

# **PLACENTIA LIBRARY DISTRICT**



**Board of Trustees**

**Regular Meeting**

**November 24, 2003**

**Library Conference Room**

**Administration**



# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES





Monday, November 24, 2003

6:30 P.M.

Library Conference Room

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

-  Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
-  Provides qualified staff to assist the public with the use of the collection and the information contained therein.
-  Provides and operates a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

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

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

1. Roll Call    Administrative Assistant
2. Adoption of Agenda

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

Presentation:      Library Director  
Recommendation:      Adopt by Motion

3. Minutes of the October 20, 2003 Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications

*At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.*

*In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.*

*In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.*

*Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).*

**CLOSED SESSION**

5. Closed Session to Discuss a Personnel Matter

*Pursuant to California Government Code Section 54957 a closed session will be held to discuss the evaluation of performance of an employee, the Library Director, a personnel matter.*

**REPORTS**

6. Board President Report

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

7. Trustee Reports

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

8. Library Director's Report

*The Library Director will report on library issues of general interest and on meetings attended on behalf of the District.*

9. Friends of Placentia Library Board of Directors Report

10. Placentia Library Foundation Board of Directors Report

**CLAIMS (Items 11 – 14)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 11 – 14 may be considered together as one motion to “Approve the Claims, and Receive & File the General Fund Cash Flow Report.” Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

11. Nonstandard Claims in excess of \$300. (Approve)

No Nonstandard Claims were processed during this report period.

12. Claims forwarded by the Library Director. (Approve)

Claims 4512, 4513, 4514, 4515, 4516, 4517, 4518 and 4519 forwarded by Library Director for a total of \$56,818.28.

13. Current Claims and Payroll (Approve)

Claims 4520, 4521, 4523 and 4523 for a subtotal for Claims of \$21,172.39; and Payrolls 4524 for \$30,603.80 and 4525 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,379.99.

14. FY2003-2004 Cash Flow Analysis through November 24, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

**FINANCIAL REPORTS (Items 15 - 19)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 15 – 19 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

15. Financial Reports for October 2003 (Receive & File)

16. Office General Ledger & Check Registers for October 2003 (Receive & File)

17. Acquisitions Report for October 2003 (Receive & File)

18. Collection Agency Report for October 2003 (Receive & File)

19. Gifts Report for October 2003 (Receive & File)

**GENERAL CONSENT CALENDAR (Items 20 – 33)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 20 – 33 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

20. Building Maintenance Report for October 2003 (Receive & File)
21. Personnel Report for October 2003 (Receive, File, and Ratify Appointments)
22. Volunteer Report for October 2003 (Receive & File)
23. Circulation Report for October 2003 (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
25. Legislative Alerts from the California Special Districts Association. (Receive & File)
26. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
27. Status Report on Partnerships with Community Organizations. (Receive & File)
28. Status Report on Active Grant Applications. (Receive & File)
29. Poet Laureate Report. (Receive & File)
30. Report on the Board of Directors activities for the Special District Workers' Compensation Authority (SDWCA). (Receive & File)
31. Meeting Notice and Agenda for the October 13, 2003 and the November 20, 2003 Orange County Council of Governments and the minutes of the June 26 and October 23, 2003 Meetings. (Receive & File)
32. Memo from State Librarian Kevin Starr announcing that Library Board Training is Available. (Receive & File)
33. Request from California Special Districts Association President William Miller requesting personal contributions to the statewide ballot initiative to put voters in charge of whether local tax dollars should be diverted from local district programs to fund state services. (Receive & File)

**CONTINUING BUSINESS**

34. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.

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

35. Review Items from Placentia Library District Policy Manual Section 2000 (Personnel).

Presentation: Library Director  
Recommendation: Review and adopt as first reading the policies in Section 2000 (Personnel);  
and  
Refer Section 2000 (Personnel) to staff for review and comments to be presented at the December 22, 2003 Library Board Meeting.

36. Approve contract with the City of Placentia for financing \$293,690.70 for the Civic Center Renovation Project or determine alternate financing.

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

**NEW BUSINESS**

37. Review of items included in Board Agenda Book.

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

38. Travel/training authorizations for American Library Association Midwinter Meeting, San Diego, January 9 - 12, 2003.

Presentation: Library Director Minter  
Recommendation: Authorize travel and registration fees for Library Director Minter to attend the Council of State Library Agencies preconference on January 7 and 8 to be paid from the Santiago Library System Staff Development Account; and  
Authorize travel and registration fees for Technology Manager Shook to attend the preconference on "Wireless in Libraries" on January 9 to be paid from the Santiago Library System Staff Development Account; and  
Authorize travel and registration for Librarians and Library Assistants to attend the Exhibits to be paid from the District General Fund; and  
Determine if any trustees are interested in attending the American Library Trustee Association reception and/or the Exhibits and authorize travel and registration to be paid from the District General Fund.

39. Review of Records Retention Policy.

Presentation: Trustee Escobosa  
Recommendation: Action to be determined by the Library Board of Trustees

39a. Review of Records Retention Policy.

Presentation: Trustee Escobosa  
Recommendation: Action to be determined by the Library Board of Trustees

**STAFF REPORTS** (Items 40 – 45)

*Items 40 – 45 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.*

- 40. Program Committee Report for October 2003 (Roberts)
- 41. Children's Services Report for October 2003 (Rakos)
- 42. Placentia Library Literacy Services Report for October 2003 (Roberts)
- 43. Placentia Library Web Site Report for October 2003 (Roberts)
- 44. Publicity Materials Produced in October 2003. (Humble)
- 45. Safety Committee Minutes for October 2003 (Matas)

**ADJOURNMENT**

- 46. Agenda Preparation for the December Regular Meeting, which will be held on Monday, December 22, 2003 at 6:30 P.M.
- 47. Review of Action Items.

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

- 48. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the November 24, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 20, 2003.

  
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# PLACENTIA LIBRARY BOARD CALENDAR

November 2003 - October 2004

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## November

- 3 7:00 PM Friends Board Meeting, Escobosa
- 11 Library Closed for Veterans Day
- 14 California Library Association Annual Conference, Ontario, through Nov 17.  
12:32 PM California Library Association, Ontario, through Nov 17
- 24 6:30 PM Library Board Meeting
- 27 Library Closed for Thanksgiving

## December

- 1 7:00 PM Friends Board Meeting, DeVecchio
- 5 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 22 6:30 PM Library Board Meeting

## January

- 5 7:00 PM Friends Board Meeting, Wood
- 9 American Library Association Midwinter Meeting, through Jan 14
- 17 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting

- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## February

- 2 7:00 PM Friends Board Meeting, Dinsmore
- 23 6:30 PM Library Board Meeting
- 24 Public Library Association Biennial Conference, Seattle, through Feb 28
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

## March

- 1 7:00 PM Friends Board Meeting, Shkoler
- 6 9:30 AM Friends of Placentia Library Author's Luncheon
- 22 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

## April

- 5 7:00 PM Friends Board Meeting, Escobosa
- 18 5:01 PM National Library Week through Apr 25
- 19 7:00 PM Friends Annual Meeting

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# PLACENTIA LIBRARY BOARD CALENDAR

November 2003 - October 2004

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Apr 2004						
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## April

- 19 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## May

- 3 7:00 PM Friends Board Meeting, DeVecchio
- 23 Library Closed for Monday Holiday
- 24 6:30 PM Library Board Meeting
- Library Closed for Memorial Day
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

## June

- 7 7:00 PM Friends Board Meeting, Wood
- 21 6:30 PM Library Board Meeting
- 24 American Library Association Annual Conference, Orlando, through June 30
- 7:15 AM Placentia Chamber of Commerce Breakfast

## July

- 4 Library Closed for Independence Day
- 19 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## August

- 23 6:30 PM Library Board Meeting
- 5 Library Closed for Monday Holiday
- 6 7:00 PM Friends Board Meeting, Dinsmore
- Library Closed for Labor Day
- 20 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast

## September

- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## October

- 4 7:00 PM Friends Board Meeting, Shkoler
- 9 9:00 AM Heritage Parade
- 18 6:30 PM Library Board Meeting

May 2004						
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Jun 2004						
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Jul 2004						
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Aug 2004						
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Sep 2004						
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Oct 2004						
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**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
October 20, 2003**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 20, 2003 at 6:31 P.M.

**ROLL CALL**

**Members Present:** President Al Shkoler; Secretary Betty Escobosa; Trustees Richard DeVecchio and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Peggy Dinsmore

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, President of Friends of Placentia Library Eleanore Rankin, and Administrative Assistant Donna Siloti.

**ADOPTION OF  
AGENDA**

It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt the Agenda as printed.

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

**MINUTES**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve the Minutes of the September 22, 2003 Regular Meeting.

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

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board.

Trustee Peggy Dinsmore arrived at 6:35PM.

**PRESIDENT'S  
REPORT**

President Shkoler reported that he and Trustee Wood attended the staff farewell breakfast for Ann Margaret Webb and Tyese Wortham. He noted that Tyese's last Families for Literacy program will be on Monday night, October 27.

**TRUSTEE REPORTS**

Secretary Escobosa recommended the trustees send letters of appreciation to outstanding employees. She requested that the Library Director provide the trustees with notice of outstanding employees. Library Director Minter said the process would be discussed at a staff meeting.

Secretary Escobosa reported that she attended the Poet Laureate's Inauguration. She commended the staff for a job well done.

Secretary Escobosa also reported that she and Administrative Assistant Siloti attended CSDA's Board Secretary Training. One of the books recommended at the workshop was *The Guide to Ethics Law* and she recommended the trustees obtain a copy. Other recommendations made at the workshop that Secretary Escobosa would like to be considered by the Board are to have both the President and the Secretary sign the minutes and to have a review of the Record Retention Policy. She is interested in attending the CSDA seminar concerning Chairman Leadership in the spring.

Trustee Dinsmore announced that she attended the Chamber Mixer on October 15 that was held at Craig Olsen's dental offices.

Trustee Wood did not address the Board.

Trustee DeVecchio reported that he would like to attend a workshop on Friday, November 14 that is part of the California Library Association's Conference. He will provide Library Director Minter with the registration information.

#### **CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 6:45 P.M. to discuss a personnel matter regarding the Library Directory.

The Closed Session ended at 7:10 P.M. No Action was taken.

The Regular Meeting resumed at 7:12 P.M.

#### **LIBRARY DIRECTOR'S REPORT**

Library Director Minter reported that the Poet Laureate inauguration went well.

Library Director Minter reported that the three open positions-FFL/ELLI Coordinator, Part-time Reference Librarian, Development Director/Volunteer Coordinator-will be advertised.

Library Director Minter reported that Literacy will receive \$51,000 from the State Library. Literacy also received a \$1,000 donation from Raytheon and will receive a \$10,000 grant from the Mighty Ducks in December if the necessary financial reports are completed.

#### **FRIENDS OF PLACENTIA LIBRARY REPORT**

Friends of Placentia Library President Eleanore Rankin reported that the Friends have made \$9,000 year-to-date selling donated books. She is continuing to research charities that would be interested in picking up the unsold books following the monthly book sales.

#### **PLACENTIA LIBRARY FOUNDATION REPORT**

Placentia Library Foundation President Gaeten Wood reported that the Foundation met in October. They have another meeting scheduled for November 13. Board Officers will be discussed.

**CLAIMS**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 11 through 14.

Nonstandard Claims: No Nonstandard Claims in excess of \$300.

Claims 4501, 4502, 4503, 4504, 4505, and 4506 forwarded by Library Director for a total of \$31,183.01.

Claims 4507 and 4508 for a subtotal for Claims of \$20,143.44; and Payrolls 4509 for \$30,603.80, 4510 for \$30,603.80 and 4511 for \$30,603.80 for a subtotal for Payrolls of \$91,811.40; with a combined total of Claims and Payroll of \$111,954.84.

FY2003-2004 Cash Flow Analysis through October 20, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL REPORTS**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to receive and file Agenda Items 15 through 19.

Financial Reports for September 2003

Official General Ledger & Check Registers for September 2003

Acquisitions Report for September 2003

Collection Agency Report for September 2003

Gifts Report for September 2003

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

**GENERAL CONSENT CALENDAR**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to receive and file Agenda Items 20 through 30.

Building Maintenance Report for September 2003.

Personnel Report for September 2003

Volunteer Report for September 2003

Circulation Report for September 2003

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

Legislative Alerts from the California Special Districts Association.

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Poet Laureate Report.

Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2003-2004, as submitted on October 15, 2003.

Fiscal Year 2003-2004 Assessed Values and Estimated 2003-2004 Basic Levy Property Tax Revenue as reported to the District by the Orange County Auditor Controller.

Fiscal Year 2002-2003 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates

Library of California Board Meeting Agenda, October 15-16, 2003 in Sacramento.

Notification from the State Library of California of cancellation of Placentia Library District from the Live Homework Help Program for 2003-2004 because of lack of participation.

Final Report to the State Library of California for the Public Library Staff Education Grant for Fiscal Year 2002-2003 for Jillian Rakos.

Meeting notice for the Independent Special Districts of Orange County for Thursday, October 30, 2003 at 11:30 A.M. at the Municipal Water District of Orange County, Fountain Valley.

Approval of the Post-EGTRRA Amendment to the National Retirement Services, Inc. Defined Contribution Prototype Plan & Trust dated September 24, 2003 (Placentia Library District's Money Purchase Pension Plan).

Letter of Application to Wells Fargo Bank for a \$1,000 Grant for Placentia Library Literacy Services and the Placentia Rotary Reading Enrichment Program (PRREP).



Meeting Notice and Agenda for the September 25, 2003 Orange County Council of Governments and the minutes of the June 26, 2003 Meeting.

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

**LEGISLATIVE  
ISSUES**

Library Director Minter reported that there is no new information regarding the State Budget.

**POLICY MANUAL  
SECTION 2000  
(PERSONNEL)**

President Shkoler requested that the review of the Placentia Library Policy Manual Section 2000 (Personnel) be postponed. He will notify Library Director Minter if it should be placed on the Agenda for the November Board Meeting.

**CONTRACT WITH  
CITY OF  
PLACENTIA FOR  
FINANCING CIVIC  
CENTER  
RENOVATION  
PROJECT**

Trustee Wood suggested that the Board try to find a lower interest rate for the debt owed to the City of Placentia for the Civic Center Renovation Project. The Promissory Note has an interest rate of 6.5%. Library Director Minter suggested that perhaps that loan and the loan for Energy Rehab Project could be rolled together into one new loan at a lower interest rate. She will research possible alternatives to refinancing the Library's debt.

**HIRING AN  
ATTORNEY FOR  
THE DISTRICT**

Following a report by President Shkoler, it was moved by Trustee Wood and seconded by Trustee DeVecchio to continue the District's relationship with the law firm of Declues & Burkett, using attorney Jeff Thompson on an as needed basis at \$150 per hour.

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

**TRAVEL/TRAINING  
AUTHORIZATIONS**

It was moved by Secretary Escobosa and seconded by Trustee Wood to authorize Mary Strazdas and Jillian Rakos to attend the Public Library Association Conference in Seattle at a cost not to exceed \$2,750 to be paid from the staff training account at Santiago Library System.

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

**STAFF REPORTS**

It was moved by Secretary Escobosa and seconded by Trustee Wood to approve Agenda Items 45-50.

Program Committee Report for September 2003.

Children's Services Report for September 2003.

Placentia Library Literacy Services Report for September 2003.

Placentia Library Web Site Report for September 2003.

Publicity Materials produced for September 2003.

Safety Committee Minutes for September 2003.

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

**NOVEMBER  
MEETING**

The November Regular Library Board Meeting will be held on Monday, November 24, 2003 at 6:30 P.M. in the Library Conference Room.

**AGENDA  
PREPARATION**

President Shkoler requested that the Agenda for the November meeting include a closed session and a discussion of the contents of the Board Meeting Books. Secretary Escobosa requested that adding the Board President's signature to the Minutes be discussed. Library Director Minter requested that the Review of the Financing of the Civic Center Renovation be included.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for October 20, 2003 adjourned at 7:50 P.M.

---

Betty Escobosa  
Secretary  
Library Board of Trustees

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, November 24, 2003

6:30 P.M.

Library Conference Room

Start Time: 6:33

1. Roll Call All Administrative Assistant

2. Adoption of Agenda

Presentation: Library Director  
Recommendation: Adopt by Motion

E - Table 39 for further study,  
3. Minutes of the October 20, 2003 Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications

### CLOSED SESSION

5. Closed Session to Discuss a Personnel Matter - after 46

Start Time: 8:00  
Finish Time: 8:45

### REPORTS

6. Board President Report - None

7. Trustee Reports

DeV - Legal Forum = valuable Trustee - vision

Met w/ Foundation - Bd - CEO - expertise

W - Observed Literacy - # of people, Jim leading

E - hear about hrs of appr. - EDM not discussed @ Staff Mtg

D. - none



8. Library Director's Report - Intro new employees - Toby, Caroline, Laranne. Jillian - resignation. moving to Seattle.

9. Friends of Placentia Library Board of Directors Report - Ellie Rankin. Sunday sales - thanks to staff (particularly Jim) for set up. Midst of membership drive - at printer, will go out this month.

10. Placentia Library Foundation Board of Directors Report - Wood = Thanksgiving Cards done w/in one week. Charming card. Alternative to Donor Reception. Mtg - W resigned. January - De V will be member of Board. Usuly 2 - put on next month's agenda

**CLAIMS (Items 11 - 14)**

Presentation: Library Director  
Recommendation: Approve by Motion

M: W  
S: De AU

11. Nonstandard Claims in excess of \$300. (Approve)

No Nonstandard Claims were processed during this report period.

12. Claims forwarded by the Library Director. (Approve)

Claims 4512, 4513, 4514, 4515, 4516, 4517, 4518 and 4519 forwarded by Library Director for a total of \$56,818.28.

13. Current Claims and Payroll (Approve)

Claims 4520, 4521, 4522 and 4523 for a subtotal for Claims of \$21,172.39; and Payrolls 4524 for \$30,603.80 and 4525 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,379.99.

14. FY2003-2004 Cash Flow Analysis through November 24, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

**FINANCIAL REPORTS (Items 15 - 19)**

Presentation: Library Director  
Recommendation: Approve by Motion

15. Financial Reports for October 2003 (Receive & File)

M: D AU  
S: De



- 16. Office General Ledger & Check Registers for October 2003 (Receive & File)
- 17. Acquisitions Report for October 2003 (Receive & File)
- 18. Collection Agency Report for October 2003 (Receive & File)
- 19. Gifts Report for October 2003 (Receive & File)

**GENERAL CONSENT CALENDAR** (Items 20 – 33)

Presentation: Library Director  
Recommendation: Approve by Motion

20-29, 31  
M: E Ah  
S: W

De-Hold 30, 32, 33

- 20. Building Maintenance Report for October 2003 (Receive & File)
- 21. Personnel Report for October 2003 (Receive, File, and Ratify Appointments)
- 22. Volunteer Report for October 2003 (Receive & File)
- 23. Circulation Report for October 2003 (Receive & File)
- 24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
- 25. Legislative Alerts from the California Special Districts Association. (Receive & File)
- 26. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
- 27. Status Report on Partnerships with Community Organizations. (Receive & File)
- 28. Status Report on Active Grant Applications. (Receive & File)
- 29. Poet Laureate Report. (Receive & File)
- 30. Report on the Board of Directors activities for the Special District Workers' Compensation Authority (SDWCA). (Receive & File)
- 31. Meeting Notice and Agenda for the October 13, 2003 and the November 20, 2003 Orange County Council of Governments and the minutes of the June 26 and October 23, 2003 Meetings. (Receive & File)
- 32. Memo from State Librarian Kevin Starr announcing that Library Board Training is Available. (Receive & File)

30 - stark = our consultant  
M: De Ah  
S: W

32 - EDM requested training several years ago. 3 hr training.  
M: De EDM to c  
S: W Approve & EDM to request training  
Ah

33. CSDD asking trustees for support  
M: De Ah  
S: W





- 33. Request from California Special Districts Association President William Miller requesting personal contributions to the statewide ballot initiative to put voters in charge of whether local tax dollars should be diverted from local district programs to fund state services. (Receive & File)

**CONTINUING BUSINESS**

- 34. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.

Presentation: Library Director  
 Recommendation: Action to be determined by the Library

M:  
S:

Board of Trustees

EDM - nothing new from State Library. Allocation arrived in January from Public Lib Fund. Lit \$200K budget from Public Lib Fund. Have been supplementing w/ Lib Funds - pursuing grants.

- 35. Review Items from Placentia Library District Policy Manual Section 2000 (Personnel).

Presentation: Library Director  
 Recommendation: Review and adopt as first reading the policies in Section 2000 (Personnel); and Refer Section 2000 (Personnel) to staff for review and comments to be presented at the December 22, 2003 Library Board Meeting.

M:  
S:

EDM - Gail Koff reviewed & revised. Line in margin makes Δ's. Postpone - Special Meeting - Jan 13 - 10AM. Use the copy in this Bd Book.

① Refi Energy Rehab Project to 4/02

- 36. Approve contract with the City of Placentia for financing \$293,690.70 for the Civic Center Renovation Project or determine alternate financing.

Presentation: Library Director  
 Recommendation: Action to be determined by the Library

M: E All  
S: D Civic Ctr want to City  
M: W All  
S: DE

EDM - researched consolidating loans. Problem w/ Civic Ctr - Jt Powers. fees + more expensive for city. CSDA - offer 4.1%.

**NEW BUSINESS**

- 37. Review of items included in Board Agenda Book.

Presentation: Library Board President

M: De All  
S: W

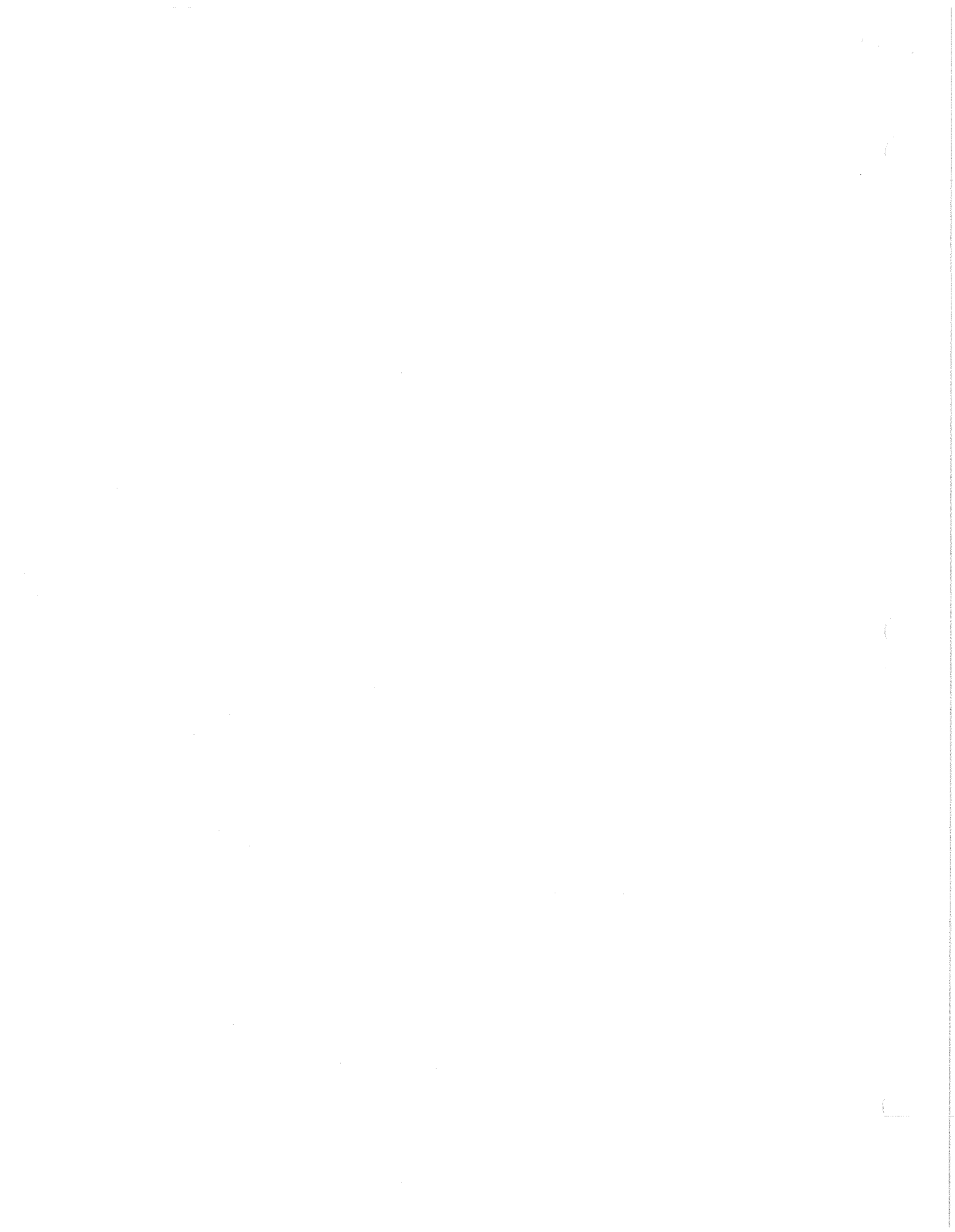
S - grant docs summary rather than entire application. EDM - ratifying app aware of contractual docs.

November 23, 3:17 PM

Grants to State Lib must be included

Mtn - continue St Lib Grant & shortened version of other Lib grants, details kept in file.

D - where are all past Books - Syrs in Backroom. Others on CD.



Recommendation: Action to be determined by the Library Board of Trustees

38. Travel/training authorizations for American Library Association Midwinter Meeting, San Diego, January 9 -12, 2003.

Presentation: Library Director Minter  
Recommendation: Authorize travel and registration fees for Library Director Minter to attend the Council of State Library Agencies preconference on January 7 and 8 to be paid from the Santiago Library System Staff Development Account; and

M: W all 4 recom. as stated  
S: D

All

*Fri: PM 4:00  
Author's time / exhibit 4:15  
\$25 to go to exhibits  
reception  
\$50  
Sat / Sun Exhibits*

Authorize travel and registration fees for Technology Manager Shook to attend the preconference on "Wireless in Libraries" on January 9 to be paid from the Santiago Library System Staff Development Account; and

Authorize travel and registration for Librarians and Library Assistants to attend the Exhibits to be paid from the District General Fund; and

Determine if any trustees are interested in attending the American Library Trustee Association reception and/or the Exhibits and authorize travel and registration to be paid from the District General Fund.

39. Review of Records Retention Policy.

Presentation: Trustee Escobosa  
Recommendation: Action to be determined by the Library Board of Trustees

M:  
S:

*Postponed*



39a. Review of Library Board Minute Signature Policy.

Presentation: Trustee Escobosa  
Recommendation: Action to be determined by the Library Board of Trustees

M: E All

S: W

Minutes signed by Pres & Sec, Absent <sup>of them</sup> any 2 trustees present at the meeting.

**STAFF REPORTS** (Items 40 - 45)

- 40. Program Committee Report for October 2003 (Roberts)
- 41. Children's Services Report for October 2003 (Rakos)
- 42. Placentia Library Literacy Services Report for October 2003 (Roberts)
- 43. Placentia Library Web Site Report for October 2003 (Roberts)
- 44. Publicity Materials Produced in October 2003. (Humple)
- 45. Safety Committee Minutes for October 2003 (Matas)

M: W

All

S: E

**ADJOURNMENT**

7:45

- 46. Agenda Preparation for the December Regular Meeting, which will be held on Monday, December 22, 2003 at 6:30 P.M.
- 47. Review of Action Items.
- 48. Adjourn Time: 8:46





MINUTES NOVEMBER 3, 2003

FRIENDS OF PLACENTIA LIBRARY ANNUAL MEETING

President, Eleanor Rankin called the meeting to order. The following Directors were present: Eleanor Rankin, Ginny Sanatar, Jill Botha, Renee Scott, Frances Stoller, Pat Irot, Barbara Hemmerling, Virginia Walker, Shirley Baker. There was no representative from the Trustees. Elizabeth Minter represented the staff.

The **minutes** of the October meeting were approved as read. **Treasurer**, Camille Himes was not present. **Financial Secretary**, Ginny Sanatar, reported deposits for October of \$918.85.

**President's Report:** 1) Ellie attended the October Trustee meeting. Ted Farkas will be asked to attend the November 24 meeting. 2) The next Foundation meeting will be Thursday, November 13, 6:30 pm. Ellie will attend. The Donor's Reception will not be held this year. 3) Volunteers are needed to pass out and collect papers at two Young Adult Poetry Workshops given by the city's Poet Laureate, Meredith Laskow. Monday November 10, Virginia Walker; Monday, December 8, Ginny Santar. 4) Ellie is working on the record of our minutes. 5) By consensus, the Director's agreed not to pay \$75 to be listed in THE OLD BOOK HOUSE GUIDE. 6) The letters for our yearly membership drive will be mailed the end of November or early December. 7) Patt Morrison was a speaker heard by Ellie and Elizabeth. She would be a name to keep in mind for an event at our library. 8) President Rankin handed out a new and revised Board list. 9) It was moved by Jill Botha and seconded by Ginny Sanatar to nominate Jim Roberts as our candidate for Citizen-of-the-Year. The vote to do this was unanimous. The annual Citizen-of-the-Year breakfast will be December 5 at Alta Vista Country Club.

**Chair Reports:** 1) Publicity, Pat Irot continues to place timely articles in our local newspapers. 2) Bookstore-Pat Irot reporting. During the month of October 2003, the following library discards were donated to be used as resource materials at the high schools. These materials have little appeal to our Book Sale customers due to their specific research nature.

THE ENCYCLOPEDIA OF ART 24 VOLUMES, to El Dorado High School

THE GROVE DICTIONARY OF MUSIC AND MUSICIANS  
20 VOLUMES to Valencia High School.

Also, a box of videos was donated to Girls and Boys Club of Placentia from contributions given to our Book Store. Pat Irot and Jim Roberts picked up 14 boxes of paperbacks from a patron. At the Sunday Sale in November we will offer some of these paperbacks for 12 for \$1.00.

Friends Board Meeting, November 3, 2003 Page 2

3) Silent Auction, Jill Botha reported sales of \$46.00 for the last month. 4) Ginny Sanatar reported that Good Will will pick up the remaining books after the November Sunday Sale.

**Library Report:** Elizabeth Minter reporting. 1) The library has three new employees. They are Toby Silberfarb; literacy; Caroline Gurkweitz, Reference; Laranne Millonzi, Director of Development. 2) The Friends were asked to donate \$500 toward the cost of having Ruth Heller present programs to a few of our schools. Pat Irot moved that we not support this project. Shirley Baker seconded the motion. The motion carried. 3) Lee Castner has had shoulder surgery. Therefore, no definite decision has been made on the sound system in the meeting room. 4) The bookrack for the Children's Department has not come in; therefore the existing one is not ready for the Friends use. 5) Our share of the state taxes will be much less than last year.

**Announcements:**

Sunday Book sale—November 8

Craft Faire for YL Women's Club Sat/Sun November 8-9 from 9am to 4pm At

YL community Center.

Next Board Meeting, December 1, 2003

Barbara Hemmerling, Secretary



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
November 24, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

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Prepared by: Donna Siloti



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
November 24, 2003

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	October 23, 2003	4512	10,016.04
	October 23, 2003	4513	546.09
	October 30, 2003	4514	8,643.14
	October 30, 2003	4515	6,063.01
	November 3, 2003	4516	18,196.22
	November 5, 2003	4517	1,193.18
	November 13, 2003	4518	10,320.04
	November 13, 2003	4519	1,840.56
TOTAL BY LIBRARY DIRECTOR			<u>\$ 56,818.28</u>

Prepared by Donna Siloti

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

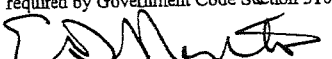
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

10/28/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	9/18/03-10/17/03		2800	00		79.23		
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	60707486		1000	00		1,164.02		
N03841 Highsmith Inc. W5527 Highway 106 P.O. Box 800 Fort Atkinson, WI 53538-0800	7977686-001		2400	09		246.08		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	301003		1800	00		158.45		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	11/1/03-12/1/03		0300	00		228.06		
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92702	9/30/03		1900	00		1,223.40		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-9015		1800	00		216.80		
	03-10001		1300	01		6,250.00		
						<b>6,466.80</b>		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	October 2003		1900	00		450.00	2	

The claims listed above (totaling \$10,016.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

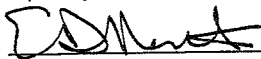
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

10/28/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N27464A	9/3/03-9/10/03		2700	09		11.52		
Tyese Wortham	9/18/03-10/9/03		2700	09		6.48		
2000 Cobbler Dr. Modesto, CA 95356						18.00		
N27562	23514		1400	00		100.00		
RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335								
N28413	6859		1300	00		51.56		
Copy America	6860		1300	00		16.67		
3198-C Airport Loop Dr.	6861		1300	00		16.67		
Costa Mesa, CA 92626	6862		1300	00		16.67		
	6875		1800	00		56.52		
						158.09		
(new vendor)	October 2003		1900	00		270.00	2	
Barbara J. Phillips 749 San Juan Lane Placentia, CA 92870 SSN 563-56-2880								

The claims listed above (totaling \$546.09) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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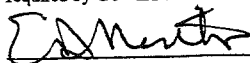
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

11-6-03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N00692-A Special District Risk Management 1481 River Park Drive, Suite 110 Sacramento, CA 95815-4501	Workers Comp Ins FY 2003-04		0350	00		7,501.00		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	November 2003		0300	00		197.31		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	10/21/03		2800	00		266.80		
N03912 California Special Districts Association 1215 K Street, Ste. 930 Sacramento, CA 95814	6045		1800	00		23.00		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	10/16/03 714-528-8236		0700	01		79.52		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1442429		1800	00		106.79		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	10/21/03		1800	00		468.72		

The claims listed above (totaling \$8,643.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

11-6-03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202321022		0900	00		37.86		
			1700	00		82.00		
			1800	00		910.20		
			1900	00		1,772.82		
			2400	03		371.02		
			2700	01		565.00		
			2700	03		645.00		
						<b>4,383.90</b>		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	11/01/03-12/01/03		0300	00		113.75		
N20813 Travel in Style 1414 N. Kraemer Blvd. Placentia, CA 92870	0024607		1900	00		170.50		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	Spanish Literacy 10/17, 10/24, 10/31 Interviews 10/20		1900	01		336.76	2	
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Musictime November 2003		1900	00		450.00		
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	Spanish Literacy 10/17, 10/24, 10/31		1900	01		243.10	2	
N25646A AFP 1101 King Street, Suuite 700 Alexandria, VA 22314-2967	Minter membership Id# 143700		1600	00		365.00		

The claims listed above (totaling \$6,063.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

*ES Minter*

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

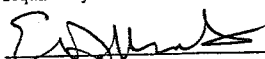
Placentia Library District  
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THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-10004		1800	00		1,728.00		
			4000	00		16,468.22		
						18,196.22		
<b>PLEASE PAY IMMEDIATELY</b>								

The claims listed above (totaling \$18,196.22) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



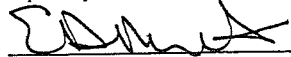
Placentia Library District  
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THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	079054		1800	00		27.50		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	3621		1900	00		42.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T1817672 714-223-1698		0700	01		342.47		
	T1821825 714-524-8408		0700	08		27.24		
						369.71		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	November 2003		1900	00		35.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	10/31/03		1900	00		55.50		
N06786 Katherine Matas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	October 2003		2700	01		9.72		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20031030		1900	00		455.91		
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	377912		1800	00		197.84		

The claims listed above (totaling \$1,193.18) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY


Placentia Library District  
 411 E. Chapman Ave.  
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55820		1800	00		31.23		
	55822		0700	00		7.24		
			2800	00		4,002.21		
			1400	00		1,862.59		
						5,872.04		
					5,903.27			
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T1834648 335-253-2062		0700	01		269.96		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	11/01/03 714-524-8408		0700	08		5.69		
N05530E County of Orange Tax Collector PO Box 1980 Santa Ana, CA 92702-1980	340-312-02 2003-04 Prop Tax		3700	00		2,535.84		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1456941		1800	00		105.28		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062783		1400	00		1,100.00	2	
N06819 American Library Association 77-6499 Chicago, IL 60678-6499	ID:0003235 Minter		1600	00		250.00		
	ID:0210042 Roberts		1600	00		150.00		
						400.00		

The claims listed above (totaling \$10,320.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
 APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

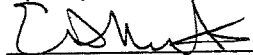
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	12/01/03-12/31/03		0300	00		588.50		
N26013 Paper & Ribbon Supply Co. P.O. Box 3601 Cherry Hill, NY 08034-0550	151747		1800	00		52.06		
N27782 John C. Drew dba Drew & Associates 41 Alberti Aisle, Suite A Irvine, CA 92614 SSN: 559-25-9817	54.0		1900	08		1,200.00		

The claims listed above (totaling \$1,840.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

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ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
November 24, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4520	2,222.45
	4521	8,296.79
	4522	8,739.20
	4523	1,913.95
TOTAL CURRENT CLAIMS		<u>\$21,172.39</u>
PAYROLL	4524	30,603.80
	4525	<u>30,603.80</u>
		<u>\$61,207.60</u>
<b>TOTAL</b>		<b><u><u>\$82,379.99</u></u></b>

Prepared by: Donna Siloti

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1857012		2400	05		331.87		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	03-11-1474		1400	00		320.67		
	03-11-1492		1400	00		393.10		
						713.77		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	10/20/03-11/18/03		1800	00		136.75		
			1803	00		20.51		
			1900	08		80.00		
			2700	01		134.00		
			2700	03		10.00		
			7670	00		81.80		
						463.06		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T1864697		0700	00		118.15		
	714-528-1906							
	T1864712		0700	01		13.54		
	714-528-8236					131.69		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	5504978P		2400	05		312.04		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	H521353		2400	01		22.37		
	H521354		2400	01		19.49		
	H534199		2400	01		12.66		
						54.52		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36678		0700	05		215.50		

The claims listed above (totaling \$2,222.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,222.45

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	05276259		2400	02		14.16		
	05276259A		2400	02		14.15		
	86082142		2400	01		16.64		
	86082143		2400	01		94.55		
	86082144		2400	01		53.27		
	86082145		2400	01		86.17		
	86082146		2400	01		17.38		
	86082147		2400	01		14.34		
	86082148		2400	01		16.01		
	86082149		2400	01		17.57		
	86082150		2400	01		52.49		
	86082151		2400	01		50.22		
	86091473		2400	01		21.08		
	86147988		2400	01		82.52		
	86152791		2400	01		17.96		
	86152792		2400	01		16.77		
	86152793		2400	01		14.63		
	86152794		2400	01		58.45		
	86152795		2400	01		36.18		
	86152796		2400	01		17.38		
86152797		2400	01		47.46			
86152798		2400	01		51.43			
86152799		2400	01		117.69			
86152800		2400	01		65.48			
					<b>993.98</b>			
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	R 647891		2400	01		160.80		
N06788 PRO Systems PO Box 4282 Laguna Beach, CA 92652	04PLC024		1400	00		230.00		
N09111A EBSCO Subscription Services PO Box 92901 Los Angeles, CA 90009-2901	0248834		2400	04		6,892.06		
	0250080		2400	04		19.95		
						<b>6,912.01</b>		

The claims listed above (totaling \$8,296.79) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_ COUNTERSIGNED BY \_\_\_\_\_ ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	035953		1800	00		149.77		
	035954		1800	00		137.92		
						287.69		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200311-57		1900	00		15.00		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	138502		1900	00		265.76		
N26013 Paper & Ribbon Supply Co. P.O. Box 3601 Cherry Hill, NY 08034-0550	151812		1800	00		37.51		
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	130305		2400	05		48.71		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	0200311085818		0300	00		3,874.80		
N28413 Copy America 3198-C Airport Loop Dr. Costa Mesa, CA 92626	7117		1300	00		50.00		
	7118		1300	00		16.67		
	7119		1300	00		16.67		
	7120		1300	00		16.67		
						<b>100.01</b>		
N28656 Koff & Associates 18 Crow Canyon Court, Suite 165 San Ramon, CA 94583-1613	October 2003		1900	00		4,109.72		

The claims listed above (totaling \$8,739.20) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



Placentia Library District  
 411 E. Chapman Ave.  
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
(need vendor no.) Baker & Taylor Books 135 S. LaSalle, Dept. 1205 Chicago, IL 60674-1205	0000124232		2400	01		585.00		
(need vendor no.) Caroline Gurkweitz c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	11/19/03		1600	00		35.00		
(need vendor no.) Healing Arts Communications 33 N. Central, Suite 211 Medford, OR 97501	40555		2400	02		1,293.95		

The claims listed above (totaling \$1,913.95) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

1,913.95

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/24/03  
REPORT NO 4524

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS									
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only		
			BS Acct	Objt/ Rev				Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District  Account # 2011939659 Route #121000248	12/25/03 Pay period # 13 December 12, 2003 December 25, 2003		0100	00		28,428.98			
	FICA		0200	00		2,174.82			
<b>PLEASE WIRE ON TUESDAY, December 23, 2003</b>									

The claims listed above (totaling \$30,603.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

30,603.80

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/24/03  
REPORT NO 4525

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District  Account # 2011939659 Route #121000248	01/08/04 Pay period # 14 December 26, 2003 January 8, 2004		0100	00		28,428.98		
	FICA		0200	00		2,174.82		
<b>PLEASE WIRE ON THURSDAY, January 8, 2004</b>								

The claims listed above (totaling \$30,603.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

30,603.80



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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:** Cash Flow Analysis  
**DATE:** November 24, 2003

**BACKGROUND:**

The Cash Flow Analysis for the General Fund for Fiscal Year 2003-2004 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2003-2004 is Attachment B.

I am recommending that no funds be transferred at this time.

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2003-2004 through November 24, 2003.



Placentia Library District  
 FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			518,205.57
06/19/03	4463	Payroll to wire Jul 10, 2003		29,765.42	488,440.15
06/19/03	4464	General		910.99	487,529.16
06/30/03	4466	General		11,784.44	475,744.72
06/30/03	4467	General		10,235.12	465,509.60
06/30/03	4468	Payroll to wire Jul 24, 2003		30,603.80	434,905.80
06/30/03	4469	Payroll to wire Aug 7, 2003		30,603.80	404,302.00
07/03/03	4470	General by Library Director		2,350.74	401,951.26
07/03/03	4471	General by Library Director		2,594.89	399,356.37
07/03/03	4472	General by Library Director		3,139.44	396,216.93
07/10/03	4473	General by Library Director		973.96	395,242.97
07/17/03		Secured 2003-2003 #9	16,611.57	41.53	411,813.01
07/17/03		Supplemental 1985+ #1	4,111.95		415,924.96
07/17/03		Delinquent Supplemental	1,567.37		417,492.33
07/17/03		Supplemental 1984	1.73		417,494.06
07/21/03		Teeter Plan Delinquent Secured	14,296.23		431,790.29
07/21/03	4474	General		1,997.58	429,792.71
07/21/03	4475	General		2,706.79	427,085.92
07/21/03	4476	General		5,989.29	421,096.63
07/21/03	4477	Payroll to wire Aug 21, 2003		30,603.80	390,492.83
07/21/03	4478	Payroll to wire Sep 4, 2003		30,603.80	359,889.03
07/24/03	4479	General by Library Director		15,136.23	344,752.80
07/30/03		Library Passport Revenue, Jul	13,829.94		358,582.74
07/30/03		Library Revenue, Jul	1,495.70		360,078.44
07/30/03		Interest	4.48		360,082.92
07/31/03	4480	General by Library Director		3,859.76	356,223.16
07/31/03	4481	General by Library Director		1,229.51	354,993.65
08/07/03	4482	General by Library Director		2,600.86	352,392.79
08/13/03		Supplemental 1985+ #1	6,370.64		358,763.43
08/14/03	4483	General by Library Director		1,041.56	357,721.87
08/14/03	4484	General by Library Director		3,590.30	354,131.57
08/25/03	4485	General		17,771.94	336,359.63
08/25/03	4486	General		2,124.88	334,234.75
08/25/03	4487	General		37,278.11	296,956.64
08/25/03	4488	Payroll to wire Sep 18, 2003		30,603.80	266,352.84
08/25/03	4489	Payroll to wire Oct 2, 2003		30,603.80	235,749.04
08/27/03		Library passport Revenue, Aug	11,900.81		247,649.85
08/27/03		Library revenue, Aug	1,595.67		249,245.52
08/27/03		Non-Govt Grant	1,000.00		250,245.52
08/27/03		Interest	3.90		250,249.42
08/28/03		Interest, Jun accrual	(87.83)		250,161.59
08/28/03	4490	General by Library Director		1,646.04	248,515.55
08/28/03	4491	General by Library Director		5,223.77	243,291.78
08/28/03	4492	General by Library Director		180.00	243,111.78
08/29/03		Interest, Jul	563.41	54.08	243,621.11
09/03/03	4493	General by Library Director		3,155.44	240,465.67
09/03/03	4494	General by Library Director		375.84	240,089.83
09/04/03		State Timber Yield	0.57		240,090.40
09/10/03	4495	General by Library Director		3,564.46	236,525.94
09/10/03	4496	General by Library Director		1,923.32	234,602.62

Placentia Library District  
 FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/17/03		Library passport Revenue, Sep	6,361.54		240,964.16
09/17/03		State Library ILL Reimbursement	4,161.78		245,125.94
09/17/03		Library revenue, Sep	1,211.75		246,337.69
09/17/03		Interest	3.37		246,341.06
09/18/03		Unsecured 1st	52,712.49	131.78	298,921.77
09/18/03		Supplemental 1985+ #2	1,377.41		300,299.18
09/22/03	4497	General		12,557.47	287,741.71
09/22/03	4498	General		8,512.25	279,229.46
09/22/03	4499	Payroll to wire Oct 16, 2003		30,603.80	248,625.66
09/22/03	4500	Payroll to wire Oct 30, 2003		30,603.80	218,021.86
09/24/03		Literacy Grants through Foundation (2)	7,000.00		225,021.86
09/24/03		Library passport Revenue, Sep	5,085.30		230,107.16
09/24/03		State Library ILL Reimbursement	2,498.12		232,605.28
09/24/03		Library revenue, Sep	518.79		233,124.07
09/25/03	4501	General by Library Director		2,709.95	230,414.12
09/25/03	4502	General by Library Director		10,082.91	220,331.21
09/30/03		Interest, Aug	410.18	44.58	220,696.81
10/01/03	4503	General by Library Director		2,127.02	218,569.79
10/01/03	4504	General by Library Director		46.50	218,523.29
10/09/03	4505	General by Library Director		5,402.39	213,120.90
10/09/03	4506	General by Library Director		10,814.24	202,306.66
10/20/03	4507	General		6,799.75	195,506.91
10/20/03	4508	General		13,343.69	182,163.22
10/20/03	4509	Payroll to wire Nov 13, 2003		30,603.80	151,559.42
10/20/03	4510	Payroll to wire Nov 26, 2003		30,603.80	120,955.62
10/20/03	4511	Payroll to wire Dec 11, 2003		30,603.80	90,351.82
10/23/03	4512	General by Library Director		10,016.04	80,335.78
10/23/03	4513	General by Library Director		546.09	79,789.69
10/30/03	4514	General by Library Director		8,643.14	71,146.55
10/30/03	4515	General by Library Director		6,063.01	65,083.54
11/03/03	4516	General by Library Director		18,196.22	46,887.32
11/05/03	4517	General by Library Director		1,193.18	45,694.14
11/13/03	4518	General by Library Director		10,320.04	35,374.10
11/13/03	4519	General by Library Director		1,840.56	33,533.54
10/15/03		Supplemental # 3	6,669.98		40,203.52
10/28/03		Interest, Sep	373.65	37.43	40,539.74
10/23/03		Interest, Bank of the West	4.01		40,543.75
10/23/03		Library revenue, Oct	2,145.48		42,689.23
10/23/03		Library passport Revenue, Oct	11,757.36		54,446.59
					54,446.59



Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2003-2004

Date	Category	Amount
08/14/03	Prior Year Secured Taxes & Penalties #1 Jul	
08/14/03	Supplemental #1 Jul	
09/11/03	Prior Year Secured Taxes & Penalties #2 Aug	
09/19/03	Supplemental #2 Aug	
09/19/03	Unsecured collections at 8/31/02, #1	80% - 85%
10/16/03	Prior Year Secured Taxes & Penalties #3 Sep	
10/16/03	Supplemental #3 Sep	
11/13/03	Prior Year Secured Taxes & Penalties #4 Oct	
11/21/03	Supplemental #4 Oct	
11/26/03	<b>Current secured #1</b>	<b>7% - 10%</b>
12/11/03	<b>Current secured #2</b>	<b>20% - 25%</b>
12/11/03	<b>Homeowners Property Tax Relief</b>	<b>15%</b>
12/11/03	<b>Prior Year Secured Taxes &amp; Penalties #5 Nov</b>	
12/19/03	<b>Current secured #3</b>	<b>10% - 15%</b>
12/19/03	<b>Supplemental #5 Nov</b>	
01/09/04	Homeowners Property Tax Relief	35%
01/15/04	Prior Year Secured Taxes & Penalties #6 Dec	
01/21/04	Supplemental #6 Dec	
01/21/04	Unsecured collections at 12/31/03, #2	5% - 10%
02/06/04	State-Assessed Public Utility, #1	49% - 50%
02/10/04	Prior Year Secured Taxes & Penalties #7 Jan	
02/19/04	Current secured #4	4% - 7%
02/20/04	Supplemental #7 Jan	
03/11/04	Prior Year Secured Taxes & Penalties #8 Feb	
03/19/04	Current secured #5	5% - 7%
03/19/04	Supplemental #8 Feb	
04/09/04	Unsecured collections at 03/31/04, #3	1% - 3%
04/15/04	Prior Year Secured Taxes & Penalties #9 Mar	
04/15/04	Supplemental #9 Mar	
04/20/04	Current secured #6	15% - 20%
05/11/04	Homeowners Property Tax Relief	35%
05/13/04	Prior Year Secured Taxes & Penalties #10 Apr	
05/21/04	Current secured #7	15% - 20%
05/21/04	Supplemental #10 Apr	
05/27/04	State-Assessed Public Utility, #2	49% - 50%
06/11/04	Homeowners Property Tax Relief	15%
06/17/04	Prior Year Secured Taxes & Penalties #11 May	
06/17/04	Prior Year Unsecured	
06/17/04	Supplemental #11 May	
06/17/04	Unsecured collections at 05/31/04, Final	3% - 6%
07/16/04	Current secured final for FY04	1% - 3%
07/16/04	Delinquent Supplemental, FY04	
07/16/04	Prior Year Secured Taxes & Penalties, FY02 #12 Jun	
07/16/04	Supplemental, FY04 #12 Jun	
07/20/04	Secured Teeter Actual Final Delinquencies, FY03	2% - 4%



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
November 24, 2003

	Fiscal Year 2003-2004						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	118,967.59	10,063.26	160,509.55	400,642.44	9,819.55	700,002.39	299,359.95
30-Sep-03	119,075.36	10,072.38	160,654.95	314,934.39	9,828.45	614,565.53	299,631.14
31-Oct-03	119,194.54	10,082.47	160,815.76	197,523.75	9,838.29	497,454.81	299,931.06
30-Nov-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Dec-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Jan-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28-Feb-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Mar-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Apr-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-May-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Jun-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

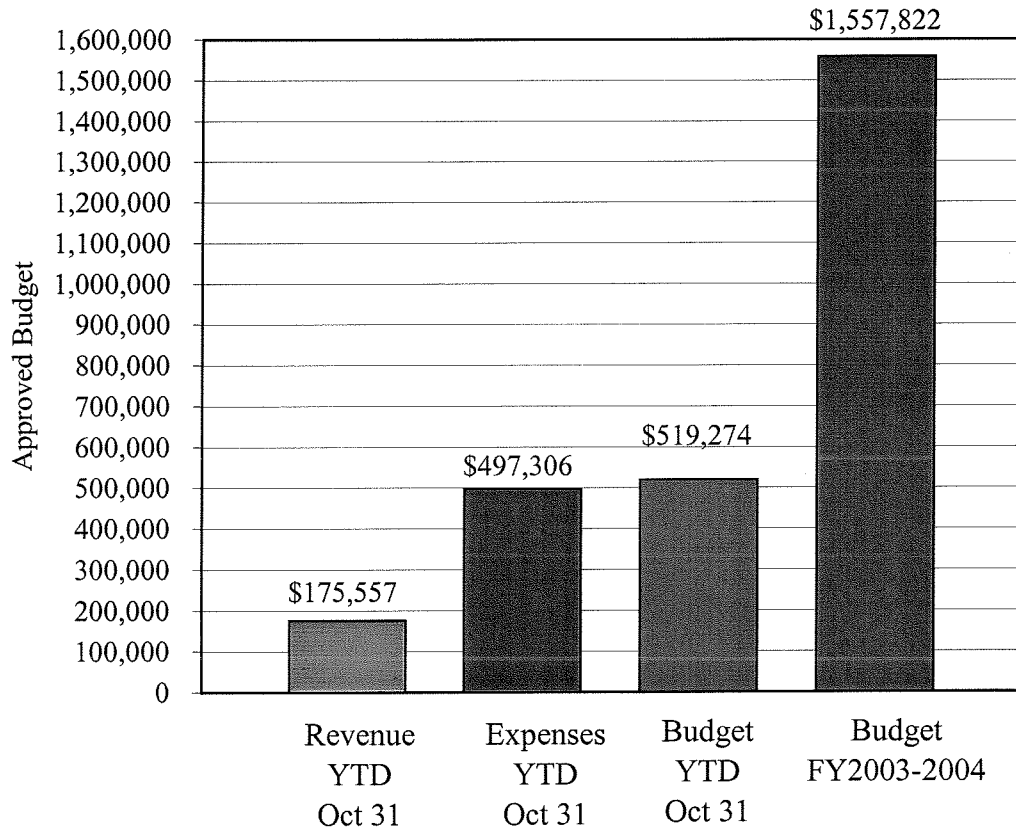
	Fiscal Year 2002-2003						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-02	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23
31-Aug-02	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82
30-Sep-02	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29
31-Oct-02	117,520.37	9,940.82	158,982.06	151,028.27	9,700.10	447,171.62	296,143.35
30-Nov-02	117,721.94	9,957.87	109,254.75	270,464.24	9,716.74	517,115.54	246,651.30
31-Dec-02	117,922.61	9,974.85	109,530.50	561,461.29	9,733.30	808,622.55	247,161.26
31-Jan-03	118,098.77	9,989.75	109,707.45	500,247.02	9,747.85	747,790.84	247,543.82
28-Feb-03	118,273.90	10,004.57	109,870.14	466,653.34	9,762.30	714,564.25	247,910.91
31-Mar-03	118,435.92	10,018.28	110,020.65	477,099.56	9,775.67	725,350.08	248,250.52
30-Apr-03	118,579.99	10,030.47	110,154.49	550,760.45	9,787.56	799,312.96	248,552.51
31-May-03	118,720.13	10,042.33	160,284.68	629,234.54	9,799.12	928,080.80	298,846.26
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2003 - 2004

### General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)  
November 24, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 OCT 2003	FY2002-2003 OCT 2002	FY2003-2004 % EXP BUD
6210-00	Prop. Taxes - current secured	1,147,522	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	22,500	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	(60.93)	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	1,170,022	0.00	(60.93)	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	57,500	52,712.49	51,180.37	0.00	0.00	91.67%
6230-00	Prop. Taxes - Prior Secured	13,000	0.00	14,166.49	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	16,611.57	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	14,500	14,296.23	14,824.78	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	27,500	30,907.80	28,991.27	0.00	0.00	112.39%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,000	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	40,000	14,418.03	3,518.46	6,669.98	984.36	36.05%
6280-01	Final supplemental for prior years	0	4,113.68	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	40,000	18,531.71	3,518.46	6,669.98	984.36	46.33%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,300	1,567.37	1,363.50	0.00	0.00	120.57%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,305,072	103,719.37	84,992.67	6,669.98	984.36	7.95%

REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)  
November 24, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 OCT 2003	FY2002-2003 OCT 2002	FY2003-2004 % EXP BUD
6610-00	Interest	8,500	1,275.17	1,780.87	377.66	548.01	15.00%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	8,500	1,275.17	1,780.87	377.66	548.01	15.00%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	6,659.90	4,194.49	0.00	0.00	66.60%
6970-01	State - CA Foundation Funds	0	0.00	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	22,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	10,000	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	10,000	0.00	130,680.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.57	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	52,000	6,660.47	134,874.49	0.00	0.00	12.81%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	6,967.39	10,053.79	2,145.48	2,208.26	23.22%
7670-01	Local Revenue -- Passport	146,000	48,934.95	34,599.39	11,757.36	8,654.29	33.52%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	8,000.00	11,000.00	0.00	1,000.00	
	TOTAL LOCAL REVENUE	176,000	63,902.34	55,653.18	13,902.84	11,862.55	36.31%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,557,822	175,557.35	277,301.21	20,950.48	13,394.92	11.27%



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 24, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 OCT 2003	FY2002-2003 OCT 2002	FY2003-2004 % EXP BUD
0100	Salaries & Wages	694,508.00	252,407.56	230,472.00	83,738.23	77,292.00	36.34%
0200	Retirement (Social Security & Pension Contribution)	98,130.00	19,313.80	17,595.00	6,324.46	5,913.00	19.68%
	Health & Life Insurance/Blue Shield CA	51,886.00	13,130.04	10,564.47	3,535.64	(578.02)	25.31%
	Long Term Disability/CNA	3,300.00	1,266.51	1,042.56	228.06	252.07	38.38%
	Life Insurance/Fortis & Protective Life	1,405.00	550.70	301.20	0.00	113.75	39.20%
	Vision Service Plan/VSP	2,682.00	789.24	650.45	197.31	212.59	29.43%
	Dental/Ameritas	7,597.00	3,303.20	1,692.70	588.50	0.00	43.48%
0300	Total Employee Insurance	66,870.00	19,039.69	14,251.38	4,549.51	0.39	28.47%
0310	Unemployment Insurance	0.00	0.00	394.00	0.00	394.00	
0350	Workers Compensation - General	10,000.00	2,182.00	2,733.00	0.00	0.00	21.82%
	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>869,508.00</b>	<b>292,943.05</b>	<b>265,445.38</b>	<b>94,612.20</b>	<b>83,599.39</b>	<b>33.69%</b>
0700-00	Communications - Telephone	1,750.00	324.00	692.01	74.43	104.49	18.51%
0700-01	Communications - Modem/Fax	7,600.00	3,580.49	2,209.56	625.73	343.77	47.11%
0700-02	Communications - Internet/Database	800.00	0.00	449.97	0.00	59.85	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700.00	862.00	646.50	215.50	215.50	31.93%
0700-07	Communications - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500.00	716.92	152.70	76.41	56.78	47.79%
	Total Communications	14,350.00	5,483.41	4,150.74	992.07	780.39	38.21%
0900-00	Food - General Fund	350.00	160.50	68.06	38.27	0.00	
0900-07	Food - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	150.00	44.12	0.00	44.12	0.00	
0090-09	Food - Families for Literacy	0.00	298.27	28.69	173.76	0.00	
	Total Food	500.00	502.89	96.75	256.15	0.00	100.58%
1000-00	Household Expense	4,250.00	1,164.02	1,482.41	1,164.02	0.00	27.39%
1100-00	Insurance - Liability	11,000.00	11,120.12	7,614.40	0.00	0.00	101.09%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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November 24, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 OCT 2003	FY2002-2003 OCT 2002	FY2003-2004 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000.00	401.60	344.44	101.57	277.52	13.39%
1300-01	Maintenance of Equipment - General Fund (Computer)	20,000.00	18,750.00	5,308.06	6,250.00	133.06	93.75%
1300-07	Maintenance of Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500.00	0.00	66.93	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	23,500.00	19,151.60	5,719.43	6,351.57	410.58	81.50%
	HVAC	7,500.00	600.50	5,371.37	0.00	202.33	8.01%
	Carpet Cleaning	2,750.00	522.72	430.98	0.00	0.00	19.01%
	Groundskeeping, City of Placentia	27,500.00	8,232.33	10,568.72	1,862.59	4,129.20	29.94%
	Plumbing	3,000.00	112.83	333.86	0.00	0.00	3.76%
	Electrical	1,500.00	253.58	279.19	0.00	0.00	16.91%
	Cleaning Service	13,700.00	4,400.00	4,400.00	1,100.00	1,100.00	32.12%
	Locksmith	1,000.00	0.00	1,099.48	0.00	545.83	0.00%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	6,000.00	100.00	171.19	100.00	165.86	1.67%
1400-00	Total Maintenance of Building & Grounds	62,950.00	14,221.96	22,654.79	3,062.59	6,143.22	22.59%
1600-00	Memberships - General Fund	2,200.00	278.00	140.00	65.00	140.00	12.64%
1600-07	Memberships - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550.00	0.00	480.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,750.00	278.00	620.00	65.00	140.00	10.11%
1700-00	Miscellaneous Expense - General Fund	0.00	4,515.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	4,515.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 24, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 OCT 2003	FY2002-2003 OCT 2002	FY2003-2004 % EXP BUD
1800-00	Library Supplies	12,000.00	2,526.63	2,091.65	670.28	599.56	21.06%
	Printing	11,500.00	4,288.28	2,389.91	247.30	1,460.17	37.29%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,100.00	120.00	372.78	0.00	113.22	10.91%
	Paper	700.00	60.92	153.09	19.91	0.00	8.70%
	Drinking Water Service	350.00	110.00	110.00	27.50	27.50	31.43%
	Other Office Supplies	10,000.00	3,642.10	2,700.77	814.01	556.92	36.42%
	Total Office Supply Expense - General Fund	35,650.00	10,747.93	7,818.20	1,779.00	2,757.37	30.15%
1800-07	ELL1 Grant Supply Expense	0.00	255.71	284.51	0.00	284.51	
1800-08	Printing	1,500.00	570.75	0.00	0.00	0.00	
	Publications	2,500.00	18.00	2,670.07	0.00	2,670.07	
	Paper	0.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,500.00	0.00	66.21	0.00	33.37	
	Total Adult Literacy Office Supply Expense	5,500.00	588.75	2,736.28	0.00	2,703.44	10.70%
1800-09	Supply Expense Families for Literacy	2,500.00	1,456.99	0.00	327.16	0.00	
	Total Office Expense	43,650.00	13,049.38	10,838.99	2,106.16	5,745.32	29.90%
1803-00	Postage Expense - General Fund	4,500.00	1,404.11	2,259.05	650.00	675.00	31.20%
1803-01	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100.00	0.00	50.00	0.00	50.00	0.00%
1803-09	Postage Expense - Families for Literacy	150.00	37.00	50.00	37.00	50.00	
	Total Postage Expense	4,750.00	1,441.11	2,359.05	687.00	775.00	30.34%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 OCT 2003	FY2002-2003 OCT 2002	FY2003-2004 % EXP BUD
	Care Resources (Employee Assistance)	420.00	140.00	140.00	35.00	35.00	33.33%
	Pension Contribution & Operating Expenses	7,000.00	4,055.88	3,055.35	1,223.40	0.00	57.94%
	Anaheim Consortium Automated Library System	34,000.00	646.50	0.00	0.00	0.00	1.90%
	Anaheim Consortium Computer Technical & Consulting Services	0.00	0.00	0.00	0.00	0.00	
	Clipping Service	504.00	168.00	163.71	42.00	42.00	33.33%
	Interest Allocation & Tax Collection Charges by Orange County	8,500.00	1,177.62	1,065.48	37.43	30.06	13.85%
	Advertising (Including WEB Site)	4,000.00	710.00	1,097.52	665.00	621.72	17.75%
	Medical Exams	1,200.00	277.00	540.00	166.50	166.50	23.08%
	Collection Services - Accounts Receivable	2,250.00	832.46	653.44	110.81	447.28	37.00%
	Audit & Accounting Services	5,250.00	4,845.00	3,075.00	4,270.00	2,800.00	92.29%
	Payroll Preparation	3,600.00	768.85	896.61	244.10	342.96	21.36%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500.00	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	14,000.00	10,983.26	2,161.00	9,064.91	651.00	78.45%
1900-00	Total Specialized Services - General Fund	84,224.00	24,604.57	12,848.11	15,859.15	5,136.52	29.21%
1900-01	Specialized Services - Partnerships for Change Grant	0.00	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000.00	580.00	590.00	0.00	300.00	11.60%
1900-09	Specialized Services - Families for Literacy	500.00	1,150.00	0.00	470.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,500.00	131.78	201.00	0.00	0.00	1.05%
	Total Specialized Services	102,224.00	26,466.35	13,639.11	16,329.15	5,436.52	25.89%
2000-00	Legal Notices - General Fund	650.00	192.24	137.70	0.00	0.00	29.58%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	650.00	192.24	137.70	0.00	0.00	29.58%
2100-00	Rents/Leases-Equipment	400.00	350.83	164.87	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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November 24, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 OCT 2003	FY2002-2003 OCT 2002	FY2003-2004 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000.00	50,843.30	50,736.64	0.00	7,418.32	48.42%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0.00	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	131,840.00	10,604.03	13,291.91	0.00	6,892.36	8.04%
2400-02	Special Department Expense - Video	0.00	216.10	0.00	216.10	0.00	
2400-03	Special Department Expense - Electronic	0.00	12,671.55	26,234.42	8,204.00	0.00	
2400-04	Special Department Expense - Periodicals	0.00	489.97	655.34	0.00	0.00	
2400-05	Special Department Expense - Audio	0.00	1,924.43	1,382.02	0.00	888.33	
2400-07	Special Department Expense - ELLI Grant	0.00	815.73	312.91	0.00	312.91	
2400-08	Special Department Expense - Adult Literacy	2,000.00	686.49	989.36	686.49	0.00	34.32%
2400-09	Special Department Expense - Families for Literacy	0.00	2,852.65	0.00	246.08	0.00	
	Total Special Department Expense	133,840.00	30,260.95	42,865.96	9,352.67	8,093.60	22.61%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500.00	0.00	1,034.37	0.00	420.27	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500.00	604.98	2,098.91	240.28	24.10	13.44%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500.00	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750.00	260.00	267.00	125.00	0.00	34.67%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0.00	22.32	187.85	0.00	159.78	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000.00	0.00	371.86	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	0.00	52.56	7.52	18.00	0.00	
	Total Transportation/Travel - Meetings	10,250.00	939.86	3,967.51	383.28	604.15	9.17%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 24, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 OCT 2003	FY2002-2003 OCT 2002	FY2003-2004 % EXP BUD
2800-00	Electricity	60,000.00	18,211.61	14,500.67	2,650.78	0.00	30.35%
	Gas	3,500.00	562.37	40.92	174.96	0.00	16.07%
	Water	3,750.00	1,362.95	1,485.25	363.28	368.61	36.35%
	Total Utilities	67,250.00	20,136.93	16,026.84	3,189.02	368.61	29.94%
	TOTAL SUPPLIES & SERVICES	587,314.00	200,117.95	183,075.19	43,938.68	35,915.71	34.07%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000.00	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000.00	4,244.67	1,810.15	0.00	0.00	21.22%
4000-07	Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	2,726.01	0.00	0.00	
4000-09	Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	20,000.00	4,244.67	4,536.16	0.00	0.00	21.22%
4200-00	Structures/Improvements	0.00	0.00	462.25	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	20,000.00	4,244.67	4,998.41	0.00	0.00	21.22%
5200	PROVISION FOR CONTINGENCIES	77,000.00	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,557,822.00	497,305.67	453,518.98	138,550.88	119,515.10	31.92%
	ELLI Grant Summary Object Code 07	0	1,094	785	0	757	0.70
	CLC Summary Object Code 08	16,300	2,616	8,163	807	3,110	
	FFL Grant Summary Object Code 09	3,150	5,847	86	1,272	50	
	TOTAL LITERACY (Excluding Personnel)	19,450	9,558	9,035	2,079	3,917	

11/17/03

**Placentia Library District  
Balance Sheet  
As of October 31, 2003**

Agenda Item 16  
Balance Sheet  
Page 1 of 15

	<u>Oct 31, 03</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	1,417.46
County Exempt - Savings	4,011.43
General Fund - Checking	13,199.94
General Fund - Savings	7,317.96
Literacy Fund - Savings	6,430.03
Payroll Checking - Wells Fargo	54,120.12
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
<b>Total Payroll Checking (CDs)</b>	<u>42,805.38</u>
<b>Total Checking/Savings</b>	<u>129,302.32</u>
<b>Total Current Assets</b>	<u>129,302.32</u>
<b>TOTAL ASSETS</b>	<u><u>129,302.32</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	35,656.65
Total Capital	69,741.09
Net Income	23,904.58
<b>Total Equity</b>	<u>129,302.32</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>129,302.32</u></u>

# Placentia Library District Profit & Loss by Class October 2003

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
COE Interest	0.99	0.00	0.00	0.00	0.99
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	250.00	0.00	0.00	0.00	250.00
COE Passport Chck Reimbursement	1,625.00	0.00	0.00	0.00	1,625.00
COE Test Proctoring Income	60.00	0.00	0.00	0.00	60.00
GF Bankcard Deposit	0.00	4,226.25	0.00	0.00	4,226.25
GF Cash Register - Childrens	0.00	290.00	0.00	0.00	290.00
GF Cash Register - Copy/Debit	0.00	257.10	0.00	0.00	257.10
GF Cash Register - Fines	0.00	1,692.92	0.00	0.00	1,692.92
GF Cash Register - Lost Items	0.00	-23.11	0.00	0.00	-23.11
GF Cash Register - Misc.	0.00	-0.45	0.00	0.00	-0.45
GF Cash Register - Reserves	0.00	86.90	0.00	0.00	86.90
GF Fed Work Study Reimbursement	0.00	248.71	0.00	0.00	248.71
GF Interest	0.00	3.86	0.00	0.00	3.86
GF Miscellaneous Income	0.00	27.00	0.00	0.00	27.00
GF Non Government Grant	0.00	1,003.25	0.00	0.00	1,003.25
GF Passport Revenue	0.00	12,449.36	0.00	0.00	12,449.36
GF Transfers from County	0.00	1,483.66	0.00	0.00	1,483.66
LIT Book Sales	0.00	0.00	349.11	0.00	349.11
LIT Interest Inc - Savings	0.00	0.00	1.58	0.00	1.58
PA Wire Transfer from County	0.00	0.00	0.00	91,811.40	91,811.40
<b>Total Income</b>	<b>1,975.87</b>	<b>21,745.45</b>	<b>350.69</b>	<b>91,811.40</b>	<b>115,883.41</b>
<b>Expense</b>					
COE Bank fees	11.00	0.00	0.00	0.00	11.00
COE Friend's Director's Fund	107.28	0.00	0.00	0.00	107.28
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Passport Expenses	3,055.00	0.00	0.00	0.00	3,055.00
GF Advertising Expense	0.00	80.00	0.00	0.00	80.00
GF Bank Return Check Item/Fees	0.00	8.00	0.00	0.00	8.00
GF Bankcard Service Charge	0.00	126.89	0.00	0.00	126.89
GF Food	0.00	38.27	0.00	0.00	38.27
GF Miscellaneous	0.00	-37.71	0.00	0.00	-37.71
GF Office Expense	0.00	-47.23	0.00	0.00	-47.23
GF Postage	0.00	10.45	0.00	0.00	10.45
GF Transfer to COE	0.00	535.00	0.00	0.00	535.00
GF Transfer to GF Savings	0.00	1,907.15	0.00	0.00	1,907.15
GF Transfers to County	0.00	15,693.27	0.00	0.00	15,693.27
GF Travel Staff	0.00	10.00	0.00	0.00	10.00
GF Travel Trustees	0.00	10.00	0.00	0.00	10.00
PA Bank fees	0.00	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,713.64	1,713.64
PA Employee 125 Co-Pay	0.00	0.00	0.00	598.66	598.66
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88



**Placentia Library District  
Profit & Loss by Class  
October 2003**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	15,332.33	15,332.33
PA Salaries	0.00	0.00	0.00	42,908.71	42,908.71
<b>Total Expense</b>	<b>3,328.80</b>	<b>18,334.09</b>	<b>0.00</b>	<b>60,613.22</b>	<b>82,276.11</b>
<b>Net Income</b>	<b>-1,352.93</b>	<b>3,411.36</b>	<b>350.69</b>	<b>31,198.18</b>	<b>33,607.30</b>

**Placentia Library District  
Profit & Loss by Class  
July through October 2003**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Friends Contributions	1,385.30	0.00	0.00	0.00	1,385.30
COE Interest	3.46	0.00	0.00	0.00	3.46
COE Life Insur Suplmt(EDM)	179.46	0.00	0.00	0.00	179.46
COE Meeting Room Income	1,725.00	0.00	0.00	0.00	1,725.00
COE Miscellaneous Income	0.10	0.00	0.00	0.00	0.10
COE Passport Chck Reimbursement	12,955.55	0.00	0.00	0.00	12,955.55
COE Staff Appreciation Reimb	368.45	0.00	0.00	0.00	368.45
COE Test Proctoring Income	270.00	0.00	0.00	0.00	270.00
GF Bankcard Deposit	0.00	16,093.88	0.00	0.00	16,093.88
GF Cash Register - Childrens	0.00	299.00	0.00	0.00	299.00
GF Cash Register - Copy/Debit	0.00	902.95	0.00	0.00	902.95
GF Cash Register - Fines	0.00	5,550.61	0.00	0.00	5,550.61
GF Cash Register - Lost Items	0.00	221.07	0.00	0.00	221.07
GF Cash Register - Misc.	0.00	31.23	0.00	0.00	31.23
GF Cash Register - Reserves	0.00	417.10	0.00	0.00	417.10
GF Fed Work Study Reimbursement	0.00	1,374.46	0.00	0.00	1,374.46
GF Interest	0.00	15.14	0.00	0.00	15.14
GF Miscellaneous Income	0.00	27.00	0.00	0.00	27.00
GF Non Government Grant	0.00	9,003.25	0.00	0.00	9,003.25
GF Passport Revenue	0.00	49,976.30	0.00	0.00	49,976.30
GF Return Check Fee	0.00	55.00	0.00	0.00	55.00
GF Rotary	0.00	10.36	0.00	0.00	10.36
GF Special Grants	0.00	1,500.00	0.00	0.00	1,500.00
GF State Library Reimbursements	0.00	6,659.90	0.00	0.00	6,659.90
GF Transfer from Foundation AAB	0.00	869.35	0.00	0.00	869.35
GF Transfers from County	0.00	3,235.99	0.00	0.00	3,235.99
LIT Book Sales	0.00	0.00	543.06	0.00	543.06
LIT Interest Inc - Savings	0.00	0.00	6.43	0.00	6.43
PA Wire Transfer from County	0.00	0.00	0.00	274,595.82	274,595.82
<b>Total Income</b>	<b>17,887.32</b>	<b>96,242.59</b>	<b>549.49</b>	<b>274,595.82</b>	<b>389,275.22</b>
<b>Expense</b>					
COE Bank fees	44.00	0.00	0.00	0.00	44.00
COE Child'n's Summer Rding Prgm	1,332.19	0.00	0.00	0.00	1,332.19
COE Friend's Director's Fund	246.05	0.00	0.00	0.00	246.05
COE Library Board Expenses	63.70	0.00	0.00	0.00	63.70
COE Meeting Room Maintenance	622.08	0.00	0.00	0.00	622.08
COE Passport Expenses	14,265.55	0.00	0.00	0.00	14,265.55
COE Staff Appreciation	736.90	0.00	0.00	0.00	736.90
GF Advertising Expense	0.00	160.00	0.00	0.00	160.00
GF Bank Return Check Item/Fees	0.00	8.00	0.00	0.00	8.00
GF Bankcard Service Charge	0.00	657.44	0.00	0.00	657.44
GF Food	0.00	297.05	0.00	0.00	297.05
GF Literacy	0.00	581.35	0.00	0.00	581.35
GF Memberships	0.00	45.00	0.00	0.00	45.00

**Placentia Library District  
Profit & Loss by Class  
July through October 2003**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
GF Miscellaneous	0.00	-37.71	0.00	0.00	-37.71
GF Office Expense	0.00	638.76	0.00	0.00	638.76
GF Postage	0.00	46.85	0.00	0.00	46.85
GF Transfer to COE	0.00	7,089.60	0.00	0.00	7,089.60
GF Transfer to GF Savings	0.00	5,349.12	0.00	0.00	5,349.12
GF Transfers to County	0.00	73,501.53	0.00	0.00	73,501.53
GF Travel Staff	0.00	219.00	0.00	0.00	219.00
GF Travel Trustees	0.00	250.00	0.00	0.00	250.00
LIT Tutor Training Materials	0.00	0.00	2,155.00	0.00	2,155.00
PA Bank fees	0.00	0.00	0.00	80.00	80.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	7,711.38	7,711.38
PA Employee 125 Co-Pay	0.00	0.00	0.00	2,051.41	2,051.41
PA Employee Life Insurance	0.00	0.00	0.00	179.46	179.46
PA Payroll Taxes	0.00	0.00	0.00	69,039.92	69,039.92
PA Salaries	0.00	0.00	0.00	178,037.01	178,037.01
<b>Total Expense</b>	<b>17,310.47</b>	<b>88,805.99</b>	<b>2,155.00</b>	<b>257,099.18</b>	<b>365,370.64</b>
<b>Net Income</b>	<b>576.85</b>	<b>7,436.60</b>	<b>-1,605.51</b>	<b>17,496.64</b>	<b>23,904.58</b>

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 10/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,693.45
<b>Cleared Transactions</b>						
<b>Checks and Payments - 48 items</b>						
Check	9/23/2003	4636	Passport Services	X	-115.00	-115.00
Check	9/24/2003	4637	Passport Services	X	-55.00	-170.00
Check	9/25/2003	4639	Passport Services	X	-100.00	-270.00
Check	9/25/2003	4638	Passport Services	X	-55.00	-325.00
Check	9/27/2003	4640	Passport Services	X	-115.00	-440.00
Check	9/29/2003	4641	Passport Services	X	-115.00	-555.00
Check	9/30/2003	4644	Passport Services	X	-55.00	-610.00
Check	9/30/2003	4642	Placentia Library G...	X	-37.71	-647.71
Check	9/30/2003	4643	Passport Services	X	-80.00	-727.71
Check	10/1/2003	4645	Passport Services	X	-55.00	-782.71
Check	10/2/2003	4646	Passport Services	X	-55.00	-837.71
Check	10/2/2003	4648	Passport Services	X	-110.00	-947.71
Check	10/2/2003	4649	Passport Services	X	-40.00	-987.71
Check	10/2/2003	4647	Passport Services	X	-120.00	-1,107.71
Check	10/4/2003	4651	Passport Services	X	-55.00	-1,162.71
Check	10/4/2003	4650	Passport Services	X	-55.00	-1,217.71
Check	10/6/2003	4653	Passport Services	X	-40.00	-1,257.71
Check	10/6/2003	4654	Passport Services	X	-40.00	-1,297.71
Check	10/6/2003	4652	Passport Services	X	-55.00	-1,352.71
Check	10/7/2003	4656	Passport Services	X	-40.00	-1,392.71
Check	10/7/2003	4655	Passport Services	X	-55.00	-1,447.71
Check	10/8/2003	4659	Passport Services	X	-175.00	-1,622.71
Check	10/8/2003	4657	Passport Services	X	-115.00	-1,737.71
Check	10/8/2003	4658	Passport Services	X	-40.00	-1,777.71
Check	10/9/2003	4660	Original Pancake H...	X	-180.46	-1,958.17
Check	10/11/2003	4662	Passport Services	X	-160.00	-2,118.17
Check	10/11/2003	4661	Passport Services	X	-40.00	-2,158.17
Check	10/13/2003	4663	Passport Services	X	-40.00	-2,198.17
Check	10/13/2003	4664	Passport Services	X	-190.00	-2,388.17
Check	10/13/2003	4665	Passport Services	X	-55.00	-2,443.17
Check	10/13/2003	4666	Passport Services	X	-55.00	-2,498.17
Check	10/15/2003	4667	Passport Services	X	-115.00	-2,613.17
Check	10/15/2003	4668	Passport Services	X	-115.00	-2,728.17
Check	10/16/2003	4669	Passport Services	X	-55.00	-2,783.17
Check	10/16/2003	4670	Donna Siloti	X	-8.59	-2,791.76
Check	10/18/2003	4672	Passport Services	X	-110.00	-2,901.76
Check	10/18/2003	4671	Passport Services	X	-40.00	-2,941.76
Check	10/20/2003	4673	Passport Services	X	-40.00	-2,981.76
Check	10/20/2003	4674	Passport Services	X	-55.00	-3,036.76
Check	10/21/2003	4675	Passport Services	X	-115.00	-3,151.76
Check	10/21/2003	4676	Passport Services	X	-110.00	-3,261.76
Check	10/21/2003	4677	Passport Services	X	-55.00	-3,316.76
Check	10/22/2003	4678	Passport Services	X	-55.00	-3,371.76
Check	10/23/2003	4681	Passport Services	X	-55.00	-3,426.76
Check	10/23/2003	4680	Passport Services	X	-55.00	-3,481.76
Check	10/23/2003	4682	Passport Services	X	-115.00	-3,596.76
Check	10/25/2003	4679	Sam's Club	X	-27.24	-3,624.00
Check	10/31/2003			X	-11.00	-3,635.00
<b>Total Checks and Payments</b>					<b>-3,635.00</b>	<b>-3,635.00</b>
<b>Deposits and Credits - 15 items</b>						
Deposit	10/6/2003			X	120.00	120.00
Deposit	10/6/2003			X	40.00	160.00
Deposit	10/6/2003			X	40.00	200.00
Deposit	10/6/2003			X	55.00	255.00
Deposit	10/8/2003			X	95.00	350.00
Deposit	10/14/2003			X	115.00	465.00
Deposit	10/14/2003			X	95.00	560.00
Deposit	10/14/2003			X	40.00	600.00
Deposit	10/16/2003			X	230.00	830.00
Deposit	10/16/2003			X	535.00	1,365.00
Deposit	10/20/2003			X	55.00	1,420.00
Deposit	10/23/2003			X	55.00	1,475.00
Deposit	10/27/2003			X	95.00	1,570.00

## Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 10/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	10/27/2003			X	55.00	1,625.00
Deposit	10/30/2003			X	115.00	1,740.00
Total Deposits and Credits					1,740.00	1,740.00
Total Cleared Transactions					-1,895.00	-1,895.00
Cleared Balance					-1,895.00	1,798.45
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	10/25/2003	4683	Passport Services		-55.00	-55.00
Check	10/25/2003	4684	Passport Services		-55.00	-110.00
Check	10/25/2003	4685	Passport Services		-40.00	-150.00
Check	10/28/2003	4686	Elizabeth D Minter		-5.99	-155.99
Check	10/29/2003	4687	Passport Services		-115.00	-270.99
Check	10/30/2003	4689	Passport Services		-55.00	-325.99
Check	10/30/2003	4688	Passport Services		-55.00	-380.99
Total Checks and Payments					-380.99	-380.99
Total Uncleared Transactions					-380.99	-380.99
Register Balance as of 10/31/2003					-2,275.99	1,417.46
<b>New Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	11/3/2003	4694	Passport Services		-128.65	-128.65
Check	11/3/2003	4692	Passport Services		-40.00	-168.65
Check	11/3/2003	4691	Passport Services		-40.00	-208.65
Check	11/3/2003	4690	Passport Services		-55.00	-263.65
Check	11/3/2003	4693	Passport Services		-460.00	-723.65
Check	11/4/2003	4695	Passport Services		-68.65	-792.30
Check	11/6/2003	4696	Passport Services		-110.00	-902.30
Check	11/6/2003	4697	Passport Services		-55.00	-957.30
Total Checks and Payments					-957.30	-957.30
<b>Deposits and Credits - 3 items</b>						
Deposit	11/3/2003				555.00	555.00
Deposit	11/4/2003				128.65	683.65
Deposit	11/6/2003				1,965.00	2,648.65
Total Deposits and Credits					2,648.65	2,648.65
Total New Transactions					1,691.35	1,691.35
Ending Balance					-584.64	3,108.81

*EW*  
11/6/03

**Placentia Library District  
Reconciliation Detail  
County Exempt - Savings, Period Ending 10/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,816.08
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	10/11/2003	1511	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
<b>Deposits and Credits - 10 items</b>						
Deposit	10/6/2003			X	30.00	30.00
Deposit	10/6/2003			X	30.00	60.00
Deposit	10/8/2003			X	19.94	79.94
Deposit	10/9/2003			X	30.00	109.94
Deposit	10/16/2003			X	30.00	139.94
Deposit	10/22/2003			X	49.94	189.88
Deposit	10/23/2003			X	65.00	254.88
Deposit	10/27/2003			X	30.00	284.88
Deposit	10/30/2003			X	65.00	349.88
Deposit	10/31/2003			X	0.99	350.87
Total Deposits and Credits					350.87	350.87
Total Cleared Transactions					195.35	195.35
Cleared Balance					195.35	4,011.43
Register Balance as of 10/31/2003					195.35	4,011.43
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	11/6/2003	1512	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
<b>Deposits and Credits - 4 items</b>						
Deposit	11/3/2003				30.00	30.00
Deposit	11/4/2003				35.00	65.00
Deposit	11/5/2003				19.94	84.94
Deposit	11/6/2003				60.00	144.94
Total Deposits and Credits					144.94	144.94
Total New Transactions					-10.58	-10.58
<b>Ending Balance</b>					<b>184.77</b>	<b>4,000.85</b>

*2000K  
11/6/03*

## Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 10/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						10,558.72
<b>Cleared Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Check	9/24/2003	4759	National Retirement...	X	-150.00	-150.00
Check	9/25/2003	4760	Marie Schmidt	X	-10.36	-160.36
Check	9/30/2003	4762	CPRS District X	X	-40.00	-200.36
Check	9/30/2003	4761	LACIC	X	-40.00	-240.36
Check	10/1/2003		Bank of the West	X	-126.89	-367.25
Check	10/13/2003	4763	Sam's Club	X	-38.27	-405.52
Check	10/14/2003	4764	Placentia Library Di...	X	-535.00	-940.52
Check	10/14/2003	4765	Placentia Library G...	X	-1,907.15	-2,847.67
Check	10/20/2003	4766	Smart & Final	X	-16.77	-2,864.44
Check	10/22/2003	4767	Placentia Chamber ...	X	-20.00	-2,884.44
Check	10/28/2003	4770	Valencia H.S./ASC	X	-80.00	-2,964.44
Check	10/28/2003	4768	Lauren Guitrau	X	-17.80	-2,982.24
Check	10/29/2003	4771	The UPS Store	X	-10.45	-2,992.69
<b>Total Checks and Payments</b>					<b>-2,992.69</b>	<b>-2,992.69</b>
<b>Deposits and Credits - 34 items</b>						
Deposit	10/1/2003			X	177.00	177.00
Deposit	10/2/2003			X	261.40	438.40
Deposit	10/2/2003			X	133.71	572.11
Deposit	10/3/2003			X	36.40	608.51
Deposit	10/3/2003			X	58.29	666.80
Deposit	10/6/2003			X	87.00	753.80
Deposit	10/6/2003			X	58.28	812.08
Deposit	10/6/2003			X	189.00	1,001.08
Deposit	10/6/2003			X	30.00	1,031.08
Deposit	10/7/2003			X	60.00	1,091.08
Deposit	10/7/2003			X	87.00	1,178.08
Deposit	10/8/2003			X	369.00	1,547.08
Deposit	10/10/2003			X	173.60	1,720.68
Deposit	10/14/2003			X	312.00	2,032.68
Deposit	10/14/2003			X	220.00	2,252.68
Deposit	10/14/2003			X	29.14	2,281.82
Deposit	10/14/2003			X	207.55	2,489.37
Deposit	10/16/2003			X	54.90	2,544.27
Deposit	10/16/2003			X	29.14	2,573.41
Deposit	10/17/2003			X	92.00	2,665.41
Deposit	10/20/2003			X	244.00	2,909.41
Deposit	10/20/2003			X	124.26	3,033.67
Deposit	10/22/2003			X	97.00	3,130.67
Deposit	10/22/2003			X	359.00	3,489.67
Deposit	10/24/2003			X	147.00	3,636.67
Deposit	10/27/2003			X	142.81	3,779.48
Deposit	10/27/2003			X	87.00	3,866.48
Deposit	10/27/2003			X	30.00	3,896.48
Deposit	10/28/2003			X	65.00	3,961.48
Deposit	10/29/2003			X	32.20	3,993.68
Deposit	10/30/2003			X	1,483.66	5,477.34
Deposit	10/30/2003			X	10.00	5,487.34
Deposit	10/31/2003			X	174.00	5,661.34
Deposit	10/31/2003			X	48.57	5,709.91
<b>Total Deposits and Credits</b>					<b>5,709.91</b>	<b>5,709.91</b>
<b>Total Cleared Transactions</b>					<b>2,717.22</b>	<b>2,717.22</b>
<b>Cleared Balance</b>					<b>2,717.22</b>	<b>13,275.94</b>

## Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 10/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	9/14/2003	4754	OCLA		-12.00	-12.00
Check	10/28/2003	4769	Debra Haag		-64.00	-76.00
Total Checks and Payments					-76.00	-76.00
Total Uncleared Transactions					-76.00	-76.00
Register Balance as of 10/31/2003					2,641.22	13,199.94
<b>New Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	11/4/2003	4772	Radio Shack		-103.39	-103.39
Check	11/5/2003	4775	Placentia Library Di...		-25.86	-129.25
Check	11/5/2003	4773	Placentia Library Di...		-1,965.00	-2,094.25
Check	11/5/2003	4774	Placentia Library G...		-1,648.36	-3,742.61
Check	11/6/2003	4776	The UPS Store		-10.06	-3,752.67
Total Checks and Payments					-3,752.67	-3,752.67
Total New Transactions					-3,752.67	-3,752.67
<b>Ending Balance</b>					<b>-1,111.45</b>	<b>9,447.27</b>

*Reconciled  
11/6/03*



**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 10/31/2003**

Type	Date	Num	Name	Cir	Amount	Balance
<b>Beginning Balance</b>						6,800.18
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	10/10/2003		Bank of the West	X	-6.80	-6.80
Check	10/10/2003		Bank of the West	X	-4.00	-10.80
Check	10/20/2003	1221	Orange County Aud...	X	-15,693.27	-15,704.07
Check	10/31/2003		Bank of the West	X	-4.00	-15,708.07
Check	10/31/2003		Bank of the West	X	-30.00	-15,738.07
<b>Total Checks and Payments</b>					<b>-15,738.07</b>	<b>-15,738.07</b>
<b>Deposits and Credits - 35 items</b>						
Deposit	10/1/2003			X	37.71	37.71
Deposit	10/1/2003			X	444.25	481.96
Deposit	10/6/2003			X	284.10	766.06
Deposit	10/6/2003			X	602.00	1,368.06
Deposit	10/6/2003			X	537.30	1,905.36
Deposit	10/6/2003			X	537.05	2,442.41
Deposit	10/6/2003			X	27.00	2,469.41
Deposit	10/6/2003			X	318.40	2,787.81
Deposit	10/8/2003			X	486.95	3,274.76
Deposit	10/8/2003			X	248.71	3,523.47
Deposit	10/8/2003			X	264.75	3,788.22
Deposit	10/9/2003			X	615.95	4,404.17
Deposit	10/9/2003			X	64.00	4,468.17
Deposit	10/14/2003			X	762.81	5,230.98
Deposit	10/14/2003			X	422.00	5,652.98
Deposit	10/14/2003			X	393.40	6,046.38
Deposit	10/14/2003			X	495.71	6,542.09
Deposit	10/15/2003			X	576.79	7,118.88
Deposit	10/16/2003			X	632.30	7,751.18
Deposit	10/16/2003			X	1,907.15	9,658.33
Deposit	10/20/2003			X	292.32	9,950.65
Deposit	10/20/2003			X	660.00	10,610.65
Deposit	10/20/2003			X	793.24	11,403.89
Deposit	10/21/2003			X	275.00	11,678.89
Deposit	10/21/2003			X	419.24	12,098.13
Deposit	10/22/2003			X	728.25	12,826.38
Deposit	10/22/2003			X	310.45	13,136.83
Deposit	10/23/2003			X	360.48	13,497.31
Deposit	10/27/2003			X	471.70	13,969.01
Deposit	10/27/2003			X	517.00	14,486.01
Deposit	10/27/2003			X	289.24	14,775.25
Deposit	10/28/2003			X	336.67	15,111.92
Deposit	10/29/2003			X	383.97	15,495.89
Deposit	10/30/2003			X	756.10	16,251.99
Deposit	10/31/2003			X	3.86	16,255.85
<b>Total Deposits and Credits</b>					<b>16,255.85</b>	<b>16,255.85</b>
<b>Total Cleared Transactions</b>					<b>517.78</b>	<b>517.78</b>
<b>Cleared Balance</b>					<b>517.78</b>	<b>7,317.96</b>
<b>Register Balance as of 10/31/2003</b>					<b>517.78</b>	<b>7,317.96</b>

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11/06/03

**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 10/31/2003**

Agenda Item 16  
General Fund Savings  
Page 12 of 15

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Deposits and Credits - 8 items</b>						
Deposit	11/3/2003				390.00	390.00
Deposit	11/3/2003				273.70	663.70
Deposit	11/3/2003				604.05	1,267.75
Deposit	11/4/2003				332.90	1,600.65
Deposit	11/4/2003				1,911.14	3,511.79
Deposit	11/5/2003				350.30	3,862.09
Deposit	11/6/2003				256.00	4,118.09
Deposit	11/6/2003				1,648.36	5,766.45
Total Deposits and Credits					<u>5,766.45</u>	<u>5,766.45</u>
Total New Transactions					<u>5,766.45</u>	<u>5,766.45</u>
<b>Ending Balance</b>					<u><u>6,284.23</u></u>	<u><u>13,084.41</u></u>

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11/6/03*

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11/06/03

**Placentia Library District  
Reconciliation Detail  
Literacy Fund - Savings, Period Ending 10/31/2003**

Agenda Item 16  
Literacy Fund Savings  
Page 13 of 15

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						6,079.34
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 7 items</b>						
Deposit	10/14/2003			X	77.58	77.58
Deposit	10/15/2003			X	12.93	90.51
Deposit	10/20/2003			X	181.02	271.53
Deposit	10/20/2003			X	12.93	284.46
Deposit	10/28/2003			X	51.72	336.18
Deposit	10/29/2003			X	12.93	349.11
Deposit	10/31/2003			X	1.58	350.69
Total Deposits and Credits					<u>350.69</u>	<u>350.69</u>
Total Cleared Transactions					<u>350.69</u>	<u>350.69</u>
Cleared Balance					<u>350.69</u>	<u>6,430.03</u>
Register Balance as of 10/31/2003					350.69	6,430.03
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	11/6/2003				25.86	25.86
Total Deposits and Credits					<u>25.86</u>	<u>25.86</u>
Total New Transactions					<u>25.86</u>	<u>25.86</u>
<b>Ending Balance</b>					<u><u>376.55</u></u>	<u><u>6,455.89</u></u>

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11/6/03*

## Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 10/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						25,708.23
<b>Cleared Transactions</b>						
<b>Checks and Payments - 37 items</b>						
Check	9/10/2003	3527	Esther P. Guzman	X	-272.82	-272.82
Check	9/24/2003	3565	Barbara Phillips	X	-483.57	-756.39
Check	9/24/2003	3556	Esther P. Guzman	X	-272.82	-1,029.21
Check	9/24/2003	3577	Hilda Rivera	X	-228.35	-1,257.56
Check	9/24/2003	3568	Joshua Robbins	X	-200.92	-1,458.48
Check	9/24/2003	3570	Shawn Robison	X	-170.24	-1,628.72
Check	9/24/2003	3554	Joy Di Loreto	X	-300.75	-1,929.47
Check	9/24/2003	3581	Nationwide Retirem...	X	-856.82	-2,786.29
Check	10/7/2003		Wells Fargo Bank	X	-10.00	-2,796.29
Check	10/7/2003		Paychex	X	-17,455.30	-20,251.59
Check	10/8/2003	3586	Joyce G. Hampton	X	-331.10	-20,582.69
Check	10/8/2003	3585	Esther P. Guzman	X	-272.82	-20,855.51
Check	10/8/2003	3595	Barbara Phillips	X	-104.28	-20,959.79
Check	10/8/2003	3596	Beatrice V. Quintanar	X	-321.67	-21,281.46
Check	10/8/2003	3598	Joshua Robbins	X	-200.92	-21,482.38
Check	10/8/2003	3600	Shawn Robison	X	-117.86	-21,600.24
Check	10/8/2003		Paychex	X	-7,640.90	-29,241.14
Check	10/8/2003	3608	Denetra Gipson	X	-132.97	-29,374.11
Check	10/8/2003	3588	Matthew G. Mallard	X	-88.21	-29,462.32
Check	10/8/2003	3610	Melissa Porter	X	-145.06	-29,607.38
Check	10/8/2003	3611	Hilda Rivera	X	-192.47	-29,799.85
Check	10/8/2003	3613	Orange County Aud...	X	-238.08	-30,037.93
Check	10/8/2003	3614	Placentia Library Di...	X	-19.94	-30,057.87
Check	10/8/2003	3615	Nationwide Retirem...	X	-856.82	-30,914.69
Check	10/9/2003	2015	Ann Margaret Webb	X	-2,320.17	-33,234.86
Check	10/21/2003		Paychex	X	-16,090.18	-49,325.04
Check	10/22/2003	3631	Beatrice V. Quintanar	X	-321.67	-49,646.71
Check	10/22/2003	3620	Joyce G. Hampton	X	-331.10	-49,977.81
Check	10/22/2003	3617	Dorothy J. Cummings	X	-203.72	-50,181.53
Check	10/22/2003	3616	Gary Bell	X	-111.87	-50,293.40
Check	10/22/2003		Paychex	X	-8,320.60	-58,614.00
Check	10/22/2003	3644	Lorraine Gunderson	X	-564.83	-59,178.83
Check	10/22/2003	3645	Melissa Porter	X	-108.80	-59,287.63
Check	10/22/2003	3648	Orange County Aud...	X	-360.58	-59,648.21
Check	10/22/2003	3649	Placentia Library Di...	X	-19.94	-59,668.15
Check	10/22/2003	3650	Nationwide Retirem...	X	-856.82	-60,524.97
Check	10/22/2003	3633	Joshua Robbins	X	-200.92	-60,725.89
<b>Total Checks and Payments</b>					<b>-60,725.89</b>	<b>-60,725.89</b>
<b>Deposits and Credits - 3 items</b>						
Deposit	10/7/2003			X	30,603.80	30,603.80
Check	10/17/2003		Wells Fargo Bank	X	0.00	30,603.80
Deposit	10/17/2003			X	30,603.80	61,207.60
<b>Total Deposits and Credits</b>					<b>61,207.60</b>	<b>61,207.60</b>
<b>Total Cleared Transactions</b>					<b>481.71</b>	<b>481.71</b>
<b>Cleared Balance</b>					<b>481.71</b>	<b>26,189.94</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Check	10/8/2003	3607	Hubert Chim		-24.18	-24.18
Check	10/8/2003	3609	Shantay Iosia		-48.35	-72.53
Check	10/22/2003	3647	Jennifer Tarrío		-48.35	-120.88
Check	10/22/2003	3646	Hilda Rivera		-180.52	-301.40
Check	10/22/2003	3643	Denetra Gipson		-60.44	-361.84
Check	10/22/2003	3642	Angelica Alatorre		-169.24	-531.08
Check	10/22/2003	3635	Shawn Robison		-117.86	-648.94
Check	10/22/2003	3630	Kristen Proffitt		-222.59	-871.53
Check	10/22/2003	3629	Barbara Phillips		-60.83	-932.36
Check	10/22/2003	3619	Esther P. Guzman		-272.82	-1,205.18
Check	10/22/2003	3622	Arlene Mahru		-395.40	-1,600.58

## Placentia Library District Reconciliation Detail

### Payroll Checking - Wells Fargo, Period Ending 10/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Check	10/28/2003	2016	Tyese Wortham		-1,063.04	-2,663.62
Check	10/31/2003		Wells Fargo Bank		-10.00	-2,673.62
Total Checks and Payments					-2,673.62	-2,673.62
<b>Deposits and Credits - 1 item</b>						
Deposit	10/31/2003				30,603.80	30,603.80
Total Deposits and Credits					30,603.80	30,603.80
Total Uncleared Transactions					27,930.18	27,930.18
Register Balance as of 10/31/2003					28,411.89	54,120.12
<b>New Transactions</b>						
<b>Checks and Payments - 19 items</b>						
Check	11/4/2003		Paychex		-14,126.14	-14,126.14
Check	11/5/2003	3652	Dorothy J. Cummings		-345.23	-14,471.37
Check	11/5/2003	3654	Esther P. Guzman		-272.82	-14,744.19
Check	11/5/2003	3655	Joyce G. Hampton		-331.10	-15,075.29
Check	11/5/2003	3664	Kristen Proffitt		-132.64	-15,207.93
Check	11/5/2003	3665	Beatrice V. Quintanar		-321.67	-15,529.60
Check	11/5/2003	3669	Shawn Robison		-157.14	-15,686.74
Check	11/5/2003	3675	Denetra Gipson		-96.71	-15,783.45
Check	11/5/2003	3676	Lorraine Gunderson		-324.37	-16,107.82
Check	11/5/2003	3677	Shantay Iosia		-48.35	-16,156.17
Check	11/5/2003	3678	Melissa Porter		-160.18	-16,316.35
Check	11/5/2003	3679	Hilda Rivera		-192.47	-16,508.82
Check	11/5/2003	3680	Jennifer Tarrio		-33.25	-16,542.07
Check	11/5/2003	3681	Orange County Aud...		-360.58	-16,902.65
Check	11/5/2003	3682	Placentia Library Di...		-19.94	-16,922.59
Check	11/5/2003	3683	Nationwide Retirem...		-1,806.82	-18,729.41
Check	11/5/2003	3651	Gary Bell		-101.44	-18,830.85
Check	11/5/2003		Paychex		-7,085.21	-25,916.06
Check	11/5/2003	3667	Joshua Robbins		-175.96	-26,092.02
Total Checks and Payments					-26,092.02	-26,092.02
Total New Transactions					-26,092.02	-26,092.02
<b>Ending Balance</b>					<b>2,319.87</b>	<b>28,028.10</b>

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ACQUISITIONS REPORT FOR FISCAL YEAR 2003-2004 THROUGH THE MONTH OF JULY 2003  
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	977.74	70	57	5,165.70	342	310	6,143.44	412	367	633.38	30	30	6,778.82	442	397
Adult Circulating Non-Fiction	1,094.19	59	58	7,102.89	326	314	8,197.08	385	372	2,338.50	99	93	10,535.58	484	465
Adult Reference	7,905.61	21	8	2,267.05	33	29	10,172.66	54	37	474.80	13	12	10,647.46	67	49
Adult Print Continuations	308.59	10	10	0.00	0	0	308.59	10	10	0.00	0	0	308.59	10	10
Adult Electronic Continuations	12,272.55	5	5	0.00	0	0	12,272.55	5	5	0.00	0	0	12,272.55	5	5
Total Adult Non-Fiction	21,580.94	95	81	9,369.94	359	343	30,950.88	454	424	2,813.30	112	105	33,764.18	566	529
TOTAL ADULT PRINT MATERIALS	22,558.68	165	165	14,535.64	701	653	37,094.32	866	791	3,448.68	142	135	40,543.00	1,008	926
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	1,792.06	25	25	2,733.72	49	42	4,525.78	74	67	24.95	1	1	4,550.73	75	68
Total Adult Audio	1,792.06	25	25	2,733.72	49	42	4,525.78	74	67	24.95	1	1	4,550.73	75	68
Adult Video Educational	0.00	0	0	1,692.16	118	65	1,692.16	118	65	75.00	5	5	1,767.16	123	70
Adult Video Entertainment	0.00	0	0	553.90	39	23	553.90	39	23	170.00	8	8	723.90	47	31
Total Adult Video	0.00	0	0	2,246.06	157	88	2,246.06	157	88	245.00	13	13	2,491.06	170	101
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,792.06	25	25	4,979.78	206	130	6,771.84	231	155	269.95	14	14	7,041.79	245	169
TOTAL ADULT MATERIALS	24,350.74	190	190	19,515.42	907	783	43,866.16	1,097	946	3,718.63	156	149	47,584.79	1,253	1,095
Juvenile Fiction	98.24	8	7	299.37	18	18	397.61	26	25	450.47	48	47	848.08	74	72
Juvenile Circulating Non-Fiction	0.00	0	0	338.43	20	20	338.43	20	20	189.72	15	11	528.15	35	31
Juvenile Reference	0.00	0	0	239.16	4	4	239.16	4	4	0.00	0	0	239.16	4	4
Juvenile Print Continuations	278.05	2	1	285.87	2	2	563.92	4	3	0.00	0	0	563.92	4	3
Juvenile Electronic Continuations	399.00	1	1	0.00	0	0	399.00	1	1	0.00	0	0	399.00	1	1
Total Juvenile Non-Fiction	677.05	3	2	863.46	26	26	1,540.51	29	28	189.72	15	11	1,730.23	44	39
TOTAL JUVENILE PRINT MATERIALS	775.29	11	9	1,162.83	44	44	1,938.12	55	53	640.19	63	58	2,578.31	118	111
Juvenile Audio/Music	0.00	0	0	15.00	1	1	15.00	1	1	0.00	0	0	15.00	1	1
Juvenile Audio Books	132.37	2	2	1,417.57	36	33	1,549.94	38	35	0.00	0	0	1,549.94	38	35
Total Juvenile Audio	132.37	2	2	1,432.57	37	34	1,564.94	39	36	0.00	0	0	1,564.94	39	36
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	510.00	37	36	510.00	37	36
Juvenile Video Entertainment	0.00	0	0	39.33	1	1	39.33	1	1	530.00	40	39	569.33	41	40
Total Juvenile Video	0.00	0	0	39.33	1	1	39.33	1	1	1,040.00	77	75	1,079.33	78	76
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	132.37	2	2	1,471.90	38	35	1,604.27	40	37	1,040.00	77	75	2,644.27	117	112
TOTAL JUVENILE MATERIALS	907.66	13	11	2,634.73	82	79	3,542.39	95	90	1,680.19	140	133	5,222.58	235	223
Total Fiction	1,075.98	78	64	5,465.07	360	328	6,541.05	438	392	1,085.85	78	77	7,626.90	516	469
Total Non-Fiction	22,257.99	98	83	10,233.40	385	369	32,491.39	483	452	3,003.02	127	116	35,494.41	610	568
Total Audio	1,924.43	27	27	4,166.29	86	76	6,090.72	113	103	24.95	1	1	6,115.67	114	104
Total Video	0.00	0	0	2,285.39	158	89	2,285.39	158	89	1,285.00	90	88	3,570.39	248	177
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	25,258.40	203	174	22,150.15	989	862	47,408.55	1,192	1,036	5,398.82	296	282	52,807.37	1,488	1,318

ACQUISITIONS REPORT FOR THE MONTH OF OCTOBER 2003  
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Titles	Amount	Titles
Adult Fiction	0.00	0	2,836.22	195	2,836.22	186	224.70	10	3,060.92	196
Adult Circulating Non-Fiction	0.00	0	3,241.94	150	3,241.94	145	853.15	41	4,095.09	191
Adult Reference	0.00	0	531.62	5	531.62	5	119.95	5	651.57	10
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	7,805.00	2	0.00	0	7,805.00	2	0.00	0	7,805.00	2
Total Adult Non-Fiction	7,805.00	2	3,773.56	155	11,578.56	152	973.10	46	12,551.66	193
TOTAL ADULT PRINT MATERIALS	7,805.00	2	6,609.78	350	14,414.78	358	1,197.80	56	15,612.58	408
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	0.00	0	1,946.10	33	1,946.10	30	0.00	0	1,946.10	33
Total Adult Audio	0.00	0	1,946.10	33	1,946.10	30	0.00	0	1,946.10	30
Adult Video Educational	0.00	0	1,692.16	118	1,692.16	65	75.00	5	1,767.16	123
Adult Video Entertainment	0.00	0	553.90	39	553.90	23	170.00	8	723.90	47
Total Adult Video	0.00	0	2,246.06	157	2,246.06	88	245.00	13	2,491.06	170
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	4,192.16	190	4,192.16	118	245.00	13	4,437.16	203
TOTAL ADULT MATERIALS	7,805.00	2	10,801.94	540	18,606.94	456	1,442.80	69	20,049.74	611
Juvenile Fiction	0.00	0	0.00	0	0.00	0	144.89	12	144.89	12
Juvenile Circulating Non-Fiction	0.00	0	109.51	5	109.51	5	102.85	9	212.36	14
Juvenile Reference	0.00	0	28.50	1	28.50	1	0.00	0	28.50	1
Juvenile Print Continuations	0.00	0	146.61	1	146.61	1	0.00	0	146.61	1
Juvenile Electronic Continuations	399.00	1	0.00	0	399.00	1	0.00	0	399.00	1
Total Juvenile Non-Fiction	399.00	1	284.62	7	683.62	8	102.85	9	786.47	17
TOTAL JUVENILE PRINT MATERIALS	399.00	1	284.62	7	683.62	8	247.74	21	931.36	25
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	989.58	26	989.58	26	0.00	0	989.58	26
Total Juvenile Audio	0.00	0	989.58	26	989.58	26	0.00	0	989.58	26
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	435.00	30	435.00	30
Juvenile Video Entertainment	0.00	0	39.33	1	39.33	1	40.00	3	79.33	4
Total Juvenile Video	0.00	0	39.33	1	39.33	1	475.00	33	514.33	34
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	1,028.91	27	1,028.91	27	475.00	33	1,503.91	60
TOTAL JUVENILE MATERIALS	399.00	1	1,313.53	34	1,712.53	35	722.74	54	2,435.27	84
Total Fiction	0.00	0	2,836.22	195	2,836.22	186	369.59	22	3,205.81	217
Total Non-Fiction	8,204.00	3	4,958.18	162	12,262.18	167	1,075.95	55	13,338.13	220
Total Audio	0.00	0	2,935.68	59	2,935.68	59	0.00	0	2,935.68	59
Total Video	0.00	0	2,283.39	158	2,283.39	89	720.00	46	3,003.39	204
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	8,204.00	3	12,115.47	574	20,319.47	491	2,165.54	123	22,485.01	700

OUTSTANDING ORDERS AS OF OCTOBER 31, 2003

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
\$5,347.07	\$5,210.93	\$10,558.00



Summary of Current Status of Unique Management Accounts  
November 1,2003

FY 03-04	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	521	6	903.37	0
August	10	531	4	585.44	0
September	10	535	3	815.23	0
October	18	548	6	952.92	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
<b>TOTAL YTD</b>	<b>54</b>	<b>0</b>	<b>19</b>	<b>3256.96</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 11/01/2003 12:39 AM TC

SUMMARY STATUS REPORT

PAGE: 128

MS JULIE SHOOK  
PLACENTIA LIBRARY DISTRICT  
411 EAST CHAPMAN AVENUE  
PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT  
DATES LISTED: 01/01/1900 TO 10/31/2003

Accounts Submitted	: 865	Dollars Submitted	: 78,888.39	Dollars Received	: 25,944.77
Bankruptcies	: 3	Dollars in Bankruptcy	: 319.65	Material Returned	: 12,389.65
Incorrect Addresses	: 110	Dollars in Skips	: 6,650.21	Dollars Waived	: 2,514.88
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 52,243.86
Accounts in Process	: 751	Dollars in Process	: 69,653.99	% of Dollars Activated	: 75.00%
Accounts Activated	: 548				
% of Accounts Activated	: 72.97%				



TO: Board of Trustees  
FROM: Elizabeth Minter, Library Director  
DATE: November 24, 2003  
SUBJECT: GIFT REPORT

The following gifts were received from October 1, 2003 through October 31, 2003.

**ADOPT A BOOK DONATIONS**

Elsie O'Brien	Jane Woo Quon
Marita Tooley	Jean Owen Pappas
Cherie R. Singleton	Dielytra M. Muir
Dr. Seymour Scheinberg	Faye Christlieb
Nancy J. Lone	Gerald Tollefson
Marie M. Groff	Chen Chi Lee
Joy Robinson Appleby	Edward J. Schaefer
Oanh Van Nguyen	Laurie Oshiro
Delma Louise Lucas	JoAnne McAllister
Lillian R. Bart	Elizabeth Langmore
Geraldine R. Sandoval	Theodore L. Davis
Harry Gushikuma	Shirani D. Gunawardane
Diane M. Morgan	Francis M. Colwell
David L. Coerper	Robert & Pauline Arietta
Lillian T. Sakoguchi	Theodore Farkas
Kathleen Trevena	Chih-Chiang Lee
Marcia M. Derrico	John Balducci
David & Charlotte Baughman	Stephen Kane
Phyllis Johnson	William Whalen
Juanita Warren Torpy	Peggy Vincent
Vernon Temple	Dennis Spiro
Chris Bluemle	Janice Kilian
Nadine Laborde	Harold Nerhus
Brenda Benner	Victoria Weselich
James Yost	Stacey Lopez
Lance Powers	Cindy Roberts
Judith Wightman	Elinor Foster

Mildred Donoghue	Velda Wittstock
Dianne Earick	Audrey Snow
Lucille Henderson	Jean Murphy
Hester Shettler	Joanne Brown
Margaret Horrocks	Barbara Hemmerling
Ruth Arnoldt	Marcella Constantine
J. & L. Fenstermaker	Heung Gun Kim
Mindah Glatstein	Kim Housewright
Linda Wilson	Dennis Ferris
Bank of America	

<u>TOTAL ADOPT A BOOK DONATIONS:</u>	<u>\$4,575.00</u>
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**BOOK ENDOWMENT FUND**

<u>TOTAL BOOK ENDOWMENT FUND</u>	<u>\$0.00</u>
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**GENERAL FUND DONATIONS**

<u>TOTAL GENERAL FUND DONATIONS:</u>	<u>\$0.00</u>
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<b><u>TOTAL ALL DONATIONS</u></b>	<b><u>\$4,575.00</u></b>
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Prepared By: Donna Siloti

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

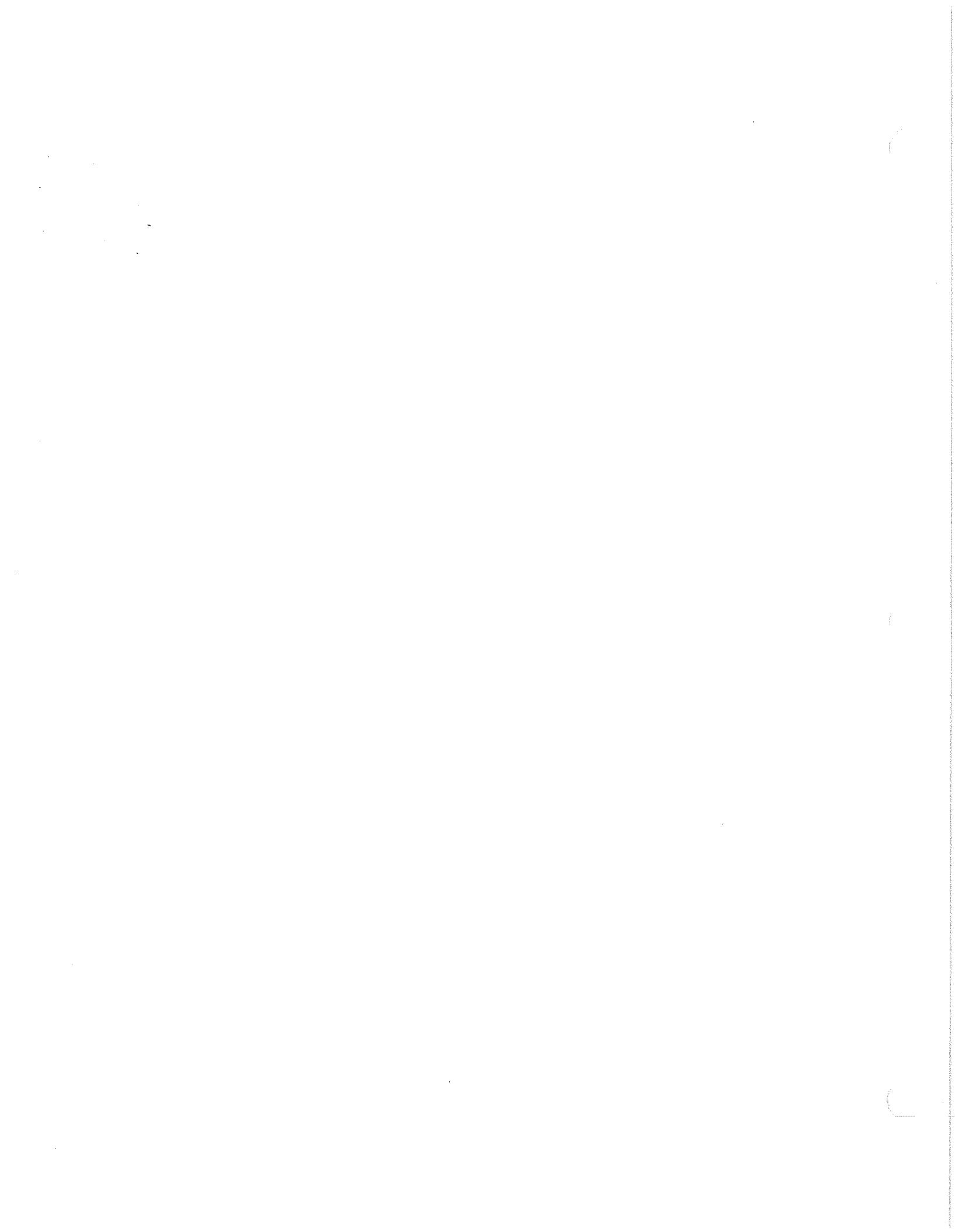
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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Building Maintenance Report for October 2003**  
**DATE:** November 24, 2003

HVAC: No service calls in October.  
Plumbing: No service calls in October.  
Electrical: No service calls in October.  
Exterminator: No service calls in October.  
General Contractor: No service calls in October.

Prepared by: Donna Siloti



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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 October 2003  
**DATE:** November 24, 2003

**RESIGNATIONS:**

None in October

**APPOINTMENTS:**

Caroline Gurkweitz – Part Time Reference Librarian  
Toby Silberfarb – ELLI/FFL Coordinator  
Laranne Millonzi – Volunteer Coordinator/Development Director

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None

Prepared by: Donna Siloti





TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator

SUBJECT: Volunteer Report for Month of October 2003

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY03/04 October	FY03/04 YTD	Starting	Cumulative
Andrade, Linda	8.00	28.50	Sep-95	786.00
Backes, Theresa	4.75	28.50	Jun-98	368.25
Bart, Lillian	12.00	46.00	May-01	314.75
Bass, Donna	0.00	0.00	Jul-02	2.00
Blansett, Nadine	14.00	52.25	Mar-03	73.75
Boelman, Marge	2.00	10.25	Apr-01	156.00
Botha, Jill	2.50	14.00	Nov-01	58.00
Clugston, Patricia	11.00	34.50	Jun-98	467.25
Cravotta, Leo	0.00	0.00	May-99	46.50
Davis, Sandy	6.00	34.00	Jul-03	34.00
Dell, Lyla	37.00	127.50	Aug-98	969.50
Fioroni, Pete	8.00	32.00	Mar-97	302.25
Fitzgerald, Joan	9.00	27.75	Oct-93	2,153.75
Frazee, Kathy	0.00	2.00	Jul-02	7.00
Godwin, Nita	6.00	25.00	Feb-96	320.00
Haagen, John	3.25	20.75	Jan-00	87.75
Hemmerling, Barbara	1.00	41.25	Sep-95	647.25
Henderson, Jan	3.00	3.00	Oct-03	3.00
Himes, Camille	0.00	5.00	Jul-03	5.00
Horrocks, Marjorie	0.00	8.00	Oct-95	274.00
Hunsinger, Debbie	0.00	6.00	Jul-02	55.00
Irot, Pat	49.00	181.00	Feb-96	3,019.00
Jertberg, Pat	21.00	68.50	Apr-98	974.25
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	10.50	75.50	Jan. 03	146.00
Lord, Audrey	0.00	0.00	Jul-00	385.75
Mehta, Neela	0.00	0.00	Jun-02	109.25
Mignot, Shirley	0.00	0.00	Sep-95	472.00
Myers, Claire	10.00	40.50	Oct-95	1,254.75
Olson, Bob	4.00	12.00	Sep-95	474.00
Pence, Thomas	2.00	14.00	Jan-99	287.00
Peterson, Ruth	0.00	0.00	Mar-02	213.00
Phillips, Barbara	0.00	6.50	Apr-03	15.00
Rankin, Eleanore	33.00	112.00	May-02	415.50
Reid, Barbara	0.00	0.00	Jul-02	7.50
Rodriguez, Carmen	8.00	30.00	Feb-00	226.00
Salem, Rose	10.00	30.00	Oct-00	257.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	8.00	30.00	Aug-02	110.00
Schlichter, Allan	0.00	0.00	Oct-93	882.50
Schwartzkopf, Jan	0.00	0.00	Mar-01	40.75
Schmidt, Marie	19.00	71.00	Apr-98	524.25
Scott, Linda	0.00	15.25	Jul-03	15.25
Segovia, Inez	10.00	35.50	Jun-03	37.50
Shaw, Dixie	1.00	3.50	May-94	216.00
Silverman, Pat	10.00	40.00	Jul-03	40.00
Stoller, Frances	0.00	6.00	May-96	144.00
Tollefson, Jerry	4.00	18.00	Jul-03	18.00
Walker, Virginia	0.00	0.00	Mar-99	133.25
Wymer, Betty	5.25	45.75	Jan-96	966.00
TOTAL	332.25	1381.25		18,550.25

**CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)**

	FY03/04			FY03/04	
	October	YTD		October	YTD
Arzu, Robert	4.00	21.50	Mamtora, Niyati	0.00	0.00
Benites, Brenda	6.00	28.50	Maru, Vik	0.00	6.00
Bishtawi, Stephen	0.00	12.00	Miladi, Omid	0.00	20.00
Boris, Tara	0.00	12.25	Miranda, Aurora	2.50	2.50
Born, Ashley	0.00	14.00	Moua, Andy	0.00	0.00
Cha, Helen	0.00	9.50	Moua, Judy	0.00	0.00
Chau, David	0.00	24.25	Mrotz, Michael	0.00	0.00
Chun, Andrea	8.00	15.75	Park, Jung	6.00	30.50
Chun, Sophia	0.00	13.75	Pond, Cassie	0.00	19.50
Eng, Jonathan	0.00	22.00	Rodriguez, Daniel	0.00	26.50
Eng, Lawrence	0.00	41.25	Rodriguez, Rene	0.00	9.75
Ford, Chris	14.00	22.00	Rosete, Jeremy	4.00	8.00
Fukunaga, Alysa	0.00	12.50	Shah, Mihir	0.00	0.00
Ho, Evelyn	0.00	0.00	Shah, Soham	0.00	22.75
Jaini, Durga	0.00	5.25	Tan, Hannah	4.00	16.00
Javier, Vonn	0.00	6.25	Thomas, Tiffany	0.00	17.00
Jiye, Angela	0.00	10.50	Tjoarman, Arlene	0.00	25.50
Kou, Albert	1.00	1.00	Tran, Michael	0.00	110.50
Lamberson, Annie	0.00	14.25	Valencia, Adrianna	0.00	10.50
Lee, Jaclyn	0.00	0.00	Waterson, Elizabeth	0.00	11.50
Lee, Edward	7.00	18.00			
Liu, Denise	0.00	38.50			
<b>TOTAL</b>	<b>40.00</b>	<b>343.00</b>	<b>TOTAL</b>	<b>16.50</b>	<b>336.50</b>

**TOTAL Library Volunteer Hours** 388.75  
**TOTAL Literacy Volunteer Hours** 820.00  
**TOTAL VOLUNTEERS HOURS** 1208.75

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				Literacy Volunteers			
	FY00/01	FY01/02	FY02/03	FY03/04	FY00/01	FY01/02	FY02/03	FY03/04
July	562.00	623.00	693.50	735.25	658.00	1026.50	644.00	865.00
August	563.25	834.25	386.00	551.50	662.00	847.00	513.00	829.00
September	248.00	802.75	386.00	385.00	581.00	605.00	518.00	808.00
October	385.00	1029.80	442.50	388.75	614.00	550.00	516.00	820.00
November	369.25	1457.30	388.25		685.50	550.00	510.00	
December	205.25	203.50	260.00		564.00	586.00	504.00	
January	387.25	356.50	425.00		797.00	586.00	504.00	
February	376.75	359.75	492.00		617.00	600.00	534.00	
March	377.25	399.00	340.00		622.50	600.00	767.00	
April	457.25	299.75	533.25		656.00	600.00	502.00	
May	393.00	371.50	355.50		1,204.50	588.00	500.00	
June	<u>580.75</u>	<u>454.00</u>	<u>554.75</u>		<u>1,050.50</u>	<u>639.00</u>	<u>3368.00</u>	
	4905.00	7191.10	5256.75		8,712.00	7777.50	9380.00	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY03/04 October	FY03/04 YTD	Cumulative		FY03/04 October	FY03/04 YTD	Cumulative
Ablir, Victoria	6.00	30.00	39.00	Heer, Kim	6.00	24.00	241.00
Acevedo, Marta	6.00	54.00	90.00	Hilleweart, Heather	6.00	24.00	36.00
Alatare, Angdira	6.00	6.00	6.00	Hopkins, Amanda	6.00	6.00	6.00
Bayne, Linda	6.00	24.00	154.00	Howell, Anne	6.00	24.00	42.00
Bazell, Laura	6.00	24.00	84.00	Hu, Lisa	6.00	24.00	82.00
Becerril, Esther	6.00	24.00	42.00	Humple, Phyllis	4.00	16.00	146.00
Becil, Emily	-	18.00	72.00	Hugar, Jessica	6.00	24.00	81.00
Belekjian, Maria	6.00	42.00	60.00	Hutton, Katherine (Kate)	6.00	24.00	252.00
Bello, Dominic	6.00	6.00	6.00	Imbler, Wolf	6.00	24.00	42.00
Bernardino, Maria	6.00	24.00	48.00	Inta, Lisa	6.00	24.00	30.00
Bonasuro, Amber	6.00	24.00	90.00	Iosia, Shantay	6.00	6.00	6.00
Bowen, Laura	6.00	24.00	30.00	Jara, Sandra	6.00	6.00	6.00
Brackett, Jim	6.00	24.00	105.00	Jung, Daniel	6.00	6.00	6.00
Brzovic, Kathy	6.00	24.00	42.00	Kelly, Jerry	6.00	24.00	105.00
Bui, Tiffany	-	18.00	36.00	Khamphanh, Molly	6.00	24.00	42.00
Bull, Sophie	-	18.00	96.00	Kiipatrick, Amy	6.00	24.00	39.00
Busam, Mary	6.00	24.00	57.00	Kishida, Rita	-	18.00	72.00
Casdorph, Tracy	6.00	24.00	36.00	Kraus, Jennifer	-	18.00	60.00
Cha, Sally	6.00	24.00	42.00	Krisinger, Elizabeth	6.00	24.00	78.00
Chandrasekaram, Vinolie	6.00	24.00	62.00	Lasker, Marilyn	6.00	24.00	205.00
Chen, April	6.00	24.00	129.00	Le, Daniel	6.00	24.00	30.00
Chen, Wen	6.00	24.00	36.00	Lee, Wilma	-	18.00	72.00
Chim, Hubert	6.00	6.00	6.00	Leslie, Sandra	6.00	24.00	254.00
Choi, Jason	6.00	24.00	78.00	Licano, Katie	-	18.00	66.00
Chopna, Reema	6.00	24.00	42.00	Livezey, June	12.00	48.00	194.00
Coffee, Nancy	6.00	24.00	361.00	Loon, Chris	6.00	24.00	30.00
Cotter, Capri	6.00	6.00	6.00	Lopez, Maria	6.00	24.00	78.00
Covey, Debra	-	18.00	66.00	Luckett, Emily	6.00	24.00	36.00
Cuceloglu, Haken	-	18.00	36.00	Maguire, Joanne	-	-	54.00
Curtis, Daniel	6.00	24.00	192.00	Malkowicz, Edward	12.00	48.00	220.00
DeFrias, Genie	6.00	6.00	6.00	Margarit, Georgiana	-	-	18.00
Dhupan, Ankush	-	18.00	48.00	Martiaro, Diane	12.00	66.00	528.00
Diaz, Cynthia	6.00	24.00	52.00	Massaro, Lauren	6.00	24.00	42.00
Diaz, Monica	6.00	24.00	70.00	McBain, Frances	6.00	24.00	36.00
Donofrio, Susan	6.00	24.00	93.00	McBentez, Kathy	6.00	24.00	120.00
Dorris, Rosita	-	18.00	36.00	McGrath, Patricia	6.00	24.00	36.00
Draper, Krispa	6.00	24.00	102.00	McLead, Shivan	6.00	24.00	30.00
Dudka, Julia	6.00	6.00	6.00	Medland, Karen	-	-	146.00
Durani, Paul	6.00	6.00	6.00	Meza, Jack	-	-	116.00
Eckels, Krys	6.00	24.00	42.00	Mohr, Kelsey	-	18.00	93.00
Economou, Christina	6.00	24.00	36.00	Monreal, Greg	6.00	24.00	36.00
Elmore, Sylvia	6.00	24.00	78.00	Mostatabi, Roxana	6.00	24.00	42.00
Espinosa, Jacly	-	18.00	30.00	Murray, Edward	-	-	230.00
Famo, Fariba	6.00	24.00	96.00	Nava, Marcella	6.00	6.00	6.00
Finley, Virginia	6.00	24.00	54.00	Navarro, Nicole	6.00	24.00	42.00
Fitsimons-Diaz, Chelsea	6.00	24.00	69.00	Nguyen, Mike	6.00	24.00	42.00
Franco, Hilda	6.00	24.00	72.00	Noss, Linda	-	18.00	102.00
Fuentes, Carlos	6.00	24.00	30.00	Okamuna, Lynn	-	18.00	75.00
Gallagher, Kenni	-	18.00	68.00	Paez, Vicki	6.00	24.00	60.00
Gast, Polly	6.00	24.00	1,697.00	Patel, Deepa	6.00	24.00	190.00
Gillespie, Justin	6.00	24.00	36.00	Patel, Vani	6.00	24.00	42.00
Gipson, Deinetra	6.00	6.00	6.00	Patino, Ashley	-	18.00	36.00
Glines, Alexi	6.00	24.00	36.00	Patino, Nicole	-	18.00	42.00
Glines, Ellen	6.00	24.00	36.00	Pelto, Ernest	6.00	24.00	146.00
Gomez, Juanita	6.00	24.00	134.00	Peyre, Isa	6.00	24.00	66.00
Gonzalis, Rosemarie	6.00	6.00	6.00	Pineda, Guadalupe	-	18.00	66.00
Gonzalez, Emmanuel	6.00	24.00	48.00	Precht, Jeanette	6.00	24.00	111.00
Gonzalez, Luis	6.00	24.00	36.00	Ring, Diane	6.00	24.00	84.00
Gonzalez, Natasha	6.00	18.00	81.00	Rivera, Hilda	12.00	12.00	12.00
Goodman, Dale	-	36.00	3,441.00	Rodriguez, Claudia	6.00	24.00	36.00
Guerrero, Christine	6.00	24.00	36.00	Rodriguez, David	6.00	24.00	72.00
Guerrero, Lavone	6.00	24.00	42.00	Rodriguez, Kenia	12.00	12.00	62.00
Gunderson, Lorraine	12.00	12.00	12.00	Rodriguez, Maria	6.00	24.00	36.00
Hamacher, Holly	6.00	24.00	36.00	Sandoval, Lizbeth	6.00	6.00	67.00
Hatch, Bill	6.00	24.00	93.00	Saulifer, Gregory	6.00	6.00	6.00
Hawkins, Christina	6.00	24.00	48.00	Schaal, Linda	6.00	24.00	165.00
Healey, Kathleen	6.00	24.00	254.00	Sgobba, Jackie	12.00	36.00	66.00

Literacy Hours continued

REGULAR	FY03/04 October	FY03/04 YTD	Cumulative
Shah, Jay	6.00	24.00	72.00
Shah, Soham	6.00	24.00	30.00
Shah, Sweny	6.00	24.00	114.00
Skimizu, Ken	12.00	48.00	355.00
Sosa, Mathew	-	18.00	38.00
Stutzman, Mark	6.00	24.00	42.00
Tania, Jennifer	6.00	6.00	6.00
Teeter, Robert	-	18.00	78.00
Thatcher, Kaitlyn	-	-	26.00
Thieu, Dominique	12.00	12.00	12.00
Thomas, Peggy	6.00	24.00	71.00
Tomlin, Jennifer	6.00	24.00	49.00
Tran, Victor	6.00	24.00	36.00
Tranquill, Jill	6.00	24.00	42.00
Trotter, Cynthia	6.00	24.00	99.00
Truong, Christine	6.00	24.00	93.00
Truong, Will	-	18.00	81.00
Uribe, Yajaira	6.00	24.00	54.00
Valle, Ana	6.00	24.00	49.00
Vasani, Sheena	6.00	24.00	36.00
Vasquez, Johanna	6.00	24.00	51.00
Vu, Elizabeth	6.00	6.00	108.00
Vukovick, Kathy	6.00	24.00	168.00

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Total	820.00	3,156.00	16,013.00
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Placentia Library District  
Circulation Report  
November 1, 2003

	FY03-04 YTD	FY02-03 YTD	% Change FY03 TO FY04	FY03-04 October	FY02-03 October
1st Time Checkouts	27,256	28,620	-4.77%	11,362	12,828
Phone Renewals	2,823	3,181	-11.25%	2,017	1,693
In-Building Renewals	1,143	875	30.63%	572	364
Total Renewals	3,966	4,056	-2.22%	2,589	2,057
<b>TOTAL CHECKOUTS</b>	<b>31,222</b>	<b>17,791</b>	<b>75.49%</b>	<b>13,951</b>	<b>14,885</b>
On-Time Checkins	28,315	29,418	-3.75%	12,128	12,710
Late Checkins	898	2,379	-62.25%	972	1,282
<b>TOTAL CHECKINS</b>	<b>29,213</b>	<b>31,797</b>	<b>-8.13%</b>	<b>13,100</b>	<b>13,992</b>
Holds Placed	333	760	-56.18%	159	354
Holds Cancelled	11	125	-91.20%	8	81
Holds Filled	2,350	817	187.64%	822	421
Holds Expired	0	10	-100.00%	0	4
Patrons Registered	1,014	915	10.82%	658	566
Titles Added	353	446	-20.85%	190	235
Volumes Added	392	380	3.16%	201	128
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	12,459	12,321	1.12%	6,192	5,931
Juvenile Print	15,339	16,169	-5.13%	6,346	7,074
Total Print	27,798	28,490	-2.43%	12,538	13,005
Audio	1,631	1,604	1.68%	872	759
Visual	2,328	2,530	-7.98%	1,085	1,096
Equipment	0	0	0.00%	0	0
Total Audio Visual	3,959	4,134	-4.23%	1,957	1,855
<b>TOTAL CIRCULATION</b>	<b>31,757</b>	<b>32,624</b>	<b>-2.66%</b>	<b>14,495</b>	<b>14,860</b>
Placentia Circulation	20,349	19,709	3.25%	8,747	8,452
%Placentia Circulation	64.08%	60.41%	6.07%	60.34%	56.88%
Anaheim/Yorba Linda Circulation	4,869	4,467	9.00%	2,719	1,527
%Anaheim/Yorba Linda Circulation	15%	13.69%	11.98%	19%	10%
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	21,299	19,640	-53.17%	10,069	9,747
Young Adult	510	1,089	-53.17%	222	335
Juvenile	6,711	7,074	-5.13%	2,831	3,395
New Borrower	2,703	1,898	42.41%	1,058	1,396
Non Resident	0	129		0	129
Other (staff)	566	2		339	2
<b>TOTAL ACTIVE BORROWERS</b>	<b>31,789</b>	<b>29,832</b>	<b>6.56%</b>	<b>14,519</b>	<b>15,004</b>
<b>TOTAL REGISTERED BORROWERS</b>	<b>36,774</b>	<b>34,121</b>	<b>7.78%</b>	<b>18,781</b>	<b>17,851</b>
<b>ATTENDANCE</b>	<b>68,618</b>	<b>70,501</b>	<b>-2.67%</b>	<b>37,567</b>	<b>36,457</b>
Adult Reference-In Building	1,785	2,032	-12.16%	1,026	986
Adult Reference-Telephone	328	317	3.47%	193	159
Children's Reference-In Building	940	2,548	-63.11%	848	603
Children's Reference-Telephone	64	447	-85.68%	59	32
Total Adult Reference	2,070	2,349	-11.88%	1,219	1,145
Total Children's Reference	1,004	2,995	-66.48%	907	635
Total in Building Reference	2,725	4,580	-40.50%	1,874	1,589
Total Telephone Reference	392	764	-48.69%	252	191
<b>TOTAL REFERENCE</b>	<b>3,117</b>	<b>5,344</b>	<b>-41.67%</b>	<b>2,126</b>	<b>1,780</b>



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-01	9/7/2001	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/8/2001	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/7/2001	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/4/2001	5,550.58	1,150.57	0.00	0.00			6,701.15
Nov-01		0.00	0.00	0.00	0.00			0.00
Dec-01	2/7/2002	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	3/7/2002	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	4/5/2002	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	5/14/2002	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	6/11/2002	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02	7/12/2002	3,338.44	1,499.16	713.31			8.14	5,559.05
Jun-02	8/16/2002	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
TOTAL		57,343.72	14,056.43	4,861.20	752.50	0.00	37.47	65,651.09
AVG		4,778.64	1,171.37	405.10	62.71			5,470.92

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	7/10/1920	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	8/16/2002	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	9/17/2002	5,200.62	1,638.37	650.63				7,489.62
Oct-02	10/11/2002		1,195.57	650.63			8.17	1,854.37
Nov-02	11/15/2002		1,461.17	650.61	107.50		16.35	2,235.63
Dec-02	12/13/2003		1,150.57	650.63	537.50			2,338.70
Jan-03	1/16/2003		1,632.69	650.63			8.15	2,291.47
Feb-03	2/11/2003		1,269.07	762.39				2,031.46
Mar-03	3/17/2003		1,177.30	762.39	107.50		10.55	2,057.74
Apr-03	4/7/2003	35,884.16	1,263.68	762.39	269.45		7.17	38,186.85
May-03	6/5/2003	3,712.49	1,150.57	650.77	107.50		7.20	5,628.53
Jun-03	7/24/2003	4,522.91	1,150.57	650.77	207.50		7.20	6,538.95
TOTAL		60,482.41	15,906.61	8,144.34	1,444.45	0.00	81.17	86,058.98
AVG		5,040.20	1,325.55	678.70	120.37		6.76	7,171.58

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	8/7/2003	5,933.96	1,566.39	604.52			7.20	8,112.07
Aug-03	9/8/2003	5,103.96	1,370.47	604.52	215.00		7.19	7,301.14
Sep-03	10/13/2003	2,650.78	1,150.57	604.52	107.50		7.19	4,520.56
Oct-03	11/10/2003	4,002.21	1,150.57	604.52	107.50		7.24	5,872.04
Nov-03								0.00
Dec-03								0.00
Jan-04								0.00
Feb-04								0.00
Mar-04								0.00
Apr-04								0.00
May-04								0.00
Jun-04								0.00
TOTAL		17,690.91	5,238.00	2,418.08	430.00	0.00	28.82	25,805.81
AVG		4,422.73	1,309.50	604.52	107.50		7.21	6,451.45

FY2001-2002	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-01	1,000.58	234.00	8.94	1,243.52	621.76
Aug-01	1,000.58	294.00	6.46	1,301.04	650.52
Sep-01	1,235.76	354.00	4.47	1,594.23	797.12
Oct-01	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00
Mar-02	1,297.62	129.00	0.00	1,426.62	713.31
Apr-02	1,297.62	129.00	0.00	1,426.62	713.31
May-02	1,297.62	129.00	0.00	1,426.62	713.31
Jun-02	1,127.26	174.00	2.48	1,303.74	651.87
TOTAL	8,257.04	1,443.00	22.35	9,722.39	4,861.20
AVG	688.09	120.25	1.86	810.20	405.10

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-02	1,127.26	174.00	0.00	1,301.26	650.63
Aug-02	1,127.26	174.00	2.48	1,303.74	651.87
Sep-02	1,127.26	174.00	0.00	1,301.26	650.63
Oct-02	1,127.26	174.00	0.00	1,301.26	650.63
Nov-02	1,127.26	174.00	0.00	1,301.26	650.63
Dec-02	1,127.26	174.00	0.00	1,301.26	650.63
Jan-03	1,127.26	174.00	0.00	1,301.26	650.63
Feb-03	1,350.78	174.00	0.00	1,524.78	762.39
Mar-03	1,350.78	174.00	0.00	1,524.78	762.39
Apr-03	1,350.78	174.00	0.00	1,524.78	762.39
May-03	1,127.53	174.00		1,301.53	650.77
Jun-03	1,127.53	174.00		1,301.53	650.77
TOTAL	14,198.22	2,088.00	2.48	16,288.70	8,144.35
AVG	1,183.19	174.00	0.21	1,357.39	678.70

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03	1,035.04	174.00	0.00	1,209.04	604.52
Oct-03	1,035.04	174.00	0.00	1,209.04	604.52
Nov-03				0.00	0.00
Dec-03				0.00	0.00
Jan-04				0.00	0.00
Feb-04				0.00	0.00
Mar-04				0.00	0.00
Apr-04				0.00	0.00
May-04				0.00	0.00
Jun-04				0.00	0.00
TOTAL	4,140.16	696.00	0.00	4,836.16	2,418.08
AVG	1,035.04	174.00	0.00	1,209.04	604.52



FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Aug-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Sep-01	352.70	283.40	59.86	0.00	539.80	1,235.76
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Apr-02	382.24	293.00	63.58	0.00	558.80	1,297.62
May-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Jun-02	382.24	234.40	63.58	0.00	447.04	1,127.26
TOTAL	2,445.98	1,850.24	433.90	0.00	3,526.92	8,257.04
AVG	203.83	154.19	36.16	0.00	293.91	688.09

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Nov-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Dec-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Jan-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Feb-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Mar-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Apr-03	382.24	234.40	63.58	0.00	670.56	1,350.78
May-03	382.24	234.40	63.58		447.04	1,127.26
Jun-03	382.24	234.40	63.58		447.04	1,127.26
TOTAL	4,586.88	2,812.80	762.96	0.00	6,035.04	14,197.68
AVG	382.24	234.40	63.58	0.00	502.92	1,183.14

DOLLARS BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Aug-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Sep-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Oct-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Nov-03						0.00
Dec-03						0.00
Jan-04						0.00
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	1,138.88	961.92	242.24	0.00	1,797.12	4,140.16
AVG	284.72	240.48	60.56	0.00	449.28	1,035.04

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	8.00	8.00	2.00	0.00	16.00	34.00
Aug-01	8.00	8.00	2.00	0.00	16.00	34.00
Sep-01	10.00	10.00	2.00	0.00	20.00	42.00
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	8.00	10.00	2.00	0.00	20.00	40.00
Apr-02	8.00	10.00	2.00	0.00	20.00	40.00
May-02	8.00	10.00	2.00	0.00	20.00	40.00
Jun-02	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	58.00	64.00	14.00	0.00	128.00	264.00
AVG	4.83	5.33	1.17	0.00	10.67	22.00

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-02	8.00	8.00	2.00	0.00	16.00	34.00
Aug-02	8.00	8.00	2.00	0.00	16.00	34.00
Sep-02	8.00	8.00	2.00	0.00	16.00	34.00
Oct-02	8.00	8.00	2.00	0.00	16.00	34.00
Nov-02	8.00	8.00	2.00	0.00	16.00	34.00
Dec-02	8.00	8.00	2.00	0.00	16.00	34.00
Jan-03	8.00	8.00	2.00	0.00	16.00	34.00
Feb-03	8.00	8.00	2.00	0.00	24.00	42.00
Mar-03	8.00	8.00	2.00	0.00	24.00	42.00
Apr-03	8.00	8.00	2.00	0.00	24.00	42.00
May-03	8.00	8.00	2.00	0.00	16.00	34.00
Jun-03	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	96.00	96.00	24.00	0.00	216.00	432.00
AVG	8.00	8.00	2.00	0.00	18.00	36.00

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	8.00	2.00	0.00	16.00	34.00
Aug-03	8.00	8.00	2.00	0.00	16.00	34.00
Sep-03	8.00	8.00	2.00	0.00	16.00	34.00
Oct-03	8.00	8.00	2.00	0.00	16.00	34.00
Nov-03						0.00
Dec-03						0.00
Jan-04						0.00
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	32.00	32.00	8.00	0.00	64.00	136.00
AVG	8.00	8.00	2.00	0.00	16.00	45.33

To: eminter@placentialibrary.org  
 From: gneill@csda.net  
 Subject: CSDA Friday Legislative Update



## CSDA Weekly Legislative Update for November 21, 2003

### New Governor Announces Big Plans

During his first official press conference Tuesday morning (November 18), the Governor announced his "California Recovery Package." This announcement follows his actions on Monday wherein he reduced the VLF to pre-October 1 levels, issued an Executive Order halting the adoption of all new or revised regulations for 6 months, and ordered a "review" of all regulations adopted since 1999. Among the key components of his Recovery Package are:

1. Legislation to reduce the costs of California's workers' compensation system by \$11 billion (see below for details).
2. A bond on the March 2004 ballot of up to \$15 billion to "pay-off" the current budget deficit. The Legislature will have until December 5 to pass the bond for the March ballot.
3. A spending limit constitutional amendment on the March 2004, ballot—same time line of December 5 for the Legislature to pass.
4. Repealing SB 60—the driving license bill from this session.
5. Working with the Legislature to secure revenues for cities/counties for the loss of backfill due to VLF action of yesterday.
6. A "sunshine" measure designed to "open government to the people." Short on details.

Finally, the Governor announced that there would be "severe" budget cuts in the coming weeks and a further reduction in the state's workforce. And that was only Day 2...

On Wednesday, November 19, during the Assembly Budget Committee hearing, both the non-partisan Legislative Analyst Office (LAO) and Department of Finance seemed to agree that even with the refinancing of the current debt bonds (the Governor's \$15 billion package), the current year deficit would be \$14 billion.

### Workers' Compensation Plan Unveiled

Also on Wednesday, the Insurance Committee met to conduct an informational hearing on the most recent workers' compensation bill supported by the administration and sponsored by Assemblyman Abel Maldonado (R-Santa Maria). The bill promises an additional savings of \$11 billion on top of the \$5 billion savings contained in AB 227 and SB 228, as estimated by Insurance Commissioner Garamendi. While the actual bill was not yet available, an analysis provided by staffers listed 51 provisions covering a host of issues that were not taken up in last session's reforms, including:

- A provision that "objective findings" do not include physical findings or subjective responses to physical examinations that are not reproducible, measurable, or observable.



- A definition of “medical treatment that is reasonably required to cure or relieve the injured worker from the effects of his or her injury” to mean treatment that complies with high-grade evidence-based guidelines.
- A provision allowing employees who are eligible to receive non-occupational health care through their employer’s health care organizations the option of health coverage for on-the-job injuries.

### **New Assembly Speaker Named (Finally)**

After two tumultuous days of on-again off-again deal-making, Assembly Democrats have finally chosen Fabian Nuñez, a freshman Democrat from Los Angeles, to succeed Herb Wesson as House Speaker. Assemblywoman Jenny Oropeza finally conceded the race to Nuñez midday Thursday. Assemblyman Dario Frommer cleared the path for Nuñez on Tuesday when he indicated he would be willing to step aside as a candidate for the post. Most of Frommer's supporters, who make up the house's moderate caucus, threw their support to Nuñez. Among the early Nuñez moderate supporters was Assemblyman Joe Canciamilla, D-Pittsburg.

### **Senate Local Government Committee, Senator Ortiz to Hear Testimony**

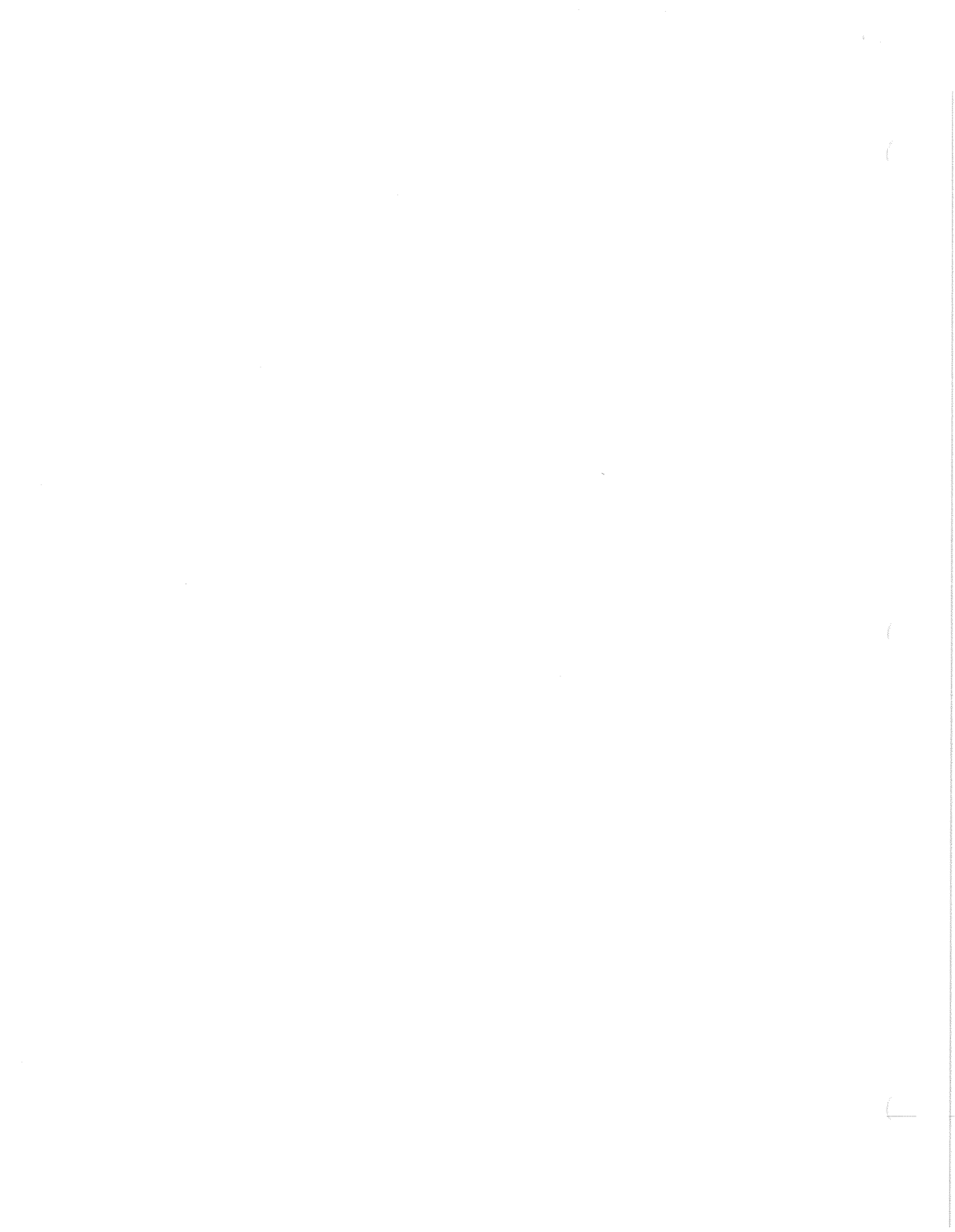
On Monday, November 24, members of the Senate Local Government Committee will hear testimony at a special hearing titled *Integrity & Accountability: Exploring Special Districts' Governance*. Senator Deborah Ortiz, who will carry a bill next year looking to improve special district governance, called the hearing in response to a series of editorials in the Sacramento Bee depicting apparent mismanagement at water districts in Sacramento County and around the State.

Various special district groups will testify on behalf of districts, including CSDA, the Special District Leadership Foundation (SDLF), ACWA (water), CASA (sanitation), CARPD (recreation and parks), MVCAC (mosquito and vector) and CAPC (cemeteries). Others scheduled to speak include the Board President of Sacramento Suburban Water District, Deputy Attorney General Steven M. Gevercer, the Sacramento County DA’s office, the State Controller’s Office and a former member of the Sacramento Grand Jury.

If others affiliated with your district would like to start receiving this notice via email, or if you would like to stop getting these email updates please contact Geoffrey Neill at 877.924.CSDA or gneill@csda.net.

**\*\*This update is brought to you exclusively as a CSDA member benefit\*\*  
CSDA...keeping special districts informed!**

1215 K Street, Suite 930 \* Sacramento, CA 95814  
(916) 442-7887 \* (916) 442-7889 fax  
(877) 924-CSDA \* [www.csda.net](http://www.csda.net)



To: [eminter@placentiallibrary.org](mailto:eminter@placentiallibrary.org)  
 From: [gneill@cnda.net](mailto:gneill@cnda.net)  
 Subject: CSDA Alliance Workers' Compensation Update - New Governor Calls Special Session



## Workers' Compensation Update – New Governor Calls Special Session

The last two days have seen dramatic changes in the outlook for California's Workers' Compensation system. With the swearing-in of California's new "action" Governor, Arnold Schwarzenegger, we have no clear indication what the future holds for the state of workers' comp, or any other area of public policy.

Below find the text of three recent Workers' Comp Executive Flash Reports, one from earlier this morning, as well as links to two articles from today's papers that will help to keep you up to date on the progress of the Legislature's special session.

The CSDA Alliance is committed to keeping you, our members, updated on these fast-paced changes as they occur. If you have any questions about the content of the material below please call Jim Towns at SDRMA toll free at 800.537.7790 or email him at [jtowns@sdrma.org](mailto:jtowns@sdrma.org).

Schwarzenegger Proposes More Workers' Comp Cuts, in the LA Times  
 (<http://www.latimes.com/news/local/la-fi-comp19nov19,1,3058290.story?coll=la-home-headlines>).

Workers' comp cuts aired, in the Sacramento Bee  
 (<http://www.sacbee.com/content/politics/ca/story/7812507p-8753482c.html>).

BULLETIN: FLASH REPORT  
 WORKERS' COMP EXECUTIVE  
 Wednesday, November 19, 2003 9:40am

-----  
 Brought to you via EARTHMAIL™ E-Delivery. <http://www.earthmail.com>  
 A broadcast-type report of breaking news about workers' compensation provided whenever news of significance develops.

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 FLASH REPORT: Insurance Committee Meets Today to Hammer Out Workers' Comp

SACRAMENTO - On the opening day of the special session called by Governor Schwarzenegger, Assemblyman Juan Vargas, D-Chula Vista, announced on the floor of the assembly last night that the insurance committee will meet today at 10 a.m., perhaps later depending on other committee schedules, to discuss workers compensation reform. On the table is 199-page bill that addresses many of the issues not taken up during the last session.

An outline of the bill obtained by the Executive lists three goals the legislation wants to accomplish including: enhancing benefits for the most severely injured, once California's worker's compensation system is brought to the national average in costs, reducing the cost to business by attacking the cost drivers from a multi pronged approach -through managing medical costs and restructuring indemnity payments, and building on and fine-tuning SB 228 and AB 227.

Several provisions in the bill that will be taken up by the committee include:

- \* Curbing the use of permanent disability benefits by limiting awards for those who return to their previously held job or who are offered, but refuse to return to their, or an equivalent.
- \* Amending Labor Code 5814 so that the penalty is assessed on the actual late payment rather than the entire claim - past, present and future.
- \* Providing "Door-to-Door" Coverage for employers offering health insurance to their employees, which would provide the advantage of a combined insurance policy that maximizes the benefits of the group health model while still ensuring adequate coverage to employees.
- \* Performing an independent audit of the State Compensation Insurance Fund.

A more complete story will appear in the next print edition of Workers' Comp Executive.

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And that, as they say, is -30-  
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BULLETIN: FLASH REPORT  
WORKERS' COMP EXECUTIVE  
Monday, November 17, 2003 12:32pm

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A broadcast-type report of breaking news about workers' compensation provided whenever news of significance develops.

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FLASH REPORT: Gov. Schwarzenegger Calls Special Session of Legislature to Start Nov. 18

SACRAMENTO-Before a packed audience, Governor Arnold Schwarzenegger was inaugurated as California's 38th governor, shortly thereafter he announced that he will call a special session of the legislature to reform the workers' compensation system starting tomorrow. During his speech, Schwarzenegger said California has the biggest workers' compensation costs in the nation.

Despite the fact that a major workers' comp reform package was passed in September, Schwarzenegger doesn't think it goes far enough, and plans to direct the legislature to get the ball rolling on clean up legislation during the special session. His list of priorities includes reform of the permanent disability rating system, reigning in excessive litigation and introducing independent medical review.

A more complete story will appear in the print edition of Workers' Comp Executive.

-----  
And that, as they say, is -30-  
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BULLETIN: FLASH REPORT  
WORKERS' COMP EXECUTIVE  
Monday, November 17, 2003 4:43pm

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A broadcast-type report of breaking news about workers' compensation provided whenever news of significance develops.

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FLASH REPORT: Garamendi Calls for the Completion New Workers' Comp Legislation By March

At a teleconference shortly after Governor Schwarzenegger's inauguration, Insurance Commissioner Garamendi announced that he has communicated his desire to Governor Schwarzenegger to see the legislature deliver both clean up language and the second phase of his reform package by March 31. The Commissioner would like to have the next phase done, so the new reforms can be taken into account when calculating the new pure premium rate in July.

In regards to clean up language, Garamendi talked about technical changes to the reform package that passed back in September and clarifications to legislative intent. He urged the passage of clean up legislation in an emergency bill so it can take effect immediately after it's signed by the governor.

The second part of the reform package deals with Garamendi's roadmap for reform and includes reforming the permanent, partial disability and temporary disability systems, the elimination of excessive penalties and the use of independent medical review. These are also goals shared by Governor Schwarzenegger. Garamendi also said the RAND study on permanent partial disability is nearing completion.

A more complete story will appear in the print edition of Workers' Comp Executive.



-----  
And that, as they say, is -30-  
-----

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-----[ End of Transmission ]-----

From: "Jeri Takeda" <jtakeda@mcls.org>  
 To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>,  
 ...snip... "Southwestern University School of Law Library" <dmcfadden@swlaw.edu>  
 Cc: "Susan McGlamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>,  
 ...snip... "palger" <palger@mcls.org>  
 Subject: FW: [CALIX:1543] NEWS FROM THE CAPITOL

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

>From: owner-calix@listproc.sjsu.edu  
 >[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher  
 >Sent: Wednesday, November 19, 2003 9:28 AM  
 >To: calix@listproc.sjsu.edu  
 >Subject: [CALIX:1543] NEWS FROM THE CAPITOL  
 >  
 >November 18, 2003  
 >  
 >  
 >  
 >TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS  
 >  
 >FROM: Mike Dillon, Lobbyist  
 > Christina Dillon, Lobbyist  
 >  
 >RE: NEWS FROM THE CAPITOL  
 >  
 >I. GOVERNOR SCHWARZENEGGER ROLLS UP SLEEVES, GETS TO WORK  
 >  
 >Following a dignified, understated swearing-in ceremony yesterday,  
 >Governor Arnold Schwarzenegger attended three luncheon events, during  
 >what  
 >was considered to be a modest day of celebration for the new Governor.  
 >His first luncheon was spent in the Capitol rotunda with members of the  
 >legislature and congressional delegates. Legislative leaders Assembly  
 >Republican Leader Dave Cox, Assembly Speaker Herb Wesson, and Senate  
 >Republican Leader Jim Brulte offered toasts at the luncheon to the newly  
 >sworn-in Schwarzenegger. The brief event was followed by a private  
 >luncheon for the family and close friends of the Governor at the Sutter  
 >Club, a private membership club located adjacent to the Capitol.  
 >Lastly,  
 >we attended the Governor's third luncheon event, which was hosted by the  
 >Chamber of Commerce, and featured the Governor asking the crowd to  
 >consider operating under the philosophy, "What have I done to help  
 >someone  
 >today?" He pledged to work with the business community, and help to  
 >undo  
 >some of the burdens placed on private and small businesses. We were  
 >intrigued to see several Senate Democrats in attendance at the event,  
 >perhaps indicating their willingness to work cooperatively with the new  
 >Governor.

&gt;

>As the Governor's first order of business yesterday, he signed Executive  
>Order Number One to repeal the "car tax" or vehicle license fee,  
>honoring  
>a promise he made to voters during his campaign. The Order states in  
>part: "Whereas, raising the car tax should only be a measure of last  
>resort to relieve the General Fund of the responsibility for payments to  
>local government when absolutely necessary due to dire economic and  
>budgetary conditions; Whereas, due consideration of the priority and  
>importance of the obligation to the General Fund to offset the vehicle  
>license fee will avoid the unnecessary taxation of Californians,  
>restrict  
>unnecessary government spending and help restore California to fiscal  
>integrity and accountability, the offset to the vehicle license fee  
>should  
>be restored, and the offset should be funded through an appropriation  
>from  
>the General Fund." The order instructs the Department of Motor Vehicles  
>to refund to taxpayers all overpayments of vehicle license fees paid  
>since  
>June 20, 20003 and reinstate the General Fund offset to the vehicle  
>license fee "as soon as administratively feasible."

&gt;

>In a second Executive Order, the Governor has also suspended "all  
>proposed state regulations and calling for the review of all regulations  
>adopted, amended or repealed in the last five years. Under the  
>Executive  
>Order, all proposed regulations will be suspended for 180 days pending a  
>thorough review. In addition, each agency will also conduct a 90-day  
>review of all regulations adopted, amended or repealed in the last five  
>years to determine if they are necessary, clear, consistent and are not  
>unnecessarily burdensome or cause undue harm to California's economy.  
>All  
>findings will be submitted to the Governor's Legal Affairs Secretary."

&gt;

>II. GOVERNOR HOLDS PRESS CONFERENCE - UNVEILS MAJOR "DEBT RECOVERY  
>BOND"  
>PROPOSAL

&gt;

>At 11 a.m. this morning, Governor Schwarzenegger appeared before the  
>press  
>at Sacramento's Memorial Auditorium, as the standard press room at the  
>Capitol was unable to accommodate the hundreds of reporters in town for  
>the week's events. At the Governor's press conference, he unveiled  
>plans  
>for a major "debt recovery bond," in the amount of "up to \$15 billion,"  
>to  
>offset the projected, lingering budget deficit and potential local  
>government backfill of the VLF. In addition, Governor Schwarzenegger is  
>proposing a constitutional spending limit, major workers compensation  
>reform, and sunshine of state government activity, and seeks to obtain

>approval of these issues by the legislature by December 5th, in order to  
>place them on the March 2004 ballot for the consideration by the voters.  
>  
>When asked by a member of the press corps if he will be proposing any  
>Mid-Year Cuts, the Governor responded that he would like to look first  
>at  
>proposals by the Republicans and Democrats, and will be working with his  
>Director of Finance to identify areas of savings. He noted that the  
>first  
>area of savings will be his own salary, which he is declining and is  
>forfeiting to the General Fund. (The Governor makes \$175,000 annually.)  
>  
>When another reporter asked the Governor how he is going to be able to  
>convince the voters to approve a \$15 billion bond to retire the state's  
>massive debt, he responded that the alternative is severe reductions in  
>programs and, "I don't want to make deep cuts like that. It takes too  
>much away from the people." He added, "The voters will be told, "This  
>is  
>the crisis we are in; you decide which way we go."

### >III. GOVERNOR CALLS SPECIAL SESSION - SENATE LEADER RESPONDS

>  
>In response to the Governor's announcement that he was calling for a  
>Special Session of the Legislature to convene today, to work on issues  
>such as the budget deficit, an overhaul of the workers compensation  
>system, and repeal of the immigrant drivers license law, SB 60-Cedillo,  
>Senate President pro Tem John Burton held a press conference this  
>afternoon and announced that the Senate would be convening at 4 p.m.  
>today  
>to organize the House. He added that the Senate Rules Committee would  
>meet tomorrow and appoint members to the various Special Session  
>conference committees on the specific subject matters above. Senator  
>Burton noted that the only bill that he knows will be introduced  
>immediately is a measure to overhaul last year's hurried attempt to  
>reform  
>the workers compensation system, and replace it with a more  
>comprehensive  
>reform measure, targeting \$11 billion in savings.  
>  
>Senator Burton said that he would meet with members of his caucus this  
>afternoon after a 2:45 p.m. meeting with the new Governor, but would not  
>have the full compliment of his members there as "some are out of the  
>country and will not be back until next week." When asked about the  
>tight  
>timeframe with which the legislature will have to work in order to  
>comply  
>with a December 5th deadline for placing initiatives on the March  
>ballot,  
>Senator Burton noted that it was "not impossible.but somewhat  
>improbable."

> He added that the legislature has not seen the particulars of the  
>Governor's plans, and would encourage the Governor to "get it to us as  
>soon as possible."

>

>Lastly, regarding the Executive Order yesterday to eliminate the VLF and  
>authorize refund checks, Senator Burton cautioned that there is no money  
>in state reserves to backfill local government for the loss and no money  
>available to issue refund checks to California drivers. When one  
>reporter

>asked Senator Burton what he might like to request of the new Governor,  
>the Senator joked, "A \$10 billion tax increase, and I'm prepared to  
>negotiate." He added with sincerity, "No one is looking to make his job  
>more difficult," and pledged to continue working with the Governor and  
>his

>staff in the weeks to come.

>

#### >IV. LAO PROJECTS BLEAK FISCAL OUTLOOK 2003-04 THROUGH 2008-09

>

>Last week the Legislative Analyst's Office released their updated  
>projections of the state's General Fund, which reflects a year-end  
>shortfall of \$10.2 billion next year (2004-05) absent corrective action.

>

>The deficit will increase to \$14 billion in view of the Governor's  
>action

>yesterday to roll back the VLF rate. The problem, according to the  
>Analyst, is that the 2003-04 Budget solution "involved borrowing,  
>deferrals, and other one-time actions" which did nothing to address the  
>"\$10 billion budget hole" for this coming year. Unless actions are  
>taken

>to bring expenditures in line with revenues, the \$10 billion and growing  
>structural problem will continue through 2008-09. The Analyst suggests  
>putting "everything on the table" in order to get the Budget back into  
>balance on an ongoing basis, including spending reductions, fund shifts,  
>revenue augmentations, and improved tax collections. While the  
>Analyst's report came out last week, prior to the Governor's  
>announcement

>today of his intended \$15 billion borrowing plan, the LAO cautions  
>against

>"additional borrowing" as "we believe that additional use of this tool  
>should be limited given the future costs it imposes and its failure to  
>address the Budget's underlying problems."

>

>

>

>-----calix-+

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

>

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>To sign off from the list, send email to [listproc@listproc.sjsu.edu](mailto:listproc@listproc.sjsu.edu) with



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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:** Two Percent Assessment Appeal Case  
**DATE:** November 24, 2003

**BACKGROUND:**

No new information has been received since the last report on October 20, 2003.

It is my understanding from a conversation with Neal Gruber last month that a hearing date is set for sometime in December. There may be some news coverage at that time.

Neither the Orange County Board of Supervisors nor the Independent Special Districts of Orange County have recommended any specific action to local jurisdictions.

The initial impact (one-time cost) of the property tax refund for Placentia Library District in Fiscal Year 2002-2003 would be approximately \$186,000. For each year the refund is delayed the amount would increase by approximately \$77,000, plus interest. This is a significant increase over the previous estimate.

The ongoing impact (permanent loss) on future revenue would be a loss of approximately \$77,000 per year.

**RECOMMENDATION:**


Receive & File





Agenda Item 27

TO: Library Board of Trustees

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: November 17, 2003

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) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. We currently have 61 high school volunteer tutors participating in PRREP.
- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center. At Whitten Center, two PLLS volunteers read to children of low income parents while the children are waiting to see the pediatric nurse.
- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes to an under-served population.
- Federal Work Study (FWS) is a partnership between Western State University College of Law and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has eight FWS staff.
- Cal State Fullerton and PLLS have two partnerships:
  1. The Department of Human Services Intern Program, and 2. Service Learning.
- PLLS and Fullerton College have a Service Learning partnership. Several instructors require 10-40 hours of community service and PLLS is a participating agency.
- *EVEN START* collaboration with Ruby Drive Elementary School began in October 2003. New ELLI and FFL Coordinator, Toby Silberfarb, will go to Sacramento in November for orientation and training.
- \*PLLS contacted Troy Tech, a specialized program at Troy High School, to be listed as a community partner in their intern program. Juniors at Troy Tech have a 150 hour intern requirement. Although we have not had any interns from Troy Tech to date, PLLS is now listed as an eligible agency.
- \*PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started this school year, there won't be any potential interns until school year 2004-05.



To: Library Board of Trustees

From: Jim Roberts, Public Services Manager/Literacy Coordinator *JR*

Date: November 17, 2003

**Subject: Status Report on Active Grant Applications**

**Open/Received Grants**

Source	Amount Requested	Date Requested	ELLI	Spanish Literacy	FFL	Children's	AMT Received
Disney	\$5,000	6/30/03	\$5,000				
Bank of America	\$25,000	3/31/03	\$25,000				
Wells Fargo	\$2,000	5/7/03		\$2,000			
Wells Fargo	\$2,000	6/26/03			\$2,000		\$1,000
Target	\$5,000	6/25/03			\$5,000		\$2,000
Mervyn's	\$2,500	7/7/03			\$2,500		
Mighty Ducks	\$10,000	4/16/03	\$10,000				
Mazda	\$25,000	5/27/03	\$25,000				
Sprint	\$25,000	5/27/03	\$25,000				
<b>Total:</b>	<b>\$101,500</b>		<b>\$90,000</b>	<b>\$2,000</b>	<b>\$9,500</b>		<b>\$3,000</b>

**Grants Denied/Withdrawn**

Source	Amount	Date Requested	ELLI	Spanish Literacy	FFL	Children's
Target	\$3,000	6/25/03			\$3,000	
Verizon	\$25,000	3/26/03	\$25,000			
Coca-Cola	\$25,000	3/26/03	\$25,000			
Weingart	\$50,000	5/3/03	\$50,000			
Angels Care	\$25,000	4/16/03	\$25,000			
Ralphs	\$25,000	5/27/03	\$25,000			
Public Welfare	\$50,000	4/30/03	\$50,000			
RGK	\$25,000	4/14/03	\$25,000			
<b>Total:</b>	<b>\$228,000</b>		<b>\$225,000</b>		<b>\$3,000</b>	



**Agenda Item 29**

**TO:** Elizabeth Minter, Library Director

**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator *JR*

**DATE:** November 17, 2003

**SUBJECT:** **Poet Laureate Report.**

Meredith Laskow, Placentia Library District, held a teen poetry workshop on Monday evening, October 13, 2003, and two teens participated. The next teen poetry workshop is scheduled for Monday evening, November 10.



November 7, 2003

To: Placentia Library District  
From: Sandra Stark  
Re: Special Districts Risks Management Authority

The consolidated insurance pool under SDRMA and consisting of workers compensation plus liability insurance is progressing satisfactorily. The monthly meetings are held in Sacramento at the SDRMA owned office building. Placentia Library District, as a member of the liability program, is a party to the ownership of that building. Plans are underway for the worker's compensation program to buy 50% ownership of the building, as an asset of its participants. This, as well as other business decisions, will be studied and resolved within the year, hopefully.

Membership in both programs is rapidly increasing. Liability in June had 261 members and by October had 303 members. Workers compensation in June had 119 members and by October had 212 members. Every month additional members are added to the programs, but potential growth can not be determined. The growth, at this point, may well be a result of the economic conditions of the insurance industry. Whether growth will continue is unknown. However, all contracts for insurance have a 3 year commitment,

On November 24, State Senator Teas (?) will be holding a Special District reform meeting. CSDA should be contacted for additional information.

The Sacramento Bee has been editorializing about water districts abuse (article enclosed). Over the next 3 weeks, it will be exposing violations and offering remedies. This might be interesting reading.

Due to embezzlement problems in a few districts, the California legislature will be looking into safeguards and regulations to protect the assets of state entities. Future information will be provided as it becomes available.

Enclosed also is a copy of the Local Taxpayers and Public Safety Protection Act which is a proposed amendment to the California Constitution and is provided to us by CSDA. Further information can be obtained from CSDA.

Next meeting is December 2, 2003, in Sacramento.

  
Sandra Stark





nov 24 - Senator Teas (2)  
having a Special District  
reform meeting.

## Editorial: A wide-open spigot

### Water district abuses exist statewide

(one of several editorials on  
special districts)

**Bee Editorial Staff**

**Published 2:15 a.m. PST Sunday, November 2, 2003**

When we looked at the inner workings of about a dozen water districts in the Sacramento region earlier this year, this is what we found.

Golf, and plenty of it.

First-class travel.

Unreported income.

Credit cards.

Thousand-dollar dinners at Disneyland.

Elections without challengers.

Public agencies run like family employment bureaus.

But this is just one region in a big state with hundreds of water districts. So the next questions were natural.

Was there something unique in the water around Sacramento that had gotten to the leaders of these local districts? Or was their behavior symptomatic of a broader disease?

After reviewing about 8,500 pages of spending records from 20 or so water districts throughout California, we have the answer.

It's a disease. It doesn't strike every district, but symptoms are found statewide. And it incubates best in the dark, in obscure agencies, shielded from public scrutiny, governed only by loose state oversight and fed by opportunities for self-enrichment that prove too tempting for some of their members to pass up.

In answering that question, the districts' records also offered an illuminating tour of public service inside some of California's water districts.

\* Welcome to a favorite hangout of some Southern California water directors, a casino owned by porn mogul Larry Flynt. There, the directors eat lunch and bill it to the ratepayers. One even pockets a \$176 per diem by declaring lunch to have been a "meeting."

\* Meet a water agency whose leaders all routinely go out to a four-figure dinner the night before they hold their regular meeting in public.

\* Marvel at the array of "meetings" that water district officials get paid to attend (some at close to \$200 a whack). You may think a meeting is a bunch of people sitting around a big table. Not in the world of water districts. There, a meeting includes attending an art opening, mingling with Elks Club members or networking in New York with Democrats.

\* Ponder the lesson of two districts that should be squeaky clean, given the negative exposure they got a couple of years ago from the Southern California media (not to mention that pesky federal indictment). Guess what. They've come up with some new tricks.

San Miguel CSD +  
Sacramento Valley CSD  
have embezzlement problems

Agenda Item 30  
Page 3 of 10

\* And make the acquaintance of a master of the water game. This director is milking not two, but three different water districts for all they are worth, including two \$300-plus monthly car allowances, a \$200 monthly "communications" allowance, deferred compensation and health insurance.

Water district leadership should be low-key, low-profit public service. It's not supposed to be a meals plan for the town's finest restaurants or the platform for partisan activities or a financial strategy for the directors' retirement years, complete with health insurance for life.

Yet across California, as our survey of records shows, such things are happening in too many water districts. They happen because the public pays scant attention. They happen because the news media's attention is infrequent and short-lived. They happen because the state has few laws to govern the behavior of these independently elected governments.

The result, for water district directors who put self-service above public service, is a financial spigot they can always turn wide open.

Ultimately, it will be up to the state Legislature to slow this tap. But before getting to the remedies, it's useful to understand the disease. So join us over the next three weeks or so for a tour of California's water districts and the ways some of the state's Water Barons make this system work for their benefit.

**Coming next**

Royal Hustle: Let's do lunch

*Give to  
Library Board*

## THE LOCAL TAXPAYERS AND PUBLIC SAFETY PROTECTION ACT

### SECTION ONE. Short Title.

These amendments to the California Constitution shall be known and may be cited as the LOCAL TAXPAYERS AND PUBLIC SAFETY PROTECTION ACT.

### SECTION TWO. Findings and Purposes

(a) The People of the State of California find that restoring local control over local tax dollars is vital to insure that local tax dollars are used to provide critical local services including police, fire, emergency and trauma care, public health, libraries, criminal justice, and road and street maintenance. Reliable funding for these services is essential for the security, well-being and quality of life of all Californians.

(b) For many years, the Legislature has taken away local tax dollars used by local governments so that the State could control those local tax dollars. In fact, the Legislature has been taking away billions of local tax dollars each year, forcing local governments to either raise local fees or taxes to maintain services, or cut back on critically needed local services.

(c) The Legislature's diversion of local tax dollars from local governments harms local governments' ability to provide such specific services as police, fire, emergency and trauma care, public health, libraries, criminal justice, and road and street maintenance.

(d) In recognition of the harm caused by diversion of local tax dollars and the importance placed on voter control of major decisions concerning government finance, and consistent with existing provisions of the California Constitution that give the people the right to vote on fiscal changes, the People of the State of California want the right to vote upon actions by the State government that take local tax dollars from local governments.

(e) The Local Taxpayers and Public Safety Protection Act is designed to insure that the People of the State of California shall have the right to approve or reject the actions of state government to take away local revenues that fund vitally needed local services.

(f) The Local Taxpayers and Public Safety Protection Act strengthens the requirement that if the State mandates local governments to implement new or expanded programs, then the State shall reimburse local governments for the cost of those programs.

(g) The Local Taxpayers and Public Safety Protection Act does not amend or modify the School Funding Initiative, Proposition 98 (Article XVI, section 8 of the California Constitution).

(h) Therefore, the People declare that the purposes of this Act are to:

- (1) require voter approval before the Legislature removes local tax dollars from the control of Local Government, as described in this measure;
- (2) insure that local tax dollars are dedicated to local governments to fund local public services;
- (3) insure that the Legislature reimburses local governments when the State mandates local governments to assume more financial responsibility for new or existing programs; and
- (4) prohibit the Legislature from deferring or delaying annual reimbursement to local governments for state-mandated programs.

**SECTION THREE.** Article XIII E is hereby added to the California Constitution to read as follows:

**ARTICLE XIII E Local Taxpayers and Public Safety Protection Act**

**Section 1. State-wide Voter Approval Required.**

(a) Approval by a majority vote of the electorate, as provided for in this section, shall be required before any act of the Legislature takes effect that removes the following funding sources, or portions thereof, from the control of any Local Government as follows:

- (1) Reduces, or suspends or delays the receipt of, any Local Government's proportionate share of the Local Property Tax when the Legislature exercises its power to apportion the Local Property Tax; or requires any Local Government to remit Local Property Taxes to the State, a state-created fund, or, without the consent of the affected Local Governments, to another Local Government;
- (2) Reduces, or delays or suspends the receipt of, the Local Government Base Year Fund to any Local Government, without appropriating funds to offset the reduction, delay or suspension in an equal amount;
- (3) Restricts the authority to impose, or changes the method of distributing, the Local Sales Tax;
- (4) Reduces, or suspends or delays the receipt of, the 2003 Local Government Payment Deferral; or
- (5) Fails to reinstate the suspended Bradley-Burns Uniform Sales Tax Rate in accordance with Section 97.68 of the Revenue and Taxation Code added by Chapter 162 of 2003 Statutes; or reduces any Local Government's allocation of the Property Tax required by Section 97.68 while the Sales Tax Rate is suspended.

(b) A vote of the electorate, as provided in this section, shall also be required if an act of the Legislature that establishes classifications or exemptions from the Local Property Tax or the Local Sales Tax does not include a continuous appropriation to reimburse Local Governments for the actual loss of revenue from those classifications or exemptions.

(c) Prior to its submission to the electorate, an act subject to voter approval under this section must be approved by the same vote of the Legislature as is required to enact a budget bill and shall not take effect until approved by a majority of those voting on the measure at the next statewide election in accordance with subdivision (d).

(d) When an election is required by this section, the Secretary of State shall present the following question to the electorate: "Shall that action taken by the Legislature in [Chapter \_\_\_ of the Statutes of \_\_\_], which affects local revenues, be approved?"

## **Section 2. Definitions**

(a) "Local Government" means any city, county, city and county, or special district.

(b) "Local Government Base Year Fund" means the amount of revenue appropriated in the 2002-2003 fiscal year in accordance with Chapters 1 through 5, commencing with section 10701 of Part 5 of Division 2 of the Revenue and Taxation Code, adjusted annually based upon the change in assessed valuation of vehicles that are subject to those provisions of law. In the event that the fees imposed by those provisions of law are repealed, then the Fund shall be adjusted annually on July 1 by an amount equal to the percentage change in per capita personal income and the change in population, as determined pursuant to Article XIII B.

(c) "2003 Local Government Payment Deferral" means the amount of revenues required to be transferred to Local Government from the General Fund specified in subparagraph D of paragraph 3 of subdivision (a) of section 10754 of the Revenue and Taxation Code in effect on August 11, 2003.

(d) "Local Property Tax" means any Local Government's January 1, 2003 proportionate share of ad valorem taxes on real property and tangible personal property apportioned pursuant to the Legislature's exercise of its power to apportion property taxes as specified in Article XIII A, section 1. "Local Property Tax" also means any Local Government's allocation of the ad valorem tax on real property and tangible personal property pursuant to Article XVI, section 16.

(e) "Local Sales Tax" means any sales and use tax imposed by any city, county, or city and county pursuant to the Bradley-Burns Uniform Sales and Use Tax (Chapter 1 of Part 1.5 of Division 2 of the Revenue and Taxation Code) in accordance with the law in effect on January 1, 2003.

(f) "Special District" means an agency of the State, formed pursuant to general law or special act, for the local performance of governmental or proprietary functions with limited geographic boundaries, including redevelopment agencies, but not including school districts, community college districts, or county offices of education.

(g) "State" means the State of California.

### **Section 3. Interim Measures**

(a) The operation and effect of any statute, or portion thereof, enacted between November 1, 2003 and the effective date of this Act, that would have required voter approval pursuant to Section 1 if enacted on or after the effective date of this Act (the "Interim Statute"), shall be suspended on that date and shall have no further force and effect until the date the Interim Statute is approved by the voters at the first statewide election following the effective date of this Act in the manner specified in Section 1. If the Interim Statute is not approved by the voters, it shall have no further force and effect.

(b) If the Interim Statute is approved by the voters, it shall nonetheless have no further force and effect during the period of suspension; provided, however, that the statute shall have force and effect during the period of suspension if the Interim Statute or separate act of the Legislature appropriates funds to affected local governments in an amount which is not less than the revenues affected by the Interim Statute.

### **SECTION FOUR. Article XIII B Section Six (6) is hereby amended as follows:**

SEC. 6. (a) Whenever the Legislature or any state agency mandates a new program or higher level of service on any local government, the State shall annually provide a subvention of funds to reimburse such local government for the costs of such program or increased level of service, except that the Legislature may, but need not, provide such subvention of funds for the following mandates:

- (a) (1) Legislative mandates requested by the local agency affected;
- (b) (2) Legislation defining a new crime or changing an existing definition of a crime; or
- (c) (3) Legislative mandates enacted prior to January 1, 1975, or executive orders or regulations initially implementing legislation enacted prior to January 1, 1975.

(b) *The annual subvention of funds required by this section shall be transmitted to the local government within 180 days of the effective date of the statute or regulation or order by a State officer or agency that mandates a new program or higher level of service, or within 180 days of a final adjudication that a subvention of funds is required pursuant to this section. For purposes of this section, the Legislature or any State agency or officer mandates a new program or higher level of service when it creates a new program, requires services not previously required to be provided, increases the*

*frequency or duration of required services, increases the number of persons eligible for services, or transfers to local government complete or partial financial responsibility for a program for which the State previously had complete or partial financial responsibility.*

*(c) If during the fiscal year in which a claim for reimbursement is filed for a subvention of funds, the Legislature does not appropriate a subvention of funds that provides full reimbursement as required by subdivision (a), or does not appropriate a subvention of funds that provides full reimbursement as part of the state budget act in the fiscal year immediately following the filing of that claim for reimbursement, then a local government may elect one of the following options:*

*(1) Continue to perform the mandate. The local government shall receive reimbursement for its costs to perform the mandate through a subsequent appropriation and subvention of funds; or*

*(2) Suspend performance of the mandate during all or a portion of the fiscal year in which the election permitted by this subdivision is made. The local government may continue to suspend performance of the mandate during all or a portion of subsequent fiscal years until the fiscal year in which the Legislature appropriates the subvention of funds to provide full reimbursement as required by subdivision (a). A local government shall receive reimbursement for its costs for that portion of the fiscal year during which it performed the mandate through a subsequent appropriation and subvention of funds.*

*The terms of this subdivision do not apply, and a local government may not make the election provided for in this subdivision, for a mandate in effect on January 1, 2004 that either requires safe working conditions for local government employees or establishes procedural rights arising from and directly relating to local government employment.*

*(d) For purposes of this section, "mandate" means a statute, or action or order of any state agency, which has been determined by the Legislature, any court, or the Commission on State Mandates or its designated successor, to require reimbursement pursuant to this section.*

#### **SECTION FIVE. Construction.**

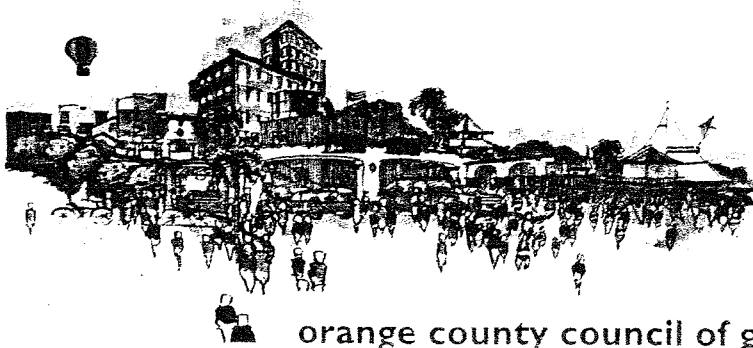
(a) This measure shall be liberally construed to effectuate its purposes, including providing adequate funds to Local Government to fund local services such as police, fire, emergency and trauma care, public health, libraries, criminal justice, and road and street maintenance.

(b) This measure shall not be construed either to alter the apportionment of the ad valorem tax on real property pursuant to Section 1 of Article XIII A by any statute in effect prior to January 1, 2003 or to prevent the Legislature from altering that apportionment in compliance with the terms of this measure.

(c) Except as provided in Section 3 of Article XIII E added by Section Three of this Act, the provisions of Section 1 of Article XIII E added by Section Three of this Act apply to all statutes adopted on or after the effective date of this Act.

**SECTION SIX.** If any part of this measure or its application to any person or circumstance is held invalid by a court of competent jurisdiction, the invalidity shall not affect other provisions or applications that reasonably can be given effect without the invalid provision or application.





orange county council of governments

October 13, 2003

Dear OCCOG Board Members and Board Alternates:

The next meeting of the OCCOG Board of Directors -- scheduled for Thursday, October 23, 2003, at 9:00 a.m. at the Orange County Sanitation District -- will include a subregional unveiling of the Draft 2004 Regional Transportation Plan (RTP) by the staff of the Southern California Association of Governments. As you are most likely aware, the RTP is the 20-year blueprint for transportation projects and programs in our area of southern California.

I encourage you, as well as your designated alternate and any other interested parties, to attend this highly informative presentation. The OCCOG Board has also invited staff from the Orange County Transportation Authority and the Transportation Corridor Agencies to answer any questions.

Should you have any questions regarding OCCOG, its Board or this special RTP presentation, please contact Annabel Cook, at 714/571-8444 or Heather Dion at 714/571-5844.

Sincerely,

*Phil Anthony*

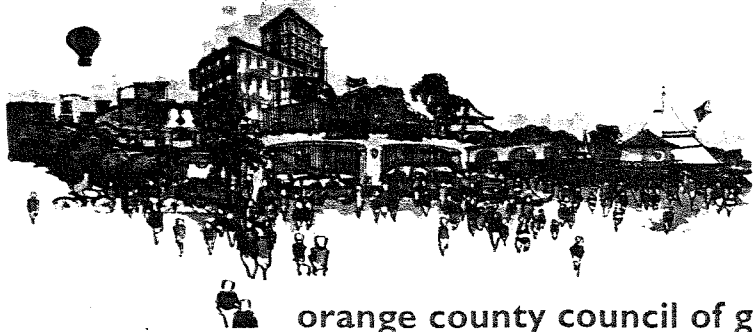
Phil Anthony,  
Chair

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

County of Orange

- agencies**
- Costa Mesa Sanitary District
  - East Orange Water District
  - El Toro Water District
  - Irvine Ranch Water District
  - OC Sanitation District
  - OC Transportation Authority
  - OC Water District
  - Transportation Corridor Agencies





orange county council of governments  
**Regular Meeting of the  
BOARD OF DIRECTORS**

Meeting Date / Location

Thursday, October 23, 2003  
9:00 a.m.  
Orange County Sanitation District  
10844 Ellis Avenue  
Fountain Valley, California

AGENDA ITEM

STAFF

PAGE

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

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

**PLEDGE OF ALLEGIANCE**

**I. CALL TO ORDER / ROLL CALL**

(Chair Phil Anthony)

- Phil Anthony, Chair, ISDOC
- Lou Bone, Vice-Chair, District 17
- Cathryn DeYoung, District 12
- Richard Dixon, District 13
- Tod Ridgeway, District 14
- Libby Cowan, District 15
- Vacant, District 16
- Alta Duke, District 18
- Richard Chavez, District 19
- Ron Bates, District 20
- Art Brown, District 21
- Bev Perry, District 22

- Debbie Cook, District 64
- Tim Keenan, Cities At-Large
- Bill Campbell, County At-Large
- Peter Herzog, OCD, LOCC
- Steve Anderson, OCSD (*not activated*)
- Greg Winterbottom, OCTA
- Chris Norby, SCAG-County Rep. (*not activated*)
- Bill Craycraft, SCAQMD – Cities Representative
- Jim Silva, SCAQMD–County Representative
- Dave Swerdlin, TCAs
- Owen Holmes, Cal State Fullerton
- Al Hollinden, Private Sector

County of Orange

- agencies**
- Costa Mesa Sanitary District
- East Orange Water District
- El Toro Water District
- Irvine Ranch Water District
- OC Sanitation District
- OC Transportation Authority
- OC Water District
- Transportation Corridor Agencies

**II. OATH OF OFFICE**

(Clerk of the Board)

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

### III. PUBLIC COMMENTS

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

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

### IV. CONSENT CALENDAR

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

- A. **Minutes from September 25, 2003 Board Meeting** (Clerk of the Board) 4  
*Recommended Action:* Approve minutes.
- B. **Report on the OCCOG TAC** (Tracy Sato, OCCOG TAC Vice Chair) 8  
*Recommended Action:* Receive report.
- C. **Air Quality Report** (Annabel Cook) 12  
*Recommended Action:* Receive report.

### V. ACTION ITEMS

- A. **Consideration of OCCOG Membership for the Municipal Water District of Orange County** (Annabel Cook) 16  
*Recommended Action:* Adopt OCCOG staff's recommendation to approve OCCOG membership for the Municipal Water District of Orange County.
- B. **Approve ROCC Group Structure** (Annabel Cook/ Matthew Henkes) 22  
*Recommended Action:* Approve OCCOG staff's recommendation regarding ROCC Group structure.
- C. **Ratify Letter Supporting the 2003 Air Quality Management Plan** (Annabel Cook) 24  
*Recommended Action:* Ratify a letter of support for the 2003 Air Quality Management Plan.

VI. PRESENTATION

- A. Draft 2004 Regional Transportation Plan (Rich Macias, SCAG  
Manager of Transportation 28  
Planning and Programs)  
*Recommended Action:* Receive and file.

VII. REPORTS

- A. Update Regarding Growth Projections (Dr. Bill Gayk) 32  
*Recommended Action:* Receive and file.
- B. Growth Visioning Program (Annabel Cook) 38  
*Recommended Action:* Receive and file.
- C. Inter-Regional Partnership (Heather Dion) 42  
*Recommended Action:* Receive and file.
- F. Report from OCCOG Chair (Chair Anthony) 44  
- Update regarding the San Gabriel and Lower  
Los Angeles Rivers and Mountains Conservancy  
*Recommended Action:* Receive and file.

VIII. MATTERS FROM BOARD MEMBERS (Chair Anthony)

IX. MATTERS FROM MEMBER AGENCIES (Chair Anthony)

X. MATTERS FROM STAFF (Chair Anthony)

XI. CLOSED SESSION

Conference with legal counsel-Existing litigation

Pursuant to Government Code Section 54956.9 (a)  
SCAG et.al. v. HCD et.al

XII. ADJOURNMENT

Next Meeting: Thursday, November 20, 2003, 9:00 a.m.





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM IV. A.**

**STAFF REPORT**

**Subject:** Minutes from September 25, 2003 OCCOG Board of Directors Meeting

**Summary:** Attached are the minutes from the September 25, 2003 OCCOG Board of Directors meetings.

**Recommendation:** Approve minutes.

**Attachment:** Minutes from September 25, 2003, OCCOG Board of Directors Meeting

**Staff Contact:** Jill Ingram-Guertin, Clerk of the Board – (714) 229-6700  
Heather Dion, Regional Issues Analyst – (714) 571-5840  
Annabel Cook, Regional Issues Consultant - (714) 571-5844

000004





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

**BOARD OF DIRECTORS**

**HELD**

**September 25, 2003**

A regular meeting of the Orange County Council of Governments was called to order at 9:12 a.m. by Chair Phil Anthony at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Cities-At-Large Alternate Board Member Chris Lowe.

**I. CALL TO ORDER / ROLL CALL**

Roll was taken by the Clerk of the Board.

PRESENT:

Phil Anthony, Chair, ISDOC  
Lou Bone, Vice-Chair, District 17  
Cathryn DeYoung, District 12  
Alta Duke, District 18  
Marilynn Poe, Alternate, District 20  
Bev Perry, District 22  
Chris Lowe, Alternate, Cities At-Large  
Dave Swerdlin – TCAs  
Owen Holmes, Cal State Fullerton  
Al Hollinden, Private Sector

ABSENT:

Richard Dixon, District 13  
Tod Ridgeway, District 14  
Libby Cowan, District 15  
Richard Chavez, District 19  
Art Brown, District 21  
Debbie Cook, District 64  
Bill Campbell, County At-Large  
Peter Herzog, OCD, LOCC  
Norman Eckenrode, OCSD  
Greg Winterbottom, OCTA  
Chris Norby, SCAG-County Rep.  
Bill Craycraft, SCAQMD – Cities Rep.  
Jim Silva, SCAQMD – County Rep.

VACANT:

District 16

**II. OATH OF OFFICE**

The Clerk of the Board administered the Oath of Office to F. Owen Homes, Jr., Associate Vice President, Cal State Fullerton.

**III. ADJOURNMENT**

Chair Anthony adjourned the meeting at 9:15 a.m., due to lack of a quorum, to the next regular meeting, to be held on Thursday, October 23, 2003, beginning at 9:00 a.m., at the Orange County Water District, 10500 Ellis Avenue, Fountain Valley, California.

Following adjournment, those OCCOG members remaining in attendance heard a brief presentation by Rich Macias, Manager of Transportation Planning and Programs, SCAG, regarding the Draft 2004 Regional Transportation Plan, and informally discussed the following items:

- A. OCCOG Partnership Opportunities
  - ° Energy Efficiency Program
- B. Update Regarding Growth Projections
- C. Growth Visioning Program
- D. Inter-Regional Partnership
- E. League of California Cities Ballot & CITIPAC
- F. Report from OCCOG
  - ° 2003 General Assembly Update and Survey
  - ° SCAG Policy Committees

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CHAIR OF THE ORANGE COUNTY COUNCIL OF  
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

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CLERK OF THE BOARD



**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM IV. B.**

**STAFF REPORT**

**Subject:** Report on October 7, 2003, OCCOG TAC Meeting

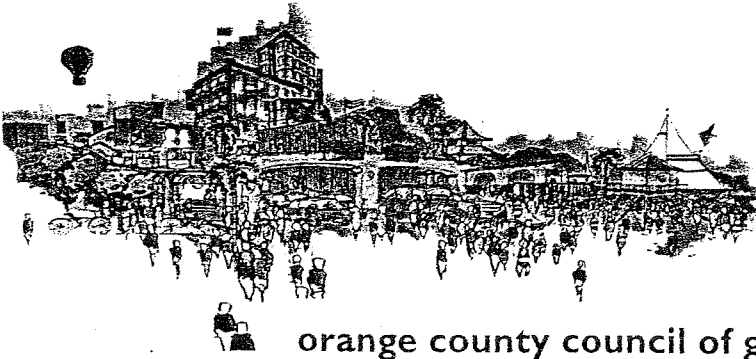
**Summary:** The OCCOG Technical Advisory Committee (TAC) has provided the OCCOG Board with the most recent OCCOG TAC agenda for review.

**Recommendation:** Receive report.

**Attachment:** Agenda from the October 7, 2003, OCCOG TAC meeting

**Staff Contact:** Annabel Cook, Regional Issues Consultant – (714) 571-5844





orange county council of governments  
 TECHNICAL ADVISORY COMMITTEE

Please note that there will be a special Infill Capacity Analysis Workshop from 9:00 a.m. to 10:00 a.m. for all interested jurisdictions.

Meeting Date / Location

[www.occities.org/occog](http://www.occities.org/occog)

Tuesday, October 7, 2003  
 10:00 a.m.  
 City of Fullerton – Council Chambers  
 303 West Commonwealth Avenue  
 Fullerton, California

Agenda Item

Staff

Page

I. INTRODUCTIONS

(Chair Joel Rosen)

II. PUBLIC COMMENTS

(Chair)

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

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

III. REPORT ON THE SEPTEMBER 25, 2003 OCCOG BOARD MEETING

Recommended Action: Receive report.

(Heather Dion)

IV. DRAFT 2004 REGIONAL TRANSPORTATION PLAN

(Nancy Pfeffer, SCAG)

V. MISSION VIEJO OWP PROJECT UPDATE

(Gail Shiomoto-Lohr)

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

- County of Orange
- agencies
- San Juan Capistrano Sanitary District
- East Orange Water District
- El Toro Water District
- Irvine Ranch Water District
- OC Sanitation District
- OC Transportation Authority
- OC Water District
- Transportation Corridor Agencies

VI. GROWTH PROJECTIONS UPDATE

(Bill Gayk)

*Recommended Action:* Receive report.

VII. INTER-REGIONAL PARTNERSHIP REPORT

(Heather Dion)

*Recommended Action:* Receive report.

VIII. AIR QUALITY UPDATE

(Annabel Cook)

IX. OTHER BUSINESS / ITEMS FOR NEXT MEETING

X. SET NEXT MEETING: Tuesday, November 4, 2003, at 10:00 a.m.

XI. ADJOURNMENT



**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM IV. C.**

**STAFF REPORT**

**Subject:** Air Quality Report

**Summary:** An update on air quality issues of importance to OCCOG and the region is provided.

**Recommendation:** Receive report.

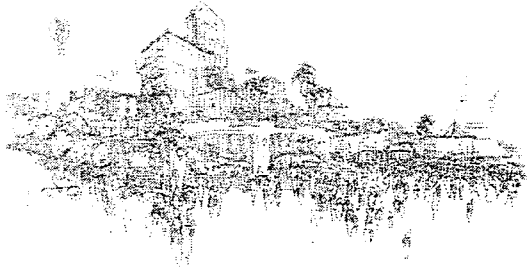
**Attachment:** October 2003 Report

**Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844

**000012**







## ORANGE COUNTY COUNCIL OF GOVERNMENTS

### AIR QUALITY UPDATE October 2003

#### **Carl Moyer Funding**

The 2003-2004 Carl Moyer Program allows the South Coast Air Quality Management District (SCAQMD) to provide \$12.3 million to fund heavy-duty vehicles, engines and equipment that are alternatively fueled or cleaner than required under certain mandates. This is an excellent way to fund the SCAQMD's Clean Fleet Rules compliance. A series of Requests for Proposals, which can be downloaded at [www.aqmd.gov/rfp](http://www.aqmd.gov/rfp), were released in August 2003 and proposals must be submitted by October 10, 2003. OCCOG hosted a special Orange County Moyer workshop on September 2, 2003, and additional assistance regarding Moyer applications can be obtained through OCCOG by contacting

#### **2003 Air Quality Management Plan (AQMP)**

The SCAQMD's Governing Board has unanimously adopted the 2003 AQMP, the region's blueprint for achieving air quality standards across southern California by the end of the decade. The 2003 AQMP outlines the air pollution control measures needed to meet federal health-based standards for ozone by 2010, and for fine particulates, known as PM10, by 2006. It also demonstrates how the federal standard for carbon monoxide, achieved for the first time at the end of last year, will be maintained. Lastly, the plan takes a preliminary look at what will be needed to achieve new and more stringent health standards for ozone and ultrafine particulates known as PM2.5.

#### **SCAQMD's Clean Fleet Rules Challenged in Court**

The SCAQMD's Clean Fleet Rules have been challenged by the Western States Petroleum Association (WESPA), a trade association of major oil companies, and the Engine Manufacturers Association (EMA), which includes several diesel engine manufacturers. The suit seeks to overturn the Clean Fleet Rules by alleging that the SCAQMD overstepped its authority when it adopted and implemented the Clean Fleet Rules because, under the federal Clean Air Act, states and local jurisdictions are prohibited from establishing their own emission standards for new motor vehicles. The SCAQMD has countered that the Clean Fleet Rules do not set emission standards, but

require fleet operators to choose from among the cleanest engines that are commercially available.

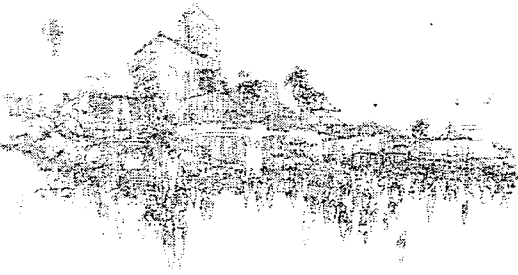
The case is currently pending in the U.S. Supreme Court and is expected to be heard in early December 2003. The SCAQMD has already prevailed in both the U.S. District Court and the 9th Circuit Court of Appeals. Recently, the federal government filed an amicus brief, expressing its support of WESPA and EMA and arguing that, under the Clean Air Act, the SCAQMD must petition the U.S. Environmental Protection Agency for permission to adopt its own emission standard to new vehicles. AQMD maintains that this is unnecessary since its fleet rules do not constitute an emissions standard.

### **OCCOG's Subregional Work Program Sponsored by the SCAQMD**

OCCOG continues its work with the SCAQMD, a partnership started in 2002 that provides OCCOG with funding to develop a model air quality element and to provide outreach assistance to local governments in the subregion. Through this funding the following has occurred:

- A draft model air quality element (MAQE) has been developed by OCCOG and Western Riverside COG. The MAQE has been distributed to cities and other interested parties for review and comment, and a final MAQE will be distributed to local governments in early 2004. The MAQE can be considered by cities and counties as a tool to assist local communities address air quality issues. Adoption of MAQEs by local governments is **entirely voluntary**. OCCOG will host a workshop in the Spring of 2004 to present the MAQE.
- The OCCOG Alternative Fuel Vehicle and Infrastructure Program is continuing, with a recent workshop being provided on Moyer Funding. Any OCCOG member agency may request support and assistance under this program

For additional information on air quality issues, please contact Annabel Cook at (714) 571-5844.



## ORANGE COUNTY COUNCIL OF GOVERNMENTS

### ITEM V. A.

### STAFF REPORT

**Subject:** Consideration of OCCOG Membership for the Municipal Water District of Orange County

**Summary:** In May 2003, the Board of the Municipal Water District of Orange County adopted a resolution requesting consideration by the OCCOG Board for membership in OCCOG. This resolution and action was adopted pursuant to the OCCOG Bylaws Article III.-Membership, which allows public agencies located in the geographical boundaries of Orange County to petition the OCCOG Board for membership in OCCOG. This Bylaws section also provides that the OCCOG Board shall review petitions for qualification as members and shall vote to approve or disapprove the petitions. Pursuant to Article III, petitioners become members when a majority of the voting membership of the Board approves the petition and the petitioners sign addenda to the Joint Powers Agreement.

Although Article III of the OCCOG Bylaws does not specify qualifications for membership, Article II-Purpose and Functions provides a listing of the purposes of OCCOG with which member agencies should be able to assist and support. Therefore, characteristics for member agencies can be implicitly understood to be those which assist OCCOG in meeting its purposes and functions. In the past, Article II, specifically Section 2.1, has been utilized to determine the appropriateness of OCCOG membership.

In considering the petition at hand, OCCOG staff makes the following findings:

- The petitioner is within the geographical boundaries of Orange County;
- The petitioner is a provider of essential services in Orange County that are of a regional nature or have a regional impact;
- The petitioner can assist in the facilitation of areawide planning and coordination with regards to services within Orange County;

- The petitioner can support OCCOG and its goal of creating a unified subregional organization that can represent the variety and magnitude of Orange County issues and matters in the Southern California region, the state and the nation;
- The petitioner will be an asset in the preparation of regional and subregional plans, especially those related to essential public services;
- The petitioner can provide support for studies and projects that OCCOG may embark upon to coordinate services on a regional basis; and
- The petitioner can be an asset in providing solutions to problems of mutual interest and common general concern to Orange County communities.

Based on this analysis, OCCOG staff recommends that the OCCOG Board approve the petition for Municipal Water District of Orange County membership to the OCCOG. If membership is approved, the attached addendum to the OCCOG JPA must be executed by a representative of the agency.

**Recommendation:** Adopt OCCOG staff's recommendation to approve OCCOG membership for the Municipal Water District of Orange County

**Attachment:**

- 1.) Resolution from the Municipal Water District of Orange County
- 2.) The OCCOG Joint Powers Agreement addendum for execution by Municipal Water District of Orange County if membership is approved by the OCCOG Board.

**Staff Contact:** Annabel Cook, Regional Issues Consultant – (714) 571-5844

RESOLUTION NO. 1715  
RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
AUTHORIZING PETITION FOR MEMBERSHIP IN ORANGE COUNTY COUNCIL  
OF GOVERNMENTS, AND AUTHORIZING EXECUTION OF JOINT POWERS  
AGREEMENT

RESOLVED, that the District staff is hereby authorized to submit to the Orange County Council of Governments (OCCOG) a petition for MWD of OC's membership in the Council; and


RESOLVED FURTHER, that, upon approval of such petition, the President or Vice President and General Manager are authorized to execute the *Joint Powers Agreement Establishing the Orange County Council of Governments* on behalf of the District.

Said Resolution was adopted, on roll call, by the following vote:

AYES: Directors Bakall, Clark, Dick, Finnegan, Hinman & Royce  
NOES: None  
ABSENT: Director Barbre  
ABSTAIN: None

I hereby certify the foregoing is a true and correct copy of Resolution No. 1715 adopted by the Board of Directors of Municipal Water District of Orange County at its meeting held on May 21, 2003.

ATTEST:



Maribeth Goldsby  
District Secretary



**ADDENDUM TO JOINT POWERS AGREEMENT  
ESTABLISHING THE  
ORANGE COUNTY COUNCIL OF GOVERNMENTS**

This addendum to the Joint Powers Agreement establishing the Orange County Council of Governments ("Joint Powers Agreement") recognizes the assent and agreement of the public agency listed below to the terms and conditions of the original Joint Powers Agreement and any duly enacted amendment, supplement, or addenda thereto.

RECITALS

WHEREAS, the Founding Members of the Orange County Council of Governments ("OCCOG") duly executed and authorized the terms and conditions of the Joint Powers Agreement, attached hereto and incorporated as though fully set forth herein, on or prior to August 15, 1996; and,

WHEREAS, the governing body of the public agency listed below has formally requested that the public agency become a Member Agency of the OCCOG and a party to the Joint Powers Agreement; and,

WHEREAS, a majority of the total voting membership of the OCCOG has approved the request of said public agency as authorized in the Joint Powers Agreement and the Bylaws promulgated thereto.

NOW, THEREFORE, for good and valuable consideration of the agreements between the parties to the Joint Powers Agreement, the public agency listed below agrees as follows:

1. The public agency listed below assents and agrees to all the terms and conditions of the Joint Powers Agreement, and the Bylaws, Resolutions, and agreements promulgated thereto, as those documents may be duly amended, supplemented, or added to from time to time.
2. The public agency listed below hereby shall become a Member Agency of the OCCOG from this day forth until said membership is duly terminated, and shall become a full and equal party to the Joint Powers Agreement.

IN WITNESS WHEREOF, said public agency has duly executed this Addendum as evidenced by the signatures below.

**Municipal Water District of Orange County**

By: \_\_\_\_\_  
Chair

Date Approved: \_\_\_\_\_

Approved As To Form:

Attest:

\_\_\_\_\_  
Legal Counsel

\_\_\_\_\_  
Clerk of the Board

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**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM V. B.**

**STAFF REPORT**

**Subject:** Approve ROCC Group Structure

**Summary:** In preparation for the start of the Reduce Orange County Congestion (ROCC) program and the receipt of these federal funds, staff recommends the creation of a committee to be known as the ROCC Group. This committee would be delegated the following responsibilities: the development of criteria for judging project proposals submitted to the ROCC program, the solicitation of project proposals, and the evaluation and ranking of project proposals. The ROCC Group would submit recommendations in these three areas for final approval by the Board of Directors. Staff recommends the following ROCC Group structure:

- 3 OCCOG TAC members (of which at least 2 will be city staff);
- 1 Orange County Transit Authority staff person;
- 1 County staff person;
- 1 representative of Caltrans
- 1 representative of the Federal Highway Administration
- 1 Southern California Association of Governments staff person;
- and
- 1 City Manager.

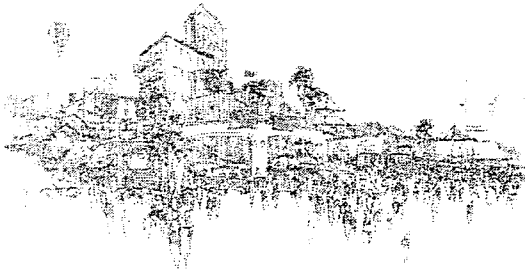
**Recommendation:** Approve OCCOG staff's recommendation regarding ROCC Group's structure.

**Attachment:** None.

**Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844  
Michael Gold, Acting Executive Director - (714) 972-0077  
Matthew Henkes, Policy Analyst - (714) 972-0077

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## ORANGE COUNTY COUNCIL OF GOVERNMENTS

### ITEM V. C.

### STAFF REPORT

**Subject:** Ratify Letter Supporting the 2003 Air Quality Management Plan

**Summary:** As was previously reported to the OCCOG Board of Directors, the SCAQMD's Governing Board has unanimously adopted the 2003 AQMP, the region's blueprint for achieving air quality standards across southern California by the end of the decade. The 2003 AQMP outlines the air pollution control measures needed to meet federal and state health-based standards for the South Coast Air Basin, which includes Orange County. The 2003 AQMP was carefully constructed to meet emission reduction goals, which must be achieved to avoid federal sanctions, while balancing projected growth that will increase regional transportation, a primary source of air pollution.

SCAQMD staff embarked on a comprehensive outreach program that included presentations to numerous cities and councils of governments. The OCCOG Technical Advisory Committee (TAC) was included in this outreach effort.

SCAQMD staff requested on October 2, 2003, that subregional organizations and other interested parties draft letters of support for the 2003 AQMP, which will be considered on October 23, 2003, by the California Air Resources Board for approval and inclusion in the State Implementation Plan. Based on the finding that the 2003 AQMP addresses air quality goals while balancing growth needs, the OCCOG TAC drafted a letter of support for the 2003 AQMP.

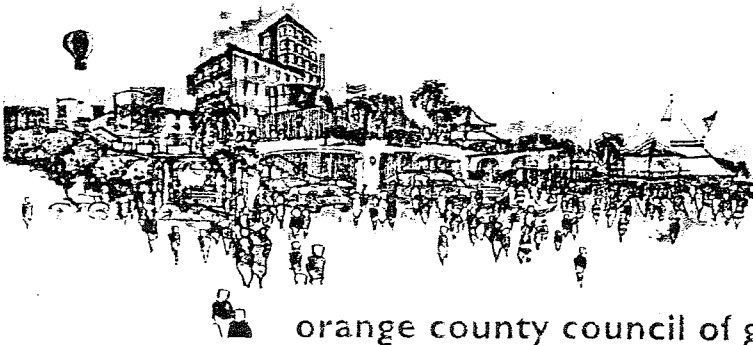
As the request date for support letters occurred after the September 25, 2003 OCCOG Board meeting, yet the support letters were needed by October 15, 2003, Chair Anthony utilized the OCCOG TAC's findings and support recommendation to draft a support letter on behalf of the OCCOG Board. The support letter is presented today for the Board's ratification.

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**Recommendation:** Ratify a letter of support for the 2003 Air Quality Management Plan.

**Attachment:** Letter of Support for the 2003 AQMP

**Staff Contact:** Annabel Cook, Regional Issues Consultant – (714) 571-5844



orange county council of governments

Dr. Alan Lloyd  
Chairman  
California Air Resources Board  
1001 I Street  
Sacramento, California 95814

October 14, 2003

Subject: Support for the SCAQMD's 2003 Air Quality Management Plan

Dear Chairman Lloyd:

On behalf of the Orange County Council of Governments' (OCCOG) Board of Directors, I am writing to express support for the South Coast Air Quality Management District's 2003 Air Quality Management Plan, to be considered by the California Air Resources Board at its October 23, 2003, meeting.

As you know, the South Coast Air Basin traditionally has the worst air pollution in the nation. SCAQMD staff has constructed a plan that will allow our region to make significant strides in attaining both our state and federal air quality goals. During the development of the 2003 AQMP, OCCOG, which is the largest single-county council of governments in the state of California and boasts 54-member agencies, participated in a number of public outreach efforts that the SCAQMD undertook to educate agencies regarding the AQMP and air quality issues. We appreciate the efforts of the SCAQMD to establish an approach that solicited input and built consensus.

In addition, I would like you to consider strengthening your staff's proposed state and federal strategy for the California State Implementation Plan prior to approval of the 2003 AQMP. Businesses and industries in the South Coast Air Basin have reduced emissions in an aggressive manner over several decades. The time is right to look to sources in this region that are not currently contributing their fair share of emission reductions— those sources under exclusive jurisdiction of CARB and U.S. EPA.

Thank you for your consideration of this letter and your dedication to improved air quality and a better environment for all California communities.

Sincerely,

Phil Anthony  
Chair  
Board of Directors

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

County of Orange

- agencies**
- Costa Mesa Sanitary District
  - East Orange Water District
  - El Toro Water District
  - Irvine Ranch Water District
  - OC Sanitation District
  - OC Transportation Authority
  - OC Water District
  - Transportation Corridor Agencies

c: SCAQMD Governing Board Member William Craycraft  
SCAQMD Governing Board Member James Silva  
SCAQMD Executive Officer Barry Wallerstein  
600 West Santa Ana Boulevard, Suite 214, Santa Ana, California 92701 714/972-0077 714/972-1816 fax

occog@occities.org www.occities.org/occog

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**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM VI.A.**

**STAFF REPORT**

**Subject:** Draft 2004 Regional Transportation Plan

**Summary:** The Southern California Association of Governments is currently in the process of developing for release and public comment the Draft 2004 Regional Transportation Plan (RTP) known as Destination 2030. SCAG will be discussing Destination 2030, which serves as the long-term blueprint for meeting Southern California's increasingly complex transportation needs and looks at all forms of transportation policies and investments.

**Recommendation:** Receive and file.

**Attachment:** 2004 Regional Transportation Plan Information Sheet

**Staff Contact:** Annabel Cook, Regional Issues Consultant – (714) 571-5844

**000028**





# Regional Transportation Plan

Fall 2003



*Mapping Southern California's  
Transportation Future*

In April of 2004, the Regional Council of SCAG will adopt a multi-billion dollar plan outlining an integrated set of public policies, strategies, and investments to maintain, expand, manage and improve the region's transportation system. A draft of the plan will soon be released for public comment.

## Southern California's Long-Range Transportation Plan

*Destination 2030*, the Southern California Association of Government's 2004 Regional Transportation Plan, presents an assessment of the overall growth and economic trends for the SCAG Region over the next two decades and provides strategic direction for transportation investments during that period. It is a catalyst for linking various transportation agency investments within the SCAG Region to provide a cohesive, balanced and multi-modal transportation system that meets mobility, air quality, and other regional goals within feasible financial constraints.

## A Collaborative Effort

With a plan that impacts the efficient movement of people and goods across six counties and 185 cities, input and consensus are the operative words. Consistent with previous plans, the *Destination 2030* planning process calls on the knowledge, insights and opinions of a host of stakeholders. Guiding SCAG staff through development have been numerous task forces, local governments and subregions, county transportation commissions, Caltrans, state and federal agencies, tribal governments, environmental and business communities, non-profit groups and the general public.

## It Must Measure Up

*Destination 2030* is a critical document for the region to qualify for future federal, state and local funding of projects. To satisfy mandates and present the best possible recommendations for investments, numerous transportation alternatives are evaluated based on performance measures such as mobility, accessibility, reliability, safety, cost-effectiveness, and air quality impact. To assure that implementation does not result in disproportionate adverse impacts on low-income, minority, elderly or disabled populations, each new plan also undergoes a thorough environmental justice analysis.

## Growth Visioning Support

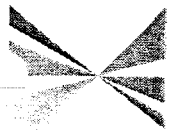
*Southern California Compass*, the major two-year growth visioning project that kicked off in January of this year, is providing preliminary direction in the drafting of *Destination 2030*. With so much on the line in a time of budget cutbacks, economic uncertainty, and controversial options, the thoughts and opinions of residents and stakeholders from across the region are invaluable in steering us toward our desired destination.

For more information, contact Naresh Amatya at 213.236.1885 or [amatya@scag.ca.gov](mailto:amatya@scag.ca.gov).

Or visit SCAG's Web site:

[www.scag.ca.gov](http://www.scag.ca.gov)

SOUTHERN CALIFORNIA



ASSOCIATION OF GOVERNMENTS

# Resolving Regional Challenges

818 West 7th St., 12th Floor, Los Angeles, CA 90017-3435 213-236-1885





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM VII.A.**

**STAFF REPORT**

- Subject:** Update Regarding Growth Projections
- Summary:** Dr. Bill Gayk will give an update regarding the progress that the Southern California Association of Governments is making in determining a regional growth projection for the 2004 Regional Transportation Plan.
- Recommendation:** Receive and file.
- Attachment:** Draft 2004 RTP Growth Projections
- Staff Contact:** Annabel Cook, Regional Issues Consultant – (714) 571-5844



Jurisdiction	SCAG No Project*			OCCOG Local Input		
	Population 2000	Population 2010	Population 2030	Population 2000	Population 2010	Population 2030
Aliso Viejo	42,100	53,500	55,800	42,081	53,664	55,485
Anaheim city	330,100	366,900	386,600	330,100	365,495	397,072
Brea city	35,600	43,200	47,300	35,566	42,281	45,778
Buena Park city	78,900	86,200	91,800	78,934	85,855	92,544
Costa Mesa city	109,400	117,900	128,600	109,402	117,492	131,782
<b>Cypress city</b>	<b>46,500</b>	<b>50,800</b>	<b>54,100</b>	<b>46,521</b>	<b>50,284</b>	<b>54,201</b>
Dana Point city	35,300	38,500	40,600	35,325	38,482	41,476
Fountain Valley city	55,300	61,700	65,400	55,321	61,758	66,563
Fullerton city	126,600	142,000	150,600	126,635	140,513	151,441
Garden Grove city	166,300	178,200	187,800	166,339	178,457	192,348
Huntington Beach city	190,800	213,400	224,300	190,786	212,893	229,426
<b>Irvine city</b>	<b>144,000</b>	<b>192,500</b>	<b>206,600</b>	<b>143,965</b>	<b>192,186</b>	<b>210,769</b>
La Habra city	59,400	64,900	67,600	59,407	65,773	70,893
La Palma city	15,500	16,600	17,400	15,504	16,600	17,892
Laguna Beach city	23,900	25,700	27,000	23,874	25,582	27,567
Laguna Hills city	33,500	36,500	38,200	32,275	34,150	36,740
Laguna Niguel city	62,300	70,300	73,400	62,277	70,376	75,852
<b>Laguna Woods city</b>	<b>16,600</b>	<b>19,100</b>	<b>19,200</b>	<b>17,842</b>	<b>18,782</b>	<b>20,243</b>
Lake Forest city	76,500	82,000	83,200	76,512	80,604	81,393
Los Alamitos city	11,600	12,500	13,100	11,608	12,545	13,524
Mission Viejo city	93,700	102,600	105,200	93,689	100,945	105,217
Newport Beach city	76,200	88,000	92,900	76,170	89,527	95,562
Orange city	129,600	147,200	153,900	129,637	146,899	157,831
<b>Placentia city</b>	<b>46,800</b>	<b>53,100</b>	<b>55,900</b>	<b>46,801</b>	<b>52,352</b>	<b>56,306</b>
Rancho Santa Margarita city	47,500	52,200	53,000	47,511	51,808	52,143
San Clemente city	50,300	64,300	67,800	50,252	64,760	69,849
San Juan Capistrano city	34,000	39,900	41,700	34,037	38,877	41,190
Santa Ana city	340,100	365,300	370,500	340,100	359,818	363,907
Seal Beach city	24,300	26,300	27,600	24,309	26,335	28,461
<b>Stanton city</b>	<b>37,800</b>	<b>42,500</b>	<b>51,700</b>	<b>37,819</b>	<b>41,805</b>	<b>52,586</b>
Tustin city	68,000	79,800	86,200	68,024	82,470	93,643
Unincorporated	104,300	198,200	282,700	103,401	197,735	284,593
Villa Park city	6,000	6,500	6,900	6,036	6,530	7,037
Westminster city	88,600	94,900	99,700	88,648	94,226	102,315
Yorba Linda city	59,600	73,000	78,500	59,604	71,463	78,407
<b>Total County</b>	<b>2,867,000</b>	<b>3,306,200</b>	<b>3,552,800</b>	<b>2,866,312</b>	<b>3,289,322</b>	<b>3,602,036</b>

\* Draft 2004 RTP/EIR No Project Growth Projection (version 1) Sept. 10, 2003\*

Jurisdiction	SCAG No Project*		OCCOG Local Input	
	Employment 2000	Employment 2010	Employment 2000	Employment 2010
Aliso Viejo	10,700	15,900	10,641	16,366
Anaheim city	179,100	194,000	179,049	195,445
Brea city	38,100	45,400	38,125	46,073
Buena Park city	35,900	42,300	36,256	43,285
Costa Mesa city	88,900	101,200	87,911	101,374
Cypress city	23,800	34,800	23,777	35,917
Dana Point city	12,600	14,500	12,588	14,743
Fountain Valley city	30,900	35,700	30,926	36,191
Fullerton city	70,700	71,800	70,704	71,931
Garden Grove city	52,500	54,100	52,945	54,692
Huntington Beach city	77,600	92,500	77,593	93,924
Irvine city	196,700	241,800	196,736	246,189
La Habra city	18,300	19,800	18,265	19,935
La Palma city	6,600	7,800	6,613	7,874
Laguna Beach city	12,900	14,500	12,938	14,647
Laguna Hills city	24,500	27,000	24,471	27,201
Laguna Niguel city	20,000	25,200	19,998	25,778
Laguna Woods city	3,000	3,200	3,037	3,244
Lake Forest city	25,700	58,900	25,680	62,166
Los Alamitos city	16,300	17,100	16,348	17,138
Mission Viejo city	33,900	38,500	33,907	38,963
Newport Beach city	72,200	76,700	72,195	77,135
Orange city	107,500	116,500	107,451	117,342
Placentia city	17,500	19,700	17,536	19,915
Rancho Santa Margarita city	7,500	11,900	7,550	12,297
San Clemente city	22,800	31,300	22,782	32,089
San Juan Capistrano city	15,300	18,100	15,349	18,349
Santa Ana city	167,900	181,100	168,042	182,507
Seal Beach city	8,500	10,300	8,537	10,516
Stanton city	9,800	11,400	9,796	11,538
Tustin city	40,100	51,400	40,107	52,530
Unincorporated	23,000	58,000	23,043	61,626
Villa Park city	1,800	1,800	1,799	1,828
Westminster city	25,700	32,300	25,702	32,913
Yorba Linda city	16,200	17,100	16,214	17,153
<b>Total County</b>	<b>1,514,500</b>	<b>1,793,600</b>	<b>1,514,611</b>	<b>1,820,814</b>
				<b>2,079,001</b>

\* Draft 2004 RTP/EIR No Project Growth Projection (version 1) Sept. 10, 2003\*

Jurisdiction	SCAG No Project*		OCCOG Local Input		OCCOG Local Input		OCCOG Local Input		
	Households 2000	Households 2010	Households 2030	Housing Units 2000	Housing Units 2010	Housing Units 2030	Households 2000	Households 2010	Households** 2030
Aliso Viejo	16,600	20,000	21,100	17,090	20,677	21,132	16,616	20,103	20,545
Anaheim city	97,000	102,400	105,500	99,736	104,447	106,005	96,986	101,567	103,082
Brea city	13,100	15,200	17,100	13,330	15,610	17,086	13,070	15,305	16,753
Buena Park city	23,400	24,200	25,700	23,926	24,528	25,655	23,430	24,019	25,123
Costa Mesa city	39,300	40,100	43,200	40,493	40,981	43,426	39,290	39,764	42,136
Cypress city	15,700	16,300	17,300	16,062	16,635	17,393	15,687	16,247	16,987
Dana Point city	14,500	14,900	15,500	15,716	16,015	16,262	14,487	14,763	14,991
Fountain Valley city	18,200	19,200	20,100	18,473	19,390	20,094	18,162	19,064	19,756
Fullerton city	43,700	46,600	49,000	44,819	47,436	49,051	43,656	46,205	47,778
Garden Grove city	45,900	46,300	48,200	46,827	46,783	48,244	45,913	45,869	47,302
Huntington Beach city	73,800	78,200	80,700	75,852	79,684	80,934	73,842	77,572	78,789
Irvine city	52,200	65,100	69,000	54,816	68,383	70,539	52,252	65,185	67,240
La Habra city	19,000	19,300	19,600	19,508	19,581	19,661	19,012	19,083	19,161
La Palma city	5,000	5,100	5,200	5,076	5,140	5,181	4,989	5,052	5,092
Laguna Beach city	11,500	11,800	12,200	12,993	13,161	13,219	11,536	11,685	11,737
Laguna Hills city	11,800	11,900	12,200	11,188	11,258	11,478	10,784	10,852	11,064
Laguna Niguel city	23,300	24,800	25,200	23,931	25,246	25,246	23,262	24,540	24,540
Laguna Woods city	11,700	12,700	13,000	13,629	13,629	13,669	12,604	12,604	12,660
Lake Forest city	26,000	26,700	27,100	26,605	27,004	27,188	26,052	26,441	26,622
Los Alamitos city	4,300	4,300	4,400	4,337	4,374	4,434	4,254	4,290	4,349
Mission Viejo city	32,500	34,300	34,600	33,057	34,602	34,602	32,520	34,040	34,040
Newport Beach city	35,400	38,200	40,400	40,019	44,114	45,042	35,514	39,179	40,003
Orange city	41,000	44,100	45,200	41,996	44,939	45,325	41,020	43,894	44,271
Placentia city	15,100	16,500	17,000	15,366	16,647	17,009	15,076	16,333	16,688
Rancho Santa Margarita city	16,300	17,000	17,300	16,550	17,192	17,332	16,287	16,919	17,057
San Clemente city	19,400	23,200	24,200	20,698	25,189	25,818	19,437	23,655	24,245
San Juan Capistrano city	11,100	12,400	12,900	11,525	12,831	12,931	11,128	12,389	12,485
Santa Ana city	73,200	75,300	76,400	74,750	76,339	76,538	73,161	74,716	74,911
Seal Beach city	13,100	13,300	13,700	14,297	14,450	14,521	13,075	13,215	13,280
Stanton city	10,800	11,700	12,200	11,073	11,891	12,184	10,828	11,627	12,180
Tustin city	23,900	25,500	26,700	25,601	27,742	28,559	23,924	25,925	26,689
Unincorporated	34,200	60,800	90,600	35,306	68,101	96,598	34,061	65,699	93,191
Villa Park city	2,000	2,000	2,100	2,013	2,026	2,064	1,955	1,967	2,004
Westminster city	26,400	26,900	27,600	26,972	27,129	27,605	26,437	26,591	27,058
Yorba Linda city	19,400	22,800	24,400	19,709	23,322	24,384	19,392	22,947	23,991
<b>Total County</b>	<b>939,800</b>	<b>1,029,100</b>	<b>1,098,600</b>	<b>973,339</b>	<b>1,066,476</b>	<b>1,113,429</b>	<b>939,699</b>	<b>1,029,309</b>	<b>1,079,490</b>

\* Draft 2004 RTP/EIR No Project Growth Projection (version 1) Sept. 10, 2003\*

\*\* Households are not projected through the OCP process. Households have been calculated using 2000 Census vacancy rates.

	Population			Households			Employment		
	2000	2010	2030	2000	2010	2030	2000	2010	2030
OCCOG Local Input*	2,866,312	3,289,322	3,602,036	939,699	1,029,309	1,079,490	1,514,611	1,820,814	2,079,001
No Project**	2,867,000	3,306,000	3,553,000	940,000	1,029,000	1,099,000	1,515,000	1,793,000	1,922,000
Hybrid***	2,867,000	3,306,000	3,553,000	940,000	1,029,000	1,161,000	1,515,000	1,793,000	2,029,000

\* OCCOG Local Input included housing units which have been converted to households for comparison purposes

\*\* Draft RTP 2004 Eir

\*\*\* with Jump Start





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM VII.B.**

**STAFF REPORT**

**Subject:** Growth Visioning Program

**Summary:** At the 2003 OCCOG General Assembly, OCCOG kicked-off its Growth Visioning Program, which will provide Orange County decision-makers and stakeholders with a tool box of smart growth strategies designed to accommodate Orange County's projected growth and resulting needs. OCCOG staff and consultants will develop this tool box in the next three months, with a goal of presenting the materials to Orange County policymakers in January 2004 at an interactive Growth Visioning workshop and to Orange County stakeholders at the 2004 OCCOG General Assembly.

Attached is a brochure regarding OCCOG's Growth Visioning Program, smart growth strategies and the schedule for workshops.

**Recommendation:** Receive and file.

**Attachment:** OCCOG Growth Visioning Brochure

**Staff Contact:** Annabel Cook, Regional Issues Consultant – (714) 571-5844

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**GROWTH VISIONING  
RESOURCES**

**Further Information**

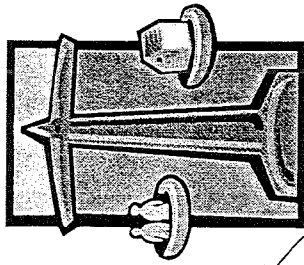
- *Interregional Partnership Existing Conditions Report, OCCOG and Western Riverside COG*
- *Smart Growth Strategies to Accommodate Orange County's Future, OCCOG*
- *Here Comes the Neighborhood, OCCOG*
- *Changing the Face of Orange County, OCCOG*
- *Smart Growth in the San Francisco Bay Area: Effective Local Approaches, San Francisco District Council of Urban Land Institute*
- <http://www.occities.org/occog>

**Growth Visioning Program**

- General Assembly 2003  
Program initiation/Presentation
- January 2004 Workshop  
Policymakers
- General Assembly 2004  
Orange County Stakeholders

*"Always design a thing by considering it in its next larger context -- a chair in a room, a room in a house, a house in an environment, an environment in a city plan."*

Elieel Saarinen

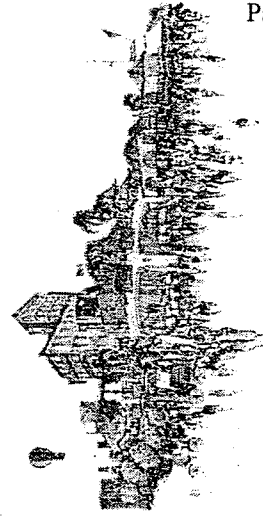


*"Habit and routine have an unbelievable power to waste and destroy."*

Henri de Lubac

ORANGE COUNTY  
COUNCIL OF  
GOVERNMENTS

**Growth  
Visioning**



Orange County Council of Governments  
600 W. Santa Ana Blvd.,  
Suite 214  
Santa Ana, CA 92801  
(714) 972-0077  
(714) 972-1816 Fax  
occog@occog.org

# GROWTH VISIONING WORKSHOP

**As Orange County grows, how will we house future residents?**

With an ever-growing population and an ever-shrinking amount of land, Orange County's communities are facing air pollution, congestion and housing shortages. Increasingly, as problems such as these grow regional in scope, traditional practices that tend to be local in focus are less conducive to community and have been shown to be unsustainable. OCCOG is working to assist policymakers in tackling these challenges.

## Issues Addressed through Growth Visioning Process

- Economic Development
- Urban Sprawl/Development
- Housing needs/Density
- Traffic Congestion
- Pollution/Air Quality
- Energy Efficiency



## Help shape the future of Orange County

Less land does not mean *no growth*, but instead indicates the need for a *new or different kind of growth*. The OCCOG Growth Visioning Workshop is designed to provide Orange County's stakeholders with a tool box of smart growth choices designed specifically to meet Orange County's future growth needs.

Participants will engage in a discussion about growth issues in Orange County and will then be taken through an interactive exercise identifying and understanding the in-fill possibilities in various Orange County communities. Workshop participants will see how different choices affect a community's ability to accommodate growth and the impacts of growth on both local and regional transportation.

Come join your colleagues for an interactive and exciting look into the future of Orange County!

## Need more information?

Please contact:

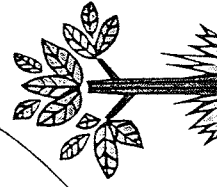
Annabel Cook: (714) 571-5844,  
[acook@occities.org](mailto:acook@occities.org)

Heather Dion: (714) 972-0077,  
[hdion@occities.org](mailto:hdion@occities.org)

## What is Smart Growth?

The "Ahwahnee Principles" define a set of smart growth principles that provides a good example of the kind of growth that will be discussed at the Growth Visioning Workshop:

- locating housing, jobs, daily needs and activities within easy walking distance;
- containing a mix of facilities and combine commercial, civic, cultural and recreational uses;
- having a central focus;
- locating as many activities as possible to transit stops;
- accommodating different economic and age groups in the housing mix;
- linking job types to residents, the local work force and economy;
- enabling access to a larger transit network;
- allowing for "open space;"
- designing public spaces to encourage "around the clock" use;
- preserving natural terrain, drainage and vegetation;
- providing for efficient use of water; and
- allowing for street orientation, placement of buildings and shading that will contribute to energy efficiency of the community.





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM VII.C.**

**STAFF REPORT**

**Subject:** Inter-Regional Partnership

**Summary:** Staff will provide an update on the progress of the short term strategies implementation process.

**Recommendation:** Receive and file.

**Attachment:** None

**Staff Contact:** Heather Dion, Regional Issues Analyst – (714) 972-0077





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM VII.E.**

**STAFF REPORT**

- Subject:** Report from OCCOG Chair
- Summary:** The OCCOG Chair will provide an update on and address the following issues:
- Update regarding the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy
- Recommendation:** Receive and file.
- Attachment:** None
- Staff Contact:** Annabel Cook, Regional Issues Consultant – (714) 541-5842







orange county council of governments  
**Regular Meeting of the**

**BOARD OF DIRECTORS**

Meeting Date / Location

Thursday, November 20, 2003  
 9:00 a.m.  
 Orange County Sanitation District  
 10844 Ellis Avenue  
 Fountain Valley, California

AGENDA ITEM

STAFF

PAGE

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

**PLEDGE OF ALLEGIANCE**

**I. CALL TO ORDER / ROLL CALL**

(Chair Phil Anthony)

Phil Anthony, Chair, ISDOC  
 Lou Bone, Vice-Chair, District 17  
 Cathryn DeYoung, District 12  
 Richard Dixon, District 13  
 Tod Ridgeway, District 14  
 Libby Cowan, District 15  
 Vacant, District 16  
 Alta Duke, District 18  
 Richard Chavez, District 19  
 Ron Bates, District 20  
 Art Brown, District 21  
 Bev Perry, District 22

Debbie Cook, District 64  
 Tim Keenan, Cities At-Large  
 Bill Campbell, County At-Large  
 Peter Herzog, OCD, LOCC  
 Shirley McCracken, OCSD  
 Greg Winterbottom, OCTA  
 Chris Norby, SCAG-County Rep. (*not activated*)  
 Bill Craycraft, SCAQMD – Cities Representative  
 Jim Silva, SCAQMD–County Representative  
 Dave Swerdlin, TCAs  
 Owen Holmes, Cal State Fullerton  
 Al Hollinden, Private Sector

**II. OATH OF OFFICE**

(Clerk of the Board)

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

- cities**  
 Aliso Viejo  
 Anaheim  
 Brea  
 Buena Park  
 Costa Mesa  
 Cypress  
 Dana Point  
 Fountain Valley  
 Fullerton  
 Garden Grove  
 Huntington Beach  
 Irvine  
 La Habra  
 La Palma  
 Laguna Beach  
 Laguna Niguel  
 Laguna Woods  
 Lake Forest  
 Los Alamitos  
 Mission Viejo  
 Newport Beach  
 Orange  
 Placentia  
 Rancho Santa Margarita  
 San Clemente  
 San Juan Capistrano  
 Santa Ana  
 Seal Beach  
 Stanton  
 Tustin  
 Villa Park  
 Westminster  
 Yorba Linda
- agencies**  
 Costa Mesa  
 Sanitary District  
 East Orange Water District  
 El Toro Water District  
 Foothill/Eastern Transportation Corridor Agency  
 Irvine Ranch Water District  
 Los Alisos Water District  
 Orange County Sanitation District  
 Orange County Transportation Authority  
 Orange County Water District

### III. PUBLIC COMMENTS

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

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

### IV. CONSENT CALENDAR

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

- A. **Minutes from June 26 and October 23, 2003 Board Meetings** (Clerk of the Board) 04  
*Recommended Action:* Approve minutes.
- B. **Report on the OCCOG TAC** (Joel Rosen, OCCOG TAC Chair) 12  
*Recommended Action:* Receive report.
- C. **Air Quality Report** (Annabel Cook) 16  
*Recommended Action:* Receive report.

### V. ACTION ITEMS

- A. **Approval of Consultant Services for the OCCOG Growth Visioning Program** (Michael Gold) 20  
*Recommended Action:* Approve staff's recommendation to hire the team of Mainstreet Architects and Solimar Research and direct the Acting Executive Director to execute a contract accordingly.
- B. **Approve Orange County Projections at County Totals for Local Review** (Dr. Bill Gayk) 26  
*Recommended Action:* Approve Orange County Projections at the County Totals for local review.

### VI. REPORTS

- A. **Growth Visioning Program** (Matthew Henkes) 28  
*Recommended Action:* Receive and file.

- B. **Inter-Regional Partnership** (Heather Dion) 30  
*Recommended Action:* Receive and file.
- C. **Reduce Orange County Congestion Program** (Matthew Henkes) 32  
*Recommended Action:* Receive and file.
- D. **Update regarding League's Ballot Initiative** (Michael Gold) 34  
*Recommended Action:* Receive and file.
- E. **Report from OCCOG Chair** (Chair Anthony) 36  
*Recommended Action:* Receive and file.

VII. **MATTERS FROM BOARD MEMBERS** (Chair Anthony)

VIII. **MATTERS FROM MEMBER AGENCIES** (Chair Anthony)

IX. **MATTERS FROM STAFF** (Chair Anthony)

X. **CLOSED SESSION**

*Conference with legal counsel-Existing litigation*

Pursuant to Government Code Section 54956.9 (a)  
SCAG et.al. v. HCD et.al

XI. **ADJOURNMENT**

**Next Meeting: Thursday, January 22, 2003, 9:00 a.m.**





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM IV. A.**

**STAFF REPORT**

**Subject:** Minutes from October 23, 2003 OCCOG Board of Directors Meeting

**Summary:** Attached are the minutes from the October 23, 2003 OCCOG Board of Directors meeting.

**Recommendation:** Approve minutes.

**Attachment:** Minutes from October 23, 2003, OCCOG Board of Directors Meeting.

**Staff Contact:** Jill Ingram-Guertin, Clerk of the Board – (714) 229-6700  
Heather Dion, Regional Issues Analyst – (714) 571-5840  
Annabel Cook, Regional Issues Consultant - (714) 571-5844

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

**BOARD OF DIRECTORS**

**HELD**

**October 23, 2003**

A regular meeting of the Orange County Council of Governments was called to order at 9:12 a.m. by Chair Phil Anthony at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Board Member Peter Herzog.

**I. CALL TO ORDER / ROLL CALL**

Roll was taken by the Deputy Clerk of the Board.

**PRESENT:**

Phil Anthony, Chair, ISDOC  
Lou Bone, Vice-Chair, District 17  
Cathryn DeYoung, District 12  
Richard Dixon, District 13  
Tod Ridgeway, District 14  
Alta Duke, District 18  
Marilynn Poe, Alternate, District 20  
(arrived at 9:20 a.m.)  
Art Brown, District 21  
Bev Perry, District 22  
Debbie Cook, District 64  
Peter Herzog, OCD, LOCC  
Shirley McCracken, OCSO  
Greg Winterbottom, OCTA  
Dave Swerdlin – TCAs  
Al Hollinden, Private Sector

**ABSENT:**

Libby Cowan, District 15  
Richard Chavez, District 19  
Tim Keenan, Cities At-Large  
Bill Campbell, County At-Large  
Chris Norby, SCAG-County Rep.  
Bill Craycraft, SCAQMD – Cities Rep.  
Jim Silva, SCAQMD – County Rep.  
Owen Holmes, Cal State Fullerton

**VACANT:**

District 16

**II. OATH OF OFFICE**

None.

**III. PUBLIC COMMENTS**

There were no public comments.

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#### IV. CONSENT CALENDAR

It was moved by Board Member Perry and seconded by Board Member Swerdlin, to approve Consent Calendar Items A-C. The motion carried unanimously, with Board Members Cowan, Chavez, Keenan, Campbell, Norby, Craycraft, Silva, and Holmes absent from the meeting.

**A. Minutes from the September 25, 2003, OCCOG Board Meeting**

Action: Approved as submitted, with Board Members Dixon, Ridgeway, Brown, Cook, Herzog, and Winterbottom abstaining, due to their absence from the meeting.

**B. Report on the OCCOG TAC**

Action: Received Report.

**C. Air Quality Report**

Action: Received Report.

#### V. ACTION ITEMS

**A. Consideration of OCCOG Membership for the Municipal Water District of Orange County.**

Annabel Cook provided background information on this item.

Action: Board Member Perry moved, Board Member DeYoung seconded, and the motion carried unanimously, that the Board adopt OCCOG staff's recommendation to approve OCCOG membership for the Municipal Water District of Orange County.

**B. Approve ROCC Group Structure.**

Annabel Cook provided background information on this item.

Action: Board Member Winterbottom moved, Board Member Dixon seconded, and the motion carried unanimously, that the Board approve OCCOG staff's recommendation regarding ROCC Group structure, as follows:

- 3 OCCOG TAC members (of which at least 2 will be city staff);
- 1 Orange County Transit Authority staff person;
- 1 County staff person;
- 1 representative of Caltrans;
- 1 representative of the Federal Highway Administration;
- 1 Southern California Association of Governments staff person; and
- 1 City Manager

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Board Member Swerdlin recommended amending the motion to add the following to the ROCC Group Structure:

- 1 representative of the Transportation Corridor Agencies;

The amended motion carried unanimously.

**C. Ratify Letter Supporting the 2003 Air Quality Management Plan.**

Annabel Cook provided background information on this item.

Action: Board Member Perry moved, Board Member DeYoung seconded, and the motion carried unanimously, that the Board ratify a letter of support for the 2003 Air Quality Management Plan.

**VI. PRESENTATION**

**A. Draft 2004 Regional Transportation Plan.**

Action: Receive and file.

The Board heard a presentation by Rich Macias, SCAG Manager of Transportation Planning and Programs, regarding the Draft 2004 Regional Transportation Plan.

SCAG is currently in the process of developing the Draft 2004 Regional Transportation Plan (RTP) for release and public comment. Mr. Macias made a presentation and discussed Destination 2030, a multi-billion dollar plan outlining an integrated set of public policies, strategies, and investments to maintain, expand, manage and improve the region's transportation system. Projected revenues and costs and Appendix K (Project List) for Orange County were reviewed and discussed.

**VII. REPORTS**

**A. Update Regarding Growth Projections.**

Action: Receive and file.

Dr. Bill Gayk provided an update regarding the progress that SCAG is making in determining a regional growth projection for the 2004 Regional Transportation Plan.

**B. Growth Visioning Program.**

Action: Receive and file.

Annabel Cook distributed the OCCOG Growth Visioning Brochure, which outlines the issues addressed through the Growth Vision Process: Economic Development, Urban Sprawl/Development, Housing needs/Density, Traffic Congestion, Pollution/Air Quality, and Energy Efficiency.

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Board Member Perry reported that SCAG will be producing a preliminary draft report, and requested that OCCOG Board Members receive a copy of the RFP scope of work for the consultant.

**C. Inter-Regional Partnership.**

Action: Receive and file.

**D. Report from OCCOG Chair.**

- Update regarding the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy.

Action: Receive and file.

**VIII. MATTERS FROM BOARD MEMBERS**

1. Board Member Dixon reported that he attended a joint meeting between SCAG and the San Diego Association of Governments, and recommended the appointment of Board Member DeYoung as the OCCOG representative to the Borders Committee.
2. Board Member Perry distributed brochures and encouraged Board Members to attend the 7<sup>th</sup> Annual SCAG Regional 2004-2005 Regional Economic Forecast Conference, to be held on Thursday, November 13<sup>th</sup>, from 8:00 a.m. to 1:30 p.m., at the Hyatt Newporter.
3. Board Member Perry reminded the Board that the 4 Corners Compass Public Workshop will be held on Wednesday, October 29<sup>th</sup>, at the AQMD Headquarters Auditorium, with registration beginning at 5:30 p.m. and the program beginning at 6:30 p.m.

**IX. MATTERS FROM MEMBER AGENCIES**

No matters were discussed.

**X. MATTERS FROM STAFF**

1. Annabel Cook distributed a roster of Representatives to SCAG, indicating that there are six (6) remaining seats to fill. She announced that letters regarding the vacant positions will be mailed out next week to all Council members, and indicated that any Council members who are interested in one of these vacant seats must be a City-member of SCAG in order to participate.

Board Member Perry requested that participation be specifically recruited for the Energy and Environment Committee and the Community, Economic and Human Development Committee.

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**XI. CLOSED SESSION**

Conference with Legal Counsel – Existing Litigation, pursuant to Government Code Section 54956.9(a), SCAG et al. v. HCD et al., was not held.

**XII. ADJOURNMENT**

Chair Anthony adjourned the meeting at 11:00 a.m. to the next regular meeting, to be held on Thursday, November 20, 2003, beginning at 9:00 a.m., at the Orange County Water District, 10500 Ellis Avenue, Fountain Valley, California.

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CHAIR OF THE ORANGE COUNTY COUNCIL OF  
GOVERNMENTS BOARD OF DIRECTORS

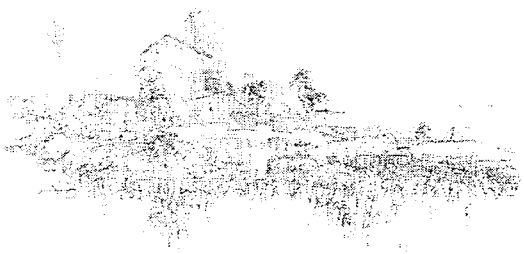
ATTEST:

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CLERK OF THE BOARD

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**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM IV. B.**

**STAFF REPORT**

- Subject:** Report on November 4, 2003, OCCOG TAC Meeting.
- Summary:** The OCCOG Technical Advisory Committee (TAC) has provided the OCCOG Board with the most recent OCCOG TAC agenda for review.
- Recommendation:** Receive report.
- Attachment:** Agenda from the November 4, 2003, OCCOG TAC meeting.
- Staff Contact:** Annabel Cook, Regional Issues Consultant – (714) 571-5844

000012



## TECHNICAL ADVISORY COMMITTEE

### Meeting Date / Location

[www.occities.org/occog](http://www.occities.org/occog)

Tuesday, November 4, 2003  
10:00 a.m.  
City of Orange –Water Department  
Orange, California

### Agenda Item

### Staff

### Page

- |     |                 |                    |
|-----|-----------------|--------------------|
| I.  | INTRODUCTIONS   | (Chair Joel Rosen) |
| II. | PUBLIC COMMENTS | (Chair)            |

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

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

- |      |   |                |
|------|---|----------------|
| III. | REPORT ON THE OCTOBER 23, 2003 OCCOG BOARD MEETING                      | (Heather Dion) |
|      | <i>Recommended Action:</i> Receive report.                              |                |
| IV.  | OPERATION JUMP START  | (SCAG staff)   |
|      | <i>Recommended Action:</i> Receive report.                              |                |
| V.   | GROWTH PROJECTIONS UPDATE   | (Bill Gayk)    |
|      | <i>Recommended Action:</i> Receive report.                              |                |
| VI.  | REDUCE ORANGE COUNTY CONGESTION PROGRAM UPDATE<br>-ROCC Group Formation | (Matt Henekes) |
|      | <i>Recommended Action:</i> Receive report.                              |                |
| VII. | AIR QUALITY UPDATE  | (Annabel Cook) |

000014

Recommended Action: Receive report.

VIII. OTHER BUSINESS / ITEMS FOR NEXT MEETING

IX. SET NEXT MEETING: Tuesday, January 6, 2004, at 10:00 a.m.

X. ADJOURNMENT





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM IV. C.**

**STAFF REPORT**

**Subject:** Air Quality Report

**Summary:** An update on air quality issues of importance to OCCOG and the region is provided.

**Recommendation:** Receive report.

**Attachment:** November 2003 Report.

**Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844

000016





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**AIR QUALITY UPDATE  
November 2003**

**Carl Moyer Funding**

The 2003-2004 Carl Moyer Program allows the South Coast Air Quality Management District (SCAQMD) to provide \$12.3 million to fund heavy-duty vehicles, engines and equipment that are alternatively fueled or cleaner than required under certain mandates. This is an excellent way to fund the SCAQMD's Clean Fleet Rules compliance. A series of Requests for Proposals, which can be downloaded at [www.aqmd.gov/rfp](http://www.aqmd.gov/rfp), were released in August 2003 and proposals must be submitted by October 10, 2003. OCCOG hosted a special Orange County Moyer workshop on September 2, 2003, and additional assistance regarding Moyer applications can be obtained through OCCOG by contacting

**2003 Air Quality Management Plan (AQMP)**

The SCAQMD's Governing Board has unanimously adopted the 2003 AQMP, the region's blueprint for achieving air quality standards across southern California by the end of the decade. The 2003 AQMP outlines the air pollution control measures needed to meet federal health-based standards for ozone by 2010, and for fine particulates, known as PM10, by 2006. It also demonstrates how the federal standard for carbon monoxide, achieved for the first time at the end of last year, will be maintained. Lastly, the plan takes a preliminary look at what will be needed to achieve new and more stringent health standards for ozone and ultrafine particulates known as PM2.5.

**SCAQMD's Clean Fleet Rules Challenged in Court**

The SCAQMD's Clean Fleet Rules have been challenged by the Western States Petroleum Association (WESPA), a trade association of major oil companies, and the Engine Manufacturers Association (EMA), which includes several diesel engine manufacturers. The suit seeks to overturn the Clean Fleet Rules by alleging that the SCAQMD overstepped its authority when it adopted and implemented the Clean Fleet Rules because, under the federal Clean Air Act, states and local jurisdictions are prohibited from establishing their own emission standards for new motor vehicles. The SCAQMD has countered that the Clean Fleet Rules do not set emission standards, but





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM V. A.**

**STAFF REPORT**

**Subject:** Approval of Consultant Services for the OCCOG Growth Visioning Program.

**Summary:** On August 16, 2003, OCCOG mailed out a request for proposals (RFP) to initiate Phase IV of the OCCOG Growth Visioning program. The RFP was mailed to 104 consultants with a final response date of September 26, 2003. The RFP detailed three tasks to be achieved in Phase IV including the development of smart growth educational materials, the execution of a growth visioning workshop, and the formulation of a final report. The RFP additionally stipulated that the project budget would be \$45,000. Staff received nine proposals and conducted four interviews of the most qualified firms. Consultant groups were evaluated by staff members Annabel Cook, Michael Gold, and Matthew Henkes as well as Technical Advisory Committee member Anna Pehoushek. Three core areas were the focus: the firm's qualifications, approach and proposed budget. Based on the proposals submitted and the interviews that were held, staff recommends Mainstreet Architects & Planners, INC in partnership with Solimar Research Group for the fourth phase growth visioning effort. Copies of the RFP and proposals are available upon request.

**Recommendation:** Approve contract with Mainstreet and Solimar for OCCOG's Growth Visioning Program.

**Attachment:** Draft Professional Services Agreement for Orange County Council of Governments Growth Visioning Program, Phase IV.

**Staff Contact:** Annabel Cook, Regional Issues Consultant – (714) 571-5844

000020



## Professional Services Agreement For the Orange County Council of Governments Growth Visioning Program, Phase IV

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2003, between the Orange County Division, League of California Cities (hereinafter referred to as "The Division") and Mainstreet Architects and Solimar Research (hereinafter referred to as "CONSULTANT"),

### A. Recitals

(i) THE DIVISION has heretofore issued a request for proposal pertaining to the performance of professional services with respect to the preparation and conduct of the Orange County Council of Governments Growth Visioning Phase IV. ("Project" hereafter), CONSULTANT has now submitted its proposal for the performance of such services, a full, true and correct copy of which proposal is attached hereto as Exhibit "A" and by this reference made a part hereof.

(ii) THE DIVISION desires to retain CONSULTANT to perform professional services necessary to render advice and assistance to THE DIVISION, Orange County Council of Governments, and staff in preparation of Project.

(iii) CONSULTANT represents that it is qualified to perform such services and is willing to perform such professional services as hereinafter defined.

NOW, THEREFORE, it is agreed by and between THE DIVISION and CONSULTANT as follows:

### B. Agreement

1. Definitions: The following definitions shall apply to the following terms, except where the context of this Agreement otherwise requires:

(a) Project: The preparation and conduct of Orange County Council of Governments Growth Visioning Phase IV described in Exhibit "A" hereto including, but not limited to, the holding of focus groups, workshop preparation, production of supplemental materials, the presentation, both oral and in writing, of such plans, reports and documents to THE DIVISION as required and attendance at any and all work sessions, public meetings and other meetings conducted by THE DIVISION with respect to the project.

(b) Services: Such professional services as are necessary to be performed by CONSULTANT in order to complete the Project.

(c) Completion of Project: The date of completion of all phases of the Project, including any and all procedures, development plans, maps, planning documents, technical reports, meetings, oral presentations and attendance by CONSULTANT at the workshop in February 2004 and a final report and recommendation as set forth in Exhibit "A" hereto shall be March 31, 2004

2. CONSULTANT agrees as follows:

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(a) CONSULTANT shall forthwith undertake and complete the Project in accordance with Exhibit "A" and hereto to the reasonable satisfaction of THE DIVISION.

(b) CONSULTANT shall supply copies of all surveys, reports, plans and documents (hereinafter collectively referred to as "documents") including all supplemental technical documents, as described in Exhibit "A". Copies of the documents shall be in such numbers as are required in Exhibit "A".

(c) CONSULTANT shall, at CONSULTANT's sole cost and expense, secure and hire such other persons as may, in the opinion of CONSULTANT, be necessary to comply with the terms of this Agreement. In the event any such other persons are retained by CONSULTANT, CONSULTANT hereby warrants that such persons shall be fully qualified to perform services required hereunder. CONSULTANT further agrees that no subcontractor shall be retained by CONSULTANT except upon the prior written approval of THE DIVISION.

3. THE DIVISION agrees as follows:

(a) To pay CONSULTANT a maximum sum of \$44,930 for the performance of the services required hereunder. This sum shall cover the cost of all staff time and all other direct and indirect costs or fees, including the work of employees, consultants and subcontractors to CONSULTANT. Payment to CONSULTANT, by THE DIVISION, shall be made in accordance with the schedule set forth below. Any work performed outside the Project scope as defined in Exhibit "A" that has not received prior written approval by THE DIVISION is assumed to have been performed in support of said Project and included within the not-to-exceed contract amount.

(b) Payments to CONSULTANT shall be made by THE DIVISION in accordance with the invoice submitted by CONSULTANT following the completion of the project including as in accordance with Exhibit "A", and such invoice shall be paid within a reasonable time after said invoice are received by THE DIVISION. All charges shall be in accordance with CONSULTANT's proposal either with respect to hourly rates or lump sum amounts for individual tasks.

4. THE DIVISION agrees to provide to CONSULTANT:

(a) Information and assistance as set forth in Exhibit "A" hereto.

(b) Such information as is generally available from THE DIVISION files applicable to the Project.

(d) Assistance, if necessary, in obtaining information from other governmental agencies and/or private parties. However, it shall be CONSULTANT's responsibility to make all initial contact with respect to the gathering of such information.

5. Ownership of Documents: All documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by CONSULTANT pursuant to this Agreement shall be considered the property of THE DIVISION and, upon payment for services performed by CONSULTANT, such documents and other identified materials shall be delivered to THE DIVISION by CONSULTANT. CONSULTANT may, however, make and retain such copies of said documents and materials as CONSULTANT may desire.



6. Termination: This Agreement may be terminated by THE DIVISION upon the giving of a written "Notice of Termination" to CONSULTANT at least fifteen (15) days prior to the date of termination specified in said Notice. In the event this Agreement is so terminated, CONSULTANT shall be paid on a pro-rata basis with respect to the percentage of the Project completed as of the date of termination. In no event, however, shall CONSULTANT receive more than the maximum specified in paragraph 3(a), above. CONSULTANT shall provide to THE DIVISION any and all documents, data, studies, surveys, drawings, maps, models, photographs and reports, whether in draft or final form, prepared by CONSULTANT as of the date of termination. CONSULTANT may not terminate this Agreement except for cause.

7. Notices and Designated Representatives: Any and all notices, demands, invoices and written communications between the parties hereto shall be addressed as set forth in this section 7. The below named individuals, furthermore, shall be those persons primarily responsible for the performance by the parties under this Agreement:

MICHAEL GOLD, ACTING EXECUTIVE DIRECTOR  
600 West Santa Ana Blvd., Ste. 214  
Santa Ana, CA 92701

Tony Perez, CONSULTANT REPRESENTATIVE  
422 East Main Street  
Ventura, CA 93001

Any such notices, demands, invoices and written communications, by mail, shall be deemed to have been received by the addressee forty-eight (48) hours after deposit thereof in the United States mail, postage prepaid and properly addressed as set forth above.

8. Indemnification : Other than in the performance of professional services and to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold THE DIVISION, its employees, agents and officials harmless from and against their tort liability, (including liability for claims, suits, actions, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney's fees incurred by THE DIVISION, court costs, interest or defense costs including expert witness fees), where the same arise out of, in whole or in part, the performance of the Agreement by CONSULTANT (or any individual or entity that CONSULTANT shall bear the legal liability thereof) and which result in bodily injury or property damage to any individual or entity, including the employees or officials of CONSULTANT.

In addition to the foregoing, CONSULTANT shall indemnify, defend and hold harmless THE DIVISION and its officials and employees from and against any and all losses, liabilities, damages, costs and expenses, including reasonable attorney's fees and costs to the extent the same are caused by the professional negligence of CONSULTANT (or any entity or individual that CONSULTANT shall bear the legal liability thereof) in the performance of professional services pursuant to this Agreement.

9. Assignment: No assignment of this Agreement or of any part or obligation of performance hereunder shall be made, either in whole or in part, by CONSULTANT without the prior written consent of THE DIVISION.

10. Independent Contractor: The parties hereto agree that CONSULTANT

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and its employers, officers and agents are independent contractors under this Agreement and shall not be construed for any purpose to be employees of THE DIVISION.

11. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of California.

12. Attorneys' Fees: In the event any legal proceeding is instituted to enforce any term or provision of the Agreement, the prevailing party in said legal proceeding shall be entitled to recover attorneys' fees and costs from the opposing party in an amount determined by the court to be reasonable.

13. Entire Agreement: This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party which is not embodied herein nor any other agreement, statement, or promise not contained in this Agreement shall be valid and binding. Any modification of this Agreement shall be effective only if it is in writing signed by all parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first set forth above:

CONSULTANT

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DATE

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THE DIVISION

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Acting Executive Director

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DATE

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**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM V. B.**

**STAFF REPORT**

**Subject:** Approve Orange County Projections at County Totals for Local Review.

**Summary:** Materials for this item will be faxed to Board Members on Monday, November 17, 2003.

**Recommendation:** Approve Orange County Projections at County Totals for Local Review.

**Attachment:** None.

**Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844

000026





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM VI.A.**

**STAFF REPORT**

**Subject:** Growth Visioning Program

**Summary:** The OCCOG Growth Visioning project has reached its fourth stage of development. In Phase IV, OCCOG will collaborate with a consulting firm in order to assemble a "primer" on important growth subject matter and the phase will culminate in a Growth Visioning Workshop designed to provide decision makers with the tools necessary to accommodate current and future growth in their municipality and region.

Having recently selected the consulting firm for the Phase IV of the OCCOG Growth Visioning project there are still a number of important steps left leading up to the Growth Visioning Workshop. A tentative schedule of the Growth Visioning Project follows:

- OCCOG awards contract November 21, 2003
- "Primer" educational materials mailed January 15, 2003
- Workshop Agenda mailed February 5, 2004
- Presentation material available for review February
- Growth Visioning Workshop February 26, 2004
- Final Report presented March 25, 2004

**Recommendation:** Receive and file.

**Attachment:** None

**Staff Contact:** Matthew Henkes, Policy Analyst (714) 972-0077

000028





## ORANGE COUNTY COUNCIL OF GOVERNMENTS

### ITEM VI.B.

### STAFF REPORT

**Subject:** Inter-Regional Partnership

**Summary:** As one of the short term strategies, identified by the IRP Policy Committee, is the Infill Capacity Analysis. The analysis was conducted through the Center for Demographic Research (CDR). A small number of cities received a map at the October 7, 2003 Infill Capacity Workshop. However, based on comments and feedback CDR modified the selection process for infill parcels in regards to transit stations, arterial/bus routes and employment clusters. CDR then modified the maps, and OCCOG sent the revised infill maps and analysis to the 34 jurisdictions.

OCCOG and CDR are in the process of meeting with each individual jurisdiction to review the infill maps in detail. Meetings are being held in each subarea of the County through the month of November. A final report and map will be available in January.

**Recommendation:** Receive and file.

**Attachment:** None

**Staff Contact:** Heather Dion, Regional Issues Analyst (714) 972-0077

000030







**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM VI.C.**

**STAFF REPORT**

**Subject:** Reduce Orange County Congestion Program

**Summary:** Having received approval from the OCCOG Board for the creation of a ROCC Group, staff has drafted and mailed out solicitations to the various agencies concerned. Additionally, a report was made to the Technical Advisory Committee (TAC) at their most recent meeting. The TAC responded enthusiastically and two city representatives, Heather Sowers of Fullerton and Pat Dapkus of Huntington Beach volunteered to fill the TAC seats in the ROCC Group. We are currently waiting to hear from others regarding their representatives to the ROCC Group.

The ROCC Group is an integral part of the OCCOG ROCC program developed with the help of a \$1 million federal earmark. This group will construct criteria for ranking proposed projects, solicit proposals in a call for projects and additionally to evaluate the project proposals received. The ROCC Group members will be selected in the following numbers from the following organizations:

- 3 OCCOG TAC members (of which at least two will be city staff and one Transportation Corridor Agencies representative);
- 1 Orange County Transit Authority staff representative;
- 1 County staff representative;
- 1 Caltrans Representatives;
- 1 representative of the Federal Highway Administration
- 1 Southern California Association of Governments staff representative; and
- 1 City Manager.

**Recommendation:** Receive and file.

**Attachment:** None

**Staff Contact:** Matthew Henkes, Policy Analyst (714) 972-0077

000032





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM VI.D.**

**STAFF REPORT**

**Subject:** Update regarding League's Ballot Initiative

**Summary:** On November 2, 2003 the State League officially filed its ballot measure entitled the "Local Taxpayer and Public Safety Protection Act." As reported previously, the measure would protect city, county and special district local government revenue by requiring a vote of the people and the legislature before any funds could be shifted, redistributed or taken from local governments. The League has partnered with the Association of Counties and Special Districts Association on the measure and will be undertaking a vigorous campaign over the next year.

The process from here is that after the measure is filed with the Attorney General, it will come back to the State League in about 30-45 days with "title and summary." Once we have received title and summary we can begin collecting the nearly one million signatures.

If you are interested in getting involved with the ballot measure, please contact Michael Gold.

**Recommendation:** Receive and file.

**Attachment:** None

**Staff Contact:** Michael Gold, Acting Executive Director (714) 972-0077

000034





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM VI.E.**

**STAFF REPORT**

**Subject:** Report from OCCOG Chair

**Summary:** The OCCOG Chair will provide an update to the Board.

**Recommendation:** Receive and file.

**Attachment:** None

**Staff Contact:** Annabel Cook, Regional Issues Consultant (714) 972-0077

000036





## Memorandum

To: Public Library Directors

From: Dr. Kevin Starr  
State Librarian of California *Kevin Starr*

Date: October 23, 2003

Subject: Library Board Training Available

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Faced with the economic climate that exists in our great state, libraries must develop strategies and partnerships to ensure their ability to continue to serve the people of California. Library directors and appointed or elected trustees and commissioners can and must present a united message supporting library service. Whether on the statewide or local level, a well-trained library board is your best partner in furthering the library's goals and securing funding for services.

I am pleased to remind you of a program available at no charge to your library that will significantly improve the effectiveness of your library board. Thanks to a small LSTA grant, the California Association of Library Trustees and Commissioners (CALTAC) has a three-hour program that has trained over seventy boards in the last three years. In fact, some boards are requesting a second round of training as new commissioners and trustees are appointed.

The training materials are based on the "Trustee Tool Kit for Library Leadership II, and the trainers are volunteers who are experienced library commissioners or trustees who have been trained to make these presentations. The program covers topics such as defining board members' roles and responsibilities, communicating with elected officials, and working effectively with the library director. There is also time for developing strategies to deal with issues currently affecting your library board. Best of all, the volunteer trainers will come to your library to present the workshop exclusively for you and your Board.

I urge you to share this information with your library board at its next meeting. Most of the training has been provided on a Saturday morning, although other arrangements may be made with your trainer.

For further information and details on how to schedule this training, you may contact CALTAC through its web site CALTAC.org. I know you will be satisfied with this program.





October 6, 2003

Ms. Elizabeth Minter  
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870-6198

Dear Ms. Minter:

As you may know, the California Special Districts Association (CSDA) was recently invited by the League of California Cities (League) and the California State Association of Counties (CSAC) to **participate on behalf of all special districts in a statewide ballot initiative (November 2004) to put the voters in charge of whether local tax dollars should be diverted from local district programs to fund state services.**

CSDA leadership has determined that our goal is to continue to be seen as the third leg of local government and a partner with the League and CSAC as the recognized representative of special districts. The Board's decisions to this point have been extremely successful in pursuing that goal as we are the organization that is the "go-to" partner for the cities and counties for special districts as can be seen through the success of the LOCAL Coalition.

Over the last 12 years, with the more than \$30 billion of local property taxes having been drained by the state from local governments, the movement toward a ballot measure has increased and is now here. Resolving the issue through the Legislature appears to not be a feasible option. Furthermore, the opportunity to pursue a ballot measure was brought to the CSDA membership at the Annual Meeting on September 16, 2003 and there was unanimous support to continue to pursue a ballot measure to protect local government revenues.

Now we need your participation and assistance! As an equal partner with the cities and counties, there are costs associated with formulating and drafting the language of the proposed ballot initiative and with securing appropriate initiative sponsors. While special districts are prohibited from using public funds to advocate or promote any initiative, special districts are allowed to contribute public funds to help pay the variety of expenses incurred in formulating and drafting a proposed initiative and securing sponsors including polling, research, consulting and legal expenses incurred for such purposes. Our goal is to raise \$200,000 to cover special districts' share of these drafting and sponsorship efforts.

We are asking for your support in the form of a financial contribution to help fund the cost associated with formulating this initiative and securing sponsors. Think of how much money your district has already lost to ERAF, and how much your district still stands to lose; and think of the unfounded state mandated programs that continue to increase the cost of service. Please see the attached information sheet on the ballot initiative as well as the form you can detach and return to CSDA with your contribution. This is the beginning of what promises to be a challenging and exciting year. **Your contribution and participation is very much appreciated and significantly helps to support efforts to keep local revenues and services local.**

If you have any questions, please feel free to contact CSDA Executive Director, Catherine Smith at 877.924.CSDA. Thank you for your help in this important effort!

Sincerely,

William Miller  
President

**SPECIAL DISTRICTS  
ASSOCIATION**

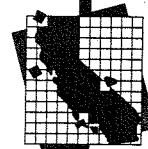
1215 K Street, Ste 930  
Sacramento, CA 95814  
Tel: 916.442.7887  
Fax: 916.442.7889  
www.csda.net

Special District  
Post-Assignment  
Authority  
1215 K Street, Ste 930  
Sacramento, CA 95814  
Tel: 916.442.7887  
Fax: 916.442.7889

CSDA Finance  
Corporation  
1215 K Street, Ste 930  
Sacramento, CA 95814  
Tel: 916.442.7887  
Fax: 916.442.7889

Special Districts  
Workers Compensation  
Authority  
1201 River Park Dr, Ste 110  
Sacramento, CA 95815  
Tel: 916.441.0775  
Fax: 916.441.0776

**Toll-Free Numbers**  
General: 1.877.924.CSDA  
SDRMA/SWCA Claims &  
Coverages: 1.800.537.7790



## LOCAL GOVERNMENT BALLOT INITIATIVE November 2004

**Background** - CSDA has been involved with the League of California Cities (League), the California State Association of Counties (CSAC) and other public health, public safety, and business advocates on strategizing how to protect local revenues to local services during state budget crises. In the early 1990s when the state was facing severe fiscal issues, the Education Revenue Augmentation Fund (ERAF) was developed, which transferred property taxes from local government to the State's general fund to offset Proposition 98 obligations to education. Although promised many times by many decision-makers, those funds have never been stopped or re-diverted back to local government in "good" times and we (cities, counties, special districts) have transferred over \$30 billion to the State since the implementation of ERAF.

In 2002, a task force was assigned to look at options to ensure that local revenues continue to be focused on local services and that local governments no longer provide the backfill to the State's fiscal issues. The task force determined that it was beneficial to continue to work through the legislative process to see if we could resolve the issues instead of going straight to the ballot box. The organizations (League, CSAC, CSDA) spearheaded and funded the Leave Our Community Assets Local (LOCAL) Coalition which has worked very successfully over the last two years in increasing the awareness of the citizenry of the connection between local revenues and local services. Our goal was to put a face on local government hoping to ensure protection and dialogue on these issues.

Although local government was impacted by the state budget developed in response to the \$34 billion deficit that the State faced this year, we were not as greatly impacted as anticipated. LOCAL activities were attributed with the results, in conjunction with the individual efforts of the participating organizations, but local government advocates feel that we must remove ourselves from the annual budget dance and ensure stability and predictability in local revenues. Resolving the issue through the Legislature appears to not be a feasible option.

**Constitutional Protection Needed Now** - Special district and other local government leaders know that in the current state budget crisis this problem will only get worse if something isn't done. As a result, CSDA, the League and CSAC have joined forces to sponsor a ballot initiative in November 2004 to put the voters in charge of whether local tax dollars should be used to fund state services. It would not prevent structural reform of the fiscal system. It would simply require that structural changes be planned collaboratively by state and local leaders and approved by the voters. It would not raise taxes. It would not repeal laws the state has already passed. It would not require the return of property taxes already taken. It would do two simple things:

- **Public Vote Required:** Require approval by a majority of the electorate before a proposed state law may take effect that appropriates, reallocates, redistributes, reduces or suspends the payment of local tax revenues (sales, property and VLF) to cities, counties and special districts; and
- **Reimburse for Mandated Costs:** Clarify that the state must reimburse local governments for a new mandated program or higher level of service, protecting local governments from cost shifts.

**Consulting Team** - Assisting in the campaign are: Winner and Mandabach Capaigns (political consultants); Nielsen, Merksamer (legal); McMurchie, Weill, Lenahan, Lee, Slater & Pearse LLP (legal); and Fairbanks, Maslin, Maullin, & Associates (survey research).

**For More Information** - Contact Catherine Smith, Executive Director or Neil McCormick, Assistant Director at (877) 924-CSDA.

**Your contribution is appreciated. Thank You!**



District Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Enclosed is a check to assist CSDA to underwrite the start-up cost of the ballot initiative in the amount of:

- \$500     \$1000     \$2500     \$5000     \$10,000     Other \_\_\_\_\_

**Please make checks payable to CSDA and send to 1215 K Street, Ste. 930, Sacramento, CA 95814.**

**Additionally, when the initiative begins, I can help by:**

- Assisting in local fundraising
- Serving as a speaker
- Serving as a regional coordinator for campaign efforts

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

**DATE:** November 24, 2003

**BACKGROUND**

No information has been received since the October 20, 2003 Library Board Meeting.

The District' Literacy allocation from the State Library is \$51,000. This is \$9,000 more than the budget estimate. The allocation falls far short of the personnel cost for the 1.75 FTE staff members assigned to these activities.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Review items from Placentia Library District Policy Manual Sections 2000 (Personnel).

**DATE:** November 24, 2003

**BACKGROUND:**

At its meeting on August 25, 2003 the Library Board selected Section 2000 (Personnel) for review at the September 22 Board Meeting. At the September 22 Board Meeting the Board deferred this item to the October 20, 2003 Board Meeting and later deferred to the November 24 Board Meeting.

Attachment A is a copy of the current Employee Handbook as updated in 1992.

Attachment B is a series of draft personnel policies and job descriptions based on the sample policy book published by California Special Districts Association (CSDA). The document was reviewed by Gail Koff and the areas that she wants to Board to consider are marked. In all but the following cases the current District policy or practice was inserted in the CSDA document:

- ☐ 2040 Sick Leave – 2040.11 establishes an incentive program for the accumulation of sick leave hours based on four hours of vacation for each calendar quarter with zero use of sick leave. This program was developed by the staff as a whole and is presented for Board approval.
- ☐ 2110 Health and Welfare Benefits – 2110.5 establishes a new employee benefit based upon matching employee voluntary contributions to the deferred compensation plan to a maximum of \$2,600 per calendar year per employee, or \$100 per pay period. The estimated annual cost would be \$26,000. This program has been reviewed by Library managers but not discussed with the staff as a whole.
- ☐ Several new policies were recommended by CSDA that were not included in either the current Employee Handbook or the old MOU. These include advancement of wages (2140), Drug and Alcohol Abuse (2190), Use of Tobacco (2195), Smoke-free Workplace (2197), Harassment (2215), Equal Opportunity (2225), Letters of Recommendation (2255), and Internet, E-mail & Electronic Communications (2270).

**RECOMMENDATIONS:**

1. Review and adopt as first reading the policies in Section 2000 (Personnel).
2. Refer Section 2000 (Personnel) to staff for review and comments to be presented at the December 22, 2003 Library Board Meeting.

PLACENTIA LIBRARY DISTRICT  
MISSION STATEMENT  
Adopted by the Library Board of Trustees  
June 15, 1992

To provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all member of the community.

THE PURPOSE OF THE PLACENTIA LIBRARY  
DISTRICT IS TO:

- Acquire, organize and maintain a collection of print and non print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
- Provide qualified staff to assist the public with the use of the collection and the information contained therein.
- Provide and operate a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for library and community programs.
- Collect, preserve and maintain a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

## SECTION I

## GENERAL RULES

### Introduction

The Placentia Library District Employee's Manual is designed to assist employees of the Placentia Library District in understanding the functions, rules and policies that promote satisfactory public library service to the community and the individual patron.

The Manual is part of the MOU and is subject to update by future negotiations that may change the MOU.

The Placentia Library District maintains a reputation for courtesy and assistance to all that seek its services. We hope you will enjoy working for the District and that you will cooperate in contributing to a harmonious atmosphere and a high quality of community service.

### Responsibility

Each employee is responsible to her/his supervisor and the Library Director. Instructions are to be followed and no rule that conflicts with Library policy will be established.

It is the function of the Library Director to carry out policies established by the Library Board of Trustees. Employees are informed of policy changes by memo in order to implement them.

### Library Hours

The Placentia Library District is open to patrons from 10:00 A.M. to 8:45 P.M. Monday through Thursday, and from 10:00 A.M. to 5:45 P.M. on Fridays and Saturdays. The Library is open on Sundays from 1:00 P.M. to 4:45 P.M.

While the Library begins its shutdown procedures at 45 minutes past the hour each employee is expected to remain busy at her/his workstation until the end of the scheduled workday at 9:00 P.M., 6:00 P.M. or 5:00 P.M. respectively.

### Work Schedules

The Library workweek starts on Friday morning and ends on the following Thursday evening.

A full-time employee works 40 hours. A regular part-time employee works 20 to 39 hours, and is offered a pro-rata percentage of the benefits of a full-time employee.

An extra help part-time employee works less than 20 hours, and is not eligible for paid benefits.

Work schedules are prepared to provide proper coverage of services for Library patrons. Every effort will be made to adjust for individual employee needs but not at the sacrifice of public service schedules.

### Tardiness

Promptness is essential to adequate Library operation. When an emergency arises that will cause any employee to be tardy, the Library Director, Assistant Library Director, Administrative Assistant or, in the absence of all of the above the Librarian-in-charge, must be notified.



### Keys

Keys are controlled by the Library Director. They are distributed and maintained by the Administrative Assistant who records and issues keys for any equipment or lock within the building.

Keys issued by the Administrative Assistant will be signed for. Keys will be issued on an as needed basis.

Keys are available at the check out desk for normal Library operation.

A key is issued to users of the Meeting Room when their meeting schedule is outside the Library's schedule. It is to be returned to the book drop beside the main entrance after the Meeting Room is properly secured.

### Staff Meetings

Staff meetings are held on the Tuesday following a Regular Meeting of the Library Board of Trustees and other times as required.

### Telephone Calls and Conversations

The Library telephone is used for library business. Personal use must be brief and infrequent. All employees are to be aware of the telephone zones and charges. Staff will be asked to identify their calls on the telephone logs and to reimburse the District for actual costs and taxes.

Avoid lengthy conversation at the public desks or while working in any public area of the Library.

Incoming calls should be answered promptly with a smile in your voice, giving the name of the Library and our own name. Always offer to take a message if the person being called is not available.

### Employee Parking

All Library and City employees are to park in the eastern parking rows of the northern row closest to the strawberry field. The other three rows of the parking lot are for visitors and reserved parking.

*Insert parking lot diagram here*

### You and the Patron

Patrons form opinions of Library service from the attitudes, appearances, and actions of the employees who assist them. Each employee influences the patron's judgement of the value of the Library.

Assist the patron immediately and courteously. Be helpful and try to not keep them waiting. SMILE.

### Dress Code

Report for work neatly dressed and groomed. Blue jeans, shorts, open midriffs, thongs, bare feet in sandals, and tee shirts and slogans are inappropriate attire for any staff member working in a public area. Political or public policy issue buttons may not be worn while working in a public area unless they are approved by the Library Director.

### Patron Complaints

When any patron brings a complaint against materials or policies of the Placentia Library District, this patron must be given special attention and courteous treatment by the desk attendant. Offer the patron a complaint/suggestion form to register the concern.

If possible, the patron should be taken to the office of the Library Director or Assistant Library Director to discuss her/his complaint.

Dissatisfied patrons should never be allowed to stand in the public areas disrupting service and disturbing other patrons.

Desk attendants are not expected to listen to unreasonable arguments or to provide interpretation of Library rules and policies.

#### Professional Reading

Employees are encouraged to borrow books, audiovisual materials, and professional journals from the Placentia Library District.

These materials must be charged out and returned within a reasonable time.

Employees are not charged for overdue material. All material needs to be returned before the final paycheck is issued.

## SECTION II

## HIRING PRACTICES

#### Appointment and Examination

Appointment to vacant positions shall be made in accordance with the personnel rules and policies as adopted by the Library Board of Trustees. The Library Director is responsible for the interpretation and implementation of the Board's rules and policies.

Appointments and promotions shall be based on merit and fitness to be ascertained so far as practicable by competitive examination.

Examinations shall be used and conducted to aid in the selection of qualified employees and shall consist of selection techniques which, in the opinion of the Library Director, will test fairly the qualifications of candidates. Physical and medical tests may be given as a part of the examination.

Appointments shall be made by the Library Director, pending ratification by the Library Board of Trustees.

#### Provisional Appointments

A provisional appointment may be made, not to exceed six months, by the Library Director, of a person meeting the minimum training and experience qualifications for the position. A provisional employee may be removed at any time without the right of appeal or hearing. During the period of suspension of an employee, or pending final action on proceedings to review suspension, demotion or discharge of an employee, such vacancy may be filled by the Library Director subject to the personnel rules.

#### Probationary Period

All regular appointments, including promotional appointments, shall be for a probationary period of six months. During the probationary period, the employee may be rejected at any time without the right of appeal or hearing.

An employee rejected during the probationary period from a position to which she/he has been promoted shall be reinstated to a position discharged from the Library service as provided in the rules and policies.

### Seniority

Seniority shall be observed in effecting such reduction in personnel, and the order of layoff shall be in the reverse order of total cumulative time served in permanent and probationary status upon the effective date of the layoff. Layoff shall be made within classes of positions, and all provisional employees in the affected class or classes shall be laid off prior to the layoff of any probationary or permanent employee.

For the purpose of determining order of layoff total cumulative time includes time served on military leave of absence. Any layoffs shall be made in accordance with the personnel rules and policies adopted.

### Discrimination

No person shall be employed, promoted, demoted or discharged, or in any way favored or discriminated against because of political opinions or affiliations or because of race, color, ancestry, national origin, religious belief, or disability as stipulated by the Americans with Disabilities Act (ADA).

Employment applications from qualified individuals with a disability or disabilities are welcome.

### Fair Employment

No question in any test, or in any application form or by any participant in the selection process, shall be so framed as to attempt to elicit information concerning race, color, ancestry, national origin political or religious opinion or affiliation, except where sex or age is a bona fide occupational qualification.

### Medical Exam

All new employees will be required to take and satisfactorily pass a medical exam at District expense. Some classifications may require the employee to have a valid California Driver's License and adequate automobile coverage.

### Bilingual Pay

Certain employees who have the ability to write and speak a language in addition to English, and who occupy positions in which said ability is regularly used, may be designated by the Library Director to receive Bilingual Pay differential of five (5%) percent above their regular rate. Bilingual Pay may be offered to employees communicating in languages spoken by more than 5% of the service area's population as identified by either U.S. or California Census Statistics or Placentia School District's data.

The designation of employees to receive Bilingual Pay shall be at the sole discretion of the Library Director. Prior to receiving Bilingual pay, designated employees must pass an objective testing process for oral and written skills as selected by the Library Director.

Certain positions may be advertised as "Bilingual Preferred" or "Bilingual Strongly Preferred". In such cases after the regular examination process is completed, and the relative scores are available, those candidates passing the language exam will be eligible for bonus points, not to exceed 5 points, on an exam with a total possible score of 100 points.

## SECTION III

## COMPENSATION

### Timecards

Timecards must be completed and signed by both the employee and the immediate supervisor. The employee is responsible for keeping accurate records of her/his time worked on a daily basis.

No extra hours or overtime may be worked without prior consent of the Library Director or Assistant Library Director. Failure to submit accurate time cards at the proper time may result in disciplinary action.

#### Paychecks

Paychecks are issued biweekly on Wednesdays in the Administrative Office. The employee must sign the check register when the check is picked up and no one other than the employee may pick up a check unless a written authorization has been received by the Administrative Assistant prior to the pay date.

Checks not picked up by Friday following a pay date will be mailed to the address of record.

Any employee may make arrangements with the Administrative Assistant for direct deposit of paychecks with participating banks and credit unions. These arrangements take several weeks to process.

#### Requests for Early Vacation Payroll Checks

Staff members eligible for paid vacation days may receive a paycheck for pay periods ending during a vacation period on the last weekday worked before the beginning of the vacation.

To receive an early vacation payroll check a written request must be submitted to the Library Director no less than two (2) weeks prior to the first day of the vacation period. The minimum absence eligible for an early vacation payroll check is two (2) weeks.

#### Merit Increases

A merit pay increase program provides a schedule of nine steps. Each step is by two and one-half percent for the classifications represented by the Orange County Employees Association. A meritorious tenth step of 5% is possible for employees who have been at the top of their classification for four years and have demonstrated their ability and proficiency in their assignments.

#### Part-Time Employees

The District guarantees that all part-time employees in the bargaining unit may work twenty (20) hours per week, if the employee so chooses. An employee who works twenty (20) hours per week will receive a pro rata share of all appropriate fringe benefits, including vacation, holidays, retirement, sick leave, bereavement leave, and jury duty leave.

#### Overtime/Compensatory Time

Non-exempt employees are to be compensated for extra time worked at the request of the Library Director or Assistant Library Director. Non-exempt employees may not work extra hours without the prior written approval of the Library Director or Assistant Library Director. The standard work week at Placentia Library District is 40 hours starting on Friday morning. All requested and approved work in excess of 40 hours shall be paid at time and one-half the employee's regular hourly rate or with compensatory time equal to time and one-half of the time worked. Compensatory time off need not be taken within the same pay period but should be taken as close to the overtime occurrence as possible.

All work performed in excess of 40 hours by non-exempt employees that has been approved by management but is not at the request of the Library will be compensated with compensatory time equal to time and one-half or that time worked and need not be taken within the same pay period. Exempt employees are Management, Supervisory and Professional employees. This is in compliance with the Fair Labor Standards Act as revised in 1986.

### Resignations

When employees terminate their employment with the Library, a letter of resignation should be submitted to the Library Director at least two weeks in advance of the date of termination. This letter should state the effective date and reasons for termination.

Professional employees are urged to give at least one month notice in advance to termination.

### Payout of Accumulated Vacation Time

If an incumbent's position is reduced in hours of service per week on a regular basis, he or she will keep the equivalent of one year's vacation at the new rate of accumulation, and be paid for all remaining hours of accrued vacation.

## SECTION V

## DISCIPLINARY ACTION

### Purpose

Discipline is the enforcement of conformity to policies, rules, regulations and other administrative or legal requirements or practices designed to maintain a standard of cooperation and conduct necessary to carry out the duties and responsibilities of the District in a successful manner. Self-discipline or self-conformity is the goal. Where self-discipline fails, disciplinary action by the appointing authority is authorized and shall be accomplished in such a manner as to be just, equitable, consistent and suited to the situation; and shall be taken in such a manner as to obtain conformity.

### Disciplinary Action

The Library Director, subject to ratification by the Library Board of Trustees, shall have the right for due cause, to demote, dismiss, reduce in pay, or suspend any permanent employee.

### Right to Grieve

Any employee with the exception of those job classes comprising the management staff, as designated by the Library Board, shall have the right to grieve any disciplinary action, interpretation or alleged violation of the personnel rules and policies, except in those instances where the right to grieve is specifically prohibited by the rules or policies.

### Abolition of Position

Whenever in the judgement of the Library Board it becomes necessary, the Library Board may abolish any position or employment. Employees transferred, demoted or laid off because of the abolishment of positions shall not be subject to written charges, nor shall they have the right of appeal in such cases.

### Types of Disciplinary Action

The disciplinary actions which may be taken, in order of severity, are: dismissal, demotion without consent, reduction in pay (e.g., by a step within a range), suspension, written reprimand, oral reprimand, or any appropriate combination of these.

### Grounds for Disciplinary Action

Any employee may be disciplined for due cause. The following is a list of some, but not all, grounds for a disciplinary action:

- A. One or more days of unexcused absence

- B. Repeated tardiness
- C. Violations of rules and regulations, Policy Manual, and departmental procedures established by the employee's department head and approved by the Library Director. Rules and regulations, Policy Manual, and departmental procedures established by prior department heads and/or Library Directors will remain in effect until revised or amended
- D. Consumption of intoxicating liquor, dangerous drugs or narcotics
- E. Gambling for money or articles of value during the workday
- F. Use of District tools or equipment for private or personal purposes without written permission
- G. Abuse of gross negligence in the care or operation of District tools or equipment
- H. Obtaining sick leave falsely
- I. Conduct unbecoming a District officer or employee
- J. Immoral conduct while on duty
- K. Receiving bribes in money or other valuable articles, or receiving personal favors for the performance of a District service
- L. Violation of state laws regulating political activities of District officers and employees
- M. Discussion of confidential business or information with unauthorized persons
- N. Refusal to report to an official call in an emergency
- O. Continued and persistent refusal to pay just debts
- P. Excessive absence
- Q. Making false written or oral statements relating to his employment
- R. Performance unacceptable to the appointing authority

#### Disciplinary Procedures

Prior to the administration of any non-emergency disciplinary action, other than oral and written reprimands, the following procedures shall be followed:

- A. The authority proposing the disciplinary action shall notify the affected employee in writing of the proposed action. The written notification shall include a statement of the reasons that the disciplinary action is being proposed and a statement of the changes being considered.
- B. The authority proposing the disciplinary action shall, upon request, show the affected employee documents or materials upon which the proposed disciplinary action is based; and shall, upon request, supply to the affected employee copies of these documents, if practicable.
- C. When in the opinion of the authority proposing disciplinary action, emergency conditions exist such that immediate removal from duty of the affected employee is required, the

affected employee may be suspended with pay pending completion of the procedures set forth above, and subject to a final disciplinary decision.

The provisions of Section 4 do not apply to probationary, provisional, or temporary employees.

## SECTION VI

## FRINGE BENEFITS

### Rest Periods

A lounge is provided for employee rest periods. A fifteen (15) minute rest period is given during each four hours on duty. The two periods are not to be combined or used to shorten work schedules. The break is to be limited to fifteen minutes from the work assignment.

### Vacations

Vacations with pay are granted to all full-time and regular part-time employees at the convenience of the Library.

While vacation is accrued from the date of employment an employee may not take vacation until the end of her/his probationary period. An employee leaving before the end of her/his probationary period is not eligible to be paid for accrued vacation.

Vacation accrues on the last pay period of each month at a rate of ten (10 working days per year for the first through fourth years of continuous employment, fifteen (15) working days for the fifth through the ninth year of continuous employment, and 20 working days after completion of the tenth year of continuous employment.

Vacation time for employees is cumulative, not to exceed thirty (30) days (240 hours.) The Library Director is authorized to schedule vacation time for employees with more than thirty (30) working days of accrued vacation balance are under 240 hours.

Accrued vacation will be calculated and paid at termination of employment.

### Holidays

All full-time and regular part-time employees receive twelve (12) holidays with pay. These holidays are:

Christmas Eve Day	Independence Day
Christmas Day	Labor Day
New Year's Eve Day	Veteran's Day
New Year's Day	Thanksgiving Day
Washington's Birthday	Day after Thanksgiving
Memorial Day	1 Floating Holiday (Birthday)

Regular part-time employees will receive holiday pay at a rate of one-fifth their weekly pay. Extra help will receive no holiday pay.

When a holiday falls on a full-time or regular part-time employee's day off, the employee may select any date during the workweek of the holiday, approved by the scheduling supervisor(s), to compensate for this holiday.

The Library will be closed on Sunday proceeding any Monday holiday. Staff may not be scheduled to work or to take vacation or sick leave on a holiday or a day that the Library is closed.

Full-time and regular part-time employees will have their birthday holiday added to their vacation record on the pay period before their birthday each year.

### Sick Leave

- A. Sick leave is granted to employees in case of illness or disability. A written statement from her/his doctor authorizing an employee to return to work after a three-consecutive-day sick leave absence may be required by the Library Director
- B. Sick leave for full-time employees is given and computed at the rate of one 8-hour day per month from date of employment, or twelve days per year, and is cumulated to an unlimited maximum. Regular part-time employees receive hours at a rate of one fifth their weekly schedule. Sick leave is accrued at the last pay period of each month.
- C. Absence due to exposure to a contagious disease when quarantine is imposed by health authorities or when it is determined by a physician that the presence of the employee on duty would endanger the health of others, is considered sick leave.
- D. Absence from duty because the employee's presence is needed to attend to the critical illness of a member of his immediate family where death appears imminent will be paid provided that such absence shall be limited to a maximum of 24 working hours for each occurrence and is considered sick leave. For purposes of this section, immediate family shall mean Father, Father-in-law, mother, mother-in-law, brother, sister, wife, husband, child, grandparents, legal guardian, or stepparents.
- E. Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:
  - 1. The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would keep the employee from performing his normal work duties as indicated by a doctor's report.
  - 2. The employee must notify her/his supervisor within four (4) calendar days of the beginning of the illness or prior to the end of his vacation leave whichever is sooner to request that her/his illness on vacation be charged to sick leave.
  - 3. The Library will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date. Unusual cases can be brought to the Library Board of Trustees by the Library Director for review.

### Sick Leave Payoff

The District provides a sick leave payoff plan upon either termination, resignation, or retirement as follows: After 10 years of employment, 25 percent of accumulated sick leave will be paid at current salary; after 15 years employment 37.5 percent; and after 20 years employment, 50 percent. Maximum accumulated sick leave for this purpose is 800 hours before calculations. Calculations of years in retirement, unused sick leave payoff and vacation will be as time within salaried classifications. Service pin years of service will include time as page and salaried employment.

### Bereavement Leave

Upon request, employees shall receive necessary time off with pay, not to exceed five (5) days in any one instance, to arrange for or attend a funeral of a member of her/his immediate family. For purposes of this section, immediate family shall mean father, mother, father-in-law, mother-in-law, brother, sister, wife, husband, child, grandparents, legal guardian, or stepparents.



## Leave of Absence Without Pay

### A. Informal Leave

An employee may request informal leave of absence without pay not to exceed fifteen calendar days. The granting of an informal leave shall be at the discretion of the Library Director.

An employee shall be authorized an informal leave only after all accumulated compensatory time has been applied toward payment of the absence. The use of earned vacation prior to the obtaining of informal leave shall be at the option of the employee.

### B. Pregnancy Leave

A pregnant employee will be permitted to work as long as, and return to work when, she is able to safely perform the duties of her position as recommended by her attending physician.

A pregnant employee shall be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery therefrom. The cumulative total is not to exceed four months.

The employee may use sick leave and vacation for such absence and shall be granted leave of absence without pay to the extent required to reach the four-month maximum.

### C. Leaves of Absences for Part-Time Employees

Part time employees may take up to four (4) weeks leave without pay in any given employment year with the exception of maternity leave which allows up to four months of leave with or without pay. Part time employees needing longer periods of leave will need to resign their positions.

A part time employee who resigns in good standing will be eligible for reappointment without participation in a competitive exam, to the same classification, whenever such position is open.

## Jury Duty/Witness Leave

A regular employee who is called for jury duty or for examination for jury duty shall be compensated at her/his regular rate of pay for those hours of absence due to the jury duty, provided he deposits with the library her/his fees for such hours of jury duty, exclusive of mileage. Those persons assigned jury duty shall have their schedule adjusted to fall between 9:00 A.M. and 9:00 P.M., Monday through Friday.

## Travel Reimbursement

Employees will be reimbursed for travel in their own vehicles when performing District-required and approved activities at the rate established by the Board of Trustees. Transportation forms must be filled out monthly and submitted by the Administrative Office by the Friday before the first Monday of each month.

## Unemployment Insurance

The Placentia Library District pays the premium for unemployment insurance for all employees.

### Worker's Compensation

The Placentia Library District extends Worker's Compensation to all Employees and Volunteers,

Any injury occurring on duty, however minor, must be reported to the Library Director's Office or the Librarian-in-Charge at once.

It is to the benefit of all to observe good safety practices.

### Medical Insurance

After one month's continuous employment, insurance premiums are paid for the full-time employee by the Library.

Employees of 20 to 39 hours will have a pro-rata share of their premiums paid by the library if they activate their share of the policy.

Dependent medical coverage is not paid by the library for those classifications represented by OCEA but may be purchased by the employee.

### Dental Insurance

A dental program is available for the employee. Dependent coverage is at the employee's expense.

### Optical Insurance

An optical program is available for the employee. Dependent coverage is at the employee's expense.

### Employee Assistance Program

An Employee Assistance Program is available for the employee and her/his family. It is an information counseling and referral center; a source of confidential aid for finding solutions to personal problems the employee or her/his family might experience that affect her/his ability to work.

Whatever an employee discusses with the Employee Assistance Center Staff remains confidential. Information will be discussed with others only when the employee gives written permission. Supervisors can require employees to use the service.

### Social Security/Retirement

All employees contribute to Social Security coverage and are eligible to collect Social Security at statutory age if remuneration for employment does not exceed the limit.

### Long Term Disability

After one month of continuous employment, long term disability premiums are paid for full-time employees to provide after 90 days of disability, payment at the rate of two-thirds of their gross salary up to \$1,500 per month maximum to age 70.

### Educational Benefits

It is a policy of the Placentia Library District to encourage its personnel to take advantage of educational opportunities.

Employees may apply for work schedules that facilitate enrollment in classes at a college or university. While the Library will attempt to meet these requests it reserves the right to reduce hours of employment or place other limits if public desk schedules cannot be met.

Full-time employees may apply for advance approval of reimbursement for one-half cost of tuition and books for classes in a college or university, which strengthen professional library abilities and afford professional library advancement. Reimbursement is contingent on both the advance approval and successful completion of the classes.

Upon receiving their advanced professional degree, the employee is to remain in the employment of the Placentia Library District for a period of one year. If said employee leaves prior to the above conditions, all monies advanced for education shall be deducted from the final pay. If payment exceeds the final pay, then a reimbursement is due the library.

A Professional degree does not automatically become a promotion to a professional classification if the classification opening does not exist or is not recommended by the director.

Full-time professional employees may apply for time off with pay to attend professional library conventions and meetings at Library expense.

#### Orange County Employees Association OCEA

Employees of the Placentia Library District are eligible to join the OCEA. There is a monthly membership fee.

The members are entitled to special discounts and a monthly magazine, which describes special events, and discounts.

Other member benefits include (a) a dental insurance program, (b) insurance: auto, life, home, etc., (c) legal consultation on any matter, (d) travel service, and (e) representation on all matters of employer/employee relations for classifications represented by OCEA.

#### Credit Union

Orange County Federal Credit Union membership is available to our employees and their families. Payroll deductions can be made to add to savings, checking, or to make payments for loans. It is located at 402 Civic Center Drive West, Santa Ana, California 92702.

#### Retirement Benefit Plan

The Placentia Library District Board of Trustees provides a retirement program that is financed by a contribution equal to 7 per cent of the eligible employee's previous year's salary. Eligible employees are those who at the anniversary date of July 1 have been compensated for at least 1,000 hours and are at least 21 years of age. Full details of the plan are on file in the Administrative Office.

#### Deferred Compensation

Eligible employees may contribute up to \$7,500 per year into a variety of deferred compensation plans. These amounts are processed through payroll deductions. Since the deductions are taken before Federal and State Taxes the employees taxable income is lowered. Information about the plans is available from the Administrative Assistant.

## SECTION VII

## HISTORY & GOVERNANCE

### Administration

The Placentia Library District is governed by a five-member elected Board of Trustees. The governing Board promulgates policies and regulations for the district, as well as establishes the budget.

#### History

The Placentia Library District was formed in September, 1919 pursuant to the Library District Act of 1909 (California State Education Code, Chapter Four (4), Sections 19600 through 19734).

In 1926, the Board started construction on their first non-storefront library located on the northwest corner of Bradford and Center. In 1927, they moved into the new 4500 square foot library. At that time, the population of the district was approximately 800 people.

September of 1974 saw the doors open to the present Library at 411 East Chapman in the Civic Center. The District joined the City in a Joint-Powers Authority to construct the 28,800 square foot structure to serve a growing population of 31,000 people.

In 1966, the Placentia Library District worked in conjunction with the Yorba Linda Library District and the Orange County Public Library to form the Santiago Library System. Membership in the System provides an expanded source of books, reference services, audiovisual and technical processing for all patrons. Autonomy is still maintained by each member library of the System.

In 1979 the Placentia Library District worked in conjunction with Anaheim to develop and install an automated circulation system. Today the Yorba Linda Public Library is also a part of the Anaheim Consortium.

Our total integrated on-line catalog and circulation system started in November, 1987.

#### Declaration of Policy

The proper operation of the Library District requires that public officials and employees be independent, impartial and responsible to the people, that governmental decisions and policy be made in the proper channels of the governmental structure, and that public office not be used for personal gain.

#### Responsibilities of Public Office

Public officials are all elective officials of the District and the members of all official boards, commissions, and committees of the District.

Public officials and employees are bound to uphold the Constitution of the United States and the Constitution of the State of California, and to carry out the laws of the nation, state, municipality, and district. Public officials and employees are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their offices regardless of personal consideration, recognizing that the public interest must be their primary concern, that conduct in both their official and private affairs should be reproach.

#### Dedicated Service

Public Officials and employees should not exceed their authority or breach the law or ask others to do so and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or officially recognized confidentiality of their work.

#### Fair and Equal Treatment

Preferential consideration of the request or petition of any individual citizen or group of citizens shall not be given. No person shall receive special advantages beyond that which are available to any other citizen.

A. Use of Public Property

No official or employee shall request or permit the use of District-owned equipment, material, or property for personal convenience or profit, except when such services are available to the public generally or are provided as district policy for the use of such official or employee in the conduct of official business. No public official or employee shall use the time of any District employee during working hours for personal convenience or profit.

B. Obligations to Citizens

No public official or employee in the course of her/his official duties shall grant any citizen special advantages beyond that which are available to every other citizen in the same circumstances.

Conflict with Proper Discharge of Duties

No public official or employee, while serving as such, shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, or incur any obligation of any nature which is substantial conflict with proper discharge of her/his duties in the public interest and of her/his responsibilities as prescribed by policy and existing under Pt. 4, Division 20, Ch.5 of the Education Code of the State of California.

Incompatible Employment

No public official or employee shall accept other employment which he has reason to believe will either impair her/his independence of judgement as to her/his official duties or require him or induce him to disclose confidential information acquired by him in the course of and by reason of her/his official duties.

Disclosure of Confidential Information

No public official or employee shall willfully or knowingly disclose for pecuniary gain to any other person confidential information acquired by him in the course of and by reason of her/his official duties nor shall any public official or employee use any such information for the purpose of pecuniary gain.

Gifts

No public official or employee shall receive, directly or indirectly, any compensation, reward or gift from any source except the Placentia Library District of Orange County for any service, advice, assistance or other matters related to the legislative process, except fees for speeches or published works on library or legislative subjects and except in connection there-with reimbursement for expenses for actual expenditures for travel, and reasonable subsistence for which no payment or reimbursement is made by the Placentia Library District of Orange County.

Conflict of Interest

A conflict of interest exists in a matter before an official for consideration or determination if:

- A. The public official or employee has a substantial personal interest in the outcome as owner, member, partner, officer, employee, stockholder or other professional enterprise that will be affected by the outcome, and such interest is or may be adverse to the public interest in the proper performance of governmental duties by the official or employee.
- B. He/she has reason to believe or expect that he/she will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of her/his official activity.

- C. The Public official or employee, because of her/his bias or prejudice or because she/he has prejudged a matter set for public hearing is incapable because of such bias, prejudice or prejudgment of granting to the matter before him a fair and impartial hearing.

Personal interest as distinguished from financial interest is defined as including, among other matters, an interest arising from blood or marriage relationship or close business association.

#### Disclosure of Interest and Disqualification

Any trustee or employee who has a conflict of interest, as defined herein, in any matter before the Board of Trustees, shall disclose such fact in the records of the Library Board of Trustees and refrain from participating in any discussion or voting thereon, as the case may be, provided that such exceptions shall be observed as are permitted by law. This provision shall not apply if a Trustee has disqualified herself/himself from voting.

Any member of any official board, commission, or committee who has conflict of interest as defined herein, in any matter before the board, commission, or committee, of which he/she is a member, shall disclose such fact in the records of such board, commission, or committee and refrain from participating in any discussion or voting thereon, provided that such exceptions shall be observed as are permitted by law.

Any employee, who has a financial or other special interest in a matter before the Board of Trustees, commission, or committee who participates in discussion with, or gives an official opinion to the Board of Trustees, or to such other board, commission, or committee relating to such matter, shall disclose in the records of the Board of Trustees or such other board, commission or committee, as the case may be, the nature and extent of such interest.

#### Compliance With State Law

Public officials and employees of the Board of Trustees of the Placentia Library District of Orange County shall comply with applicable provisions of state law relative to conflict of interest and generally regulating the conduct of public officials and employees.

**Placentia Library District**

**POLICY HANDBOOK**

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**POLICY TITLE: Executive Officer**  
**POLICY NUMBER: 2000**

**2000.1** The Library Director will be the Executive Officer of Placentia Library District and for the Board of Trustees.

**2000.2** The terms and conditions of the Library Director's employment may be specified in the agreement of employment established between the Library Director and the Board of Trustees. The agreement of employment will be for the period of time as specified therein.

**2000.3** Whenever the agreement of employment established between the Library Director and the Board of Trustees is in conflict with any District policy, said agreement of employment will prevail.

**2000.4** The Library District or works at the pleasure of the Board of Trustees and is considered to be an at-will employee. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Library Board. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Library has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Board of Trustees has the authority to make any such agreement that is binding only if it is in writing.

**POLICY TITLE: Hours of Work and Overtime**  
**POLICY NUMBER: 2010**

**2010.1** This policy will apply to all non-exempt employees.

**2010.2** The regular hours of work each day will be consecutive except for interruptions for meal and break periods.

**2010.3** The workweek will consist of seven consecutive days from 12:01 o'clock A.M. Friday, through midnight Thursday.

**2010.4** Overtime is defined as:

**2010.4.1** Time worked in excess of 80 hours in a pay period; or

**2010.4.2** Time worked in excess of ten hours on a scheduled workday; or,

**2010.4.3** Time worked on a designated holiday.

**POLICY TITLE: Employee Status**  
**POLICY NUMBER: 2015**

**2015.1** A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period. Regular employees may be full-time or part-time.

**2015.2** A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than six continuous months of service with the District. Upon completion of six months of continuous service with the District in said classification, and upon the Library Director's decision to retain said employee, said employee will be granted regular employee status.

**2015.3** A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of two years of continuous service.

**2015.4** A "Substitute" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The substitute employee works whenever the District's workload increases to a level that regular employees cannot accommodate it. He/she also works standby as discussed in Policy #2010, "Hours of Work and Overtime."

Do you really need a substitute classification when you have a temporary classification? It seems redundant.

**POLICY TITLE: Vacations**  
**POLICY NUMBER: 2020**

**2020.1** This policy will apply to regular and probationary full-time and part-time employees in all classifications.

**2020.2** Paid vacations will be accrued according to the following schedule on an annual basis:

- (a) During the first four years of continuous work, eighty (80) hours.
- (b) Five through nine years of service, one hundred twenty (120) hours.
- (c) After ten years of service, one hundred sixty (160) hours.
- (d) Vacation accrual is based on a forty (40) hour work week. Employees working less than forty (40) hours per week but more than 20 regularly scheduled hours per week will receive a pro-rata allocation of vacation hours.

**2020.3** Employees who have completed six months in regular status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six months in regular employee status. This can and should be merged with 2020.10

**2020.4** Vacation time is accrued at the second pay period of each month.

**2020.5** Vacation time may be accumulated or postponed. The total accumulated vacation time will not exceed thirty (30) days (for full time employees 240 hours). The Library Director will require staff members with excessive vacation balances to use them immediately.

**2020.6** At termination of employment for any reason, the District will compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

**2020.7** The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

**2020.8** If a holiday falls on a workday during an employee's vacation period, that day will be considered as a paid holiday and not vacation time.

**2020.9** Vacations may be scheduled at any time during the year upon approval of the employee's immediate supervisor and the Library Director.

**2020.10** Probationary employees will not accrue vacation time during the probationary period. Once regular status has been granted at the completion of the probationary period vacation time is calculated from the date of employment.

**2020.11** Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work will not be permitted.

**POLICY TITLE:       Holidays**  
**POLICY NUMBER:    2030**

**2030.1** This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

**2030.2** The following days will be recognized and observed as paid holidays:

New Years Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day

2 Floating Holidays, one accrued on month preceding the employee's birthday and one accrued in November.

**2030.3** All regular work will be suspended and employees will receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the Library Director and received permission to be absent from work on that specific day or days.

**2030.4** Holiday hours are based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

**2030.5** When a holiday falls on an employee's day off or when the Library is closed, the employee may select any date during the work week of the holiday, approved by his/her scheduling supervisor, to compensate for this holiday.

**2030.6** Placentia Library is closed on the Sundays preceding Monday holidays. The Sunday closings are not paid leave. Staff may either take vacation time or schedule the hours on other days during that workweek.

**2030.7** If any employee works on any of the holidays listed above, he/she will be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."



**POLICY TITLE: Sick Leave**  
**POLICY NUMBER: 2040**

**2040.1** This policy will apply to probationary and regular employees in all classifications.

**2040.2** Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures will be subject to sick leave provided prior notice is provided to the employee's supervisor and the Library Director.

**2040.3** Full time regular employees will earn sick leave at the rate of one working day per month.

**2040.4** Sick leave is accrued at the second pay period of each month.

**2040.5** . Regular part-time employees working less than forty (40) hours per week but more than 20 hours per week will receive a pro-rata allocation of sick leave. (move this section under 2040.3\_

**2040.6** Sick leave is not a privilege that an employee may use at his/her discretion, but will be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

**2040.6.1** The definition of "immediate family" will be the same as specified in Section 2050.3 of the *Bereavement Leave* policy (#2050).

**2040.7** In order to receive compensation while on sick leave, the employee will notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

**2040.8** . A medical release from the treating physician is required for all absences of three or more work days, regardless of the sick leave balance; however the District reserves the right to request a medical release form for any absence taken.

**2040.9** Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:

**2040.9.1** The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his/her normal work duties. A physician's statement is required.

**2040.9.2** The employee must notify the Library Administrative Office within four (4) calendar days of the beginning of the illness or prior to the end of his/her vacation leave, whichever is sooner, to request that his/her illness on vacation be charged to sick leave.

**2040.9.3** The District will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date. Unusual cases can be brought to the Library Board of Trustees by the Library Director for review.

**2040.10** The District provides a sick leave payoff plan upon termination, resignation or retirement as follows:

**2040.10.1** After ten (10) years of employment, twenty-five (25) percent of accumulated sick leave will be paid at the current salary.

**2040.10.2** After fifteen (15) years of employment, thirty-seven and one half (37.5) percent of accumulated sick leave will be paid at the current salary.

**2040.10.3** After twenty (20) years of employment, fifty (50) percent of accumulated sick leave will be paid at the current salary.

**2040.10.4** The maximum accumulated sick leave for this purpose is eight hundred (800) hours before calculations.

**2040.10.5** Calculations of years in retirement, unused sick leave payoff and vacation will be the amount of time employed with the District within salaried classifications. This sentence is awkward and needs rework to be understandable.

**2040.11** The District provides an incentive program for the accumulation of sick leave hours.

**2040.11.1** For each calendar quarter that an employee has used no hours of sick leave he/she shall receive four hours of vacation.

**2040.11.2** The sick leave incentive program based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of the sick leave bonus.

**2040.11.3** The sick leave bonus hours will be added to the vacation leave balance at the second pay period following the end of the calendar quarter.

**2040.12** A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

**2040.12.1** A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The cumulative total may not exceed four (4) months.

**2040.12.2** The employee may use sick leave and vacation for such absence and shall be granted leave of absence without pay to the extent required to reach the four (4) month maximum.

Should discuss medical benefit continuation. Should also discuss employees right to return to the same position...

**POLICY TITLE: Bereavement Leave**  
**POLICY NUMBER: 2050**

**2050.1** This policy will apply to probationary and regular employees in all classifications.

**2050.2** In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five days. Bereavement leave is not charged against either sick leave or vacation time. The Library Director may require certification.

**2050.3** Bereavement leave is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of bereavement leave.

**2050.4** "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

**POLICY TITLE: Jury Duty**  
**POLICY NUMBER: 2060**

**2060.1** This policy will apply to probationary and regular employees in all classifications.

**2060.2** An employee summoned for jury duty will immediately notify his/her supervisor and the Library Director. While serving on a jury, he/she will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday assuming that 2+ hours remain in the workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

**2060.3** Jury duty hours are based on an eight hour day of a forty (40) hour work week employees working less than forty (40) hours per week will receive a pro-rata allocation of jury duty leave.

This section doesn't make too much sense. I don't think it is necessary.

**POLICY TITLE: Continuity of Service**  
**POLICY NUMBER: 2070**

**2070.1** For probationary and regular employees in all classifications, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

**2070.2** Continuous service with the District will start with the date of employment and continue until one of the follow occurs:

**2070.2.1** An employee is discharged for cause;

**2070.2.2** An employee voluntarily terminates his/her employment; or,

**2070.2.3** An employee is laid off.

**2070.3** Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

**2070.3.1** Absence by reason of industrial disability;

**2070.3.2** Authorized absence without pay for less than 30 days in a calendar year; or,

**2070.3.3** Absences governed by applicable state and/or federal laws such as military or National Guard service.

Don't forget medical and pregnancy-disability leave

**2070.4** A re-employment list will be maintained by the District. The re-employment list will be used to determine the order in which part-time and temporary employees will be employed when other than regular work is available and additional employees are needed. The list will be arranged on the basis of seniority. An individual is considered to have seniority if his/her length-of-service, as defined above, is greater than that of another individual on the list. An individual on the re-employment list will be rehired to fill a vacant position within a specific job classification if:

**2070.4.1** He/she was previously employed within said job classification or within a job classification requiring higher qualifications, and/or satisfies the qualifications as specified in the job description for said vacant position; and,

**2070.4.2** He/she has seniority, as defined above.

**2070.5** When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list having seniority and satisfying the conditions listed in Section

2070.4, above, will be called. If an individual is called to work three times without being available to work, his/her name may be removed from the re-employment list. An individual will be removed from the re-employment list when he/she notifies the District that he/she has taken a regular position elsewhere and is unavailable to work for the District.

**If this issue of reemployment is in your current MOU, you will need to continue it. If not, you may wish to be silent on this issue.**

**2070.6** Regular employees who are laid off will be placed on the re-employment list and will receive seniority based on previously earned length-of-service.

**2070.7** Previous regular employees who were laid off and called back for work not being regular in nature will have their employment service records maintained so that they accumulate length-of-service as they work on an "hour-for-hour" basis.

**2070.8** Part-time and temporary employees who are hired for a position having regular status will have previously earned length-of-service maintained in their employment service records.

**2070.9** Previous temporary employees who are rehired within 18 months of their last date of employment will have their employment service records restored to include previously earned length-of-service.

You may want to add a section on bridging two employment periods if the separation is 6 months or less (employee retains seniority status and continues to accrue benefits at rate that they left)

**POLICY TITLE:** Vehicle Costs  
**POLICY NUMBER:** 2100

**2100.1** When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she will be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

**2100.2** Proof of adequate insurance covering collision, personal injury, and property damage will be required by the District of any employee using a personal vehicle in the performance of District work.



**POLICY TITLE: Health and Welfare Benefits**

**POLICY NUMBER: 2110**

**2110.1 Medical Expense Insurance.** The District provides Health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular probationary and full time and part-time employees working twenty or more hours per week.. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors. (Move this to end of paragraph) The District pays the premium for the employee coverage for full-time employees and a pro-rated payment for regular part-time employees.. Family coverage is available for all policies except disability insurance if the employee pays the additional premium cost.

**2110.2 Workers' Compensation Insurance.** All District employees will be insured against injuries received while on the job as required by State law.

**2110.3 Retirement Plan.** Upon achieving regular employee status, employees will be enrolled in the District's employee retirement plan.

**2110.3.1** The District contributes seven per cent of an employee's annual salary to the plan. There is no employee contribution to the retirement plan.

**2110.3.2** Employees are vested in the retirement plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

**2110.4 Life Insurance.** Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. \$15,000 of this coverage is provided only if the employee has elected to accept the medical insurance coverage. (This sentence doesn't make sense) The carrier reduces the amount of coverage after age sixty-five.

**2110.5 Deferred Compensation.** Probationary and regular employees in all job classifications are eligible to participate in the United States Conference of Mayors Deferred Compensation Plan or any other deferred compensation adopted by the Library Board of Trustees. Participation is voluntary and the employee must process the application.

**2110.5.1** The District will match employee contributions to the deferred compensation plan to a maximum of \$2,600 per calendar year for full-time employees and a

pro-rata allocation of the maximum of the deferred compensation match for part-time employees.

**POLICY TITLE: Volunteer Personnel Workers' Compensation Insurance**  
**POLICY NUMBER: 2115**

**2115.1** Literacy tutors, Friends of Placentia Library and Placentia Library Foundation Board of Directors members, or any unpaid person authorized to perform volunteer service for the District will be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.

**2115.1.1** The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

I would move this entire section under 2110.2

**POLICY TITLE: Educational Assistance**  
**POLICY NUMBER: 2120**

**2120.1** Employees of the District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the District, or that will prepare them for future career advancement in librarianship. To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Library Director.

**2120.2** The District will reimburse regular employees for approved courses of study by the following criteria:

**2120.2.1** The District will refund the entire cost of tuition and required class materials will be made if the employee received a grade of "B" for the class.

**2120.2.2** The District will refund one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

**2120.2.3** No refund will be made to employees who receive a grade below "C" for the class.

**2120.3.4** The total amount that the District will reimburse an employee for educational assistance is limited to \$2,500 in any calendar year.

**2120.3.5** Educational reimbursement is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

**2120.3.6** Class time shall be outside of the employee's regularly scheduled hours.

**2120.3** Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

**2120.4** Upon completion of the class(es) the employee is responsible for sending copies of the grade slip(s) and expense receipt(s) to the Library Director.

**2120.5** Two types of classes are generally eligible for reimbursement per this policy:

**2120.5.1** Classes that are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

**2120.5.2** Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

**2120.6** Only campus-based or web-based courses are approved for reimbursement. Correspondence courses are not reimbursable under this policy.

**POLICY TITLE: Pay Periods**  
**POLICY NUMBER: 2130**

**2130.1** The salaries and wages of all District employees will be paid bi-weekly. Payday is (the first and third Thursday, Friday, etc)

**2130.2** In the event a payday falls on one of the holidays listed in Policy #2030, "Holidays", the immediately previous working day will become the payday.

**POLICY TITLE:       Distribution of Pay Checks**  
**POLICY NUMBER:    2135**

**2135.1** Paychecks will be issued only to the employee.

**2135.1.1** No one may remove a paycheck from the Administrative Office that doesn't belong to him/her.

**2135.1.2** Paychecks may not be given to parents, spouses, siblings, other staff members or friends unless there is a written, dated and signed directive from the employee.

**2135.2** Paychecks are available in the Administrative Assistant's Office from 9:00 A.M. until 4:30 P.M. each pay day.

**2135.2.1** Paychecks not picked-up in the Administrative Assistant's Office by 4:30 P.M. will be placed in the mail.

**2135.3** Staff members wishing to have someone else pick-up a paycheck or to have a paycheck held in the Administrative Assistant's Office must provide a written, dated and signed directive.

This policy can be part of 2130

**POLICY TITLE:        Advancement of Wages**  
**POLICY NUMBER:    2140**

**2140.1** This policy will apply to all regular and probationary full-time and part-time District employees.

**2140.2** Employees requesting payment of wages in advance of regular pay days as defined in Policy No. 2130, "Pay Periods", will submit said request in writing to the Library Director. The request must include a specific reason for the advance.

**2140.3** The Library Director may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.

**2140.4** Advancement of wages prior to a regular payday is not a privilege that an employee may use at his/her discretion, but may be authorized by the Library Director, or in the absence of the Library Director the Library Board President, at his/her discretion only in the case of proven employee necessity and/or personal financial emergency.

**2140.5** Requests for advancement of wages may be submitted only once in any pay period, and frequent requests will be grounds for denial.

This policy could also be reduced in size and part of 2130

**POLICY TITLE: Compensation**  
**POLICY NUMBER: 2150**

**2150.1** This policy will apply to all District employees.

**2150.2** Compensation at Hiring.

**2150.2.1** New Employees. All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

**2150.2.2** Advanced Step Hiring. If the Library Director finds that a qualified applicant cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range.

**2150.2.3** Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

**2150.3** Merit Advancement Within Range.

**2150.3.1** Performance Evaluation Required. The Library Director will authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination will be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

**2150.3.2** Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee will, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

**2150.3.2.1** New Employees. A person hired as a new employee will have a merit advancement date which is six (6) months following the appointment date.

**2150.3.2.2** Promotion or Demotion. An employee who is promoted or demoted will have a new merit advancement date that will be one year from the date of promotion or demotion.



**2150.3.2.3 Voluntary Demotion.** An employee who voluntarily demotes to a position at a lower salary range will have no change in merit advancement date.

**2150.3.2.4 Change-in-Range Allocation.** If the salary range for an employee's position is changed, the employee's merit advancement date will not change.

**2150.3.2.5 Position Reclassification.** An employee whose position is reclassified to a position having the same or lower salary range will have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range will have a new merit advancement date which is one year following the effective date of the position reclassification.

**2150.3.2.6 Non-Merit Step Adjustments.** An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement will have a new merit advancement date effective one year from the date of said adjustment.

**2150.3.3 Effective Date.** An employee's merit increase will take place on the first day of the pay period in which his/her merit advancement date falls. The Library Director may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date if performance is not satisfactory. In case of such a delay, the employee's merit advancement will be effective the first day of the pay period following the Library Director's authorization. If authorization for a merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee will not be eligible for a merit increase until his/her next normal merit advancement date.

**2150.4 Promotion.** Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided than an employee promoted to a salary range in excess of one range above his/her former range will receive no less than five per cent (5%), at the same step, in rate. Unless 'no less than' is in MOU, I would suggest 'approximately'

**2150.5 Bi-Lingual Pay.** Employees in all classifications are eligible to be tested for Spanish bi-lingual pay. The test includes both verbal and written Spanish and is administered by a consultant selected by the Library Director. Staff members who pass the test will receive a five per cent addition to their regular pay rate effective the date that he/she completes the test. Employees who accept bi-lingual pay will be required to provide translation services for clients and for other staff members.

**POLICY TITLE: Gifts**  
**POLICY NUMBER: 2155**

**2155.1** An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

**2155.1.1** Is customary and gives no appearance of impropriety and does not have more than a nominal value (approximately twenty dollars (\$20) or less);

**2155.1.2** Does not impose any sense of obligation on either the giver or the receiver;

**2155.1.3** Does not result in any kind of special or favored treatment;

**2155.1.4** Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

**2155.1.5** Is given and received with no effort to conceal the full facts by either the giver or receiver.

**2155.1.6** Gift is shared with all of the staff.

**POLICY TITLE:** Authorized Leave  
**POLICY NUMBER:** 2160

**2160.1** With the approval of the Library Director, an employee may request a leave of absence without pay for a period of up to ninety (90) days.

**2160.2** Such a leave of absence must be taken in conjunction with, and at the conclusion of, an authorized use of vacation.

Replace with “Employees on a leave of absence without pay do not accrue any leave time or other benefits available to regular employees”. Not sure of your policy regarding how long you have continuation of medical insurance until COBRA is enacted)

**2160.5** Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond ninety (90) days. Employees returning from a leave of absence will be reinstated with the first available job classification for which they are qualified.

**POLICY TITLE: Unauthorized Voluntary Absence**  
**POLICY NUMBER: 2165**

**2165.1** Voluntary absence from work without permission for five consecutive working days will be considered an automatic resignation.

**2165.1.1** After two consecutive days of voluntary absence from work without permission, the employee will be notified in writing that the absence will be considered as resignation if it continues consecutively through the fifth working day. Said notice will provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before the Library Director.

**2165.1.1.1** Constructive resignation will not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the informal fact-finding hearing.

**2165.1.1.2** The fact-finding hearing will be held within ten days after the end of the five consecutive days of unauthorized voluntary absence.

**2165.2** The Library Director may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for five consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

**2165.3** If the Library Director determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee will not be entitled to a post-severance evidentiary hearing and the employee's resignation will be considered to be effective at the end of the fifth consecutive day of his/ her unauthorized voluntary absence.

**POLICY TITLE: Performance Evaluation**  
**POLICY NUMBER: 2170**

**2170.1** This policy will apply to all employees.

**2170.2** The Manager of Public Services or the Manager of Technical Services or his/her designated representative will conduct a scheduled performance review of each employee prior to the merit advancement date. If the employee's immediate supervisor is not the evaluator, he/she will be consulted during the preparation of the evaluation.

**2170.3** Performance evaluations for employees not eligible for merit advancement will be conducted during the month of July.

**2170.4** Performance evaluations will be in writing on forms prescribed by the Library Director. Said evaluation will provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

**2170.5** Performance evaluations will be reviewed by the Library Director prior to being discussed with the employee.

**2170.6** The performance evaluation will be signed by the evaluator and will be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

**2170.7** Unscheduled performance evaluations may be made at the discretion of the Library Director or his/her designated representative.

**POLICY TITLE: Grievance**  
**POLICY NUMBER: 2180**

**2180.1** This policy will apply to all regular full-time and part-time employees in all classifications.

**2180.2** The purpose of this policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

**2180.3** Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Trustees, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

**2180.4** Grievance Procedure Steps.

**2180.4.1** Level I, Preliminary Informal Resolution. Manager Level Any employee who believes he/she has a grievance will present the evidence thereof orally or in writing to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor will hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

**2180.4.2** Level II, Library Director. If the grievance has not been resolved at Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the Library Director within ten working days after the occurrence of the act or omission giving rise to the grievance.

**2180.4.2.1** The statement will include the following:

- (a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;
- (d) The specific remedy sought.

**2180.4.2.2** The Library Director will communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the Library Director does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal will begin the day following receipt of the Library Director's written decision. Within the above time limits, either party may request a personal conference with the other.

**2180.4.3** Level III, Board of Trustees. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Trustees within five (5) days. The statement will include a copy of the original grievance; a copy of the written decision by the Library Director; and a clear, concise statement of the reasons for the appeal to Level III.

**2180.4.3.1** The Board of Trustees, or designee, as soon as possible at a regular monthly meeting of the Board, will schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision will be announced in open session immediately after the closed session in which it was made.

**2180.5** Basic Rules.

**2180.5.1** If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance will be considered resolved.

**2180.5.2** By agreement in writing, the parties may extend any and all time limitations specified above.

**2180.5.3** The Library Director may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Trustees.

**2180.5.4** A copy of all formal grievance decisions will be placed in the employee's permanent personnel file

Appendix "A"

**EMPLOYEE GRIEVANCE FORM**  
**Placentia Library District**

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

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Circumstances involved:

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Decision rendered by the informal conference:

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Specific remedy sought:

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**POLICY TITLE: Drug & Alcohol Abuse**  
**POLICY NUMBER: 2190**

**2190.1** It is the desire of the Board of Trustees that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Trustees is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

**2190.2** The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

**2190.2.1** Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

**2190.2.2** Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

**2190.2.3** For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

**2190.3** The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the Library Director pending said employee's attempt at rehabilitation. The Library Director has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

**2190.3.1** Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

**2190.3.1.1** Successfully complete an approved rehabilitation program;

**2190.3.1.2** Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

**2190.3.1.3** Be subject to periodic random testing without further reasonable cause.

**2190.3.2** Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees will be terminated without recourse to a rehabilitation program.

**2190.3.3** Discipline or termination should not be taken until a thorough investigation has been completed.

**2190.4** To assure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

**2190.4.1** Presence of such substances will result in disciplinary action up to and including termination, as described above.

**2190.4.2** An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

**2190.5** If a qualified physician, as a part of the examination specified in Section 2190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

**2190.6** Immediately prior to reporting for drug/alcohol testing, all employees will complete a Consent and Release form to be kept on file in the District office which will conform to the general format, as shown on Appendix A.

**2190.7** District employees are required to notify the Library Director in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

**POLICY TITLE: Tobacco Use**  
**POLICY NUMBER: 2195**

**2195.1** Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products will be banned completely within District buildings or confined spaces.

**2195.1.1** The successful implementation of this policy depends upon the - thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

**2195.2** All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals will be asked by staff to refrain from smoking.

**2195.2.1** Members of the public who refuse to comply with this policy may be directed by the Librarian in Charge to leave District property.

**2195.3** District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

Suggest combining Policies 2195 and 2197

**POLICY TITLE: Smoke-free Workplace**  
**POLICY NUMBER: 2197**

**2197.1** Smoking is prohibited within the buildings and facilities of Placentia Library District. Those who smoke are requested to do so outdoors.

**2197.2** Extra care should be taken when working around combustible materials.

**2197.2.1** Personnel who smoke outside should use extreme caution and dispose of cigarettes in a responsible and safe manner, using ashtrays, etc.

**2197.3** Smoking is allowed in non-district vehicles with only one occupant.

Pre-Employment Physical Examinations  
Policy 2200

**2200.1** All individuals who are offered full-time, temporary or part-time employment must successfully pass a post-job-offer pre-employment medical examination and controlled substance test at District expense. The examining physician will be provided a description of the job involved to assist in a determination of the individual's fitness to work.

**2200.1.1** Employment will not occur until after a negative controlled-substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.

**2200.1.2** Employment will not occur if the individual refuses to cooperate in the examination and testing.

**2200.2** Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than three months have elapsed since the individual's last day of work for the District. Both physical and drug?

**2200.3** Appointments with the medical facility providing the examination and controlled substance testing will be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

**2200.4** When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.

**2200.5** All test results will be kept confidential. The applicant may be told they failed to pass the test, but only the Library Director and his/her confidential designee will have access to the actual test results. My recommendation would be for the doctor's office to notify you whether or not the candidate passed or did not pass the test only. Do not maintain the results at the Library.

**2200.6** District employment application forms will contain a notice to applicants as follows:

*Placentia Library District has a policy of requiring a physician's physical fitness exam, together with drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.*

**POLICY TITLE: Sexual Harassment RECOMMEND COMBINING SEXUAL  
AND UNLAWFUL HARASSMENT INTO ONE POLICY**  
**POLICY NUMBER: 2210**

**POLICY TITLE: UNLAWFUL HARASSMENT**  
**POLICY NUMBER: 2210**

### **POLICY**

Placentia Library District is committed to providing a work environment that is free of unlawful harassment. The Library's policy prohibits sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. It is intended that any change or modification to existing law will become part of Placentia Library District's policy.

In keeping with its anti-harassment principle, Placentia Library District strictly prohibits an employee from engaging in any such harassment, including but not limited to ethnic slurs, racial epithets, derogatory jokes, physical intimidation, threats of violence or bodily harm and sexual harassment.

Placentia Library District's anti-harassment policy applies to all persons involved in the operation of Placentia Library District, including Board Members/Alternates and consultants working on Placentia Library District-related projects, and prohibits unlawful harassment by any employee of Placentia Library District, including managers and coworkers.

### **DEFINITION**

Prohibited unlawful harassment because of sex (sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical condition), race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis protected by federal, state or local law, ordinance or regulation includes, but is not limited to, the following behavior:

1. Verbal conduct such as derogatory comments; epithets; slurs; sexual innuendos; jokes or comments that makes another employee uncomfortable; slurs or unwanted sexual advances, invitations or comments.
2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
3. Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race or any other protected basis.



4. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
5. Retaliation for having reported or threatened to report harassment.

## RESPONSIBILITY

If an employee believes that they have been unlawfully harassed, he/she shall provide a complaint to the employee's own, or any other Library manager or the Library Director, as soon as possible after the incident. The employee's complaint should include details of the incident or incidents, names of individuals involved and names of any witnesses. Managers will refer all harassment complaints to the Library Director. The Library Director or designee will immediately undertake an effective, thorough and objective investigation of the harassment allegations. Confidentiality will be maintained to the fullest extent possible under the circumstances.

If Placentia Library District determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Library to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination. Whatever action is taken against the harasser will be made known to the employee who filed the complaint. The District will take appropriate action to remedy any loss to the employee resulting from harassment. The District will not retaliate against the employee for filing a complaint and will not tolerate or permit retaliation by management, employees or coworkers. Disciplinary action may also be taken against any supervisor or manager who condones or ignores unlawful harassment or otherwise fails to take appropriate action to enforce this unlawful harassment policy.

Placentia Library District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. The employee should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing may investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks that he/she has been harassed or retaliated against for resisting or complaining, the employee may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

## COMPLAINT PROCEDURE

An employee who believes that they have been unlawfully harassed shall report the incident immediately and according to the following procedure so that the complaint can be resolved quickly and fairly.

1. Whenever possible, the employee should confront the harasser and tell the person to stop. If the employee does not feel comfortable doing this, follow step 2 immediately.
2. The employee should notify their own supervisor, another management person or the Library Director as soon as possible after the incident, giving dates and time of the incident(s). Include details on the incident(s), names of individuals involved and the names of any witnesses.
3. Supervisors will refer all harassment complaints to the Library Director. The District will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

If an employee has any questions regarding Placentia Library District's policy against unlawful harassment or the procedure for filing complaints, please contact the Library Director.

**POLICY TITLE:** Affirmative Action Suggest combining affirmative action and  
equal employment and adding policy on the Americans with Disability Act  
**POLICY NUMBER:** 2220

225

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY**

**POLICY**

Placentia Library District is an equal employment opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. The Library policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation or medical condition including genetic characteristics. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is employed with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. Placentia Library District considers the attainment of equal employment a major agency objective and is committed to providing equal employment opportunities to all qualified persons.

The Library will not discriminate with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recall, library-sponsored training, education, tuition assistance, social and recreational programs will be administered in a non-discriminatory manner. All employment decisions shall be consistent with the principle of equal employment opportunity (EEO).

**Policy #**  
**SUBJECT: AMERICANS WITH DISABILITIES**

**POLICY**

It is Placentia Library District's policy and practice to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities. The Library is committed to ensuring non-discrimination in all terms, conditions and privileges of employment. The Library will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue library hardship would result.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as equal treatment and reasonable accommodation in job assignments. Employment decisions are based upon the essential responsibilities of the position, in accordance with defined criteria, not the disability of the individual.

**GUIDELINES**

1. An applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Library Director and specify what accommodation is needed to perform the job.
2. The Library Director or designee will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform the job. The Library will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the library will make the accommodation.
3. An employee who believes that they have been subject to any form of unlawful discrimination shall provide a written complaint to their manager or the Library Director. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses.
4. The Library Director or designee will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation. If the Library Director or designee determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. Whatever action is taken will be made known to the affected employee and the Library will take appropriate action to remedy any loss to the employee as a result of the discrimination.
5. The Library will not retaliate against the employee for filing a complaint and will not knowingly permit retaliation by management employees or coworkers.
6. During the interview process, managers may inquire generally as to whether a prospective employee can perform the essential functions of a job, with or without accommodation, but

cannot inquire as to whether or not an individual has any type of disability. **POLICY**

**TITLE: Nepotism**

**POLICY NUMBER: 2230**

**2230.1** It is the policy of Placentia Library District to seek for its staff the best possible candidates through appropriate search procedures. There will be no bars to appointment of close relatives in any staff category in the same or different departments so long as the following standard is met:

**2230.1.1** No employee will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

**2230.1.1.1** For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, and brother.

**2230.2** When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact will be required at all appointing levels. The objective of this review will be to assure equity to all members of the department.

**THIS IS A MORE CUSTOMARY POLICY FOUND ELSEWHERE:**

Members of the immediate family of elected or appointed Authority board members or alternates shall not be appointed to library employment.

Members of the immediate family of regular employees shall not be appointed to the same division, nor shall they be transferred, promoted or demoted into the same division, nor be placed in such a position as to evaluate a relative or be in the same line of supervision. Each situation shall be addressed based on the individual circumstances of that situation.

Members of the immediate family of regular employees shall not be hired on a temporary basis.

Immediate family members are defined as spouse, parent, sibling, child, stepchild, in-law, aunt, uncle or grandparent, domestic partners and their children.

**POLICY TITLE:           Outside Employment**  
**POLICY NUMBER:       2240**

**CALIFORNIA LAW GIVES EMPLOYEES PROTECTION AGAINST DISCRIMINATION BY EMPLOYERS FOR LAWFUL ACTIVITIES OUTSIDE OF WORK (INCLUDING MOONLIGHTING)**

While the library does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the library's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the library's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the library's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by the library, employees are expected to devote their energies to their jobs. The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties and responsibilities at the library.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our library;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our library;
- Additional employment that requires the employee to conduct work or related activities on the library's property during the employee's working hours or using our facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of the library.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the Library Director explaining the details of the additional employment. If the additional employment is authorized, the Library assumes no responsibility for it. The Library shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

**POLICY TITLE: Separation from District Employment**  
**POLICY NUMBER: 2250**

**2250.1** Resignation. To leave Placentia Library District service in good standing, an employee must file a written notice of termination with the Library Director at least two weeks before the effective date. The Library Director may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the Library Director's approval.

**2250.2** Layoffs. Whenever, in the judgment of the District Board of Trustees, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Trustees may abolish any position of employment, and the employee holding such position may be laid off or demoted.

**2250.2.1** Employees to be laid off will be given notice at least 14 calendar days in advance of the layoff date.

**2250.2.2** Except as otherwise provided, whenever there is a reduction in the work force, the Library Director will first demote to a vacancy, if any, in a lower position for which the employee who is the latest to be laid off (in accordance with ¶2250.2 of this policy) is qualified.

**2250.2.3** An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

In a previous section I already addressed the layoff and reemployment issue.

**2250.2.4** In order to retreat to a former or lower position, an employee must request displacement action in writing to the Library Director within five working days of receipt of the layoff notice.

**2250.2.4.1** Employees retreating to a lower position will be placed at the salary step representing the least loss of pay. In no case will the salary be above the top of the range of the new position.

**2250.2.5** If two positions have the same job description, then employees will be laid off according to employment status in the following order: temporary, provisional, probationary, and Regular temporary, provisional, and probationary employees will be laid off according to the needs of the service as determined by the Library Director Incases where there are two or more positions with the same job description from which the layoff is to be made, such employees will be laid off on the basis of the last evaluation rating in the position, providing such rating has been filled at least 60 days prior to layoff as follows

DO ALL OF THESE RATINGS AGREE WITH YOUR PERFORMANCE MANAGEMENT INSTRUMENT?



**2250.2.5.1** First, all employees having ratings of "Unsatisfactory;"

**2250.2.5.2** Second, all employees having ratings of "Marginal;"

**2250.2.5.3** Third, all employees having ratings of "Less Than Satisfactory;"

**2250.2.5.4** Fourth, all employees having ratings of "Satisfactory;"

**2250.2.5.5** Fifth, all employees having ratings of "Commendable;"

**2250.2.5.6** Sixth, all employees having ratings of "Superior;" and,

**2250.2.5.7** Seventh, all employees having ratings of "Exceptional."

**2250.2.5.8** Employees within each of the rating categories will be laid off in order of least seniority first.

**SAME ISSUE WITH BELOW REGARDING RE-EMPLOYMENT**

**2250.2.6** The names of persons laid off or demoted in accordance with this policy will be entered upon a re-employment list. The Library Director will use the re-employment list when a vacancy arises in the same or lower position before certification is made from an eligibility list.

**2250.2.7** Names of persons laid off will be carried on the re-employment list for one year, except that persons appointed to tenured positions of the same level as that from which they were laid off, will upon such appointment, be removed from the list. Persons who refuse re-employment will be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, will be continued on the list for the higher position for one year. At the discretion of the Library Director, the list may be extended for an additional year.

Section below included in new Progressive Discipline Policy

**2250.3.2** A probationary employee may be dismissed at any time during a probationary period without right of appeal or hearing. In case of such dismissal, the Library Director will notify the dismissed probationary employee in writing that he/she is being separated from District service. This section should be included in classification section describing probationary status.

Addressed in another policy

**POLICY TITLE:** Confidentiality Regarding Resignations<sup>1</sup>  
**POLICY NUMBER:** 2251

This policy is OK!

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<sup>1</sup> Source: Lozano Smith Smith Woliver & Behrens

**POLICY TITLE:        Letters of Recommendation<sup>2</sup>**  
**POLICY NUMBER:     2255**

**2255.1** The Board of Trustees recognizes that Placentia Library District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the Library Director or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the Library Director or his/her designee before dissemination.

**2255.1.1** The Library Director or designee will process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. The Library Director or his/her designee must approve all letters of recommendation to be issued on behalf of the District for current or former employees.

**2255.1.2** At his/her discretion, the Library Director or his/her designee may refuse to give a recommendation. Any recommendation he/she gives will provide a careful, truthful, and complete account of the employee's job performance and qualifications.

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<sup>2</sup> Source: Lozano Smith Smith Woliver & Behrens

**POLICY TITLE:** Disciplinary Action  
**POLICY NUMBER:** 2260

REPLACE WITH:

***Progressive Discipline***

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**POLICY**

It is essential that employees perform to the best of their ability at all times. It is expected that employees understand and demonstrate certain standards of job performance, interpersonal skills and conduct.

Progressive discipline includes verbal warnings, written warnings, suspension with or without pay and/or termination.

Progression from one disciplinary level to another occurs when an employee does not show improvement to a satisfactory level. Although one or more actions may be taken in disciplinary matters, the disciplinary action taken does not necessarily have to follow this stated order and shall be commensurate with the offense.

**PROCEDURE**

**1. Grounds for Discipline**

The Library expects efficiency, productivity and cooperation among its staff employees. The following are examples of types of conduct that are not permitted and that may result in disciplinary action, including immediate termination. Although it is not possible to provide an exhaustive list of all types of unacceptable conduct, performance, or group interaction, the following are some examples:

1. Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner.
2. Possession, distribution, sale, use, or being under the influence of alcoholic beverages or illegal drugs or controlled substances (other than prescription drugs for personal use) while on Library property, while on duty, or while operating a vehicle on Library business.
3. Theft or unauthorized removal or possession of property from the Library, other employees, or anyone on Library property.
4. Violation of Library rules, regulations or codes of conduct.

5. Intentionally falsifying or making a material omission on an employment application, or on other Library records or documents.
6. Misusing, destroying, or intentionally or negligently damaging property of the Library, another employee or a Library visitor.
7. Actual or threatened physical violence, threatening, intimidating, coercing any member of the Library community; vulgar or abusive language.
8. Possession or use of dangerous or unauthorized materials, such as explosives, firearms, or other similar items, while on Library property, while on duty, or while operating a vehicle leased or owned by the Library.
9. Unsatisfactory performance, including poor accuracy, quantity, or quality of work product; lack of cooperation.
10. Intentional or gross misconduct; gambling on premises
11. Unlawful harassment of another person.
12. Excessive tardiness or absenteeism, including abuse of any of the Library policies or procedures relating to leaves or breaks.
13. Dishonesty.
14. Sleeping, or giving the appearance of sleeping, while on duty.
15. Failure to follow instructions or safety guidelines

## **2. Performance Improvement Process**

### **A. Verbal Counseling Session**

The Supervisor should counsel the employee verbally, specifying the unacceptable behavior and identify what corrective action or behavior is needed to meet a satisfactory level of performance.

The Supervisor shall provide an opportunity for the employee to express concerns and mutually agree on a course of action to improve performance, allow for positive two-way communication, and establish a reasonable target date for the follow-up review.

Documentation, if any, shall not be retained in the employee's personnel file. Informal documentation shall include date and time of incident, date of counseling, responses given by the employee, and planned follow-up review.

A follow-up review date should be scheduled far enough in advance to allow sufficient opportunity and time for the employee's performance to improve. The employee shall always be advised that failure to correct the behavior/performance may result in additional disciplinary action, up to and including termination of employment.

### **B. Written Disciplinary Warnings (1st & 2nd)**

If the employee does not improve after the verbal counseling session or if there are repeated incidents of the unacceptable behavior or performance, or if the appropriate disciplinary action given the nature of the offense is a written warning, then the Supervisor shall complete a written reprimand. The reprimand shall include:

1. Restating the problem to the employee. Explain clearly and precisely how the supervisor's expectations and standards have not been met. Specify the acceptable level of performance. Reference prior discussions or written warnings with the employee concerning the performance or behavioral problem.
2. Allow for two-way communication. Give the employee an opportunity to explain why the behavior has not been corrected.
3. Provide specific examples and ideas for improvement. Clearly outline a corrective action plan to correct the problem.
4. State dates for regular follow-up and set a reasonable date by that the problem must be eliminated or corrected.
5. Indicate verbally and in written format that failure to correct the problem may lead to additional disciplinary action up to and including termination of employment.
6. Sign and date the reprimand and request the same from the employee. State that signing the reprimand does not indicate agreement with the contents, only receipt and knowledge thereof and provide a copy to the employee. The employee may also sign the reprimand and indicate that he/she does not agree with its contents.  
If the employee refuses to sign the reprimand, indicate that, sign it and provide a copy to the employee.
7. The employee may write comments on the form.
8. Retain a copy of the written reprimand in the employee's personnel file.
9. If, by the target date agreed upon, the employee is not performing up to the proposed standards, the employee shall receive a 2nd written warning utilizing the steps 1-8 above.

### **C. Suspension**

In matters regarding suspension, the Supervisor shall consult with the Library Director/designee to ensure that all procedures meet legal requirements (Skelly Requirements).

If the suspension is for more than five days, the employee shall be noticed of the Library's intent to suspend and shall be given the opportunity to meet with the Library Director/designee to discuss the suspension prior to the effective date of the suspension.

The notice shall:

1. State the intended corrective action, the reason for the corrective action and the effective date of such action;

2. Include a copy of the charges and materials upon that the corrective action is based;
3. State that the employee has the right to respond in writing before the effective date of the action;
4. State the employee's right to file a Grievance regarding the disciplinary action after the action is taken.

The Library Director/designee has the opportunity to uphold the suspension or reduce the disciplinary action, depending upon his/her investigation into the matter. The employee shall receive written notification of the decision.

#### **D. Termination**

If the Supervisor recommends an action of termination, the employee shall be notified in writing of the intent to terminate. The Library shall follow Skelly requirements. The written notice shall:

1. State the intended corrective action, the reason for the corrective action and the effective date of such action;
2. Include a copy of the charges and materials upon that the corrective action is based;
3. State that the employee has the right to request an appeal interview with the Library Director/designee, within five days of receipt of the notice (pre-termination Skelly hearing);
4. State the employee's right to file a Grievance regarding the disciplinary action (termination) after the action is taken (post-termination Skelly hearing).

The Library, at its option, may place the employee on a paid administrative leave pending the optional appeal hearing.

When reviewed by the Library Director/designee, the Library Director or designee has the opportunity to uphold the termination or reduce the disciplinary action, depending upon his/her investigation into the matter.

After the appeal process is completed, the Library Director/designee will advise the employee, in writing, of the decision regarding termination. If the recommendation to terminate is upheld; the employee will be advised of his/her final date of employment.

If the decision is not to terminate, the employee shall be reinstated.

If terminated, on the last day of employment, the employee shall empty any locker; turn in locker keys, other keys, pager, ID, badge and any other items that belong to the Library. These items must be turned in before the employee receives the final paycheck.

The employee shall receive the final paycheck on the last day of employment, or if requested, it shall be sent to the employee by certified mail.

***SUBJECT: Grievance Policy***

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**POLICY**

The Library has established an internal problem-solving process to provide a prompt and fair review of employee work-related issues.

Employees shall be advised that using this process shall not affect their job status, security or relationship. Employees can exercise this problem solving resolution process without retribution.

***DEFINITION***

A grievance is a claimed violation, misinterpretation, inequitable application or non-compliance, with provisions of a collective bargaining agreement, or resolutions, rules, regulations or existing practices affecting the status or working conditions of Library employees.

A grievance may be filed by an employee on his/her own behalf or jointly by any group of employees, or by an employee organization.

**PROCEDURE**

**1. Purpose**

The purpose of a grievance procedure is to develop and practice a reasonable and effective means of resolving difficulties that may arise among employees, to reduce potential problems, to establish channels of communication, and to settle differences that arise as close to the point of origin as possible; and to provide a program as fair as possible that will resolve differences promptly and without fear of reprisal.

**2. Informal Grievance**

The grievant shall, within five (5) working days of the discovery of an event giving rise to a grievance, informally present and discuss any difference or grievance with his/her most immediate supervisor. Both shall make a bonafide effort to amicably settle such differences. The supervisor shall respond within five (5) working days after the final meeting with the grievant. The informal grievance procedure shall be utilized prior to formal grievance procedures.

**3. Formal Grievance**

If the grievant believes the grievance has not been redressed within five (5) working days, he/she may initiate a formal grievance by filing a written grievance with the Library office



within twenty (20) working days thereafter. The form should contain the following information:

1. Name(s) of grievant;
2. Class Title;
3. Department;
4. A clear statement of the nature of the grievance, citing the then current language of any ordinance, rule, regulation, M.O.U., or other pertinent document involved;
5. The date on that the event occurred;
6. Proposed solution to the grievance;
7. Date grievance form completed;
8. Signature of grievant; and

**A. Step One**

Within ten (10) working days after a formal grievance is filed, the Supervisor shall investigate the grievance and confer with the grievant in an attempt to resolve the grievance and make a decision in writing. If the Supervisor is the Library Director, the grievant shall go to Step Two upon filing the Formal Grievance and omit Step One.

**B. Step Two**

If the grievance is not resolved in Step One to the satisfaction of the grievant, he/she may, within five (5) working days from his/her receipt of the Supervisor's decision, request consideration of the grievance by the Library Director, by so notifying the Library Office in writing.

Within ten (10) working days after such notification, the Library Director shall investigate the grievance, confer with persons affected and their representatives, and render a decision in writing.

If the decision of the Library Director resolves the grievance to the satisfaction of the grievant, it shall bind the Library subject to ratification by the Board if the decision requires an unbudgeted expenditure.

**C. Step Three**

If the grievance is not resolved in Step Two to the satisfaction of the grievant, he/she may, within five (5) working days from his/her receipt of the Library Director's decision, request consideration of the grievance by the Board of Directors or designee, by so notifying the Library Office in writing.

Within ten (10) working days after such notification, the Board of Directors or designee shall investigate the grievance, confer with persons affected and their representatives, and render a decision in writing. The decision of the Board is final.

**4. General Conditions**

- A. The Library Office shall act as a central repository for all grievance records.
- B. Any time limit may be extended only mutual agreement in writing.
- C. In certain grievances, the first step may be deleted if the grievance arises out of an action by a Library employee above the level of the grievant's supervisor. However, no grievance shall originate higher than Step Two (2).
- D. Failure at any step of this procedure to communicate a decision on the grievance within the specified time limits shall mean that the grievance is denied at that step and shall permit the lodging of an appeal at the next step. Failure to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance.
- E. The Decision of the Board of Trustees is final.

**POLICY TITLE: Internet, E-mail, and Electronics Communication Ethics, Usage and Security**

**POLICY NUMBER: 2270**

**2270.1** Placentia Library District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

**2270.2** The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy establishes what is acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

**2270.3** This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

**2270.3.1** Employees will not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

**2270.3.1.1** Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

**2270.3.1.2** Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

**2270.3.1.3** Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

**2270.3.1.4** Internet access is to be used for District business purposes only (unless the employee is on break). Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District. (Personal use of the Internet, e-mail, and other electronic communications is prohibited.)

**2270.3.2** Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

**2270.3.3** Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

**2270.3.4** The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

**2270.3.5** Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

**2270.3.6** E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

**2270.3.7** Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

**2270.3.8** E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

**2270.3.9** Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

**2270.3.10** Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

**2270.3.11** Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

**2270.3.12** Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

**2270.3.13** When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

**2270.3.14** Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.

**2270.3.15** Use of another user's name/account, without express permission of the Systems Administrator, to access the Internet is strictly prohibited.

**2270.3.16** Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

**2270.3.17** It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail.

**2270.3.18** The District will not be responsible for maintaining or payment of personal Internet accounts or related software.

**2270.3.19** E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users will not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

**2270.3.20** Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the Director of Information Technology.

**2270.3.21** Employees will only access the Internet using the approved Internet browser (Internet Explorer). Any other browser being used on a workstation will be promptly removed.

**2270.3.22** Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

**2270.3.23** Employees will only download information and/or publications for official business purposes.

**2270.3.24** Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

**2270.3.25** All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

**2270.4** Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name here

**POLICY TITLE:           Job Description – Library Director**  
**POLICY NUMBER:       2300**

**2300.1 Description.** The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

**2300.1.1** He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

**2300.1.2** He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

**2300.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

**2300.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

**2300.1.5** He/she will prepare and manage the District budget, conducting studies, making oral and written presentations.

**2300.2 Typical Tasks**

**2300.2.1** Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

**2300.2.2** Prepares the library budget for Board review and administers the adjusted budget.

**2300.2.3** Serves as liaison between the Library District, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

**2300.2.4** Plans and organizes the development of long-range library building programs, additions to library services, and related activities.

**2300.2.5** Recruits, interviews, selects, and evaluates the performance of library personnel.

**2300.2.6** Conducts labor negotiations.

**2300.2.7** Directs and coordinates the public relations activities of the library.

**2300.2.8** Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

**2300.2.9** Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

**2300.2.10** Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as requires.

**2300.2.11** Plans and directs the acquisition, implementation and usage of data processing systems.

**2300.2.12** Serves as a United States Passport Application Acceptance Agent.

**2300.3** Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California drivers license.

**2300.4** Desirable Qualifications:

**2300.4.1** Possession of a master's degree in public administration or a related field

**2300.4.2** The ability to efficiently prepare annual budgets and long-term revenue/ outlay plans

**2300.4.3** The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies

**2300.4.4** The ability to meet and serve the public courteously and efficiently

**2300.4.5** Extensive knowledge of the principles and practices of modern public librarianship

**2300.4.6** Extensive knowledge of planning, administering and appraising a public library program

**2300.5** Other Requirements:

**2300.5.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2300.5.2** Must possess mobility to operate a motor vehicle.

**2300.5.3** Must possess vision to read printed materials and a computer screen.

**2300.5.4** Must possess stamina to move about the Library.

**2300.5.5** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2300.5.6** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**2300.5.7** Attendance at off-hours meetings and occasional travel are required.



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

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

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

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

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

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

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

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

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

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

**2305.2** Typical Tasks

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

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

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

- 2305.2.4** Manages and coordinates the Library's WEB site.
- 2305.2.5** Manages the passport application agency program.
- 2305.2.6** Manages the Library's programs for adults and children and schedules and coordinates exhibits.
- 2305.2.7** Prepares grant applications for Public Service activities.
- 2305.2.8** Establishes and implements work procedures for department staff.
- 2305.2.9** Negotiates and manages contracts and service agreements with Library vendors.
- 2305.2.10** Speaks before community groups about books and Library services.
- 2305.2.11** Participates in recruiting, interviewing, selecting Public Services staff and evaluating the performance of Public Services personnel.
- 2305.2.12** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.
- 2305.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May takes notes for the minutes in the absence of the Administrative Assistant.
- 2305.2.14** Plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.
- 2305.2.15** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
- 2305.2.16** May be required to work up to half-time on a public services desk or in the literacy department.
- 2305.2.17** Serves as a United States Passport Application Acceptance Agent.

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

**2305.4** Knowledge and abilities:

- 2305.4.1 Knowledge of modern public library organization, procedures and policies.
- 2305.4.2 Knowledge of computer hardware and software operations
- 2305.4.3 Knowledge of skills required to perform reference work for adult and children using print and electronic resources.
- 2305.4.4 Knowledge of reference sources and methods to serve adult and children.
- 2305.4.5 Knowledge of skills required to operate all components of a library-based literacy program.
- 2305.4.6 Knowledge of basic fund accounting and budgeting.
- 2305.4.7 Ability to apply the knowledge listed above.
- 2305.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2305.4.9 Ability to respond to common inquiries or complaints from Library customers.
- 2305.4.10 Ability to supervise staff and implement personnel policies and procedures.
- 2305.4.11 Ability to analyze difficult problems and recommend solutions.
- 2305.4.12 Ability to take independent action.
- 2305.4.13 Ability to prepare and present reports that conform to prescribed style and format.
- 2305.4.14 Ability to present information to Library management, public groups and the Library Board of Trustees.
- 2305.4.15 Ability to organize and manage work flow for self and others.
- 2305.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2305.5 Physical Demands**

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

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

**2305.5.1.2** Must possess mobility to operate a motor vehicle.

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

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

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

**2305.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2305.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

## **2305.6 Work Environment**

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

**2605.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**POLICY TITLE: Job Description – Manager of Technical Services**  
**POLICY NUMBER: 2307**

**2307.1** The Technical Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the circulation services, and acquisitions and processing services programs of the library as well as all computer operations and services. May be designated in charge of the Library during the absence of the Library Director.

**2307.1.1** He/she attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2307.1.2** He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2307.1.3** He/she oversees the preparation of public service desk schedules for the Circulation Department and the assignment of substitute hours.

**2307.1.4** He/she coordinates the continuing education and in-service training program for the Technical Services staff.

**2307.1.5** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2307.1.6** He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

**2307.1.7** He/she prepares monthly and annual reports on the technical services activities of the Library.

**2307.2 Typical Tasks**

**2307.2.1** Directs, coordinates, and reviews the activities of the Technical Services activities concerning personnel, resources, equipment, services and programs.

**2307.2.2** Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2307.2.3** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the circulation services and acquisitions and processing services programs of the library

**2307.2.4** Allocates the library materials budget and coordinates and supervises the materials selection process

**2307.2.5** Manages the installation and operation of computer hardware, software and database systems in the Library.

**2307.2.6** Manages the online catalog for the Library and instructs staff in the use of the online library system.

**2307.2.7** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.

**2307.2.8** Prepares grant applications for Technical Services activities.

**2307.2.9** Establishes and implements work procedures for department staff.

**2307.2.10** Negotiates and manages contracts and service agreements with Library vendors.

**2307.2.11** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.

**2307.2.12** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.

**2307.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May takes notes for the minutes in the absence of the Administrative Assistant.

**2307.2.14** Plans and organizes training programs for the Technical Services staff, and is responsible for personnel actions, work assignments, and related matters.

**2307.2.15** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.

**2307.2.16** May be required to work up to half-time on a Public Service desk.

**2307.2.17** Serves as a United States Passport Application Acceptance Agent.

**2307.3** Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license.

**2307.4** Knowledge and abilities:

- 2307.4.1** Knowledge of modern public library organization, procedures and policies.
- 2307.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2307.4.3** Knowledge of personal computer and network hardware and software operations.
- 2307.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources.
- 2307.4.5** Knowledge of reference sources and methods to serve adult and children.
- 2307.4.6** Knowledge of literature and standard works in various fields.
- 2307.4.7** Knowledge of basic fund accounting and budgeting.
- 2307.4.8** Ability to apply the knowledge listed above.
- 2307.4.9** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2307.4.10** Ability to respond to common inquiries or complaints from Library customers.
- 2307.4.11** Ability to supervise staff and implement personnel policies and procedures.
- 2307.4.12** Ability to analyze difficult problems and recommend solutions.
- 2307.4.13** Ability to take independent action.
- 2307.4.14** Ability to prepare and present reports that conform to prescribed style and format.
- 2307.4.15** Ability to present information to Library management, public groups and the Library Board of Trustees.
- 2307.4.16** Ability to organize and manage work flow for self and others.
- 2307.4.17** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

**2307.5** Physical Demands

- 2307.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2307.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2307.5.1.2** Must possess mobility to operate a motor vehicle.

**2307.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2307.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2307.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2307.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2307.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2307.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2307.6** Work Environment

**2307.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2607.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



**POLICY TITLE:** Job Description – Administrative Assistant  
**POLICY NUMBER:** 2309

**2309.1** The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex clerical, keyboard, and bookkeeping/accounting tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the Library during the absence of the Library Director.

**2309.1.1** Attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2309.1.2** Participates in the selection of Library staff.

**2309.1.3** Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

**2309.1.4** Maintains the District's checkbooks.

**2309.1.5** Manages the accounts payable and receivable and prepares all claims for payment.

**2309.1.6** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2309.1.7** Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

**2309.1.8** Prepares monthly and annual reports on the administrative activities of the Library.

## **2309.2 Typical Tasks**

- 2309.2.1** Directs, coordinates, and reviews the Administrative activities of the Library concerning personnel, resources, equipment, services and programs.
- 2309.2.2** Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.
- 2309.2.3** Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.
- 2309.2.4** Maintains the office general ledger for the Library and the Placentia Library Foundation.
- 2309.2.5** Prepares materials for the annual audit and coordinates all activities with the District's independent auditor
- 2309.2.6** Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.
- 2309.2.7** Maintains files and records related to the operations of the Administrative Office
- 2309.2.8** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed
- 2309.2.9** Makes travel arrangements for Library Staff and Trustees.
- 2309.2.10** Schedules the use of the Meeting and Conference Rooms.
- 2309.2.11** Prepares District's financial and personnel reports to the State Library and other agencies.
- 2309.2.12** Coordinates bid processes and purchasing (excluding books and library materials).
- 2309.2.13** Coordinates maintenance and safety of the Library's physical facility.
- 2309.2.14** Works on special projects as assigned
- 2309.2.15** Negotiates and manages contracts and service agreements with Library vendors.

**2309.2.16** Participates in recruiting, interviewing, selecting administrative staff and evaluating the performance of administrative personnel.

**2309.2.17** Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

**2309.2.18** Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

**2309.2.19** Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

**2309.2.20** Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.

**2309.2.21** Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

**2309.3** Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license.

**2309.4** Knowledge and abilities:

**2309.4.1** Proficiency in Work, Excel and Quickbooks

**2309.4.2** Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

**2309.4.3** Knowledge of personal computer hardware and software operations

**2309.4.4** Knowledge of basic fund accounting and budgeting.

**2309.4.5** Ability to apply the knowledge listed above.

**2309.4.6** Ability to use word processing software accurately by typing from clear copy at a speed of not less than sixty (60) words per minute, and create and use labels, data and formulas on an electronic spreadsheet.

**2309.4.7** Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

**2309.4.8** Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

**2309.4.9** Ability to respond to common inquiries or complaints from Library customers.

**2309.4.10** Ability to supervise staff and implement personnel policies and procedures.

**2309.4.11** Ability to analyze difficult problems and recommend solutions.

**2309.4.12** Ability to take independent action.

**2309.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2309.4.14** Ability to present information to Library management and the Library Board of Trustees.

**2309.4.15** Ability to organize and manage work flow for self and others.

**2309.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2309.5** Physical Demands

**2309.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2309.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2309.5.1.2** Must possess mobility to operate a motor vehicle.

**2309.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2309.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2309.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2309.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2309.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2309.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2309.6** Work Environment

**2309.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

**POLICY TITLE:** Job Description – Librarian II  
**POLICY NUMBER:** 2315

**2315.1** A non-exempt supervisory classification under the general direction of the Manager of Public Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Supervises the either the reference and adult services activities or the children’s services activities including readers advisory, instructing the public in the use of library materials and equipment, selecting print and audio/visual materials and managing the adult services or children’s services sections of the District’s web site. Supervises and trains public service desk personnel and volunteers. Develops and presents programs and exhibits.

**2315.1.1** Does specialized reference work using print and electronic formats.

**2315.1.2** Responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

**2315.1.3** He/she prepares for the Public Services Manager’s approval the public service desk schedules for the Reference Desk or the Children’s Desk and the assignment of substitute hours.

**2315.1.4** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2315.1.5** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

**2315.1.6** He/she prepares monthly and annual reports as assigned by the Public Services Manager.

## **2315.2** Typical Tasks

**2315.2.1** Implements the public services program of the Library at either the Reference Desk or the Children’s Services Desk..

**2315.2.2** Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2315.2.3** Allocates the library materials budget assigned to that department.

**2315.2.4** Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials

- 2315.2.5** Advises the Technical Services Manager on catalog problems and recommends changes
- 2315.2.6** Recommends policies for public services to the Manager of Public Services.
- 2315.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials.
- 2315.2.8** Establishes and implements work procedures for department staff.
- 2315.2.9** Trains and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..
- 2315.2.10** Represents the District's Reference and Adult Services department or the Children's Department at Santiago Library System and the Library of California.
- 2315.2.11** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
- 2315.2.12** Coordinates programs and exhibits as assigned by the Manger of Public Services.
- 2315.2.13** Prepares and submits reports of activities to the Manager of Public Services as required.
- 2315.2.14** Serves as a United States Passport Application Acceptance Agent.

**2315.3** Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in a library of recognized standards, preferably including public service desk assignments. He/she will possess a valid California driver's license.

**2315.4** Knowledge and abilities:

- 2315.4.1** Knowledge of modern public library organization, procedures and policies.
- 2315.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2315.4.3** Knowledge of personal computer and network hardware and software operations
- 2315.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2315.4.5** Knowledge of reference sources and methods to serve adult and children.

- 2315.4.6 Knowledge of current events, literature and standard works in various fields.
- 2315.4.7 Knowledge of personnel, safety management and supervisory skills.
- 2315.4.8 Ability to apply the knowledge listed above.
- 2315.4.9 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2315.4.10 Ability to respond to common inquiries or complaints from Library customers.
- 2315.4.11 Ability to supervise staff and implement personnel policies and procedures.
- 2315.4.12 Ability to analyze difficult problems and recommend solutions.
- 2315.4.13 Ability to take independent action.
- 2315.4.14 Ability to prepare and present reports that conform to prescribed style and format.
- 2315.4.15 Ability to efficiently use word processing, spreadsheet, database , desktop publishing and library system software applications.
- 2315.4.16 Ability to organize and manage work flow for self and others.
- 2315.4.17 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## 2315.5 Physical Demands

2315.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2315.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2315.5.1.2 Must possess mobility to operate a motor vehicle.

2315.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2315.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.



**2315.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2315.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2315.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2315.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2315.6** Work Environment

**2315.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2315.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**POLICY TITLE: Job Description – Librarian I**  
**POLICY NUMBER: 2317**

**2317.1** A non-exempt professional classification under the general direction of the Manager of Public Services or the Manager of Technical Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Instructs the public in the use of library materials and equipment, selects print and audio/visual materials as assigned by the Manager of Technical Services. Supervises and trains public service desk personnel and volunteers.

**2317.1.1** Does specialized reference work using print and electronic formats.

**2317.1.2** Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

**2317.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2317.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

**2317.1.5** He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

**2317.2 Typical Tasks**

**2317.2.1** Answers reference questions at a public service desk.

**2317.2.2** Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.

**2317.2.3** Advises the Technical Services Manager on catalog problems and recommends changes.

**2317.2.4** Recommends policies for public services to the Manager of Public Services.

**2317.2.5** Assists the public in making the most effective use of the Library's collection and facility.

**2317.2.6** Assists the public with using the electronic databases and reference services.

**2317.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.

**2317.2.8** Establishes and implements work procedures for department staff.

**2317.2.9** Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..

**2317.2.10** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

**2317.2.11** Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

**2317.2.12** Serves as a United States Passport Application Acceptance Agent.

**2317.3** Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field. He/she will possess a valid California driver's license.

**2317.4** Knowledge and abilities:

**2317.4.1** Knowledge of modern public library organization, procedures and policies.

**2317.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

**2317.4.3** Knowledge of personal computer hardware and software operations

**2317.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

**2317.4.5** Knowledge of reference sources and methods to serve adult and children.

**2317.4.6** Knowledge of current events, literature and standard works in various fields.

**2317.4.7** Ability to apply the knowledge listed above.

**2317.4.8** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2317.4.9** Ability to respond to common inquiries or complaints from Library customers.

**2317.4.10** Ability to follow Library policies and procedures.

**2317.4.11** Ability to analyze difficult problems and recommend solutions.

**2317.4.12** Ability to take independent action.

**2317.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2317.4.14** Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

**2317.4.15** Ability to organize and manage work flow for self.

**2317.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2317.5** Physical Demands

**2317.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2317.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2317.5.1.2** Must possess mobility to operate a motor vehicle.

**2317.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2317.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2317.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2317.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2317.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2317.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2317.6** Work Environment

**2317.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2617.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**POLICY TITLE:** Job Description – Library Assistant  
**POLICY NUMBER:** 2319

**2319.1** A non-exempt paraprofessional classification under the general direction of the Library Director, Manager of Public Services or the Manager of Technical Services. . Performs library work in the reference, circulation, technical services, literacy or administration departments. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills.

**2319.1.1** Does specialized reference work using print and electronic formats.

**2319.1.2** Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

**2319.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2319.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

**2319.1.5** He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

**2319.1.6** May supervise clerical staff or volunteers.

## **2319.2** Typical Tasks

**2319.2.1** Answers reference questions at a public service desk.

**2319.2.2** Works in Technical Services in support of professional staff. Operates the library system software for Acquisitions, manages ordering and receiving operations for library materials, and prepared library materials invoices for payment.

**2319.2.3** Works in Administration as the volunteer and support organization coordinator. Assists with fundraising projects for the Friends of Placentia Library and the Placentia Library Foundation.

**2319.2.4** Works at the Circulation Desk as the supervisor.

**2319.2.5** Manages the library system software for circulation, patron registration and delinquent account collections in compliance with Tri City Library Consortium and Placentia Library District policies and procedures.

**2319.2.6** Manages the collection of fines and processing collection notices for delinquent accounts.

- 2319.2.7** Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.
  - 2319.2.8** Manages the public photocopier machines and the Vendacard dispenser.
  - 2319.2.9** Recommends policies for public services to the Manager of Public Services.
  - 2319.2.10** Assists the public in making the most effective use of the Library's collection and facility.
  - 2319.2.11** Assists the public with using the electronic databases and reference services.
  - 2319.2.12** Serves as a United States Passport Application Acceptance Agent.
  - 2319.2.13** Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services.
  - 2319.2.14** Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.
  - 2319.2.15** Establishes and implements work procedures for department staff.
  - 2319.2.16** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
  - 2319.2.17** Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.
- 2319.3** Required Qualifications. He/she will possess a B.A. or B.S. degree. He/she will possess a valid California driver's license.
- 2319.4** Knowledge and abilities:
- 2319.4.1** Knowledge of modern public library organization, procedures and policies.
  - 2319.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
  - 2319.4.3** Knowledge of personal computer hardware and software operations
  - 2319.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
  - 2319.4.5** Knowledge of reference sources and methods to serve adult and children.
  - 2319.4.6** Knowledge of current events, literature and standard works in various fields.

**2319.4.7** Ability to apply the knowledge listed above.

**2319.4.8** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2319.4.9** Ability to respond to common inquiries or complaints from Library customers.

**2319.4.10** Ability to follow Library policies and procedures.

**2319.4.11** Ability to analyze difficult problems and recommend solutions.

**2319.4.12** Ability to take independent action.

**2319.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2319.4.14** Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

**2319.4.15** Ability to organize and manage work flow for self.

**2319.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2319.5 Physical Demands**

**2319.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2319.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2319.5.1.2** Must possess mobility to operate a motor vehicle.

**2319.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2319.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2319.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.



**2319.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2319.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2319.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2319.6** Work Environment

**2319.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2619.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**POLICY TITLE:** Job Description – Library Clerk II  
**POLICY NUMBER:** 2321

**2321.1** A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine and advanced clerical duties.

**2321.1.1** Manages the library system software for magazines.

**2321.1.2** Prepares delinquent accounts for reporting to the collection agency.

**2321.1.3** Processes incoming and outgoing interlibrary loan materials.

**2321.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

**2321.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

**2321.1.5** Manages the Circulation Desk in the absence of the Circulation Supervisor.

**2321.1.6** May supervise clerical staff, substitutes clerks or volunteers.

#### **2321.2** Typical Tasks

**2321.2.1** Locates, checks-in and checks-out library materials for customers.

**2321.2.2** Processes telephone renewals.

**2321.2.3** Prepares the daily announcements for the telephone system.

**2321.2.4** Files documents and library materials by library filing rules.

**2321.2.5** Issues and renews library cards.

**2321.2.6** Operates a variety of office and business equipment.

**2321.2.7** Calculates and collects fines and fees at the Circulation Desk.

**2321.2.8** Answers telephone and transfers calls to the appropriate staff or department.

**2321.2.9** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

**2321.2.10** Records daily statistics at the Circulation Desk.

- 2321.2.11** Receives cash and credit card transactions at the Circulation Desk.
- 2321.2.12** Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2321.2.13** Prepares books and other library materials for public use.
- 2321.2.14** Repairs books and other library materials.
- 2321.2.15** Works in Technical Services in support of professional staff.
- 2321.2.16** Assists the public with using the public photocopier machines and the Vendacard dispenser.
- 2321.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2321.2.18** Assists the public in making the most effective use of the Library's collection and facility.
- 2321.2.19** Serves as a United States Passport Application Acceptance Agent.

**2321.3** Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will have five years of clerical experience in a library or public service setting. He/she will possess a valid California driver's license.

**2321.4** Knowledge and abilities:

- 2321.4.1** Ability to type a minimum of thirty (30) words per minute.
- 2321.4.2** Ability to perform general clerical work including word processing and spreadsheet data entry.
- 2321.4.3** Ability to file accurately according to library filing rules.
- 2321.4.4** Ability to meet the public with tact and courtesy.
- 2321.4.5** Ability to follow oral and written instructions.
- 2321.4.6** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
- 2321.4.7** Ability to follow Library policies and procedures.
- 2321.4.8** Ability to organize and manage work flow for self.

## **2321.5 Physical Demands**

**2321.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2321.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2321.5.1.2** Must possess mobility to operate a motor vehicle.

**2321.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2321.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2321.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2321.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2321.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2321.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2321.6 Work Environment**

**2321.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2321.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**POLICY TITLE:** Job Description – Library Clerk I  
**POLICY NUMBER:** 2323

**2323.1** A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine clerical duties.

**2323.1.1** Works at the Circulation Desk checking-in and checking-out library materials, registering library borrowers and collecting fines and fees.

**2323.1.2** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

**2323.1.3** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

**2323.1.4** May supervise substitutes clerks or volunteers.

**2323.2** Typical Tasks

**2323.2.1** Locates, checks-in and checks-out library materials for customers.

**2323.2.2** Processes telephone renewals.

**2323.2.3** Prepares the daily announcements for the telephone system.

**2323.2.4** Files documents and library materials by library filing rules.

**2323.2.5** Issues and renews library cards.

**2323.2.6** Operates a variety of office and business equipment.

**2323.2.7** Calculates and collects fines and fees at the Circulation Desk.

**2323.2.8** Answers telephone and transfers calls to the appropriate staff or department.

**2323.2.9** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

**2323.2.10** Records daily statistics at the Circulation Desk.

**2323.2.11** Receives cash and credit card transactions at the Circulation Desk.

**2323.2.12** Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.

**2323.2.13** Prepares books and other library materials for public use.

**2323.2.14** Repairs books and other library materials.

**2323.2.15** Works in Technical Services in support of professional staff.

**2323.2.16** Assists the public with using the public photocopier machines and the Vendacard dispenser.

**2323.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

**2323.2.18** Assists the public in making the most effective use of the Library's collection and facility.

**2323.2.19** Serves as a United States Passport Application Acceptance Agent.

**2323.3** Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will possess a valid California driver's license.

**2323.4** Knowledge and abilities:

**2323.4.1** Ability to type a minimum of thirty (30) words per minute.

**2323.4.2** Ability to perform general clerical work including word processing and spreadsheet data entry.

**2323.4.3** Ability to file accurately according to library filing rules.

**2323.4.4** Ability to meet the public with tact and courtesy.

**2323.4.5** Ability to follow oral and written instructions.

**2323.4.6** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

**2323.4.7** Ability to follow Library policies and procedures.

**2323.4.8** Ability to organize and manage work flow for self.

**2323.5** Physical Demands

**2323.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2323.5.1.1** While performing the duties of this job, the employee is required to talk and hear.

**2323.5.1.2** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2323.5.1.3** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2323.5.1.4** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2323.5.1.5** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **2323.6** Work Environment

**2323.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2605.6.2** The noise level in the work environment is usually quiet.

**POLICY TITLE:       Job Description – Library Aide**  
**POLICY NUMBER:     2325**

**2325.1**   A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

**2325.1.1**   Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

**2325.1.2**   Prepares library materials for public use.

**2325.1.3**   He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

**2325.1.4**   He/she seeks to carry into effect the expressed policies of the Board of Trustees.

**2325.2** Typical Tasks

**2325.2.1**   Checks-in library materials on the computer.

**2325.2.2**   Empties the book drop.

**2325.2.3**   Sorts and shelves incoming books, audio-visual materials and periodicals.

**2325.2.4**   Processes new and gift library materials for public use.

**2325.2.5**   Repairs damaged library materials.

**2325.2.6**   Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

**2325.2.7**   Searches for library materials on the shelves as assigned by Library staff.

**2325.2.8**   Run errands for Library staff.

**2325.2.9**   Retrieve newspapers and magazines from storage areas.

**2325.2.10**  Assist public with unloading gift books and magazines from their cars.

**2325.2.11**  Re-stocking the vending machines.

**2325.2.12**  Set-up and bread-down tables and chairs in the Meeting Room.



**2325.2.13** Works in Technical Services in support of professional staff.

**2325.2.14** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

**2325.2.15** Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

**2325.3** Required Qualifications. He/she will possess a high school diploma or the equivalent.

**2325.4** Knowledge and abilities:

**2325.4.1** Ability to file accurately according to library filing rules.

**2325.4.2** Ability to meet the public with tact and courtesy.

**2325.4.3** Ability to follow oral and written instructions.

**2325.4.4** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

**2325.4.5** Ability to follow Library policies and procedures.

**2325.4.6** Ability to organize and manage work flow for self.

**2325.4.7** Manual dexterity to do book repair and physical processing of new library materials.

**2325.5** Physical Demands

**2325.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2325.5.1.1** Must possess mobility to work in a standard office setting.

**2325.5.1.2** Must possess hearing and speech to communicate in person and over the telephone.

**2325.5.1.3** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2325.5.1.4** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2325.5.1.5** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2325.5.1.6** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2325.6** Work Environment

**2325.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2625.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**POLICY TITLE: Job Description – Library Page**  
**POLICY NUMBER: 2327**

**2327.1** A non-exempt clerical classification under the general direction of the Circulation Supervisor. Shelves library materials and empties the book drop. Pages must be available to work a minimum of ten hours per week during Library public service hours.

**2327.1.1** Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

**2327.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

**2327.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees.

**2327.2** Typical Tasks

**2327.2.1** Checks-in library materials on the computer.

**2327.2.2** Empties the book drop.

**2327.2.3** Sorts and shelves incoming books, audio-visual materials and periodicals.

**2327.2.4** Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

**2327.2.5** Searches for library materials on the shelves as assigned by Library staff.

**2327.2.6** Run errands for Library staff.

**2327.2.7** Retrieve newspapers and magazines from storage areas.

**2327.2.8** Assist the public with unloading gift books and magazines from their cars.

**2327.2.9** Set-up and bread-down tables and chairs in the Meeting Room.

**2327.3** Required Qualifications. He/she will be a high school student.

**2327.4** Knowledge and abilities:

**2327.4.1** Ability to file accurately according to library filing rules.

**2327.4.2** Ability to meet the public with tact and courtesy.

**2327.4.3** Ability to follow oral and written instructions.

**2327.4.4** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

**2327.4.5** Ability to follow Library policies and procedures.

**2327.4.6** Ability to organize and manage work flow for self.

## **2327.5** Physical Demands

**2327.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2327.5.1.1** Must possess mobility to work in a standard office setting.

**2327.5.1.2** Must possess hearing and speech to communicate in person and over the telephone.

**2327.5.1.3** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2327.5.1.4** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2327.5.1.5** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2327.5.1.6** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **2327.6** Work Environment

**2327.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2627.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

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## Acknowledgment Form

I have received my copy of the Placentia Library District Human Resources Policy and Procedure Manual. I understand that I am responsible for familiarizing myself with the policies and procedures contained in this Manual.

This Manual is a general guide to the human resources policies that govern my employment. It is not intended to be a comprehensive listing of all of the benefits, policies, procedures and regulations under which we all work. In the case of insurance and other employee benefit plans, more specific information may be available in the plan documents. When there is a question of interpretation, the insurance benefit plan document will govern.

The policy manual contains the HR policies, practices, guidelines and procedures in effect at the time of publication. All previously issued manuals or handbooks and any inconsistent policy statements or memoranda are superseded by this policy manual.

I understand that the Placentia Library District reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this manual in accordance with applicable federal and state laws which govern the operation of the District.

Any such written changes to the Manual will be distributed so that supervisors and employees will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this Manual.

I also understand that the nothing in this Manual creates or is intended to create a promise or representation of continued employment for any employee. The contents of this Manual should not be construed to create an expressed or implied contract of employment.

I further understand that if, after reading the Manual, I have questions about any of the information contained therein, I shall discuss it with my Manager prior to signing this acknowledgment.

My signature below indicates that I have complied with the preceding paragraph and serves as an acknowledgment of receipt of the Human Resources Policy and Procedure Manual.

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

Print Name \_\_\_\_\_

Please return this form to your Department Head by \_\_\_\_\_.

Human Resources Policy and Procedure Manual  
Effective:

## **Introduction**

This handbook is designed to acquaint new employees with the Placentia Library District and provide information about working conditions, employee benefits, and some of the policies affecting employment. All employees should read, understand, and comply with all provisions of the Handbook. It describes many of the responsibilities as an employee and outlines the programs developed by Placentia Library District to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. The District reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document.

No oral statements or representations can in any way change or alter the provisions of this handbook. Any such changes must be in writing and must be signed by the Library Director. In situations where it is deemed warranted by the Library Director, exceptions to policy may be granted.

This Handbook sets forth the entire agreement between employees Placentia Library District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this Handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

While it is impossible to foresee all conditions that may arise in the course of your employment, this Handbook is designed to familiarize employees with the library's major policies and benefits. Please understand that this Handbook only highlights District policies, practices and benefits. The contents are intended to be a general description and nothing contained herein shall be binding on Placentia Library District. This Handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are in consistent with the policies described here. Your manager or supervisor will be happy to answer any questions you may have.





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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:** **Approve contract with the City of Placentia for financing \$293,690.70 for the Civic Center Renovation Project.**

**DATE:** November 24, 2003

**BACKGROUND:**

On March 13, 2003 the City of Placentia submitted to the Placentia Library District a draft of the note receivable between the City and the Library District of the District's share of the Placentia Civic Center Authority improvements and the associated financing. This document was provided in the October 20, 2003 Board Agenda.

After discussing the proposal with the Library Board President I submitted it to Jeff Stava, J.D., Nossaman, Guthner, Knox & Elliott in Irvine. Mr. Stava is a recognized expert in Special District Financing and Contractual issues and has spoken on these topics at several California Special Districts Association (CSDA) Conferences. At the time this memo is being prepared Mr. Stava's report has not been received and he has not returned my telephone calls.

At its meeting on October 20, 2003 I recommended to the Library Board that it seek alternate funding for this and the remaining balance of the Energy Renovation Loan with ABM AMBRO.

The representative at ABM AMBRO was very encouraging of our re-financing the remaining balance of the loan from them and estimated that we should be able to recognize a significant savings. They, however, no longer process loans less than \$1 million.

The Library Director requested loan information from Carl Yoder at Delta Public Finance, Sacramento and from the California Special Districts Association (CSDA) Finance Authority.

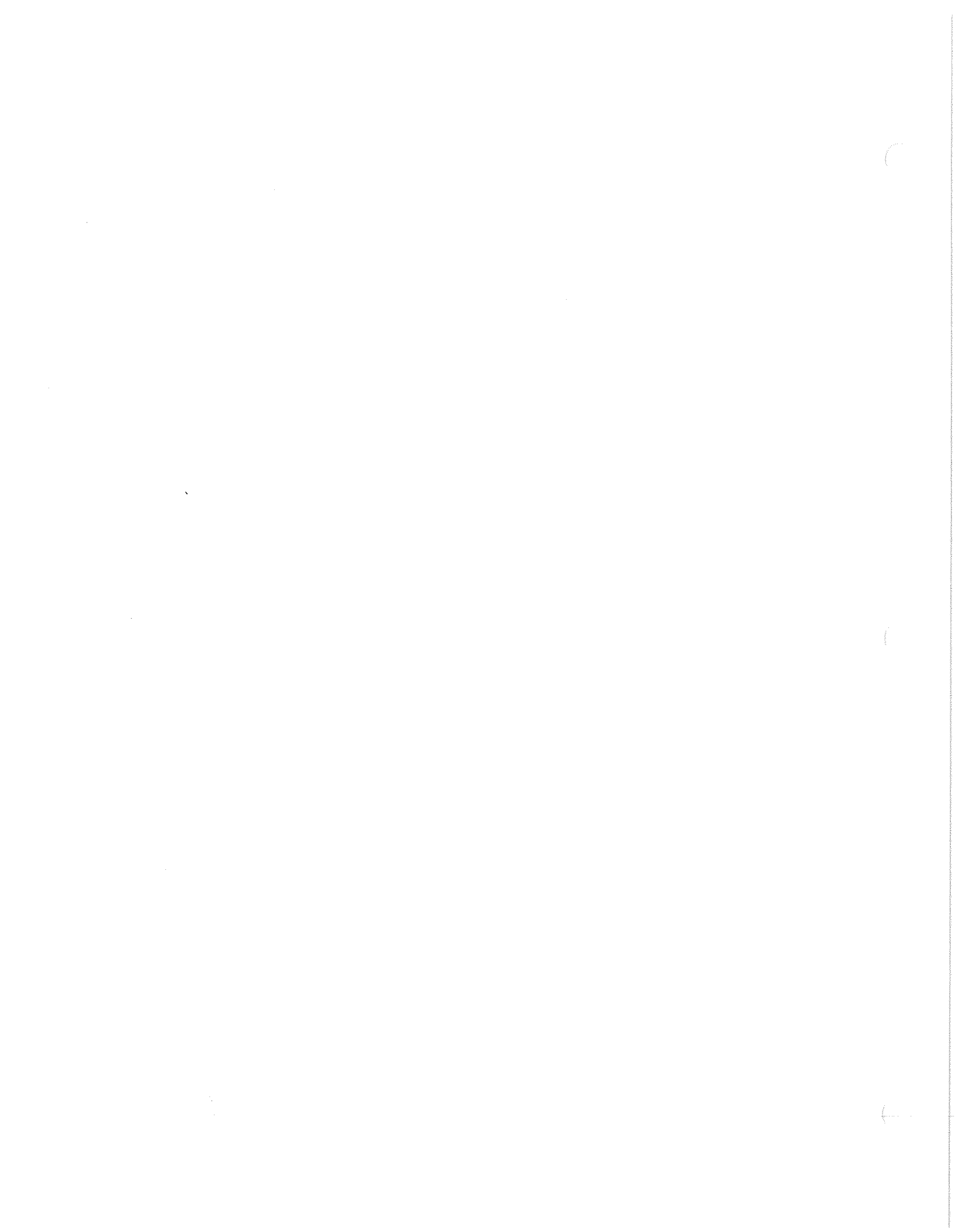
Both organizations reported that they could work only with the energy loan refinancing and not with the Civic Center project. Delta Public Finance offered a refinancing rate of 4.50% and CSDA offered 4.10%. The CSDA loan cannot be paid off early at this rate. The estimated savings over the remaining life of the loan is \$14,000.

Both organizations recommended that the District accept the City's financing for the Civic Center improvements. They stated that the APR on that loan is more like 4.9% when the back end loading is taken in to consideration. As a standalone loan individual financing for the Civic Center improvement would be at a higher rate that the City is providing because the dollar amount is so low for this type of project and the loan preparation fees would add significantly to the final amount.



**RECOMMENDATION:**

1. Authorize President Shkoler and Library Director Minter to proceed with refinancing the energy rehab loan currently with ABM AMBRO with California Special Districts Association (CSDA) Finance Authority at a rate of 4.1%.
  2. Authorize President Shkoler and Secretary Escobosa to sign the documents for the City of Placentia loan for the Civic Center improvements.
-



Placentia, California  
\$293,690.70  
March 28, 2002

**PLACENTIA LIBRARY IMPROVEMENTS LOAN  
PROMISSORY NOTE**

RECITALS

**WHEREAS**, the City has undertaken a project to renovate its Civic Center, known as the Civic Center Renovation Project (hereinafter referred to as "Project"); and

**WHEREAS**, the Project includes the renovation of the Library, for which the District has agreed to contribute the sum representing its share of the Project in the sum of \$259,380.00; and

**WHEREAS**, the City is taking a loan for the Project (the "Project Loan"), the proceeds of which will be used to fund the Project, including the renovation of the Library; and

**WHEREAS**, the District has agreed to repay the Library's share of the Project Loan, but cannot do so until after the repayment of prior indebtedness in the year 2005; and

**WHEREAS**, the City has agreed to make payments on the Project Loan, including the District's share pursuant to terms of this Note and Schedule "1" attached hereto; and

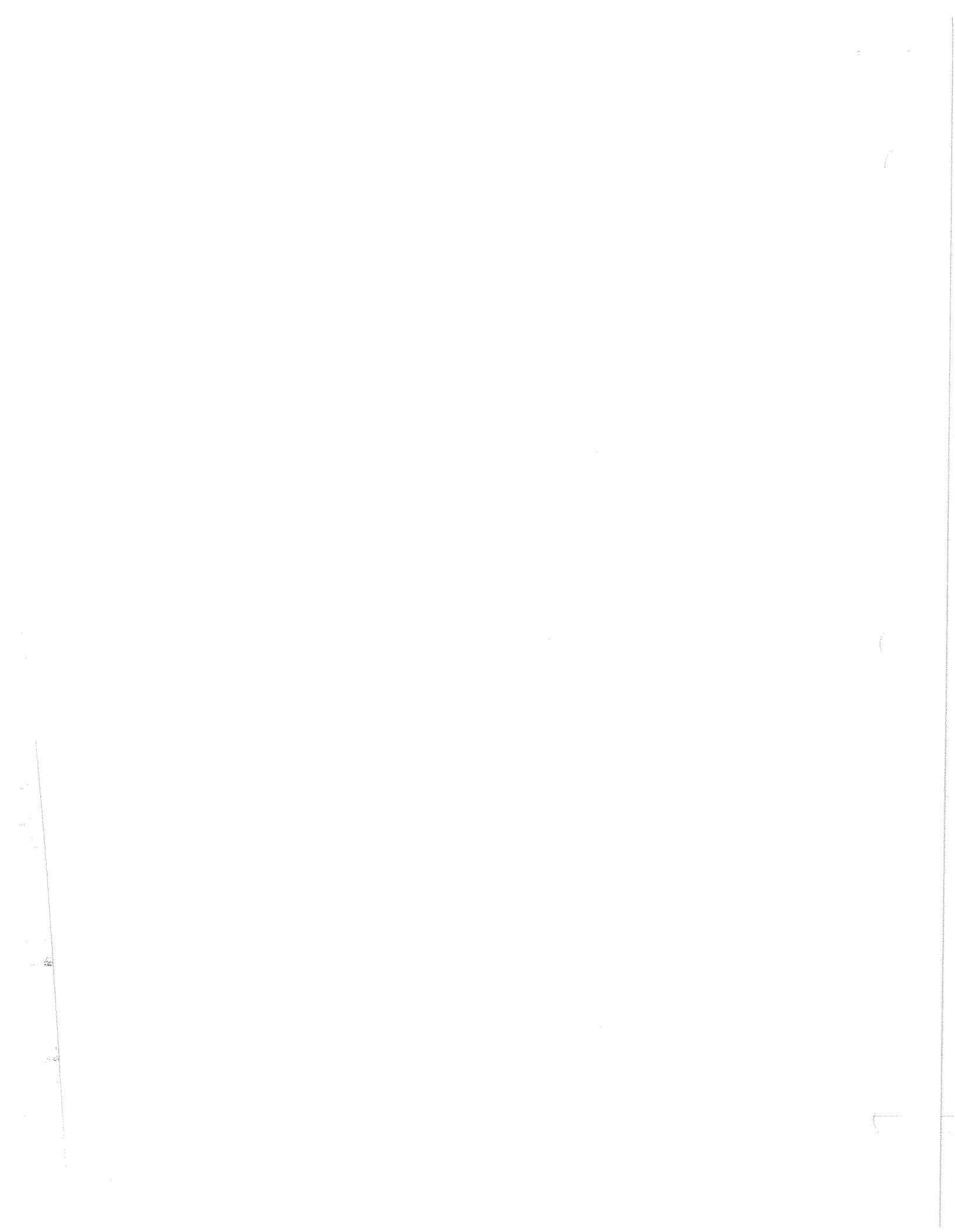
**WHEREAS**, the District has agreed to incur the interest expenses as they accrue on its share of the Project Loan, which will be rolled in the repayment obligations under this Note, which will increase the indebtedness of the District to the City under this Note to a Grand Total in the amount of \$293,690.70 as indicated in Exhibit "1" hereof; and

**WHEREAS**, the District has agreed to pay interest under this Note at the rate of 6.5% per year.

**NOW, THEREFORE**, in consideration of the recitals contained herein, incorporated, and made a part hereof by this reference, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the District agrees as follows:

NOTE

1. **Loan.** The District promises to pay to the order of the City the principal sum of TWO HUNDRED NINETY-THREE THOUSAND SIX HUNDRED NINETY AND 70/100 DOLLARS (\$293,690.70) together with interest at the rate of 6.5 percent per year until maturity, accruing and payable semiannually pursuant to the schedule attached hereto as Exhibit "2."



2. **Additional Repayment Provisions.**

(a) At any time, the privilege is reserved to the District to pay earlier than the due date without penalty. Each payment shall be credited first on the interest then due, and the remainder on the principal sum; and the interest shall thereupon cease upon the amount so credited on the said principal sum.

(b) The District agrees that if any installment payment provided for in this Note is late for at least ten (10) days, it would be impracticable or extremely difficult to fix the actual damages resulting to the City. Therefore, the District agrees to pay to the City the sum of One Thousand Two Hundred Dollars (\$1,200.00) on default, as liquidated damages and not as a penalty, to compensate the City for the expenses of administering the default. Only one (1) late charge will be collected on any installment, regardless of the period during which it remains in default.

3. **Collection Costs.** If the District does not pay in full when the final payment becomes due, the District agrees to pay all costs incurred by the City in the collection of any amount due pursuant to this Note.

4. **Acceleration.**

(a) The Loan and all other obligations, direct or contingent, of the District to the City will become due and payable immediately, without presentment or notice, if

(1) The District fails to make the required payment when due.

(2) The District:

(i) Fails, after demand, to furnish financial information or to permit inspection of any books or records.

(ii) Suspends its operation.

(iii) Becomes insolvent or offers settlement to any creditors.

(iv) Files a petition in bankruptcy, either voluntary or involuntary.

(v) Institutes any proceeding under any bankruptcy or insolvency laws relating to the relief of debtors.

(vi) Makes an assignment for the benefit of creditors.

(vii) Mortgages, pledges, assigns, or transfers any accounts receivable or other property, in trust or otherwise, without the written consent of the City.

(viii) Is dissolved or its capital becomes impaired.





(3) A receiver is appointed for the District.

(b) At its option, the City may accelerate the maturity of the Loan to become due immediately if, in its reasonable exercise of discretion, the financial responsibility of the District becomes unsatisfactory or the Loan or any other obligation of the District is in jeopardy.

5. **Attorneys' Fees.** The District agrees that if any legal action or proceeding is necessary to enforce or collect under this Note for nonpayment, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. This provision is applicable to the entire Note.

6. **Indemnification.** Except for the City's own negligence, the District shall defend, hold harmless, and indemnify the City as to any and all claims, judgments, liabilities or damages for personal injuries and property damage directly arising out of its performance of the obligations of this Note or the City having made the loan to the District evidenced by this Note.

7. **Governing Law.** This Note will be governed by the laws of the State of California.

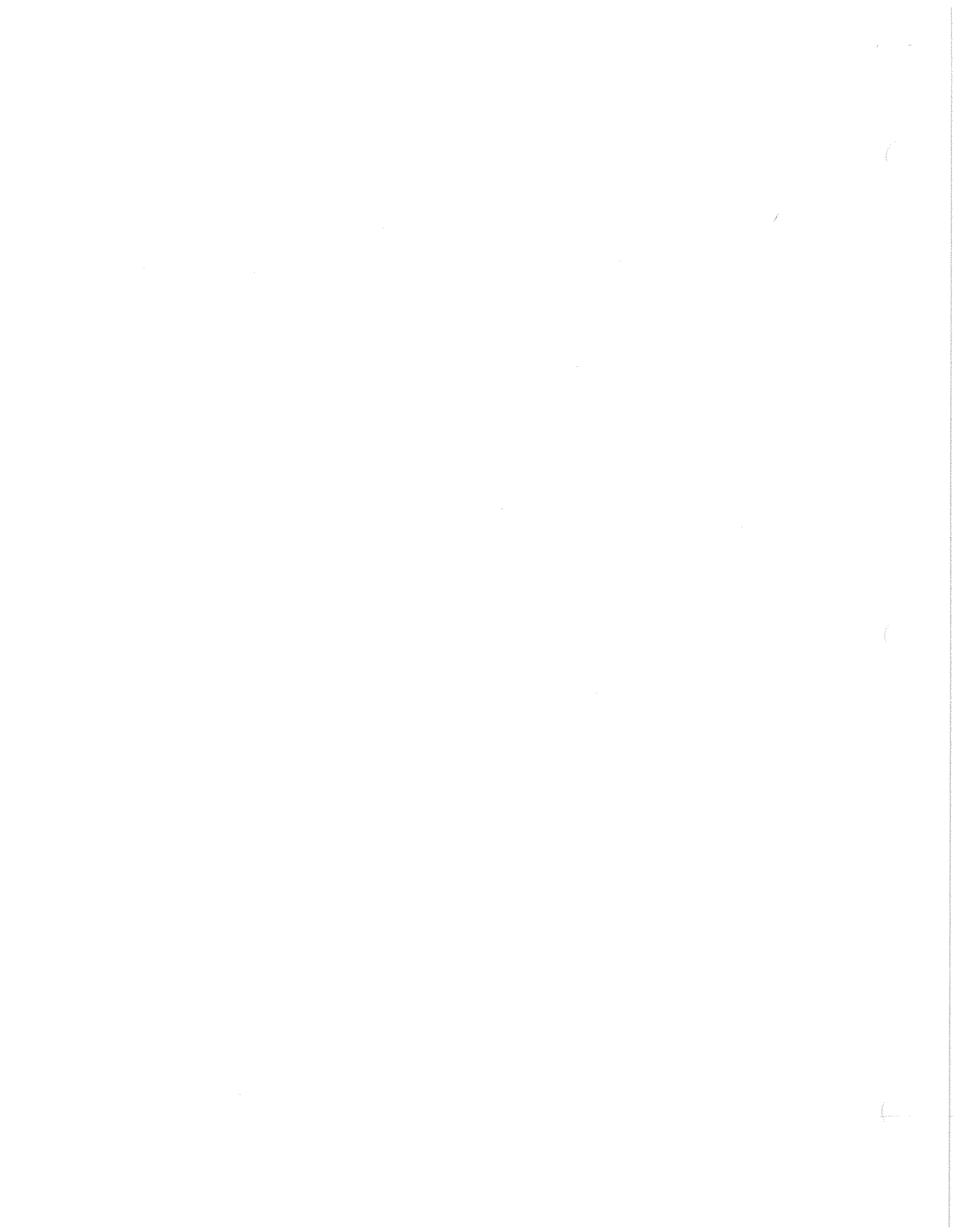
**PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES**

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Attachments: 1. Library Share Direct Debt Service (one page).  
2. Library Repayment Schedule (two pages).



## Library D/S Cash Flow to City/La Salle Lease

Compound Period .....: Semiannual

Nominal Annual Rate .....: 6.500 %  
 Effective Annual Rate .....: 6.606 %  
 Periodic Rate .....: 3.2500 %  
 Daily Rate .....: 0.01781 %

## CASH FLOW DATA

Event	Start Date	Amount	Number	Period	End Date
1 Loan	03/28/2002	29,369.07	8	Semiannual	09/28/2005
2 Payment	09/28/2005	29,369.07	1		
Fixed Payment (+ Interest)					
3 Payment	09/28/2005	20,630.93	2	Semiannual	03/28/2006
4 Payment	03/28/2006	29,369.07	1		
Fixed Payment (+ Interest)					
5 Loan	03/28/2006	29,369.07	2	Semiannual	09/28/2006
6 Payment	09/28/2006	29,369.07	1		
Fixed Payment (+ Interest)					
7 Payment	09/28/2006	20,630.93	1		
8 Payment	03/28/2007	50,000.00	3	Semiannual	03/28/2008
9 Payment	09/28/2008	51,032.75	1		

## AMORTIZATION SCHEDULE - Normal Amortization

Date	Loan	Payment	Interest	Principal	Balance
Loan 03/28/2002	29,369.07				29,369.07
Loan 09/28/2002	29,369.07		954.49	954.49-	59,692.63
2002 Totals	58,738.14	0.00	954.49	954.49-	
Loan 03/28/2003	29,369.07		1,940.01	1,940.01-	91,001.71
Loan 09/28/2003	29,369.07		2,957.56	2,957.56-	123,328.34
2003 Totals	58,738.14	0.00	4,897.57	4,897.57-	
Loan 03/28/2004	29,369.07		4,008.17	4,008.17-	156,705.58
Loan 09/28/2004	29,369.07		5,092.93	5,092.93-	191,167.58
2004 Totals	58,738.14	0.00	9,101.10	9,101.10-	
Loan 03/28/2005	29,369.07		6,212.95	6,212.95-	226,749.60
Loan 09/28/2005	29,369.07		7,369.36	7,369.36-	263,488.03
1 09/28/2005		29,369.07	0.00	29,369.07	234,118.96
2 09/28/2005		20,630.93	0.00	20,630.93	213,488.03
2005 Totals	58,738.14	50,000.00	13,582.31	36,417.69	
3 03/28/2006		20,630.93	6,938.36	13,692.57	199,795.46
4 03/28/2006		29,369.07	0.00	29,369.07	170,426.39
Loan 03/28/2006	29,369.07		0.00	0.00	199,795.46
Jan 09/28/2006	29,369.07		6,493.35	6,493.35-	235,657.88
5 09/28/2006		29,369.07	0.00	29,369.07	206,288.81
6 09/28/2006		20,630.93	0.00	20,630.93	185,657.88
2006 Totals	58,738.14	100,000.00	13,431.71	86,568.29	



## Library D/S Cash Flow to City/La Salle Lease

Date	Loan	Payment	Interest	Principal	Balance
7 03/28/2007		50,000.00	6,033.88	43,966.12	141,691.76
8 09/28/2007		50,000.00	4,604.98	45,395.02	96,296.74
2007 Totals	0.00	100,000.00	10,638.86	89,361.14	
9 03/28/2008		50,000.00	3,129.64	46,870.36	49,426.38
10 09/28/2008		51,032.75	1,606.37	49,426.38	0.00
2008 Totals	0.00	101,032.75	4,736.01	96,296.74	
Grand Totals	293,690.70	351,032.75	57,342.05	293,690.70	



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Library D/S Cash Flow to City/La Salle Lease

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ast interest amount increased by 0.01 due to rounding.





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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:** Review of items included in the Board Agenda Book  
**DATE:** November 24, 2003

**BACKGROUND:**

At the Library Board Meeting on October 20, 2003 President Shkoler requested a review of the items included in the Board Agenda Book.

**RECOMMENDATION:**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Travel/training authorizations for American Library Association Midwinter Meeting, San Diego, January 9-12, 2004.

**DATE:** November 24, 2003

**BACKGROUND**

The American Library Association will be holding its midwinter meeting in San Diego, January 9-12, 2004. (Attachment A)

I am planning to attend a pre-conference on January 7 and 8 sponsored by the Council of State Library Agencies on the topic of "Collaboration, Innovation and Cash." (Attachment B)

There is an American Library Trustee Association (ALTA) reception on Friday, January 9 from 7:30 to 9:30 P.M. Tickets are \$50, available only by advance purchase. (Attachment A, page 6)

There is a best-selling author's forum in the Exhibit Hall on Friday, January 9 from 4:00 to 5:15 P.M. followed by a reception. Cost for the Exhibit Hall is \$25, available by advance purchase or at the door. The Exhibits continue through Monday and the \$25 fee is good for all four days. (Attachment A, pages 2-3)

Julie Shook may be attending a pre-conference seminar on "Wireless in Libraries" on Friday, January 9. (Attachment A, page 7)

**RECOMMENDATION**

Authorize travel and registration fees for Library Director Minter to attend the Council of State Library Agencies preconference on January 7 and 8 to be paid from the Santiago Library System Staff Development Account.

Authorize travel and registration fees for Technology Manager Shook to attend the preconference on "Wireless in Libraries" on January 9 to be paid from the Santiago Library System Staff Development Account.

Authorize travel and registration for Librarians and Library Assistants to attend the Exhibits to be paid from the District General Fund.

Determine if any trustees are interested in attending the American Library Trustee Association reception and/or the Exhibits and authorize travel and registration to be paid from the District General Fund.

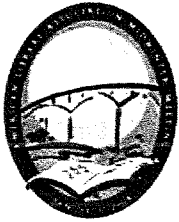
ALA American Library Association

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## SPECIAL EVENTS

Looking for information on special events and pre-Midwinter Institutes that require registration? **Look no further!**

### ALA President's Program

#### **Living in a Post-CIPA World**

Sunday, January 11, 3:00 - 5:00 pm

Now that the Supreme Court has rendered a verdict on the Children's Internet Protection Act [CIPA], many librarians and communities are faced with the reality of complying with this decision. Join ALA President Carla D. Hayden and a panel of distinguished speakers from the private and public sectors in a discussion of the impact this far-reaching Supreme Court decision has had on libraries and information and its implications for equity in the Information Age. The panelists will examine issues relating to compliance, library/industry relations, possible legal challenges, future legislative actions and public policy concerns. Don't miss this timely and informative program!

### Exhibit Information

The exhibits will include over 800 booths, and will be housed in the San Diego Convention Center in San Diego. The ALA Midwinter Exhibition is packed with demonstrations and free samples from over 425 vendors.

### Exhibit Events and Hours

#### **Friday, January 9**

**4:00 - 5:15 pm**

Best-Selling Authors Forum

**5:15 pm - 7:30 pm**

Exhibits Opening Ceremony and  
ALA/ERT All Conference Reception (includes entertainment and complimentary refreshments)

**Saturday and Sunday, January 10-11**

9:00 am – 5:00 pm Exhibits Open

**Monday, January 12**

9:00 am – 2:00 pm Exhibits Open

10:30 am – 1:00 pm Technology Showcase

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**Special Events on the Exhibit Floor****Basket Raffle****Friday, January 9, 5:30 pm - 7:30 pm**

Exhibitors will be raffling off exciting gift baskets at their booths during the All Conference Reception. Baskets will be displayed near registration on Friday afternoon. Check the Final Meeting Program and Cognotes for descriptions of the baskets.

**Technology Showcase****Monday, January 12, 10:30 am - 1:00 pm**

Don't miss this year's Technology Showcase, which will consist of free concurrent programs on the exhibit floor featuring new products and demonstrations. See the Final Meeting Program and Cognotes for further information.

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**Author Forum**

**The Author Forum will take place Friday, January 9, 2004 from 4:00 - 5:15 pm, and will consist of two concurrent speakers.**

**Bertice Berry, Ph.D** is the author of four works of nonfiction and of the novels *Redemption Song* (Doubleday 2000) and *The Haunting of Hip Hop* (Doubleday 2001). She is also an inspirational speaker, doctor of sociology, and former stand-up comedian.

With her characteristic wit, the bold and vivacious Bertice Berry is back with *Jim & Louella's Homemade Heart-Fix Remedy*, a sizzler of a novel just released in paperback that celebrates the undeniable human spirit and the pleasures of the body, heart and mind.

Jim & Louella Parsons are as settled into their Southern town as they are into their predictable twenty-six year marriage.

Louella, fed up with her lackluster love life, decides to contact her departed ancestors for some advice. Conjuring up her

mother, grandmother and aunt in a dream, she receives an enchanting lesson in the art of reigniting the fires of love.

Written with both a sense of humor and intelligence *Jim & Louella's Homemade Heart-Fix Remedy* is original, uplifting and flat-out hilarious. Berry's trademark narrative is touched with the same magic that made stories like *Chocolat* and *Like Water for Chocolate* such a delicious celebration of the connections between past and present, the importance of family, and the pleasures of the body and the heart.

Join Berry for this afternoon session as she reads from her work and answers questions.

**Ángeles Mastretta** was born in Puelba, Mexico in October 1949. She began her career as a journalist, and in 1974 was awarded a scholarship at the Mexican Writers' Center. In 1975, *La Pájara Pinta (Colorful Bird)*, a collection of her poetry, was published. In 1985 she was finally able to publish her first novel, *Arráncame La Vida (Tear This Heart Out)*, winning the Mazatlan Prize for Literature. A stunning success in both Mexico and abroad, the novel quickly cleared a place for Mastretta in the canon of Mexican writers.

The success of *Tear This Heart Out* gave Mastretta the freedom to focus full time on writing fiction, yet the inspiration for *Women With Big Eyes* is autobiographical, conceived when her infant daughter was gravely ill. Hoping to convince the child that she was a necessary link in an unbroken chain of extraordinary women, Mastretta sat by her bedside telling stories, harvesting her family tree and her imagination to create a cast of magical, witty and colorful women, caught in pivotal moments of their life, and *Women With Big Eyes* was born.

A warm, charming and firecly intelligent presence, Mastretta is famous for artfully crafting fiction that comments on social and political realities of her country, and for giving birth to some of the most memorable and magical female characters ever caught between the cover of a book. Join Mastretta as she reads from her works and answers questions.

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## Council and Executive Board Meetings Schedule

### Friday, January 9

1:15 – 4:45 pm ALA Executive Board Session I

### Sunday, January 11

9:00 – 10:00 am ALA Council/Exec Board/Membership  
Information Session

- 10:00 - 10:30 a.m. ALA-APA Information Session
- 10:45 - 12:00 noon ALA Council/Executive Board/Membership Information Session - Core Values Discussion

**Monday, January 12**

- 10:00 - 11:15 am ALA Council I
- 11:30 am - 12:30 pm ALA Executive Board Candidates Forum
- 1:30 - 4:30 pm ALA Executive Board Session II
- 5:00 - 6:00 pm ALA Presidential/Treasurer Candidates Forum

**Tuesday, January 13**

- 8:30 am - 9:30 am ALA-APA Council I
- 9:45 am - 12:15 pm ALA Council II

**Wednesday, January 14**

- 8:30 am - 12:00 pm ALA Council III
- 2:00 - 5:30 pm ALA Executive Board Session III (actual start time depends on end time of Council III)

**AMERICAN LIBRARY ASSOCIATION**

50 E. Huron Chicago, IL 60611 Call Us Toll Free 1-800-545-2433

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## REGISTRATION INFORMATION

### WEEKLY AND DAILY ALA MIDWINTER MEETING FEES

Weekly Fees	Advance	On-site	Daily Fees (Paid on-site only)	
ALA personal members*	\$90	\$140	ALA personal members*	\$88
ALA library school students	\$33	\$63	ALA library school student member	\$40
Nonmembers	\$170	\$250	Nonmember	\$160
Exhibits only badge	\$25	\$25		

#### Advance Registration

To register in advance, print or type and complete all sections of the form that follows. You may register for all listed events and pay with one check. Use one form per person for full registration or exhibit badges only.

Registration forms must be postmarked or electronically submitted by December 1, 2003 to receive advance rates. No discount if postmarked or electronically submitted after December 1, 2003. Mail early to meet the deadline.

Onsite registration begins Friday, January 9. Bring your membership card or proof of dues payment, and photo ID.

Please note: we will no longer accept purchase orders as payment on-site. If paying by purchase order, they must be received prior to the conference.

#### Join as a First-Time Member - SAVE

First time members can join ALA at a special rate of \$50, and together with the \$90 Advance Member Registration fee, can save \$30 over the Non-Member Advance Registration fee. Call 1-800-545-2433, ext. 5108 to request a membership application. Membership application and registration form must be submitted at the same time.

#### Exhibit Only Registration

Visit the exhibits only, for \$25 in advance, by completing the registration form on page 87.

Exhibit only badges will also be available on site. No refunds for Exhibits Only registration. Use one form per person for exhibit only badges. Requests for multiple exhibit only badges will not be honored if sent on only one form.

#### Payment

Include full payment with your registration. Make checks payable to the American Library Association or charge your VISA, MasterCard or American Express. Fees in U.S. dollars.

#### Three Ways to Advance Register

Sorry, no phone registration

**By Mail** - Send your completed registration form with payment to: ALA Advance Registration, Dept. #77-6565, Chicago, IL 60678-6565.

**By Fax** - If you pay with a credit card you may fax your completed registration form 24 hours a day by dialing 312-280-1538. Note: Do not mail form if previously faxed. Send fax only once.

**On Line** - If you pay with a credit card, you can complete the on-line registration form located at <http://www.ala.org/midwinter>

#### Confirmations

The ALA Registration office will e-mail or mail a registration confirmation to all registered attendees. If you do not receive a written confirmation within three weeks, please call ALA's Member and Customer Service Center at 1-800-545-2433 press option 5, to verify your registration status.

#### Badges

If registration is received by December 1, 2003, your badge will be mailed to you no later than two weeks before the conference.

Badges will not be sent to countries other than the U.S. and Canada. Residents of other nations may pick up badges at the Advance Registration Desk in the San Diego Convention Center.

#### Refunds and Cancellations

Substitutions are welcome at any time. Otherwise, registration cancellations must be made in writing and postmarked or faxed by December 1, 2003. Cancellations will result in a full refund less a \$25 processing fee. No phone cancellations will be accepted. No refunds for cancellations postmarked after December 1, 2003. No "Exhibits Only" refunds.

Refunds will be processed after the Midwinter Meeting.

#### Children's Policy

Strollers are permitted on the exhibit floor, but only if there is a child in them at all times. Unescorted children are not permitted on the exhibit floor. Children under the age of five must be restrained at all times (stroller, back pack, etc.). Any child over the age of five must have an exhibits only badge to be admitted to the exhibit floor. These badges are available at onsite registration for \$25. An adult must accompany all children under the age of 16.



## INSTITUTES AND SPECIAL EVENTS

The following events require pre-registration. After each event description is a price list, followed by a code. For the events you wish to attend, write the code for the event and the price that applies to you onto the registration form in the space provided.

### KEY FOR FEES:

**Advance:** This fee is only good for registrations received by Dec. 1, 2003.

**Onsite:** This fee applies to registrations received after Dec. 1, 2003.

### SPECIAL EVENTS

#### ORIENTATION FOR CHAPTER LEADERS

Saturday, January 10, 8:00 am – 1:00 pm

This workshop includes information on: financial management of associations; how to further your commitment to diversity in your association; how chapter councilors work for the chapters; and navigating your way through ALA. Join the “hot topic” discussion groups on board meetings; budgets; conference planning; diversity; legislative issues in Chapters; membership and working with staff. For chapter presidents, presidents-elect, treasurers, committee chairs, executives and councilors.

**Fees:** ALA members: \$35; Non-members: \$65

*Event Code: AL1*

#### ALTA PRESIDENT'S RECEPTION

ALTA

Friday, January 9, 7:30 pm – 9:30 pm

Don't miss your chance to register for the 2004 ALTA President's Reception in San Diego. Tickets are \$50.00, and advance registration is recommended, since seating is limited. For location information as it becomes available, please call ALTA at 1-800-545-2433, extension 2161.

**Fee:** \$50

*Event Code: AT1*

### PRE-MIDWINTER INSTITUTES

#### AASL LEADERSHIP INSTITUTE: LEADING THROUGH COLLABORATION

AASL

Thursday, January 8, 8:00 am – 5:00 pm

Instructor will guide you through this one-day workshop that provides an opportunity to increase your understanding of the components of leadership, identify your own leadership skills and professional priorities, and apply leadership strategies to the challenges we face in our schools and our profession. This workshop ties into the three basic ideas – collaboration, leadership, technology – that underlie the vision of *Information Power*. Price includes beverage breaks, no lunch.

**Speaker:** Betty Bankhead, President, Library Partnership

**Fees:** ALA member: \$209\*; AASL member: \$169; Non-member: \$259\*

\*ALA Members & Non-member pricing includes AASL membership

*Event Code: AA1*

#### SCHOOL LIBRARIES AND EVIDENCE-BASED PRACTICE: DIFFERENCE, INTERVENTION AND TRANSFORMATION & HOW TO WRITE A SUCCESSFUL GRANT PROPOSAL

AASL

Friday, January 9, 1:00 pm – 5:00 pm

Part one of this institute focuses on a concept that is central to the effective work of school librarians and to the future of our profession: Evidence Based Practice. It will provide evidences that clearly convey that learning outcomes are continuing to improve through the school librarian's active involvement in the teaching and learning program in the school. Part two will take the information from part one and show you how to write successful grant proposals.

**Speakers:** Dr. Ross J. Todd, Assoc. Prof., School of Communication, Information & Library Studies, Rutgers, The State Univ. of New Jersey; Heidi Hoerman, School of

Library & Information Science, Univ. of South Carolina

**Fees:** ALA Member: \$145\*; AASL Member: \$105; Non-member: \$195\*

\*ALA Members & Non-member pricing includes AASL membership

*Event Code: AA2*

#### CREATING A MARKETING PLAN FOR YOUR ACADEMIC AND RESEARCH LIBRARY

ACRL

Friday, January 9, 8:30 am – 4:30 pm

Utilizing marketing materials developed by the ACRL @ your library Task Force, workshop presenters and facilitators will lead you through the process of developing a marketing program for your library. Receive a copy of the Participants Manual developed by the Task Force and participate in a series of exercises that you can use to create an academic library marketing plan. Leave the workshop with a marketing framework to take back to your library.

**Speaker:** Ken Marks, Univ. of Nevada, Las Vegas

**Fees:** ALA member: \$295; ACRL member: \$250; Non-member: \$335; Student: \$95

*Event Code: AC1*

#### INFORMATION COMMONS 101: NUTS AND BOLTS PLANNING

ACRL

Friday, January 9, 8:30 am – 12:00 pm

Academic Library Information Commons leaders will provide nuts and bolts instruction for early-stage I.C. planners. Workshops and breakout sessions will lead to increased clarity of I.C. concepts and definitions; better understanding of the rationales and effectiveness of various I.C. models; better understanding of I.C. planning, implementation and assessment issues; increased clarity of I.C. problems and possible solutions; practical guidelines and preliminary planning and implementation documents.

**Speakers:** Dr. Russell Bailey, Assoc. Univ. Librarian and Head of the Information Commons, Univ. of North Carolina at Charlotte, Moderator; Donald Beagle,

a new building. Participants will investigate the macro- and micro-environmental variables, programs, and functions that influence the design of libraries. They will learn about systems to incorporate into today's buildings to give them flexibility for the future. Through a wide variety of audio-visual experiences, presentation, case studies from academic and public libraries, and discussion, participants will explore behavioral, technical and image aspects of planning libraries.  
**Speaker:** William Sannwald, Ass't to the City Manager and Manager of Library Design and Development for the City of San Diego  
**Fees:** Advance: ALA member: \$250; LAMA member: \$200; Non-member: \$300; Student: \$100. Onsite: ALA member: \$290; LAMA member: \$230; Non-member: \$345; Student: \$100.  
*Event Code: LA1*

<b>MANAGING LIBRARY BUILDING PROJECTS</b>
LAMA
Friday, January 9, 8:30 am – 5:00 pm

Intended for academic and public librarians considering a building project. In addition to providing guidance for managing a project, the institute also outlines alternatives to a building project and lists the action steps required to implement the selected alternative. Case studies from recent projects illustrate the components of a building program, steps in the design process, and evaluation of alternatives. The institute features a mix of lecture, slide presentation, case studies, and small group discussions.  
**Speaker:** William Sannwald, Ass't to the City Manager and Manager of Library Design and Development for the City of San Diego  
**Fees:** Advance: ALA member: \$250; LAMA member: \$200; Non-member: \$300; Student: \$100. Onsite: ALA member: \$290; LAMA member: \$230; Non-member: \$345; Student: \$100.  
*Event Code: LA2*

<b>LAMA BUILDING INSTITUTES COMBINED REGISTRATION</b>
LAMA
Thursday, January 8, 8:30 am – 5:00 pm
Friday, January 9, 8:30 am – 5:00 pm

"To Build, Or Not To Build? That Is The Question" and "Managing Library Building Projects"  
 See Descriptions of these workshops above.

**Fee:** \$375. This offer is for LAMA members only, and only for registrations processed by December 1, 2003. LAMA members registering in advance for both the workshops mentioned above can register for both for a combined fee of \$375.  
*Event Code: LA3*

<b>XML AND LIBRARIES</b>
LITA
Friday, January 9, 9:00 am – 5:30 pm

This institute will cover the structure and utility of Extensible Markup Language (XML) with an emphasis on the relevance of XML to libraries. We will discuss the role XML plays in diverse applications such as web design, content management, and descriptive metadata. Points Covered includes: history of XML; why librarians should care about XML; and Using XML on the Web (including stylesheets), for data interchange and for metadata. A basic familiarity with HTML is assumed.  
**Speaker:** Art Rhyno, Head of Systems, Univ. of Windsor Leddy Lib.  
**Fees:** ALA Member: \$245; LITA member: \$195; Non-member: \$315  
*Event Code: L11*

<b>BUSINESS LIBRARIANSHIP 101: CORE COMPETENCIES FOR BUSINESS LIBRARIANSHIP</b>
RUSA BRASS
Friday, January 9, 9:00 am – 5:30 pm

Speakers will address trends in business librarianship, issues unique to working in special libraries, methods of keeping current, and the shortage of trained business librarians and tactics to counter this trend. This full-day interactive workshop is designed for beginning business librarians, generalists who have assumed responsibility in business librarianship, or any academic, public, or special librarian who deals with issues related to business librarianship.  
**Speakers:** Gary W. White, Moderator, Head, Schreyer Business Lib., Pennsylvania State Univ.; Irwin Faye, Head, Business Information Ctr, Chicago Public Lib.; Diane Zabel, Pennsylvania State Univ.; Louis and Virginia Benzak, Pennsylvania State Univ.; Rebecca S. Albitz, Elec. Resources and Copyright Librarian, Pennsylvania State Univ.; Jennifer Boettcher, Business Bibliographer and Reference Librarian, Georgetown Univ.

**Fees:** ALA member: \$200; RUSA member: \$155; Non-member: \$300; Retired member and Student: \$93  
*Event Code: RUI*

The following events require registration through the sponsoring division. You cannot register for these events on the registration form.

<b>PREPARING 21ST CENTURY CATALOGING AND METADATA PROFESSIONALS: A WORKSHOP FOR EDUCATORS AND TRAINERS</b>
ALCTS/ALISE Task Force for Preparing Cataloging and Metadata Educators and Trainers
Friday, January 9, 8:00 am – 5:00 pm

Targeted to LIS educators, and continuing education and training providers, this symposium will highlight strategies for integrating metadata and Web resource cataloging into LIS and continuing education courses and curricula. Attendance is limited and registration is by application. To learn more, visit the ALCTS web site at [www.ala.org/alcts](http://www.ala.org/alcts) or contact ALCTS at 312-280-5037. Application fee will apply.  
**Fee:** \$50

<b>WIRELESS IN LIBRARIES</b>
LITA
Friday, January 9, 9:00 am – 5:30 pm

For information and registration for this institute, please visit the LITA website at [www.ala.org/lita](http://www.ala.org/lita)

<b>ALA PLANNED GIVING SEMINAR</b>
ALA Development
Monday, January 12, 12:30 pm – 1:30 pm

Please join the ALA Development Office for a one-hour seminar on estate planning and recent changes in estate and gift tax laws. Reservations are required. An invitation can be requested by calling 800-545-2433, extension 5050.  
 There is no fee for this event.



## Collaboration, Innovation, and Cash

Wednesday and Thursday, January 7 & 8, 2004 in San Diego, CA

Presented by the  
Multi-State Conference of Regional Systems and State Library Agencies

### Description:

No money?? It's time for innovation!! Challenging times present opportunities for innovation, new partnerships, and fiscal diversity. Funding is down from all revenue sources for libraries. Grants and government funding aren't available to cover program costs. New methods of presenting and funding current programs as well as new services must be developed.

Learn to identify your institution's assets that can be offered to create an innovative partnership. Determine the value of your institution as perceived by your users. Develop your toolkit to apply to projects that bring new and innovative service to your users. Learn from vendors about techniques of providing services to meet customer's needs and cash flow.

State, regional, and cooperative system level librarians that plan, develop, provide and/or fund service programs are encouraged to attend.

Speakers and the workshop Facilitator include Joey Rodger, Executive Director of the Urban Libraries Institute; Joan Frye Williams, Information Technology Consultant; Sarah Ann Long, Director, North Suburban Library System, and a panel of library service vendors.

### General Agenda:

Wednesday, January 7, 2004

- |                |  |
|----------------|--|
| 1 – 3 PM       | Hotel Check in, registration, socialize with participants and vendors that have set up display tables. |
| 3:00 – 3:30 PM | Welcome and introductions  |
| 3:30 – 4:30 PM | Keynote speaker, Joey Rodger, Executive Director of the Urban Libraries Institute                      |
| 4:30 – 5:00 PM | Review of logistics, Thursday schedule, and topics for small group work                                |
| 5:15 – 6:00 PM | No host cocktails  |
| 6:00 – 8:30 PM | Dinner accompanied with a Murder Mystery   |

Thursday, January 8, 2004

- |                  |  |
|------------------|--|
| 7:30 – 8:30 AM   | Breakfast  |
| 8:30 – 10:00 AM  | Exercise – Asset Identification<br>Three Approaches to Innovation<br>Exercise – Tools and Strategies |
| 10:00 – 11:45 AM | Using the Tool Kit<br>Small Group Session 1 + report out/discussion                                  |
| Noon – 1 PM      | Lunch  |

1:00 -- 2:00 PM Vendor panel on serving customer needs  
2:00 -- 3:45 PM Innovative Service Models  
Small group session 2 + report out/discussion  
3:45 -- 4:45 PM State Update  
4:45 -- 5:00 PM Next Steps  
6:00 -- 6:30 PM No host cocktails  
6:30 -- 8:30 PM Combined Dinner with COLSA members at the University Club  
atop Symphony Towers with Speaker Sarah Long, Director, North  
Suburban Library System

**Cost and Reservations:**

**Registration** cost is \$89 (early bird rate due by 11/22/03) per person, \$125 per person after that date. Registration includes all materials and meals as listed on the agenda. Both dinners are events that should not be missed.

**Hotel reservations** must be made directly with the Sheraton Suites at 1-800-325-3535 *Request the room block held for the North Bay Cooperative Library System meeting.* Room rates are \$115 per night for a single, \$130 per night for double occupancy. A rate of \$129 per night will be honored throughout the duration of ALA Midwinter for those that choose to stay at this hotel. The hotel is an all suites hotel that has been recently remodeled. It is on the ALA bus line as well as on the Trolley line that runs to the Convention Center.

**Attire:**

Business causal is fine for all events except dinner at the University Club on Thursday, January 8<sup>th</sup>. The club requires jackets for men. Ties are optional. Casual business attire is fine for women attending Club functions.

\*\*\*\*\*Registration Form\*\*\*\*\*

**Name:** Elizabeth D. Minter  
**Library:** Placentia Library District  
**Address:** 411 E. Chapman Ave., Placentia, CA 92870  
**Email:** administration@placentialibrary.org  
**Phone:** 714-528-1925 x202

**\$89 Early Bird Rate**  
must be postmarked by 11/22/03

**\$125 Regular Rate**

Would like Vegetarian meals, please.

Need other accommodations? (Please Specify)

PLEASE DEDUCT FROM MY  
DEPOSIT ACCOUNT:  
LIBRARY: Placentia Library District  
SIGNATURE: S. Minter  
DATE: 10/19/03

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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:** Review of Records Retention Policy  
**DATE:** November 24, 2003

**BACKGROUND:**

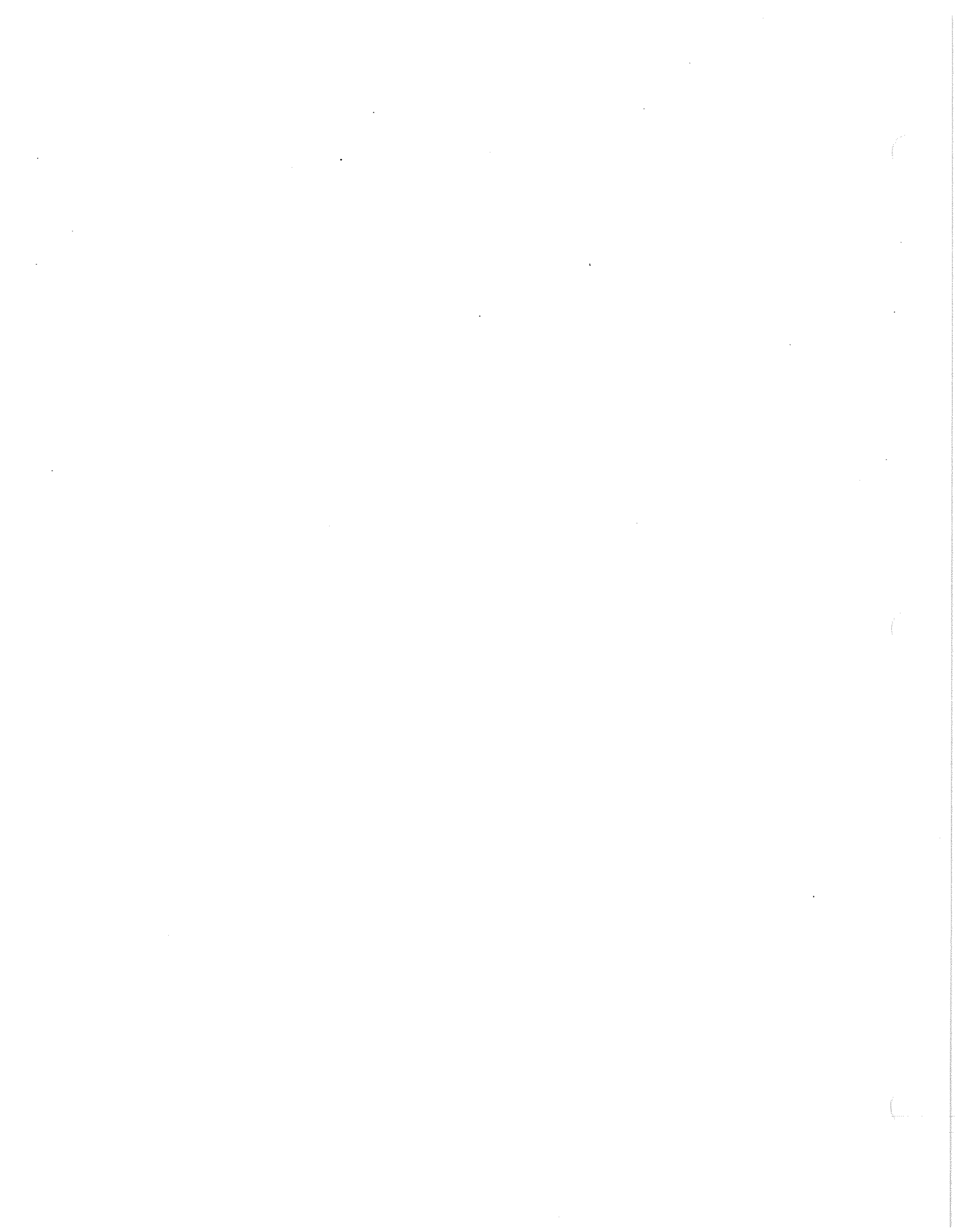
At the Library Board Meeting on October 20, 2003 Trustee Escobosa requested a review of the records retention policy.

Attachment A is the current policy.

Attachment B is the policy from the new procedures manual as adopted in a first reading but not finalized.

**RECOMMENDATION:**

Action to be determined by the Library Board of Trustees.





TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director  
DATE: September 19, 1995  
**SUBJECT: Establish Records Retention Policy**

**BACKGROUND:**

Placentia Library District presently has no policy concerning the retention and destruction of District records.

**RECOMMENDATION:**

1. That the Library Director be designated as the custodian of all records of the Placentia Library District.
2. That the following schedule for records retention be implemented:

Board of Trustee Minutes, Agendas & Agenda Documents	Indefinitely
Audits	Indefinitely
Annual Reports to the State Library	Indefinitely
Annual Report of Financial Transactions to the State Auditor	Indefinitely
Personnel Records	Indefinitely
Monthly Financial Reports from the Orange County Auditor	Indefinitely
Bond Payment Records	Indefinitely
Pension Fund Annual Census and Report	Indefinitely
Library-published reports, studies, publications	Indefinitely
Insurance Policies	10 years
Payroll Records and Reports	10 years
Grant Reports	10 years
Grant Applications -- funded	10 years
FPPC Conflict of Interest Statements for Staff	7 years
Grant Applications -- unfunded	5 years
Library System printouts	5 years
Budget forms for Orange County Auditor	5 years
Checks	5 years
Bank Statements	5 years
Board Meeting recordings	3 years



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Records Retention  
**POLICY NUMBER:** 3090

**3090.1** The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Placentia Library District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

**3090.2** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

**3090.3** The Library Director is the designated custodian of all records of Placentia Library District. The Library Director is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

**3090.4** Pursuant to the provisions of California Government Code §§60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of Placentia Library District.

**3090.4.1** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

**3090.4.2** Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

**3090.4.3** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

**3090.4.4** Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

**3090.4.4.1** The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent

photographic records by the National Bureau of Standard, or copies to an approved electronic media;

**3090.4.4.2** The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

**3090.4.4.3** The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

**3090.4.5** Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

**3090.4.5.1** There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

**3090.4.5.2** There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

**3090.4.5.3** Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

**3090.4.5.4** Said audit or audits contain the expression of an unqualified opinion.

**3090.4.6** Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

**3090.4.6.1** Duplicated (original-subject to aforementioned requirements).

**3090.4.6.2** Rough drafts, notes or working papers (except audit).

**3090.4.6.3** Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

**3090.4.7** All payroll and personnel records will be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above. Payroll and personnel records include the following:

**3090.4.7.1** Accident reports, injury claims and settlements.

**3090.4.7.2** Medical histories.

**3090.4.7.3** Injury frequency charts.

**3090.4.7.4** Applications, changes and terminations of employees.

**3090.4.7.5** Insurance records of employees.

**3090.4.7.6** Time cards.

**3090.4.7.7** Classification specifications (job descriptions).

**3090.4.7.8** Performance evaluation forms.

**3090.4.7.9** Earning records and summaries.

**3090.4.7.10** Retirements.

**3090.4.8** Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

**3090.5** Minutes of the meetings of the Board of Trustees are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

**3090.5.1** Construction records, such as bids, correspondence, change orders, etc., will not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they will be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works will be retained as long as said facility is in existence.

**3090.5.2** Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

**3090.5.3** Property records, such as documents of title, will be kept until the property is transferred or otherwise no longer owned by the District.

**Appendix A**  
**Definitions for Records Retention and Disposal Policy**

1. AUTHORIZATION. Approval from the Library Director, as authorized by the District's Board of Trustees.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
  - a. SOURCE DOCUMENTS
    - (1) Invoices
    - (2) Warrants
    - (3) Requisitions/Purchase Orders (attached to invoices)
    - (4) Cash Receipts
    - (5) Claims (attached to warrants in place of invoices)
    - (6) Bank Statements
    - (7) Bank Deposits
    - (8) Checks
    - (9) Bills
    - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
    - (1) Cash Receipts
    - (2) Accounts Receivable or Payable Register
    - (3) Check or Warrant (payables)
    - (4) General Journal
    - (5) Payroll Journal
  - c. LEDGERS
    - (1) Expenditure
    - (2) Revenue
    - (3) Accounts Payable or Receivable Ledger
    - (4) General Ledger
    - (5) Assets/Depreciation
  - d. TRIAL BALANCE
  - e. STATEMENTS (Interim or Certified - Individual or All Fund)
    - (1) Balance Sheet
    - (2) Analysis of Changes in Available Fund Balance
    - (3) Cash Receipts and Disbursements
    - (4) Inventory of Fixed Assets (Purchasing)
  - f. JOURNAL ENTRIES

g. Payroll and personnel records include but are not limited to the following:

- (1) Accident reports, injury claims and settlements
- (2) Applications, changes or terminations of employees
- (3) Earnings records and summaries
- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule

3. LIFE. The inclusive or operational or valid dates of a document.

4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

5. RECORD COPY. The official District copy of a document or file.

6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.

7. RECORDS CENTER. The site selected for storage of inactive records.

8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The recreation of legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

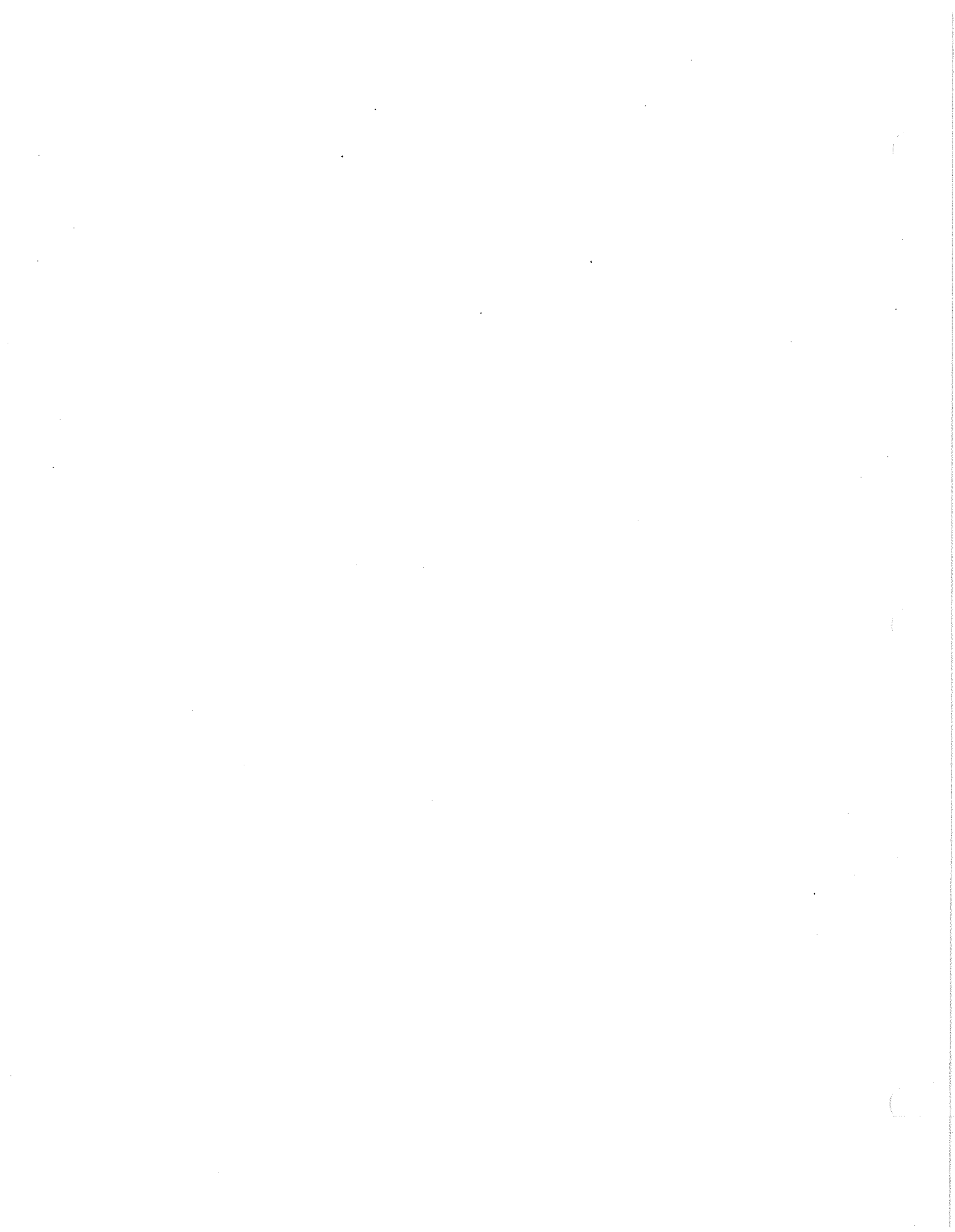
- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Deeds
- (7) Disposal of surplus & excess property
- (8) District insurance records
- (9) Employee accident reports, injury claims & settlements
- (10) Employee earning records
- (11) Employee fidelity bonds
- (12) Employee insurance records
- (13) Facility improvement plans
- (14) Individual claims/settlements
- (15) Inventory
- (16) Journal vouchers
- (17) Ledgers
- (18) Licenses & permits (to operate)
- (19) Loans & grants
- (20) Maps
- (21) Minutes of Board meetings
- (22) Payroll register
- (23) Policies, Rules & Regulations
- (24) Statements of Economic Interest
- (25) Warrant/Voucher register
- (26) Warrants (with backup)



**Appendix B**

Records Retention Schedule for Placentia Library District

Board of Trustees Minutes .....	Indefinitely
Board of Trustees Agendas & Agenda Documents (Books).....	Indefinitely
Audits .....	Indefinitely
Annual Reports to the State Library .....	Indefinitely
Annual Report of Financial Transactions to the State Auditor .....	Indefinitely
Personnel Records .....	Indefinitely
Payroll Records.....	Indefinitely
Monthly Financial Reports from the Orange County Auditor .....	Indefinitely
Bond Payment Records .....	Indefinitely
Pension Fund Annual Census and Report.....	Indefinitely
Library-published reports, studies, publications .....	Indefinitely
Insurance Policies .....	10 Years
Grant Reports.....	10 Years
Grant Applications – funded.....	10 Years
FPPC Conflict of Interest Statements for Staff .....	7 Years
Grant Applications – unfounded.....	5 Years
Library System Printouts.....	5 Years
Budget forms for Orange County Auditor .....	5 Years
Checks.....	5 Years
Bank Statements .....	5 Years
Board Meeting Recordings .....	90 Days



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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:** Format of Library Board Minutes Signature  
**DATE:** November 24, 2003

**BACKGROUND:**

At the Library Board Meeting on October 20, 2003 Trustee Escobosa requested a review of the format for signing the Library Board minutes.

She is requesting that both the Library Board President and the Library Board Secretary sign the Minutes.

The policy needs to address who is to sign the Minutes if the President or Secretary are absent from a meeting. Currently if one is absent the Minutes are signed by the other.

**RECOMMENDATION:**

Action to be determined by the Library Board of Trustees.



TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager *JR*  
 DATE: November 17, 2003

**SUBJECT: Program Committee Report for the month of October**

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	3
<b><u>TYD Total</u></b>	<b>4</b>	<b>96</b>
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	4	11
Thurs. AM Story Times	4	125
3-4 year-old music times	4	150
5-6 year-old music times	4	128
Lapsits	4	63
Class tours	0	0
Comm Center Storytimes	0	0
Head Start Storytimes	0	0
Springtime Party	0	0
In-N-out Program	0	0
<b>TOTAL FOR OCTOBER</b>	<b><u>20</u></b>	<b><u>477</u></b>
<b>YTD TOTAL</b>	<b>65</b>	<b><u>1,488</u></b>

<i>LITERACY SERVICES</i>	<i>Oct 2003-04</i>	<i>FY 2003-04 YTD</i>
Total Tutors	172	201
Total Students	187	246
Total Hours	2,053	6,511

For more detailed literacy statistics, see Agenda Item 42, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

From: Jillian Rakos, Children's Librarian

Date: November 24, 2003

Subject: **October Activities in the Children's Department** 


**Programming-** Programming began in October. There were 8 storytimes, 5 lapsits and 8 MusicTimes in October.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	32 children / 31 adults
Storytimes (a.m.) 3 - 6 year olds	4	77 children / 48 adults
Storytimes (p.m.) 3 - 6 year olds	4	6 children / 5 adults
MusicTimes 3 - 4 year olds	4	89 children / 61 adults
MusicTimes 5 - 6 year olds	4	67 children / 61 adults
<b>TOTALS</b>	<b>20</b>	<b>408 children / 244 adults</b>





TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: November 17, 2003

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

**Tutor Training .** The Literacy Coordinator conducted one regular workshop and one accelerated workshop in October and sixteen (16) tutors were trained. All new tutors are presently matched or are being matched. The next tutor training is scheduled for November 2, 2003.

**Families for Literacy (FFL) Program Status.** FFL now serves over 100 family students who are either active or on the waiting list. There was no family program in October. We're planning to have our last calendar year program in December. We plan to develop future FFL programs in conjunction with our *EVEN START* partners from Ruby Drive Elementary..

**Placentia Rotary Reading Enrichment Program (PRREP).** PRREP began again this year in September, and so far more than seventy high school students from El Dorado and Valencia High Schools have signed up. We presently have El Dorado PRREP volunteers helping after school at Brookhaven Elementary and Valencia PRREP helping again at Van Buren. We plan to have all PRREP volunteers active as soon as possible.

**Reach Out and Read.** PLLS continued its partnership in October with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who are back again to read to the kids.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI is active again but so far only at Ruby Drive Elementary School. At Ruby Drive, we have eight staff working with Kindergarten Extended Day classes and third grade emerging English classes. So far, we have received more than 170 permission slips for students in these classes.

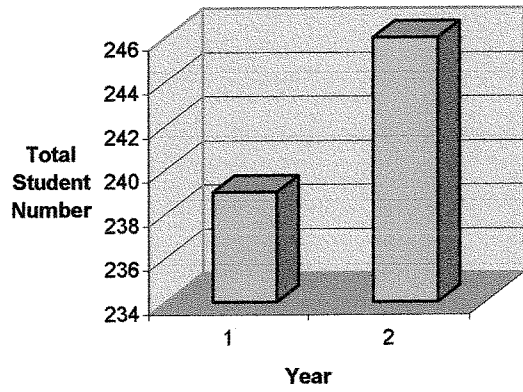
**Literacy statistics.** See Agenda Item 42, Page 2 of 3 and Page 3 of 3.

## Placenta Library Literacy Services

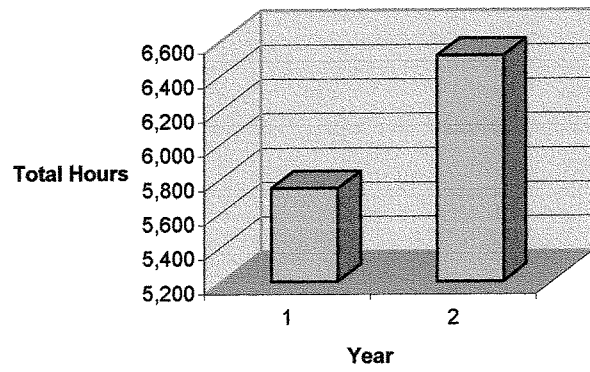
Report of Growth and Progress

	Oct 02-03	Oct-03	YTD 2002	YTD 2003
<b>Tutors</b>				
Adult	105	106	119	131
Teen	65	66	71	70
Hours Instruction	1,602	2,053	5,741	6,511
Other Volunteer Hours	48	106	192	346
<b>Total Hours</b>	<b>1,650</b>	<b>2,159</b>	<b>5,933</b>	<b>6,857</b>
<b>Training Workshops</b>				
Workshops Held	2	2	9	9
Tutors Trained	22	16	71	80
<b>Students</b>				
With Adult Tutors	118	119	156	165
With Teen Tutors	64	68	82	83
In Groups	4	0	8	0
<b>Total Active Students</b>	<b>186</b>	<b>187</b>	<b>226</b>	<b>246</b>
<b>Families for Literacy</b>				
Family Students	6	55	16	73
Family Tutors	6	22	16	26
Hours of Instruction	36	124	204	314
<b>ELLI Program</b>				
K-6th Grade Students	308	176	308	176
Tutors for K-6th Grade	12	0	12	0
Hours of Instruction	588	288	588	288
<b>Total Tutors</b>	<b>170</b>	<b>172</b>	<b>182</b>	<b>201</b>
<b>Total Students</b>	<b>186</b>	<b>187</b>	<b>239</b>	<b>246</b>
<b>Total Instruction Hours</b>	<b>1,602</b>	<b>2,053</b>	<b>5,741</b>	<b>6,511</b>

**Change in Total Students**



**Increase in Instruction Hours**




1880

1881

1882

1883

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

Date: November 17, 2003

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

In October, the Placentia Library District had 53,520 "hits" on the Web Site, an average of 1,728 a day. The following are our year to date statistics:

Pages Visited	July 03	August 03	Sept 03	Oct 03	Nov 03	Dec 03
Borrowers	185	122	132	188		
Friends	82	63	56	98		
District	81	76	108	135		
Kids	191	144	154	206		
Foundation	68	58	300	193		
History Room	150	125	147	155		
Literacy/CLC Logo	68	69	113	208		
Passports	530	498	505	488		
Total Views Most Hits	1,355	1,085	1,515	1,671		

Total Most Hits YTD      5,626



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator

DATE: November 24, 2003

**SUBJECT: Publicity materials produced for October 2003**

**Information on the Placentia Library cable channel #53, updated October 3, 2003:**

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Library Hours
4. Library Departments
5. Friends of Placentia Library Bookstore offering great bargains
6. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday, Hours and Dates
7. Bookstore Volunteers Needed
8. Literacy Services logo
9. Literacy Program asking for volunteers
10. Apply for your passport at Placentia Library
11. Passport Hours
12. Silent Auction
13. Placentia Historical Afghan Sale
14. Story Times and Music Times
15. Telephone Renewal Instructions
16. Local History Room
17. History Room Displays, Collections and Archival Resources
18. Poet Laureate Scheduled
19. Meet Placentia Authors
20. 2004 Authors Luncheon
21. Charles Frazee Program on Travel to Turkey
22. Camp Library
23. Veterans Day and Thanksgiving Closures

**General Newspaper articles published:**

1. Spreading the Written Word
2. City Council Considers Approving Bonds
3. TOD Refines Downtown Plans
4. Schwartz Named Top City Employee

**Library Newspaper articles published:**

1. Library Camp Holds Sign-Ups Sunday
2. Scary Silent Library Auction Will Close
3. New Placentia Plan Presented
4. Tuesday Events of Literacy Tutor Training, Musictime for Ages 3-4, and Musictime for Ages 5-6
5. History Book Talk, Signing at Library
6. Library Offers More Programs for Kids
7. Scary Auction

8. Wednesday Event of Story Times for Children
9. Bargain Prices Set for Used-Book Sale
10. League of Woman Voters Hold Series of U.S. Presidential Selection Study Sessions
11. Youth Poetry Group to Hold Meetings
12. Monday Event of Bible-Study Sessions
13. Thursday Events of Lapsit Stories for Ages 2 and Younger and Story Times for Ages 3 to 6
14. Bargain Prices Set for Used-Book Sale
15. Youth Poetry Group to Hold Meetings
16. Volunteers Needed to Help at Library
17. Two New Faces at the Placentia Library: Dr. Richard DeVecchio and Shirley Baker

**Flyers and Notices:**

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Book Sale Flyer

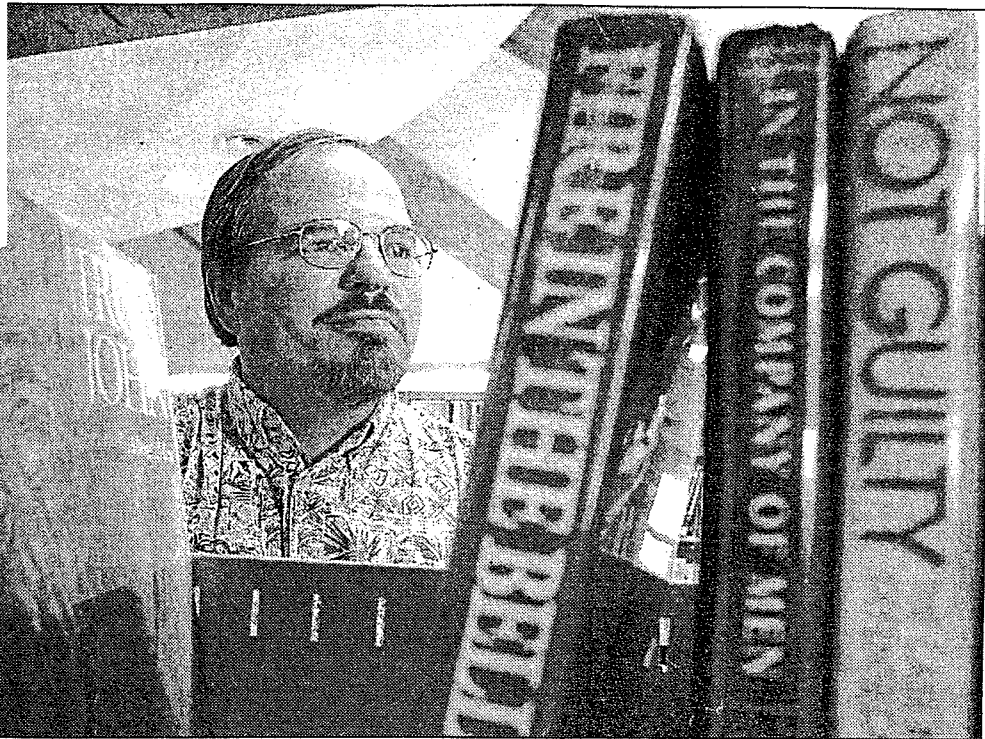


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Daily Pilot  
Daily

OCT 0 8 2003



KENT TREPTOW / DAILY PILOT

John Marzolino is a volunteer tutor for Read Orange County who helps adults become proficient in reading, writing in English.

# Spreading the written word

**Marisa O'Neil**  
Daily Pilot

For volunteers at READ/Orange County, the message is clear: literacy begins at home and its volunteers are working to make books and reading a staple for every family.

The Families for Literacy program, which is offered by READ/Orange County through Costa Mesa's two libraries and 30 more throughout the county, offers free tutoring for parents who can't read or write and who have at least one child under the age of 5. The goal is to break what they call the cycle of illiteracy by educating both the parents and their children.

"Kids who have parents who don't read are twice as likely to drop out of school as their peers," Tangela Barnes, literacy-technology specialist for READ/Orange County said. "We focus on the parent and work with preschool age kids so they can be competitive in kindergarten."

Earlier this year, Families for Literacy won a National Assn. of Counties Acts of Caring Award, presented in Washington, for its innovative, volunteer-based organizations. Marcia Tungate, READ/Orange County's literacy programs administrator, said that she feels the multi-generational approach to literacy helped set their organization apart.

Students taking part in the program

## READ/Orange County is about increasing literacy.

work with tutors two to four hours a week while their children take part in more informal, reading-based child care. Later, the parents and children are brought together so parents can share their skills by reading to their children.

"They learn to read book, then work with the children and do a craft around reading," Tungate said. "We work so that everyone in the family realizes how important reading is."

Based on national figures, Tungate estimated that 350,000 to 400,000 people in Orange County are illiterate. Fewer than half of the students in READ/Orange County programs are learning English as a second language.

"The greatest single impact on success in school is the mother's literacy rate, not her socio-economic group," Tungate said. "If she doesn't know how to read and write, her children won't know how to read and write."

The group also offers a core literacy program, inmate literacy program and English language civics lessons to help integrate nonnative speakers into everyday life.

"When you teach someone to read, write, speak English, you bring that person into the world," Tungate said. "When you teach reading, the objective is

parents and kids learning to talk to a teacher, how to look at school forms, what questions to ask, they need to know to help set up homework, fill out immunization forms, talk with a doctor."

READ/Orange County receives 75% of its funding through the county library system and the rest through state and federal grants and corporate and private donations. Volunteer tutors go through 50 hours of training. The two Costa Mesa branches now have 49 tutors working with students.

Tungate, who worked as a tutor for 17 years, said that she found teaching people to read and become more integrated into society a rewarding job.

"It's the sheer joy you get with someone suddenly starts recognizing a written word, thinking how it will impact their lives," she said. "They can read to a child, read a job application. They gain a voice, stop being afraid to speak their minds. Our volunteers are people who want to empower learners, to make sure they can be independent."

READ/Orange County will train volunteers as tutors or in support roles. They also need people to work for their child care program, Family Friends. For more information, go to <http://readoc.org> or call (714) 566-3070.

READ/Orange County offers free tutoring at the Costa Mesa Library at 1855 Park Ave. and the Mesa Verde Library at 2969 Mesa Verde Drive.

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**PLACENTIA**

**Voting issues:** The League of Women Voters of North Orange County will hold a series of study sessions on the topic of U.S. presidential selection, starting from 9:30 to 11:30 a.m. Tuesday at the Placentia Library, 411 E. Chapman Ave. Guest speakers will discuss the effects of new technology on the process of choosing a national leader. Information: (714) 254-7440.

**Fax items to City Editor**  
Donna Johnson at (714) 704-3714 or e-mail to djohnson@ocregister.com.

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Placentia News  
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**Youth poetry group to hold meetings**

A young adult poetry group, led by Meredith Laskow, Placentia Library District's poet laureate, will meet in the library from 7 to 8:45 p.m. one Monday per month this fall.

The next meetings will be held Nov. 10 and Dec. 8.

The library is at 411 E. Chapman Ave. Information: (714) 528-1906.

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Placentia News  
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**MONDAY 332**

Tai chi classes are offered by the Human Services Division at 10 a.m. in the Senior Center, 143 S. Bradford Ave. Free. Call (714) 986-2332

Bible-study sessions geared for young families are held from 6 to 7:30 p.m. at Placentia Presbyterian Church, 849 Bradford Ave. Baby-sitting available. Call (714) 528-1438.

Take Off Pounds Sensibly (TOPS CA557) holds weigh-ins at 6 p.m. and meets at 7 at the Church of the Nazarene, 126 N. Walnut Ave. Call Gerry Knutson, (714)

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Placentia News  
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**TODAY 332**

Postpartum support group meets from 10 a.m. to noon at Placentia-Linda Hospital, 1301 Rose Drive. Call (714) 524-4898.

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

Recreation programs are offered from 11 a.m. to 7 p.m. weekdays during the summer at the relocated Whitten Community Center, 974 S. Melrose Ave., and the Gomez Community Center, 1701 Atwood Ave.; and from 11 a.m. to 5 p.m. at Koch Park Community Center, 2210 Valencia Ave. Call (714) 630-1172 for Whitten or (714) 524-5452 for Gomez.

Story times for ages 3 to 6 are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Placentia Presbyterian Church serves dinner at 6 p.m. at the church's Soup Kitchen, 849 N. Bradford Ave. Call (714) 528-1438.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

524-1641.

Health and Wealth Workshop is offered at 7 p.m. at 412 Bluebell Ave. Free. Call Doug Porter, (714) 615-4584.

Community Chorale meets from 7 to 10 p.m. at Yorba Linda Library, 18181 E. Imperial Highway. Free. Call (714) 996-1960.

**TUESDAY**

Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

Yorba Linda-Placentia Toastmasters Club meets at 6:45 p.m. at Thengvall House at 5320 Richfield Road in Yorba Linda. Call (714) 524-9378.

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714)

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Placentia News  
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**Bargain prices set for used-book sale**

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Nov. 9 at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to its lobby sales and book store, the group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices.

Selected paperbacks will be sold 12 for \$1.

The sale is held on the second Sunday monthly. Enter from the loading dock area.

Also, the library is hosting a silent auction, whose display in the lobby changes every month. Bidding sheets are in the library's Book Store.

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

528-1906, Ext. 212.

Musictime for ages 5-6 meets from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Exercise classes for breast cancer survivors held at 7 p.m. at the Backs Community Building, 201 N. Bradford Ave. Classes are free and open to all fitness levels. Call (714) 524-5913.

City Council meets at 7:30 p.m. in the City Hall Council Chambers, 401 E. Chapman Ave. Call (714) 993-8117.

Wood Carvers meets at 7 p.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Huggin' Hearts Square Dance Club meets for lessons from 7:30 to 10 p.m. at Backs Community Building, 201 N. Bradford Ave. \$2 per class, \$37 for 17 classes. Call (714) 777-5639.

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**PLACENTIA**

**Financing costs:** The City Council today will consider approving about \$11.5 million in bonds to consolidate debt and provide new money for existing and future projects. If approved, the funds could be used to pay for such projects as McFadden Park renovations, officials said. The council meets at 7:30 p.m. at 401 E. Chapman Ave. Details: (714) 993-8117.

- Patrick Vu  
(714) 704-3796  
pvuong@ocregister.com

**WEDNESDAY**

Networking and Referrals Unlimited holds breakfast meetings from 7:15 to 8:30 a.m. at Lakeview Café, 2099 E. Orangethorpe Ave. Call (714) 777-1013.

Exercise classes for seniors are held at 10 a.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Story times for children ages 3 to 6 at 6:30 to 7 p.m. the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

For more listings, see www.ocregister.com/placentia. What is happening in your club, organization or civic group? Call (714) 704-3796 or fax information to (714) 704-3714. Listings must include phone numbers.

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Placentia News  
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### Library 'camp' holds sign-ups Sunday

As part of national Children's Book Week, the Placentia Library will host its 17th annual Camp Library on Nov. 14-15.

Children ages 4 to 12 and their parents may spend the night at the library playing games, making crafts and watching performances to encourage children's reading before settling down to sleep.

Registration - at \$5 and limited to 50 children - will begin Sunday at the library, 411 E. Chapman Ave.

Information: (714) 528-1906.

### 'Scary' silent library auction will close

Friends of Placentia Library members are sponsoring an ongoing silent auction with items on display in the lobby.

The theme for the current selections is "Scary Tales" and includes "The Mystery of the Louvre," "Haunted Houses" and selected works by Stephen King, Arthur Conan Doyle and Lawrence Block.

Bidding sheets are available in the Friends' Book Store off the lobby, 411 E. Chapman Ave.

The auction will continue through 1 p.m. Monday. Winners will be notified.

Information: (714) 993-7198.

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### History book talk, signing at library

Councilman Chris Lowe and his co-author Emily Roberts will discuss and sign copies of

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### CITIES

## New Placentia plan presented

<sup>332</sup>  
TOD Properties on Wednesday delivered to Placentia an 800-page proposal for the redevelopment of the city's historic downtown.

Public meetings held on the company's initial plan erupted in questions about the project's size and scope, and the qualifications of Roy DePaul, the project team leader.

The new proposal seeks to answer those questions, detailing the qualifications of the project leaders and financial backers and outlining the general scope, project director Rick Kreuzer said.

DePaul's resignation also was announced.

"He is no longer involved," Kreuzer said.

Placentia resident Craig Green said the news was "a breath of fresh air."

- Ann Pepper  
(714) 704-3777

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### TUESDAY <sup>332</sup>

Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Musictime for ages 5-6 meets from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

their book "Elephant Rides for Free: A Children's History of Placentia" from 3:30 to 4:30 p.m. Sunday at the Placentia Library, 411 E. Chapman Ave.

The event is free and open to

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### Library offers more programs for kids <sup>332</sup>

The Placentia Library has announced its free fall sessions of children's story times and music programs.

"Lapsits" is stories read for infants and toddlers ages 2 and younger. The program meets 10:15 to 10:35 a.m. Thursdays through Nov. 20.

Story Times for ages 3 to 6 meets from 6:30 to 7 p.m. Wednesdays through Nov. 26 and 11 to 11:30 a.m. Thursdays through Nov. 20.

Music Time sessions will meet Tuesday in two groups - from 6 to 6:30 p.m. for 3- and 4-year-olds and 6:30 to 7:15 p.m. for 5- and 6-year-olds - through Nov. 25.

The library is at 411 E. Chapman Ave. Information: (714) 528-1906, Ext. 209.

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### PLACENTIA <sup>332</sup>

Scary benefit: Friends of the Placentia Library members have put some scary tales - including works by Steven King and Arthur Conan Doyle - up for auction through 1 p.m. Monday. Bidding sheets for the silent auction may be picked up in the Friends Book Store, off the lobby, 411 E. Chapman Ave. Information: (714) 993-7198.

- Ann Pepper  
(714) 704-3777  
apepper@ocregister.com

### WHAT'S NEWS

the public. The historical text, targeted for third-grade readers, will be available for \$12.93, including tax.

Information: (714) 528-1906, Ext. 209.

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### WEDNESDAY <sup>332</sup>

Networking and Referrals Unlimited holds breakfast meetings from 7:15 to 8:30 a.m. at Lakeview Café, 2099 E. Orangethorpe Ave. Call (714) 777-1013.

Exercise classes for seniors are held at 10 a.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Story times for children ages 3 to 6 at 6:30 to 7 p.m. the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

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For more listings, see [www.ocregister.com/placentia](http://www.ocregister.com/placentia). What is happening in your club, organization or civic group? Call (714) 704-3796 or fax information to (714) 704-3714. Listings must include phone numbers.

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Placentia News  
Weekly OCT 2 3 2003

### Bargain prices set for used-book sale

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Nov. 9 at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to its lobby sales and book store, the group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices.

The sale is held on the second Sunday monthly. Enter from the loading dock area.

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

# TOD refines downtown plans

By Patrick Vuong  
Placentia News-Times

The development company aiming to revitalize south Placentia pledged on Tuesday not to bulldoze Old Town, and presented slightly scaled-back plans that emphasized redeveloping largely industrial land south of the railroad tracks.

Presenting a computer slide show of its downtown vision, Lake Forest-based TOD Properties LLC at Tuesday's City Council meeting quelled fears among some Placita Santa Fe residents who for months feared that their homes would be replaced with high-rises and businesses.

TOD project director Rick Kreuzer said initial concerns that his company's project would raze hundreds of homes were unwarranted.

"All the hysteria that we're going to bulldoze Old Town is not going to happen," Kreuzer said, adding that was never the company's intention.

TOD's vision - called the Orange County Gateway Development Initiative, or Gateway - would fuse downtown revitalization with a proposed Metrolink station and the city's \$440 million rail-lowering project. Some TOD ideas include a pedestrian plaza, hotel, movie theater and a railway museum with working engines.

Some of the residents, who watched TOD's refined plans, were pleased to see that homes would be largely avoided.

"It's good to see most of the developments south of the tracks - as long as it's reflected in the official contracts and agreements - that will come in the future," said Joe Aguirre, a community activist who previously criticized the Gateway's scope. "It will alleviate the concerns of many residents. ... We'll just have to see how it unfolds."

To accommodate the proposed train station, about eight

# TOD

FROM 1

or nine homes would have to be bought by TOD, Kreuzer said. In total, he estimates there could be about 30 homeowners or renters relocated once the Gateway is completed, adding that TOD would take a proactive approach in assisting the moves, if and when they happen.

Kreuzer's presentation, which was also shown prior to the council meeting at a study session, summarized TOD's 800-page due diligence package, which was submitted to the city in October and outlined the company's management structure and experience. Among the TOD team includes Samson Investment Company in Calabasas.

While resident Terry L. Rains was pleased with Kreuzer's presentation, she told the council she was disappointed that the 3-inch package did not contain more information on Samson, which has pledged to invest \$25 million to \$30 million to the Gateway project if it's approved.

On Tuesday, the council approved TOD's due diligence package and directed the city attorney to negotiate an exclusive negotiation agreement with TOD. That agreement would then be up for council consideration at a future meeting.

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### WEDNESDAY 332

**Networking and Referrals Unlimited** holds breakfast meetings from 7:15 to 8:30 a.m. at Lakeview Café, 2099 E. Orangethorpe Ave. Call (714) 777-1013.

**Exercise classes for seniors** are held at 10 a.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

**Canasta players meet** at 12:30 p.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

**Story times for children** ages 3 to 6 at 6:30 to 7 p.m. the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

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Placentia News  
Weekly NOV 06 2003

### Bargain prices set for used book sale 332

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

Opening its entire stock in addition to its lobby sales and book store, the group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices. Selected paperbacks will be sold 12 for \$1.

The sale is held on the second Sunday each month. Enter from the loading dock area.

Also, the library is hosting a silent auction, whose display in the lobby changes every month. Bidding sheets are in the library's book store.

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

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### Poet laureate hosts seminar 332

Meredith Laskow, the poet laureate of the Placentia Library District, will present a poetry seminar for teens from 7 to 8:45 p.m. Monday in the library's meeting room, 411 E. Chapman Ave.

Laskow, who has published three books of poetry, will read from her work and offer suggestions to teens, ages 12 to 18, about creating and improving their poetry.

Refreshments will be available.

Information: (714) 528-1906, Ext. 209.

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Placentia News  
Weekly NOV 06 2003

# A Pleasant APLACE

A Pleasant Place is devoted to two pieces of good news. Call 704-3796 or fax ideas to 704-3714.

## Schwartz named top city employee

Placentia's Development Services secretary Monique Schwartz has been named the City Employee of the Quarter.

She received the recognition at a recent City Council meeting for her dedication to her job and her willingness to accept additional duties in the Planning Department.

"I consider the city of Placentia more like family rather than co-workers," she said, "and it is a pleasure to work with such wonderful people."

Schwartz, 41, began employment with the city of Placentia in 2000 as a part-time clerical aide, and a year later was promoted to full-time secretary.

Her duties include assisting Development Services Director Ray Pascua, processing development applications and preparing Planning Commission agendas.

A mother of two, Schwartz lives in Yorba Linda and earned a bachelor's degree in interior design from Woodbury University in Los Angeles County.



Monique Schwartz

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## THIS WEEK

### TODAY

Postpartum support group meets from 10 a.m. to noon at Placentia-Linda Hospital, 1301 Rose Drive. Call (714) 524-4898.

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

Recreation programs are offered from 11 a.m. to 7 p.m.

weekdays during the summer at the relocated Whitten Community Center, 974 S. Melrose Ave., and the Gomez Community Center, 1701 Atwood Ave.; and from 11 a.m. to 5 p.m. at Koch Park Community Center, 2210 Valencia Ave. Call (714) 630-1172 for Whitten or (714) 524-5452 for Gomez.

Story times for ages 3 to 6 are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chap-

man Ave. Free. Call (714) 528-1906, Ext. 212.

Placentia Presbyterian Church serves dinner at 6 p.m. at the church's Soup Kitchen, 849 N. Bradford Ave. Call (714) 528-1438.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

### FRIDAY

Canasta players meet at 12:30 p.m. at the Senior Center, 134 Bradford Ave. Call (714) 986-2332.

North Orange County Tennis Club plays at 6:30 p.m. at the Fullerton Tennis Center, 110 E. Valencia Mesa Drive. Call Betty, (714) 779-1440.

### SATURDAY

Falfun dafa, a Chinese exercise and self-improvement program, is offered from 8:30 to 10:30 a.m. at Tri-City Park, 2301 N. Kramer Blvd. Free. Call (714) 307-9485 or see [www.falundafa.org](http://www.falundafa.org).

### SUNDAY

North Orange County Tennis Club plays at 8:30 a.m. at the Fullerton Tennis Center, 110 E. Valencia Mesa Drive. Call Betty at (714) 779-1440.

Falfun dafa, a Chinese exercise and self-improvement program, is offered from 8:30 to 10:30 a.m. at Tri-City Park, 2301 N. Kramer Blvd. Free. Call (714) 307-9485 or see [www.falundafa.org](http://www.falundafa.org).

Teen Mass is held from 5 to 6:15 p.m. in St. Joseph Catholic Church's Main Sanctuary, 717 N. Bradford Ave. Call (714) 528-0720.

Life Night is held from 6:30 to 8 p.m. in St. Joseph Catholic Church's Parish Hall, 717 N. Bradford Ave. Call (714) 528-0720.

### MONDAY

Tai chi classes are offered by the Human Services Division at 10 a.m. in the Senior Center, 143 S. Bradford Ave. Free. Call (714) 986-2332

Bible-study sessions geared for young families are held from 6 to 7:30 p.m. at Placentia Presbyterian Church, 849 Bradford Ave. Baby-sitting available. Call (714) 528-1438.

Take Off Pounds Sensibly (TOPS CA557) holds weigh-ins at 6 p.m. and meets at 7 at the Church of the Nazarene, 126 N. Walnut Ave. Call Gerry Knutson, (714) 524-1641.

Community Chorale meets from 7 to 10 p.m. at Yorba Linda Library, 18181 E. Imperial Highway. Free. Call (714) 996-1960.

# pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly NOV 06 2003

## Volunteers needed to help at library

The Placentia Library is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations. Proceeds from the sale of used books will benefit the library's programs and services.

Information: (714) 528-1925.

### TUESDAY

Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Musictime for ages 5-6 meets from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

# pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly NOV 06 2003

## Youth poetry group to hold meetings

A young adult poetry group, led by Meredith Laskow, Placentia Library District's poet laureate, will meet in the library from 7 to 8:45 p.m. one Monday per month this fall.

The group is for youths ages 12-18 who are interested in writing poetry.

The next meetings will be held Nov. 10 and Dec. 8.

The library is at 411 E. Chapman Ave. Information: (714) 528-1906.

# **pacific clippings** **post office box 11789** **santa ana, calif. 92711**

Placentia News  
Weekly NOV 0 6 2003

## **NEIGHBORS**

▶ Co-owners Candy O'Brien and Denise Sussin recently opened their doors to one of Placentia's newest businesses, Slender Lady.

Friends for over 12 years, the pair chose the Slender Lady franchise because of its special appeal to them and its business philosophy, which seeks to cover all the needs of a woman's body and spirit.

The spa and fitness center - open 6 a.m. to 8 p.m. during the week, and 8 a.m. to 2 p.m. on Saturday - is located at 1418 N. Kraemer Blvd. in the El Torito shopping center.

▶ Members Placentia Founders Society was among the more than 100 docents representing

historical or museum organizations at the Orange County Dialect League at the Stanley Ranch in Garden Grove on Oct. 13.

Those from Placentia Founders Society, which preserves the historic Bradford House, were Lynda Baker, Kay Pfaffle, Eleanore Rankin and Susan Sorenson.

Noted historian and publisher Douglas Westfall was the featured speaker.

The Stanley Ranch, situated on 2 acres of land at Euclid and Chapman, has been expanded from a site with a farm house and barn to a complex consisting of a firehouse, a one-room school building, several out-

buildings and three early period homes. Most of the building expansion came to the Garden Grove Historical Society from the city of Garden Grove.

▶ Kay Pfaffle announced that the local chapter of Altrusa International is selling license plate frames with the motto, "Placentia, a Pleasant Place," as a fund-raising project. Altrusa sold the frames from a booth at the Heritage Festival and they still have a good supply left.

The frames are \$10 and proceeds go toward scholarships. For information call 993-5546.

▶ At the Placentia Library, two

new faces have recently made an appearance. Dr. Richard DeVecchio was appointed as a trustee to the Placentia Library District, and has also accepted an appointment to the board of directors of the Placentia Library Foundation.

The other new face belongs to Shirley Baker, who joins the board of directors of the Friends of Placentia Library. She had previously been on the Friends' board some years ago when the membership was struggling. It now stands at 450 strong.

▶ Placentia business leaders Robert Hoertz and Steve Kaye are among 120 business leaders who participated in Professors

for a Day at California State University, Fullerton.

The event, held Tuesday and Wednesday by the campus' College of Business and Economics, was a chance for students to learn from successful business leaders and learn more about the business world.

Both Hoertz and Kaye are CSF alumni.

SAFETY COMMITTEE MEETING  
OCTOBER 23, 2003  
MINUTES

- I. Call to Order: 9:00 A.M.
- II. Members Attending: Esther Guzman  
Katie Matas  
Jillian Rakos  
Donna Siloti
- III. Old Business
1. SDRMA back injury prevention materials were distributed at the Wednesday, September 3, 2003 staff meeting.
  2. SDRMA hazard communication standard materials were distributed at the Wednesday, October 8, 2003 staff meeting.
  3. SDRMA preventing slips, trips and falls materials were distributed at the Wednesday, October 22, 2003 staff meeting.
- IV. New Business
1. The Placentia Library District Disaster Plan will be reviewed at the next staff meeting.

The next meeting will be November 19, 2003 at 11:30 A.M.

Respectfully submitted,



Katie Matas

