library District is older than the city.
22. Placentia has a very active chamber of commerce.
23. The school district has award winning art, music, dance and drama departments.
- \*
24. The city is in trouble financially.
25. It’s a small friendly city.
26. Bedroom community.
27. Large & growing Hispanic population.
28. Only one library, no branches.
- \*
29. Its history.
30. Its quality school system.
31. Its moral compass.
32. The abundance of parks.
33. Its competitive library.
- \*
34. Friendly.
35. Volunteerism.
36. Attractive.

- 37. Small town feeling.
- 38. Good schools.
- \*
- 39. All services (excluding passports) are free.
- 40. We are open on Sundays.
- 41. We offer free tutoring to anyone who applies for the service.
- 42. We assist those who are trying to become US citizens.
- 43. We're nice people.
- \*
- 44. Placentia is made up of a variety of cultures with differing library service needs.
- 45. Many school children have no place to go after school besides the library.
- \*
- 46. Location.
- 47. Hours.
- 48. Resources.
- 49. Convenience.
- \*
- 50. It has a small town atmosphere.
- 51. It has a long history in Orange County.
- 52. It has a good school system.
- 53. It has a very good library.
- 54. It has many volunteer community organizations with wide-ranging community support.
- \*
- 55. It's a small community – less than 50,000 people, with the library situated at its core next to city hall and the police dept.
- 56. Placentia is surrounded by four other communities. In fact you have to check a map to see where Placentia stops and Fullerton or Brea or Yorba Linda or Anaheim start.
- 57. There are libraries in each of the adjoining cities, so Placentia needs to offer services to attract people to OUR library.
- \*
- 58. It is a culturally diverse community.
- 59. There are many volunteer groups operating in Placentia working toward community improvement.
- 60. There are many churches of different faiths in the community.
- 61. There is strong political participation in city government.
- 62. The Library is very well regarded in the community.
- \*
- 63. Involved and committed community
- 64. Family oriented community
- 65. Growing middle-age and elderly population
- 66. Multi-cultural community
- \*
- 67. Population.
- \*
- 68. The history of Placentia. We need to instill pride in our city by our younger generation. There is a tendency for the young to accept things as their due. It is

not. Our forefathers worked hard to bring this city about, and we of the older generation, are able to relate to that and persevere in keeping that knowledge ongoing. The young do not. The library is a good source to record and maintain the history of our city, and to keep in touch with those organizations that take part in civic endeavors. This is not to say that the library doesn't do that now—because it does! But there is always room to expand these programs. The library is now in the process of digitalizing the local newspapers at considerable expenditure. However, these are the kinds of programs that should be supported, not only by the library and its own support groups, but also by other organizations.

69. We should know the city's layout. In a city of only 6 square miles, now almost fully developed, we should know where our downtown area is located – or even if we have one. What are the east-west and north-south boundaries? Do we have an old town? If so, where is it? Where are our city's historic buildings? Who were the city's founders? Who are today's civic leaders? Where are the shopping centers, the entertainment centers, the restaurants, post offices, etc.: identify the city's organizations and volunteer offerings. Identify the health institutions (hospital and clinics).
70. Identify our schools and their locations, including private learning centers as well as our preschool, elementary, middle, and high schools.
71. What are the transportation options?
72. Where is our civic center, our parks, public community buildings located?
- \*
73. The Placentia library is the main and only public library in the city of Placentia.
74. According to 1999-2000 U.S. Census statistics and the City of Placentia website. Placentia has approximately 50,000 residents, one third of whom are Hispanic and 12% of whom live below the poverty level.
75. 36% of its households have incomes of less than \$50,000 per year.
76. 22.9% have incomes over \$100,000 per year.
77. 30% of the residences are rentals.
78. Patrons range in age from infants-in-arms to senior citizens.
79. Many of the patrons speak English as a second language.
80. Many of the parents in the community work more than one job to support their families.
81. Large numbers of latchkey children are regular daily visitors. Many of these children stay in the library for extended periods of time (i.e. more than two or three hours) after school.
- \*
82. Families and residents are safe and happy.
83. Residents like living here and are welcoming to others.
84. We have longstanding traditions and a very interesting history.
85. New housing and old are full of families that enjoy being active in the community.
86. Placentia offers many community-based activities, sports, and recreation opportunities.
- \*
87. It is a bedroom community that tends to be friendly.
88. Its history began with the Valencia orange.

89. It's a good place to raise children – good schools, low crime.

What does the Placentia Library do the best?

1. Literacy at the library.
2. Literacy in the community.
3. Children's preschool program/elementary program.
4. Reference.
5. Website.
6. History room.
7. Good staff.
- \*
8. Great customer service.
9. Tutoring.
10. Passports.
11. Children's programs.
12. Proctoring services.
- \*
13. Literacy outreach program.
14. Children's programs.
15. Passport service.
16. Notary service.
- \*
17. Provides a positive learning environment.
18. Provides learning outreach opportunities.
19. Is interactive with community.
20. Is actively engaged with our school district.
21. Is actively engaged with other community organizations.
- \*
22. Literacy training and outreach.
23. Programs for families with preschoolers.
24. The Great Books Discussion Group.
25. Adult programs.
26. History room.
- \*
27. Passports.
28. Literacy program.
29. After school tutoring.
- \*
30. Serves all areas of the community.
31. Offers special program for preschoolers.
32. Offers program for ESL individuals.
33. Usual book sales.
34. Passport service.
- \*
35. Literacy.
36. Responsive to patrons when sought out.
37. Staff who deal with patrons are friendly and helpful.
- \*
38. Literacy services.
39. Community outreach.

40. Great periodicals.
- \*
41. The Placentia Library excels at public service.
42. The staff members have a variety of backgrounds and areas of expertise that they use to support each other when serving patrons.
43. The library has print and online collections that complement each other.
- \*
44. Customer service.
45. Variety of resources/media.
46. Passport services.
- \*
47. It provides services to people of all ages.
48. It has a welcoming appearance.
49. There are lots of areas for seating, either in groups or for quiet reading.
50. It has a friendly, helpful staff.
51. It has a well-rounded supply of materials, and several computers to make access easy.
- \*
52. It has a dedicated staff, who smile and are capable and helpful.
53. The exterior is inviting, and the interior attractive. Seasonal displays help brighten the space.
54. The inventory is current and displays make it easy to find material.
- \*
55. Interesting programs for children.
56. Maintains current reading material
57. Has good efficient staff.
58. Has a dedicated Board of Trustees
59. Is aware of the "pulse" of the community.
- \*
60. Community outreach.
61. A leader in technology for a small library.
62. Very good support groups.
63. Dedicated conscientious staff interfaces very well with the public.
- \*
64. Committed staff who provides excellent customer service.
65. Good interaction with community organizations.
- \*
66. Provides many different services.
- \*
67. It provides the answers to many of the questions raised above.
68. It provides an updated and forward-looking History Room for the preservation of the past and future history of the city.
69. It provides a successful homework/tutoring/literacy programs.
70. Adult and children's programs are addressed.
71. A quiet area for readers is provided.
72. Computer use is provided.
73. Involvement in its support groups is ongoing.
- \*

74. Working at the front desk I hear a lot of comments – one being how friendly we all are and how helpful.
75. Our passport hours are excellent.
76. We have a very good collection of books & other items.
77. We have great children & adult programs.
78. Our literacy services are great.
- \*
79. Provide no-cost literacy tutoring to people of all ages.
80. Provide after school homework help free of charge.
81. Reach out to the K-12 academic community by going into community schools.
82. Recruit volunteers from the surrounding community.
83. Stay on top of current reading trends and purchase materials that are in high demand.
84. Provide an esprit de corps among its staff that is reflected in cooperation and support among the staff and quality service to the public.
- \*
85. Serve its youth.
86. Communicate with the public/residents.
87. Provide inexpensive book sales.
- \*
88. Provides a friendly atmosphere in which to work.
89. Has excellent community relationships.
90. Has an outstanding series of homework outreach programs through literacy.

What services/collections need to be expanded or changed?

1. Current books – fiction & non-fiction.
2. Literacy always can be expanded.
3. Upgrade from VCR to discs.
4. More computers.
5. Book clubs at the library – something besides Great Books.  
\*
6. Need more library materials, children music and books.
7. Limit the sites that teens visit, for example assign just a few computers for email, a few for general internet use, and most of the computers for research.  
\*
8. Expansion of existing facility.
9. Additional parking.
10. Additional hours of operation.  
\*
11. Services to families.
12. Services to high school students.
13. Services to the homebound.
14. Expand collections of culturally enriching materials.
15. Expand partnerships in order to serve the needs of the community.  
\*
16. Place all computers in one location.
17. Self checkout machines.
18. More best sellers available.
19. Host more public classes/programs.
20. Offer/deliver books to shut-ins.  
\*
21. We need a “scanner” connected to the printer to simplify the scanning process in the History Room.
22. A modest copy machine for the History Room.
23. A low shelf built beneath existing cabinet in History Room.
24. Cork board on west wall for messages.  
\*
25. Outreach – aggressive ways to assure patrons are aware of services.
26. Handicapped accessibility needs to be provided.
27. Children’s area needs physical definition – defined and confined space.
28. Computer access needs to be centralized – not spread out.
29. Space needs should be defined & respected – space for test monitoring, space for staff meetings, space for renting to outside groups, space for passport overflow activity, space for interviews/skills testing
30. Each library actively needs to be listed & then space & staffing needs assessed – History Room should be available to fully meet any need related to the preservation of local history preservation
31. General (governance is a well kept secret, finances are a well kept secret) – public does not have understanding of library’s legal statues (separate from city – its own political entity), public is unaware of statues of programs aside for taxes – funds in foundation acct., funds in Ralph’s card account – info would publicize these donation programs & stimulate participation.



32. Needs more evening hours for History Room.  
\*
33. We need additional staff before we expand any services or collections.  
\*
34. At this time, personal help for public computers is limited by staff time and expertise. It would be nice to be able to offer more help with Office programs and Internet searches.  
\*
35. I cannot name any at this time.  
\*
36. I'm not sure what changes are needed. I have always been able to get the materials I wanted.  
\*
37. Expand audio books collection.
38. More concentration on senior citizen library activities.  
\*
39. Not sure where we stand in current best seller fiction but I would like to be known as the library to go to for "hot" books.
40. More computers.  
\*
41. Coffee/snack station.
42. "Friends" book/gift store.
43. More computer stations.  
\*
44. Expand computers.
45. Expand passport hours.
46. Expand workroom.  
\*
47. I am not able to comment on collections as I am not familiar with this aspect of the library, so I will skip that part of the question. Suffice to say that if the library should study their present collections' ability and success on a regular basis so as not to lose any possible revenue as a result of a weak structure in this regard.
48. Insofar as services are concerned, with the exception of the literacy/tutoring/homework programs, all other programs should be expanded. I would like to see the community room utilized more for the benefit of the library's own needs as well as expansion of its rental possibilities. I am sure there is considerable balancing of programs among the departments now, and how practical it would be to expand the programs -- across the board -- is one that requires much planning and thought and a considerable "give and take" among the departments.  
\*
49. Computer services to the public are in high demand and need to be both expanded and changed. Currently, children are able to access the system with bogus, borrowed, or stolen library card numbers. Many parents of latchkey children are reluctant to allow them to have their own library cards with which to check out books. I've been told that this is because parents don't want to be responsible for any fines children may incur for overdue or lost materials. Issuing a card for computer use only and requiring patrons to have the card in their possession (as

opposed to a hand-written library card number on a scrap of paper) might alleviate some of these problems. Also, when reservations are made for computers under the current system, they are made on the "next available" computer rather than on the computer that has been in "extra time" the longest. This system allows some people to be on computers uninterrupted for as long as 3-4 hours, while others who have only been on for 30 minutes are bumped. It's not fair and needs to be addressed.

50. Adult programming needs to be re-examined in order to figure out why there has been such poor turnout for adult programs over the course of the past few months (e.g. The Freshman Finance and the recent Tibet programs had only 3-4 participants. In the case of the first, one of those participants was a staff member. And in the second, one of the 4 people attending left after 15 minutes or so, and 2 others were staff members. Only one member of the public stayed for the whole program.) Questions need to be asked about the effectiveness of our advertising, whether our choice of programs truly reflects the interests of the surrounding, and whether the turnout would be better if programs were offered on the weekend instead of on week nights.

\*

51. Computer services.
52. Number of computers.
53. More done with the schools. Services offered, job opportunities, high school support.

What is most successful about the current building?

1. Feeling of openness.
2. Accessibility of reference desk.
3. Location of friends bookstore.  
\*
4. Location.  
\*
5. Location (parking lot could be bigger).  
\*
6. Location.
7. Design/layout.
8. Appearance/upkeep.  
\*
9. The creative use of the limited space in the children's area.  
\*
10. Beautiful history room.
11. Shelves in lobby to sell used books.
12. Location.  
\*
13. There is plenty of room to reorganize as there will be new services in the future.
14. A meeting – or conference room could be arranged in the corner of the huge room with  $\frac{3}{4}$  height walls blocking off a part for conference.
15. The patron area of the history room then would be more “patron friendly”.
16. The history room should have some evening hours. Students cannot be there during current hours.  
\*
17. Location.
18. Helpful staff/pleasant staff.
19. Has capability for adding on to the building – building out toward parking lot, etc.  
\*
20. Periodical reading area.
21. Children's area (needs to be “tweaked”).
22. Literacy space (needs to be “tweaked”).  
\*
23. The openness of the building enables fewer staff members to supervise the reference and children's areas at quieter times of day (however, it does make for a noisy environment).  
\*
24. Location.
25. Convenient access (main streets).  
\*
26. Its central location in the community.
27. Its inviting entrance way.
28. Its family-friendly atmosphere.  
\*
29. Its location.
30. The fact that it is a one-story building which makes access easy.

31. It has a nice meeting room with adequate electric outlets and a small food preparation area.
- \*
32. It is located in an attractive setting.
33. There is room for growth with the proper planning and efficient use of space.
- \*
34. It has a pleasant open feeling.
- \*
35. Bright entrance.
36. Good view throughout stacks from reference desk.
- \*
37. Location.
- \*
38. I don't think there is anything about the library's current building that's working for its benefit today. Perhaps it worked well for the library at the time it was built on that site (in the 60's?) but nothing works for its benefit now. The site on the same property as City Hall and Police Department, assumes that it is part of the city. When there is a problem at City Hall, or if the Police Depts. is assailed, the library is also assaulted, by association. The library has managed to survive and overcome these "associations." The library has not had any hint of impropriety leveled at it in these many years (at least in my memory). Yet, when it is reported that the city is well-funded, people think that the library is well-funded even though the library may indeed be suffering from lack of funding and struggling to keep its doors open full time. When the city is in bankruptcy, again by association, people think the library is going under water. Like it or not, the library will always have difficulty with the public's understanding of its true image by the very fact that it shares the same site.
39. Additionally, sharing the parking lot with two other entities causes an ongoing problem.
40. There's really nothing wrong with the outside of the building. It blends in well with all other buildings on the property and makes a good impression. It is the inside of the library that's an absolute disaster, the layout and décor having long ago passed its appeal and usefulness.
- \*
41. Nothing.
- \*
42. Having the Circulation and Reference desks along a central axis.
43. Having the Community Meeting Room off the front lobby.
- \*
44. Location; close to police department and Civic Center.
45. Parking is sufficient. I'm always able to get a spot.
46. Nicely kept regarding landscaping and outside appearance.
- \*
47. Great overall view of main area from Reference Desk.

If you could change anything about the current library building, it would be:

1. The floors.
2. Larger bookstore for friends and work/storage area.
3. Larger community room – or multi-function with folding walls – so large area doesn't sit empty when not in use.  
\*
4. Larger children area.
5. Larger building.
6. Have a designated computer area, and more computers.  
\*
7. Meeting room (or area which could be expanded) where tables & chairs for 100 to eat with enough room to walk & for buffet tables (facilities for moderate food service).
8. Bigger bookstore.
9. Much larger, well lit room to process donated books for bookstore.
10. Better bathroom facilities – handicap accessible.
11. Bigger rooms for office space & employees to work.  
\*
12. Size.  
\*
13. Create more display areas.
14. Fix unsafe conditions immediately!  
\*
15. Dark, dreary lobby with terrible tile floor.
16. Public restrooms are disgusting.
17. Make the building handicap accessible.
18. Lounge chairs for quiet reading away from noise.  
\*
19. The children story area is too large. There is too much distraction in such a large area for small listeners. The children's area needs a focus entrance to attract the users.
20. As above – make a conference room in the large space by rearranging the stacks and adding temporary walls.  
\*
21. Create more interior space defined for use – allocated & located for accessibility.
22. More parking space.
23. More space for local history.
24. More space for used book sales and storage.  
\*
25. Entry/circ desk – the set up creates a bottle neck that could be disastrous in the event of a fire or emergency evacuation.  
\*
26. To provide an area for computers that is comfortable but also contained in some way to keep the computer users from taking over the whole public area.  
\*
27. I like it!!  
\*
28. More parking – who controls all the reserved spots which are usually empty?

- \*
  - 29. Lower the check-out area, so children could more easily check out materials for themselves.
  - 30. Improve lighting outside the side entrance facing the parking lot.
  - 31. Relocate the book return in the parking lot, or change the traffic pattern so books could be put into the box from the driver's side of the car.
- \*
  - 32. Consolidate space for better efficiency.
  - 33. Re-design the front lobby area and the circulation desk area.
  - 34. Get better window treatments in the meeting rooms.
  - 35. Re-design the children's area.
  - 36. The restrooms need a lot of work.
  - 37. Have more "quiet areas" where there isn't a lot of traffic.
  - 38. Get better lighting in the outside Dock area, including repaving of the asphalt area from the dock to the parking lot to avoid accidents from falling, or tripping and fixing a potential liability problem.
- \*
  - 39. More room for computers.
  - 40. An additional, bigger meeting room.
  - 41. More efficient, modern floor plan for the whole building.
- \*
  - 42. To update overall appearance to reflect the new millennium.
  - 43. To create a lighter, brighter, more user friendly atmosphere.
  - 44. To make it more handicap accessible – replace flooring, update bathrooms, widen walkways, etc.
  - 45. To redesign the children's library by eliminating "jungle gym" and replacing with nooks and crannies for children to curl up into.
  - 46. To redesign area for Friends, incorporating a store for books and gift items to be sold, while eliminating all the clutter in the hallway.
  - 47. To redesign circulation desk with more efficient access to back offices while widening entry/exit to library.
  - 48. To incorporate a display case in the entry.
  - 49. To incorporate a proper donor wall.
  - 50. To incorporate a clutter free display for community information.
  - 51. To eliminate the worn out wall hangings in the entry.
- \*
  - 52. Size.
  - 53. Location of computers & Circulation Desk.
  - 54. Passport office.
- \*
  - 55. Expand it. Libraries today are monumental. If our library is to serve its people in the way that the trustees envision it, more space will be needed. You can only do so much with the current footage.
  - 56. It may be possible to add a wing to the rear of the library.
  - 57. The lobby should be made inviting. Walking into it should make a patron feel like they're walking into a palace of learning.
  - 58. Public restrooms are in deplorable condition.
  - 59. Storage facilities are inadequate.

60. A quiet reading area needs to be updated.
61. Computers should be placed where users can be easily monitored by staff.
62. The needs of the Friends of the Library should be taken into consideration. More work room, storage, and selling area needs to be put on future plans.
63. The community room needs considerable enlargement and décor updating.
64. Walls should be in lighter colors, and the floors replaced.
- \*
65. We need to move the Circulation Desk so we are not surrounded by patrons.
66. The check-in desk – patrons complain anyone can reach into bin and take books.
67. Computers are spread out through out the library.
68. Children & young adults – that area can get very wild & crazy, maybe it would be better if they were separated.
69. Patrons complain a lot about not being able to come and go through the back door.
70. We really need a security guard at least from the hours of 2:30-7pm.
- \*
71. As one of the Reference Librarians, I have heavy contact with library patrons and there are 2 things I get the most complaints about: the noise level and misuse of the computers, including the Catalog computers. I think the open floor plan and computer placement contribute the most to these problems.
72. The open floor plan was a hot concept in schools in the 1970's, which I think is about when this current building was constructed. It turned out to be a concept that failed, and the 1980's most open classrooms were being converted back to traditional, enclosed classrooms. The open floor plan concept fostered distractions, noise, and a general sense of chaos. That same atmosphere is present on a busy day at the Placentia Library, especially in the hours from 3-7pm on a weekday when crowds of latchkey children enter the library and stay for extended periods of time. A good deal of their time is spent socializing, rather than using library services. It's not unusual to see boisterous groups of kids randomly roaming the library just socializing with one another. Many of these kids come to the library strictly to hang out. They move from the homework club area to the children's area to the area around PLAC 1-6 computers and hover around the PLAC 7-10 computer terminals.
- A solution to this would be to not fight it but embrace it by providing an area inside the library, preferably near the entrance, where kids could just hang out. This could be a café-type atmosphere. I've heard some libraries are actually including a "Starbucks-like" café area within the library.
73. I've had patrons complain that there is no quiet study/reading area within the library anymore, and these complaints have come from patrons that include high school and college students to young parents to middle-aged adults and senior citizens. There still are patrons out there who have a more traditional concept of what a library's atmosphere should be and are upset when their library doesn't have it. Aside from the after-school socializing that contributes to the noise factor, other noisy areas of the library are the Homework Club and the Children's Services area.
- One solution might be to wall off these areas so that the noise generated from them doesn't travel to other parts of the library (much in the same way open-classrooms were later enclosed). The walls could be half-solid and half-glass, if it

was felt completely solid walls would be too confining. Partitioning off these two areas would reduce noise in the rest of the library and discourage roaming groups of children from using these areas of the library to just hang out in. Another solution would be to create a "Quiet Zone" in a corner of the library away from the main hub of activity. This could be an area for the Periodicals and chairs in which to read them, study corrals, and corrals with electric hookups dedicated to patrons who bring their own laptop computers to the library.

74. Computer placement currently is scattered throughout the library. Many of the computers are hidden behind the stacks of bookshelves, obscuring the view of the Reference Librarians whose job it is to monitor them. This placement encourages groups of children and teens to cluster around the computer terminals to visit and socialize, exacerbating the problems of noise level and misuse of computers. It is extremely difficult to enforce the rules of no more than two seated people per computer terminal, 15 minute time restraints on Express Computers, and Catalog computers to be used strictly for library catalog searches when the Reference Librarian can't see the computer terminal in question without leaving the Reference Desk area (and other patrons who are waiting to be served there) to patrol the outlying areas of the library where many of the terminals are located. For example, one Catalog computer is placed to the side and behind the Reference Desk, closer to the Homework area than the Reference Desk. Since the Reference Librarian greets patrons from the front of the desk, this Catalog computer is to the librarian's back. The other Catalog computer is over in the Children's area and completely out of view of the Adult Reference Desk Librarian. Patrons frequently complain about other patrons who are misusing the Catalog computers to surf the Internet and send email. The two Express Computers are off to the side of the Reference Desk and situated on the far side of bookshelves that partially block the view of them from the Reference Desk. Other complaints involve patrons using the Express computers for extended periods of time beyond the 15 minute restriction.

A solution would be to place the 2 Catalog computers and the 2 Express computers in front of the Adult Reference Desk with the screens facing the desk so that the librarian at the desk can clearly see the screens in order to monitor their use. (Catalog computers at the Yorba Linda Library are placed in such an arrangement.) Another solution would be to locate the other public use computers in one centralized location, a computer room of sorts, where signs could be posted as to proper use of the computers in terms of time limits, food and drink restrictions, and number of people per terminal. This could be a glassed-in area, which would reduce noise and traffic flow and thus discourage roaming groups of socializing children from loitering around computer terminals in groups of 3, 4 and more, as is often the case presently. Such a concentrated and confined area would be easier to monitor and service. The El Modena branch of the City of Orange library system has just such an arrangement and it appears to work quite well there.

\*

75. More square footage with modernization considerations.  
76. More infusion of technology throughout all levels of support.  
77. More workroom areas for all stakeholders and groups.

\*



78. Meeting room blinds.
79. Cleanliness.
80. Better lighting.
81. Patron's access to librarians at Reference Desk.
82. Circulation Desk is somewhat awkward for staff.
83. Loose tiles in floor and front doors can be a safety issue.

