PLACENTIA LIBRARY DISTRICT

Board of Trustees

Regular Meeting

October 20, 2003

Library Conference Room

Administration

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, October 20, 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- Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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 September 22, 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 4501, 4502, 4503, 4504, 4505 and 4506 forwarded by Library Director for a total of $31,183.01.

13. Current Claims and Payroll (Approve)

    Claims 4497 and 4498 for a subtotal for Claims of $21069.72; and Payrolls 4499 for $30,603.80 and 4500 for $30,603.80 for a subtotal for Payrolls of $61,207.60; with a combined total of Claims and Payroll of $82,277.32.

14. FY2003-2004 Cash Flow Analysis through October 20, 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 September 2003 (Receive & File)

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

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

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

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

GENERAL CONSENT CALENDAR (Items 20 – 39)

Presentation: Library Director
Recommendation: Approve by Motion

Items 20 – 39 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 September 2003 (Receive & File)

21. Personnel Report for September 2003 (Receive, File, and Ratify Appointments)

22. Volunteer Report for September 2003 (Receive & File)

23. Circulation Report for September 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. Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2003-200, as submitted on October 15, 2003. (Receive & File)

31. 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 (Receive & File)

32. Fiscal Year 2002-2003 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates (Receive & File)

33. Library of California Board Meeting Agenda, October 15-16, 2003 in Sacramento. (Receive & File)

34. 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. (Receive & File)

35. Final Report to the State Library of California for the Public Library Staff Education Grant for Fiscal Year 2002-2003 for Jillian Rakos. (Receive & File)

36. 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. (Receive & File)

37. 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). (Receive & File and Ratify Approval by the Library Director)

38. 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). (Receive & File)

39. Meeting Notice and Agenda for the September 25, 2003 Orange County Council of Governments and the minutes of the June 26, 2003 Meeting. (Receive & File)

CONTINUING BUSINESS

40. 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

41. 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 October 20, 2003 Library Board Meeting; and

Select sections for review at the November 22, 2003 Library Board Meeting.

42. Approve contract with the City of Placentia for financing $293,690.70 for the Civic Center Renovation Project.

Presentation: Library Director
Recommendation: Approve financing contract with the City of Placentia for the Civic Center Renovation Project in the amount of $293,690.70.

NEW BUSINESS

43. Discussion of hiring an attorney to handle routine District matters.

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

44. Travel/training authorizations for Public Library Association Biennial Conference in Seattle, March

Presentation: Library Director Minter
Recommendation: Authorize Mary Strazdas and Jillian Rakos to attend the Public Library Association Conference in Seattle at a cost not to exceed $2,570 to be paid from the staff training account at Santiago Library System.

STAFF REPORTS (Items 45 – 50)

Items 45 – 50 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.

45. Program Committee Report for September 2003 (Roberts)

46. Children's Services Report for September 2003 (Rakos)

47. Placentia Library Literacy Services Report for September 2003 (Roberts)

48. Placentia Library Web Site Report for September 2003 (Roberts)

49. Publicity Materials Produced in September 2003. (Humple)

50. Safety Committee Minutes for September 2003 (Matas)

ADJOURNMENT

51. Agenda Preparation for the November Regular Meeting, which will be held on Monday, November 22, 2003 at 6:30 P.M.

52. Review of Action Items.

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

53. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the October 20, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 16, 2003.

Donna Siloti

Placentia Library Board Calendar

October 2003 - September 2004

Oct 2003

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Feb 2004

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October

1 8:30 AM CSDA Governance Workshop on Finance _Fiscal Responsibility, Ontario, Ayres Suites

2 9:00 AM SDRMA Annual Meeting, Ayres Hotel, 1945 Holt Blvd., Ontario

6 7:00 PM Friends Board Meeting, Shkoler

10 8:30 AM CSDA Board Secretary Workshop, Santa Ana

11 9:00 AM Heritage Parade

20 6:30 PM Library Board Meeting

23 7:15 AM Placentia Chamber of Commerce Breakfast

24 8:30 AM CSDA Governance Workshop in Human Resources, Santa Ana, DoubleTree Hotel

25 8:30 AM -1:30 PM Library Forum on Public Library Renaissance -- 21st Century Navigators, Cerritos Public Library, lunch included

27 5:00 PM Families for Literacy Library Visit, Meeting Room

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

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

Apr 2004

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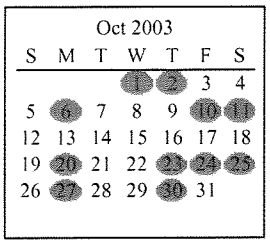
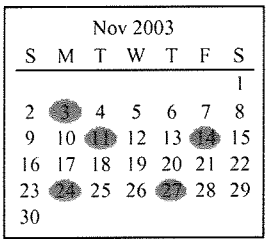
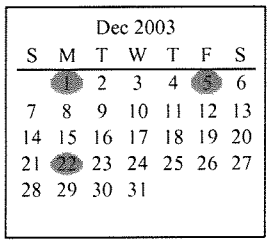
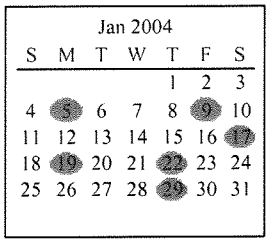
Placentia Library Board Calendar

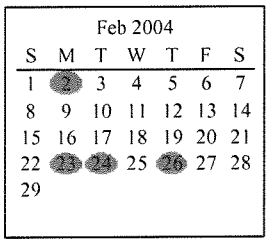
October 2003 - September 2004

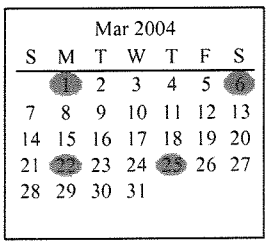












February

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

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

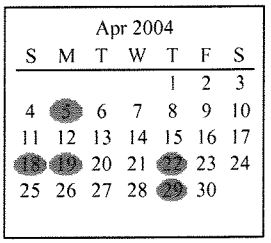
7:15 AM Placentia Chamber of Commerce Breakfast

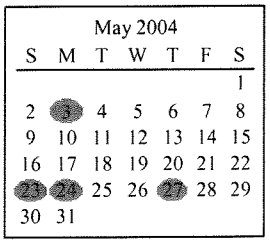
July

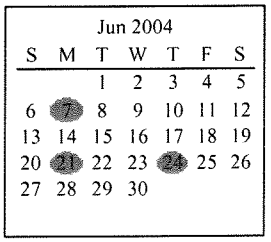
4 Library Closed for Independence Day

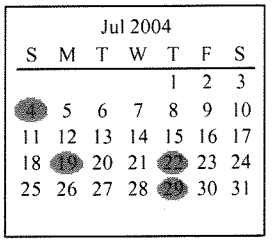
19 6:30 PM Library Board Meeting

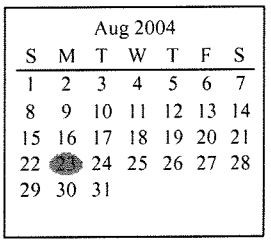
22 7:15 AM Placentia Chamber of Commerce Breakfast

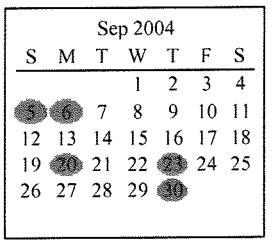












Placentia Library Board Calendar

October 2003 - September 2004

July

29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

August

23 6:30 PM Library Board Meeting

September

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

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

Oct 2003

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Apr 2004

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Jun 2004

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Jul 2004

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AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, October 20, 2003
6:30 P.M.
Library Conference Room

Starting Time: 6:31

Dinsmore - Absent, arrived 6:35

1. Roll Call — Administrative Assistant

2. Adoption of Agenda

   Presentation: Library Director
   Recommendation: Adopt by Motion

   Mtn: [redacted]6
   Sec: W
   All

3. Minutes of the September 22, 2003 Regular Meeting.

   Presentation: Library Director
   Recommendation: Approve by Motion

   Mtn: W
   Sec: E
   All

4. Oral Communications

Start of Closed Session: 6:45 - 7:10

CLOSED SESSION

5. Closed Session to Discuss a Personnel Matter

Return to Regular Meeting: 7:12

REPORTS

6. Board President Report –
   Breakfast - Gae & he farewell for Ann-M & Tyese. Last program for Tyese.
   Monday night - Lib Orientation -

7. Trustee Reports
   Betty - Ltr of apprec to o/s employees. Request that Trustees get notice of o/s emp & Trustees will send note.
   EDM - process discussed @ staff meeting -
   Inauguration - write up in newsletter very nice for poet laureate. Job well done.
   Donna & I attended Board Sec. training - well organized. Books recommended Guide to Ethics Law. "Local Officials" Recommended ① both sec & pres sign minutes. ② Review Record Retention Policy
   ③ ~~Eto~~ Seminar in Spring - Chair Leadership

Peggy - Al welcomed back. glad to be back. @ Chamber
Mixer last week @ Craig Olsen's.

Richard - none

Gae - none

Closed sessions

8. Library Director's Report

Inauguration - went well, some questions about selection process for next year.
3 positions advertised. Jim - $51K from St Lib for Literacy. ~~hope to get $10K from Bonds~~
Jim received $1K from Raytheon. School Board - Even Start Grant $1M to school board, partnership w/ Lib. will get parenting classes for ELL/
Ducks - $10K in December.
DeVecchio ~~-CATTIE~~ CLA workshop in Ontario 1/9 - 14 Friday 1/9 Author Night Exhibitors

9. Friends of Placentia Library Board of Directors Report

7:20 Ellie Rankin
Continues to sell books, YTD $9K.
Exploring charities to pick up sold books.
Gae - Boys & Girls Club. Peggy - group that goes to Mexico.

10. Placentia Library Foundation Board of Directors Report

Gae - met this month. NOV. 13 meeting. discussed officers.

CLAIMS (Items 11 – 14)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: W
Sec: E
All

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

13. Current Claims and Payroll (Approve)

Claims 4497 and 4498 for a subtotal for Claims of $21069.72; and Payrolls 4499 for $30,603.80 and 4500 for $30,603.80 for a subtotal for Payrolls of $61,207.60; with a combined total of Claims and Payroll of $82,277.32.

14. FY2003-2004 Cash Flow Analysis through October 20, 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

Mtn: W
Sec: D
All

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

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

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

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

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

GENERAL CONSENT CALENDAR (Items 20 – 39)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: De All
Sec: G

20. Building Maintenance Report for September 2003 (Receive & File)

21. Personnel Report for September 2003 (Receive, File, and Ratify Appointments)

22. Volunteer Report for September 2003 (Receive & File)

23. Circulation Report for September 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. Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2003-200, as submitted on October 15, 2003. (Receive & File)

31. 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 (Receive & File)

32. Fiscal Year 2002-2003 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates (Receive & File)

33. Library of California Board Meeting Agenda, October 15-16, 2003 in Sacramento. (Receive & File)

34. 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. (Receive & File)

35. Final Report to the State Library of California for the Public Library Staff Education Grant for Fiscal Year 2002-2003 for Jillian Rakos. (Receive & File)

36. 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. (Receive & File)

37. 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). (Receive & File and Ratify Approval by the Library Director)

38. 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). (Receive & File)

39. Meeting Notice and Agenda for the September 25, 2003 Orange County Council of Governments and the minutes of the June 26, 2003 Meeting. (Receive & File)

CONTINUING BUSINESS

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

Mtn:
Sec:

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

No new info. $51K from State for Literacy.
Nothing from CSDA, Lib Assoc.

41. Review Items from Placentia Library District Policy Manual Section 2000 (Personnel). Move to Nov. mtg.? DI will notify EDM

Presentation: Library Director
Recommendation: Review and adopt as first reading the policies in Section 2000 (Personnel); and Mtn: Sec:

Refer Section 2000 (Personnel) to staff for review and comments to be presented at the October 20, 2003 Library Board Meeting; and Mtn: Sec:

Select sections for review at the November 22, 2003 Library Board Meeting. Mtn: Sec:

42. Approve contract with the City of Placentia for financing $293,690.70 for the Civic Center Renovation Project.

Presentation: Library Director
Recommendation: Approve financing contract with the City of Placentia for the Civic Center Renovation Project in the amount of $293,690.70. Mtn: Sec:

Special District Finance Authority
ABN Ambro - Roll both loans into one @ lower rate. Could talk to City.
Talk to finance authority — EDM

NEW BUSINESS

43. Discussion of hiring an attorney to handle routine District matters. Mtn: W AN Sec: De

Decl ves

Presentation: Library Board President
Recommendation: Action to be determined by the Library Board of Trustees EDM - Russ Berrans

AI - contact w/ Jeff Thompson
cont. relationship w/ DeClose & Burkett (Costa Mesa) ~~$150/hr on call as needed~~ using Jeff Thompson as needed basis @ $150

44. Travel/training authorizations for Public Library Association Biennial Conference in Seattle, March

Presentation: Library Director Minter
Recommendation: Authorize Mary Strazdas and Jillian Rakos to attend the Public Library Association Conference in Seattle at a cost not to exceed $2,570 to be paid from the staff training account at Santiago Library System. Mtn: E Sec: W AN

STAFF REPORTS (Items 45 – 50)

Mtn: E All
Sec: W

45. Program Committee Report for September 2003 (Roberts)

46. Children's Services Report for September 2003 (Rakos)

47. Placentia Library Literacy Services Report for September 2003 (Roberts)

48. Placentia Library Web Site Report for September 2003 (Roberts)

49. Publicity Materials Produced in September 2003. (Humple)

50. Safety Committee Minutes for September 2003 (Matas)

Dinsmore – Publication – ALTA LIH pg 7. EDM – on line

ADJOURNMENT

51. Agenda Preparation for the November Regular Meeting, which will be held on Monday, November 22, 2003 at 6:30 P.M. – Closed Session (early) Discussi – contents of Board Book Financing Civic Ctr Reno. Bd Sec & Pres sign minutes.

52. Review of Action Items.

53. Adjourn 7:50

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the October 20, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 16, 2003.

_____

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 22, 2003

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 22, 2003 at 6:34 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, Treasurer of Friends of Placentia Library Camille Himes, Human Resources Consultant Gail Koff and Administrative Assistant Donna Siloti.

ADOPTION OF AGENDA

President Shkoler requested that the order of the Agenda be changed so that Items #41, 42, and 49 follow Item #8. It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt the Agenda as amended.

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

MINUTES

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the August 25, 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.

PRESIDENT'S REPORT

President Shkoler reported that he had presented service pins at the Staff Appreciation Dinner on September 11. He presented Trustee Wood with a pin for 5 years of service to the Library.

President Shkoler reported that he had attended the Families for Literacy program on September 21 and commended Tyese Wortham for putting on an outstanding program.

President Shkoler reminded the Board that the State of the City breakfast will be on September 25.

TRUSTEE REPORTS

Secretary Escobosa reported that the Staff Appreciation Dinner was excellent. She asked whether the Board ever sent out letters of appreciation to outstanding employees. President Shkoler responded that they currently do not. Trustee Escobosa reported that she would attend the Friends Board meeting for October and it was determined that Trustee Dinsmore would attend the November meeting. If she is unable to go, Trustee DeVecchio said he would go.

Trustee Wood apologized for missing the Staff Appreciation Dinner.

Trustee DeVecchio did not address the Board.

LIBRARY DIRECTOR'S REPORT

Library Director Minter reported that Trustee Dinsmore is recovering slowly from her recent surgery.

Public Services Manager Roberts reported that the Library has reserved two convertibles for the Heritage Parade on October 11. It was determined that Al and Gloria Shkoler, Peggy and Jim Dinsmore, and Betty and Megan Escobosa will ride in the Parade. The Library's walking unit will accompany them.

Library Director Minter reported that ELLI Coordinator Ann Margaret Webb had turned in her resignation effective October 9. She is going to the Oxnard Library to be Literacy Coordinator. Library Director Minter reported that she will now advertise for the vacant Volunteer Coordinator/Development Director position.

FRIENDS OF PLACENTIA LIBRARY REPORT

Friends of Placentia Library Treasurer Camille Himes reported that the Friends had sponsored a program by Betty Filley, author of *How to Get Rid of Your Stuff*. She reported that Jill Botha is handling the silent auction.

HUMAN RESOURCES CONTRACT WITH KOFF & ASSOCIATES

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the Human Resources Mangement Consulting Agreement with Koff & Associates labeled as Agenda Item 41 Attachment B.

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

LIBRARY DIRECTOR RESPONSE TO STAFF SURVEY RESULTS

Library Director Minter read her response to the results of the staff survey as distributed by the Library Board President at the August 25, 2003 Board Meeting.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 6:55 P.M. to discuss a personnel matter regarding the Library Directory.

The Closed Session ended at 7:50 P.M. No Action was taken.
The Regular Meeting resumed at 8:00 P.M.

CLAIMS

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve Agenda Items 9 through 12.

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

Claims 4490, 4491, 4492, 4493, 4494, 4495 and 4496 forwarded by Library Director for a total of $16,068.87.

Claims 4497 and 4498 for a subtotal for Claims of $21,069.72; and Payrolls 4499 for $30,603.80 and 4500 for $30,603.80 for a subtotal for Payrolls of $61,207.60; with a combined total of Claims and Payroll of $82,277.32.

FY2003-2004 Cash Flow Analysis through September 22, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

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

FINANCIAL REPORTS

It was moved by Trustee DeVecchio and seconded by Trustee Escobosa to receive and file Agenda Items 13 through 17.

Financial Reports for August 2003

Official General Ledger & Check Registers for August 2003

Acquisitions Report for August 2003

Collection Agency Report for August 2003

Gifts Report for August 2003

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Wood and seconded by Trustee DeVecchio to receive and file Agenda Items 18 through 20, 22 through 26, 28, and 30 through 34.

Building Maintenance Report for August 2003.

Personnel Report for August 2003

Volunteer Report for August 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.

Report on Staff Appreciation Dinner.

Annual Return/Report of Employee Benefit Plan (Retirement Plan), Internal Revenue Service Form 5500, for the year of July 1, 2002 ending June 30, 2003.

Proof of Publication of the Notices of Public Hearing for the Proposed Budget for 2003-2004 Fiscal Year and the Proposed Fines and Fees Schedule for 2003-2004 Fiscal Year, Placentia News-Times, on August 21, 2003.

Transmittal of Salary Scale for Fiscal Year 2003-2004 for Exempt Personnel as revised August 25, 2003.

Letter from National City Public Library denying Placentia Library District's AmeriCorps Initiative application.

Application for California Library Literacy Services (CLLS) funding for Fiscal Year 2003-2004.

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

President Shkoler pointed out that the Total Checkouts figure for FY02-03 YTD should be 35,414 on Agenda Item 21. It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Item 21 as amended.

Circulation Report for August 2003.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive, file, and authorize Agenda Item 27.

Request for reimbursement of Elizabeth D. Minter for $63.70 for two books ordered and received by Librarian Amnah Darwish prior to her departure.

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

The Inauguration of the Poet Laureate on Sunday, September 28, was discussed. Secretary Escobosa will attend and perform the inauguration. It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 29.

Poet Laureate Report

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

LEGISLATIVE ISSUES

Library Director Minter reported that there has been no new information since the posting of the Agenda on the State Budget. She reported that there has been talk in Sacramento of reconvening the Legislature after the recall election to take further action on the budget.

Library Director Minter reported that Public Services Manager/Literacy Coordinator Jim Roberts has applied to the State Library for funding for the Library's literacy program.

POLICY MANUAL SECTION 2000 (PERSONNEL)

President Shkoler requested that the review of the Placentia Library Policy Manual Section 2000 (Personnel) be put on the Agenda for the October Board Meeting.

RETROFIT HIGH CEILING LIGHT FIXTURES

Library Director Minter showed the trustees the light fixtures in the lobby that she is recommending being retrofitted from compact fluorescent to high intensity discharge Metal Halide lamps.

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to authorize Action Electric to retrofit existing high ceiling recessed light fixtures as described in its proposal 421SU dated July 29, 2003.

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

APPOINT TRUSTEE TO FOUNDATION BOARD OF DIRECTORS

President Shkoler appointed Trustee DeVecchio to the Foundation Board of Directors. His term will expire in December 2003.

BRIDGE CLUB REQUEST FOR MEETING ROOM FEE INCREASE WAIVER

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve a temporary exemption from the new meeting room fee schedule to the Bridge Club.

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

TRAVEL/TRAINING AUTHORIZATIONS

It was determined that President Shkoler, Trustees DeVecchio and Wood, and Library Director Minter will be attending the California Special Districts Association (CSDA) Governance Academy Workshop on October 24, 2003.

It was determined that Trustee Escobosa and Administrative Assistant Siloti will attend CSDA Board Secretary Training on October 9, 2003.

Library Director Minter, Administrative Assistant Siloti, and another member from the Safety Committee will attend the Special District Risk Management Authority (SCRMA) Annual Meeting on October 2, 2003.

STAFF REPORTS

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve Agenda Items 43-48.

Program Committee Report for August 2003.

Children's Services Report for August 2003.

Placentia Library Literacy Services Report for August 2003.

Placentia Library Web Site Report for August 2003.

Publicity Materials produced for August 2003.

Safety Committee Minutes for August 2003.

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

OCTOBER MEETING

The October Regular Library Board Meeting will be held on Monday, October 20, 2003 at 6:30 P.M. in the Library Conference Room.

AGENDA PREPARATION

President Shkoler requested that the Agenda for the October meeting include a closed session at the beginning of the meeting regarding the

Library Director. Human Resources Consultant Gail Koff will attend. President Shkoler also requested the Agenda include an item proposing a motion to retain a General Purpose Attorney.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 22, 2003 adjourned at 8:45 P.M.

_____

Betty Escobosa
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
October 20, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
October 20, 2003

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	September 25, 2003	4501	2,709.95
	September 25, 2003	4502	10,082.91
	October 1, 2003	4503	2,127.02
	October 1, 2003	4504	46.50
	October 9, 2003	4505	5,402.39
	October 9, 2003	4506	10,814.24
TOTAL BY LIBRARY DIRECTOR			**$ 31,183.01**

Prepared by Donna Siloti

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/25/03
REPORT NO 4501

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

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

9/30/03

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	Property Liability 3/19/03-6/30/03		1100	00		1,134.14		
N01903A Lectorum Publications, Inc. 205 Chubb Avenue Lyndhurst, NJ 07071-3520	519970		2400	09		467.28		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	6/19/03-9/24/03		0900 1800 1803	09 09 00		47.05 41.53 1.42 **90.00**		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	9/16/03 714-528-8236		0700	01		99.36		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	273323		1800	00		146.03		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	10/01/03-11/01/03		0300	00		263.80		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1408259		1800	00		105.28		
N06622 Lakeshore Learning Materials 2695 E. Dominguez St. Carson, CA 90810	2-220092		2400	09		404.06		

The claims listed above (totaling $2,709.95) 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 B

Page Total 2,709.95

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/25/03
REPORT NO 4502

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

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

9/30/03

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
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	035063		1800	00		187.43		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	10/01/03-10/31/03		0300	00		650.70		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	10/01/03-11/01/03		0300	00		113.75		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N15471		2700	01		75.00		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-9002		4000	00		1,484.37		
N22769 ABN AMRO, Incorporated c/o LaSalle National Leasing 135 S. LaSalle St. Dept 3859 Chicago, IL 60674-3859	258040		2200	00		7,471.65		
N28413 Copy America 3198-C Airport Loop Dr. Costa Mesa, CA 92626	6618 6619 6620 6621		1300 1300 1300 1300	00 00 00 00		16.67 16.67 16.67 50.00 100.01		

The claims listed above (totaling $10,082.91) 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

Page Total 10,082.91

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/01/03
REPORT NO 4503

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
N01074 The Gas Company PO Box C Monterey Park, CA 91756	8/18/03-9/18/03		2800	00		95.73		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	October 2003		0300	00		197.31		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	9/22/03		2800	00		363.28		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	October 2003		1900	00		35.00		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1416600		1800	00		66.07		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	9/21/03		1800 1800	00 09		533.42 42.87 576.29		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	3575707		2400	08		686.49		
N20307 S & S Worldwide, Inc. Accounts Receivable P.O. Box 516 Colchester, CT 06415-0516	4397804		1800	00		106.85		

The claims listed above (totaling $2127.02) 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

Page Total 2,127.02

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/01/03
REPORT NO 4504

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
N21533	125143		1800	00		19.91		
Kelly Paper Company								
288 Brea Canyon Road								
City of Industry, CA 91789								
N28353	9/22/03		1800	00		8.59		
Donna Siloti								
c/o Placentia Library District	9/17/03-9/25/03		2700	01		18.00		
411 East Chapman Avenue						26.59		
Placentia, CA 92870-6198								

The claims listed above (totaling $46.50) 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

Page Total 46.50

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/09/03
REPORT NO 4505

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
N01856	21169		1900	00		4,025.00		
Munson, Cronick & Associates	21170		1900	00		245.00		
2501 E. Chapman Ave., Ste. 220						**4,270.00**		
Fullerton, CA 92831								
N03648B	Oct 1 - Nov 1		1800	00		27.50		
Special T. Water Systems, Inc.								
11934 Washington Blvd.								
Whittier, CA 90606								
N03650C	031400105676		1800	00		32.33		
Kinko's Inc.								
Customer Administrative Services								
PO Box 530257								
Atlanta, GA 30353-0257								
N03656	3509		1900	00		42.00		
Pacific Clippings								
P.O. Box 11789								
Santa Ana, CA 92711								
N03752P	T1724537		0700	01		342.48		
SBC/MCI	714-223-1698							
Dept. LA 21461								
Pasadena, CA 91185-1461	T1728640		0700	08		26.41		
	714-524-8408		1800	00		94.37		
						120.78		
	T1740772		0700	01		269.96		
	335-253-2062							
						733.22		
N03833	424155		1800	00		81.84		
Brodart Co.								
P.O. Box 3488								
Williamsport, PA 17705								
N03833B	A36603		0700	05		215.50		
Brodart Automation								
A Division of Brodart Co.								
P.O. Box 3488								
Williamsport, PA 17705								

The claims listed above (totaling $5,402.39) 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

Page Total 5,402.39

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/09/03
REPORT NO 4506

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
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	09/30/03		1900	00		166.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062782		1400	00		1,100.00	2	
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20030925		1900	00		244.10		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320922		1600	00		50.00		
			1700	00		37.71		
			1800	00		198.72		
			1800	09		182.00		
			2400	02		216.10		
						684.53		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9/9-9/30/03		2700	01		25.20		
(new vendor) Koff & Associates 18 Crow Canyon Court, Suite 165 San Ramon, CA 94583-1613	September 2003		1900	00		8,194.91		
(new vendor) Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON M5M 3Z4 Canada	244		2400	03		399.00		

The claims listed above (totaling $10,814.24) 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

Page Total 10,814.24

F003-124 (8/93)

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
October 20, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4507	6,799.75
	4508	13,343.69
TOTAL CURRENT CLAIMS		$20,143.44
PAYROLL	4509	30,603.80
	4510	30,603.80
	4511	30,603.80
		$91,811.40
	TOTAL	**$111,954.84**

Prepared by: Donna Siloti

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/03
REPORT NO 4507

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	55803		0700	00		7.19		
City of Placentia			2800	00		2,650.78		
401 East Chapman Ave.			1400	00		1,862.59		
Placentia, CA 92870						**4,520.56**		
N03660	8/21/03-10/13/03		0900	00		38.27		
Elizabeth D. Minter (Petty Cash)						44.12		
Placentia Library District						173.76		
Petty Cash Reimbursement						15.00		
411 East Chapman Avenue						186.22		
Placentia, CA 92870-6198						102.29		
						37.00		
						150.00		
						470.00		
						142.00		
						125.00		
						1,483.66		
N03752P	T1770263		0700	00		67.24		
SBC/MCI	714-528-1906							
Dept. LA 21461								
Pasadena, CA 91185-1461	T1770278		0700	01		13.29		
	714-528-8236					**80.53**		
N05030I	10/01/03		0700	08		50.00		
AT & T								
P.O. Box 78225								
Phoenix, AZ 85062-8225								
N06808E	10/20/03		1803	00		650.00		
Postage by Phone								
(Pitney Bowes)								
Reserve Account								
P.O. Box 952856								
St. Louis, MO 63195-2856								
N15508	200310-54		1900	00		15.00		
Cosmoslink Internet Services								
3030 Saturn St., Ste. 200								
Brea, CA 92821								

The claims listed above (totaling $6,799.75) 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

Page Total 6,799.75

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/03
REPORT NO 4508

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
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	138091		1900	00		110.81		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	11/01/03-11/30/03		0300	00		588.50		
N26874 David Moyle dba Moyle Design Group 404 Windflower Lane Placentia, CA 92870 SSN 552-93-4993	0341		1900	00		650.00	2	
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	10/09/03		2700	01		9.00		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	0200310084850		0300	00		4,134.30		
N28353 Donna Siloti c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9/29/03-10/10/03		2700	01		46.08		
(need vendor number) Proquest Information and Learning 135 S. LaSalle, Dept. 6216 Chicago, IL 60674-6216	815173		2400	03		7,805.00		

The claims listed above (totaling $13,343.69) 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

Page Total 13,343.69

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/03
REPORT NO 4509

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
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	11/13/03 Pay period # 10 October 31, 2003 November 13, 2003		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		

PLEASE WIRE ON THURSDAY, November 13, 2003

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

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/03
REPORT NO 4510

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
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	11/27/03 Pay period # 11 November 14, 2003 November 27, 2003		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		

PLEASE WIRE ON WEDNESDAY, November 26, 2003

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

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/03
REPORT NO 4511

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
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	12/11/03 Pay period # 12 November 28, 2003 December 11, 2003		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		

PLEASE WIRE ON THURSDAY, December 11, 2003

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

F003-124 (8/93)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Cash Flow Analysis**

DATE: October 20, 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. This is the first year since Fiscal Year 1991-1992 that funds have not had to be transferred to the General Fund before the first property tax allocation.

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2003-2004 through October 20, 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
					90,351.82

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	Current secured #1	7% - 10%
12/11/03	Current secured #2	20% - 25%
12/11/03	Homeowners Property Tax Relief	15%
12/11/03	Prior Year Secured Taxes & Penalties #5 Nov	
12/19/03	Current secured #3	10% - 15%
12/19/03	Supplemental #5 Nov	
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)

October 20, 2003

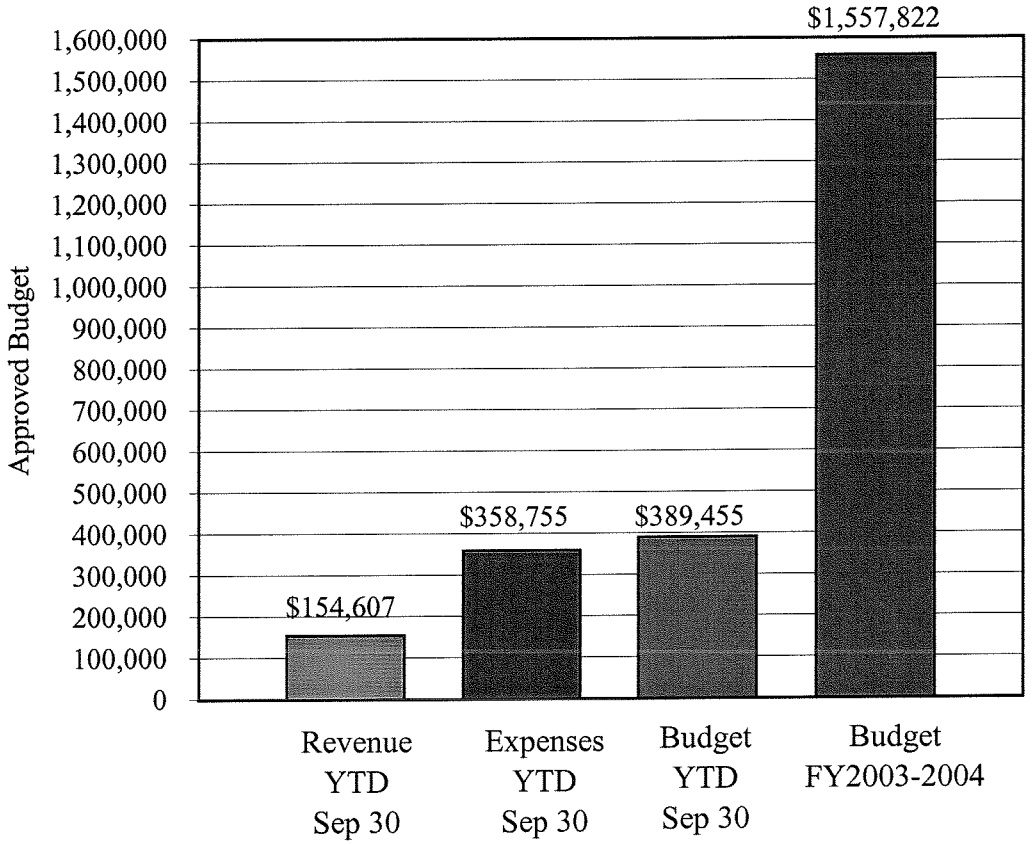
Fiscal Year 2003-2004

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL 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)
October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 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	
	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	52,712.49	51,178.40	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	7,748.05	2,534.10	1,377.41	0.00	19.37%
6280-01	Final supplemental for prior years	0	4,113.68	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	40,000	11,861.73	2,534.10	1,377.41	0.00	29.65%
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	97,049.39	84,008.31	54,089.90	51,178.40	7.44%

REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)

October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
6610-00	Interest	8,500	897.51	1,232.86	413.55	455.78	10.56%
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	897.51	1,232.86	413.55	455.78	10.56%
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	6,659.90	4,194.49	66.60%
6970-01	State - CA Foundation Funds	0	0.00	0.00	0.00	0.00	#DIV/0!
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	76,680.00	
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	0.57	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	52,000	6,660.47	134,874.49	6,660.47	80,874.49	12.81%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	4,821.91	7,845.53	1,730.54	3,398.83	16.07%
7670-01	Local Revenue -- Passport	146,000	37,177.59	25,945.10	11,446.84	11,392.07	25.46%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	8,000.00	10,000.00	7,000.00	10,000.00	
	TOTAL LOCAL REVENUE	176,000	49,999.50	43,790.63	20,177.38	24,790.90	28.41%
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	154,606.87	263,906.29	81,341.30	157,299.57	9.92%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
0100	Salaries & Wages	694,508.00	168,669.33	153,180.00	56,334.36	51,528.00	24.29%
0200	Retirement (Social Security & Pension Contribution)	98,130.00	12,989.34	11,682.00	4,349.64	3,942.00	13.24%
	Health & Life Insurance/Blue Shield CA	51,886.00	9,594.40	11,142.49	3,658.14	3,759.26	18.49%
	Long Term Disability/CNA	3,300.00	1,038.45	790.49	527.60	268.19	31.47%
	Life Insurance/Fortis & Protective Life	1,405.00	550.70	187.45	227.50	101.10	39.20%
	Vision Service Plan/VSP	2,682.00	591.93	437.86	197.31	204.50	22.07%
	Dental/Ameritas	7,597.00	2,714.70	1,692.70	1,413.30	627.80	35.73%
0300	Total Employee Insurance	66,870.00	14,490.18	14,250.99	6,023.85	4,960.85	21.67%
0310	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	10,000.00	2,182.00	2,733.00	0.00	0.00	21.82%
	TOTAL SALARIES & EMPLOYEE BENEFITS	869,508.00	198,330.85	181,845.99	66,707.85	60,430.85	22.81%
0700-00	Communications - Telephone	1,750.00	249.57	587.52	163.66	369.18	14.26%
0700-01	Communications - Modem/Fax	7,600.00	2,954.76	1,865.79	1,657.29	374.69	38.88%
0700-02	Communications - Internet/Database	800.00	0.00	390.12	0.00	350.22	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700.00	646.50	431.00	431.00	0.00	23.94%
0700-07	Communications - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500.00	640.51	95.92	49.21	53.00	42.70%
	Total Communications	14,350.00	4,491.34	3,370.35	2,301.16	1,147.09	31.30%
0900-00	Food - General Fund	350.00	122.23	68.06	122.23	25.11	
0900-07	Food - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	150.00	0.00	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0.00	124.51	28.69	124.51	0.00	
	Total Food	500.00	246.74	96.75	246.74	25.11	49.35%
1000-00	Household Expense	4,250.00	0.00	1,482.41	0.00	0.00	0.00%
1100-00	Insurance - Liability	11,000.00	11,120.12	7,614.40	1,134.14	108.82	101.09%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000.00	300.03	66.92	200.02	0.00	10.00%
1300-01	Maintenance of Equipment - General Fund (Computer)	20,000.00	12,500.00	5,175.00	0.00	175.00	62.50%
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	12,800.03	5,308.85	200.02	175.00	54.47%
	HVAC	7,500.00	600.50	5,169.04	228.00	1,875.04	8.01%
	Carpet Cleaning	2,750.00	522.72	430.98	0.00	0.00	19.01%
	Groundskeeping, City of Placentia	27,500.00	6,369.74	6,439.52	6,369.74	4,227.05	23.16%
	Plumbing	3,000.00	112.83	333.86	105.75	0.00	3.76%
	Electrical	1,500.00	253.58	279.19	0.00	279.19	16.91%
	Cleaning Service	13,700.00	3,300.00	3,300.00	1,100.00	1,100.00	24.09%
	Locksmith	1,000.00	0.00	553.65	0.00	71.81	0.00%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	6,000.00	0.00	5.33	0.00	5.33	0.00%
1400-00	Total Maintenance of Building & Grounds	62,950.00	11,159.37	16,511.57	7,803.49	7,558.42	17.73%
1600-00	Memberships - General Fund	2,200.00	213.00	0.00	98.00	0.00	9.68%
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	213.00	480.00	98.00	0.00	7.75%
1700-00	Miscellaneous Expense - General Fund	0.00	4,515.00	0.00	1,935.00	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	1,935.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
	Library Supplies	12,000.00	1,856.35	1,492.09	1,253.39	1,015.07	15.47%
	Printing	11,500.00	4,040.98	929.74	1,213.28	327.42	35.14%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,100.00	120.00	259.56	0.00	259.56	10.91%
	Paper	700.00	41.01	153.09	0.00	0.00	5.86%
	Drinking Water Service	350.00	82.50	82.50	27.50	27.50	23.57%
	Other Office Supplies	10,000.00	2,828.09	2,143.85	1,568.28	454.33	28.28%
1800-00	Total Office Supply Expense - General Fund	35,650.00	8,968.93	5,060.83	4,062.45	2,083.88	25.16%
1800-07	ELLI Grant Supply Expense	0.00	255.71	0.00	0.00	0.00	
	Printing	1,500.00	570.75	0.00	0.00	0.00	
	Publications	2,500.00	18.00	0.00	18.00	0.00	
	Paper	0.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,500.00	0.00	32.84	0.00	0.00	
1800-08	Total Adult Literacy Office Supply Expense	5,500.00	588.75	32.84	18.00	0.00	10.70%
1800-09	Supply Expense Families for Literacy	2,500.00	1,129.83	0.00	350.73	0.00	
	Total Office Expense	43,650.00	10,943.22	5,093.67	4,431.18	2,083.88	25.07%
1803-00	Postage Expense - General Fund	4,500.00	754.11	1,584.05	764.47	650.00	16.76%
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	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	150.00	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,750.00	754.11	1,584.05	764.47	650.00	15.88%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
	Care Resources (Employee Assistance)	420.00	105.00	105.00	35.00	35.00	25.00%
	Pension Contribution & Operating Expenses	7,000.00	2,832.48	3,055.35	1,625.00	1,935.00	40.46%
	Anaheim Consortium Automated Library System	34,000.00	646.50	0.00	0.00	0.00	1.90%
	Anaheim Consortium Computer Technical & Consulting Servicees	0.00	0.00	0.00	0.00	0.00	
	Clipping Service	504.00	126.00	121.71	42.00	42.00	25.00%
	Interest Allocation & Tax Collection Charges by Orange County	8,500.00	1,140.19	1,035.42	44.58	0.00	13.41%
	Advertising (Including WEB Site)	4,000.00	45.00	475.80	15.00	15.00	1.13%
	Medical Exams	1,200.00	110.50	373.50	0.00	111.00	9.21%
	Collection Services - Accounts Receivable	2,250.00	721.65	206.16	169.17	0.00	32.07%
	Audit & Accounting Services	5,250.00	575.00	275.00	575.00	275.00	10.95%
	Payroll Preparation	3,600.00	524.75	553.65	139.60	231.25	14.58%
	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	1,918.35	1,510.00	366.95	1,200.00	13.70%
1900-00	Total Specialized Services - General Fund	84,224.00	8,745.42	7,711.59	3,012.30	3,844.25	10.38%
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	290.00	80.00	0.00	11.60%
1900-09	Specialized Services - Families for Literacy	500.00	680.00	0.00	680.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,500.00	131.78	201.00	131.78	156.85	1.05%
	Total Specialized Services	102,224.00	10,137.20	8,202.59	3,904.08	4,001.10	9.92%
2000-00	Legal Notices - General Fund	650.00	192.24	137.70	192.24	137.70	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	192.24	137.70	29.58%
2100-00	Rents/Leases-Equipment	400.00	350.83	164.87	350.83	164.87	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000.00	50,843.30	43,318.32	43,371.65	35,900.00	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	6,399.55	8,260.91	4,727.07	8.04%
2400-02	Special Department Expense - Video	0.00	0.00	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0.00	4,467.55	26,234.42	2,000.00	10,032.92	
2400-04	Special Department Expense - Periodicals	0.00	489.97	655.34	384.37	559.34	
2400-05	Special Department Expense - Audio	0.00	1,924.43	493.69	1,471.01	214.94	
2400-07	Special Department Expense - ELLI Grant	0.00	815.73	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000.00	0.00	989.36	0.00	0.00	0.00%
2400-09	Special Department Expense - Families for Literacy	0.00	2,606.57	0.00	2,375.98	0.00	
	Total Special Department Expense	133,840.00	20,908.28	34,772.36	14,492.27	15,534.27	15.62%
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	614.10	0.00	334.00	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500.00	364.70	2,074.81	343.14	749.07	8.10%
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	135.00	267.00	135.00	141.00	18.00%
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	28.07	0.00	28.07	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000.00	0.00	371.86	0.00	51.86	0.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	0.00	34.56	7.52	0.00	0.00	
	Total Transportation/Travel - Meetings	10,250.00	556.58	3,363.36	478.14	1,304.00	5.43%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
	Electricity	60,000.00	15,560.83	14,500.67	15,560.83	11,162.23	25.93%
	Gas	3,500.00	387.41	40.92	55.98	21.30	11.07%
	Water	3,750.00	999.67	1,116.64	371.55	374.01	26.66%
2800-00	Total Utilities	67,250.00	16,947.91	15,658.23	15,988.36	11,557.54	25.20%
	TOTAL SUPPLIES & SERVICES	587,314.00	156,179.27	147,159.48	97,691.77	80,347.80	26.59%
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	2,859.37	1,810.15	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	2,859.37	1,810.15	21.22%
4200-00	Structures/Improvements	0.00	0.00	462.25	0.00	462.25	
	TOTAL EQUIPMENT EXPENSE	20,000.00	4,244.67	4,998.41	2,859.37	2,272.40	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	358,754.79	334,003.88	167,258.99	143,051.05	23.03%
	ELLI Grant Summary Object Code 07	0	1,094	28	0	28	0.65
	CLC Summary Object Code 08	16,300	1,809	5,053	147	105	
	FFL Grant Summary Object Code 09	3,150	4,575	36	3,531	0	
	TOTAL LITERACY (Excluding Personnel)	19,450	7,478	5,117	3,678	133	

10/15/03

Placentia Library District
Balance Sheet
As of September 30, 2003

		Sep 30, 03
ASSETS		
Current Assets		
Checking/Savings		
County Exempt - Checking		2,965.74
County Exempt - Savings		3,816.08
General Fund - Checking		10,306.36
General Fund - Savings		6,800.18
Literacy Fund - Savings		6,079.34
Payroll Checking - Wells Fargo		22,921.94
Payroll Checking (CDs)		
0028205565	21,402.69	
0028205573	21,402.69	
Total Payroll Checking (CDs)		42,805.38
Total Checking/Savings		95,695.02
Total Current Assets		95,695.02
TOTAL ASSETS		**95,695.02**
LIABILITIES & EQUITY		
Equity		
Retained Earnings		35,656.65
Total Capital		69,741.09
Net Income		-9,702.72
Total Equity		95,695.02
TOTAL LIABILITIES & EQUITY		**95,695.02**

Placentia Library District
Profit & Loss by Class
September 2003

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Interest	0.86	0.00	0.00	0.00	0.86
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	535.00	0.00	0.00	0.00	535.00
COE Passport Chck Reimbursement	3,492.30	0.00	0.00	0.00	3,492.30
COE Staff Appreciation Reimb	368.45	0.00	0.00	0.00	368.45
COE Test Proctoring Income	30.00	0.00	0.00	0.00	30.00
GF Bankcard Deposit	0.00	4,046.11	0.00	0.00	4,046.11
GF Cash Register - Copy/Debit	0.00	288.95	0.00	0.00	288.95
GF Cash Register - Fines	0.00	1,265.95	0.00	0.00	1,265.95
GF Cash Register - Lost Items	0.00	131.75	0.00	0.00	131.75
GF Cash Register - Misc.	0.00	1.35	0.00	0.00	1.35
GF Cash Register - Reserves	0.00	104.20	0.00	0.00	104.20
GF Fed Work Study Reimbursement	0.00	523.60	0.00	0.00	523.60
GF Interest	0.00	4.01	0.00	0.00	4.01
GF Non Goverment Grant	0.00	7,000.00	0.00	0.00	7,000.00
GF Passport Revenue	0.00	12,683.84	0.00	0.00	12,683.84
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	94.84	0.00	0.00	94.84
GF Transfers from County	0.00	793.22	0.00	0.00	793.22
LIT Book Sales	0.00	0.00	77.58	0.00	77.58
LIT Interest Inc - Savings	0.00	0.00	1.49	0.00	1.49
PA Wire Transfer from County	0.00	0.00	0.00	61,207.60	61,207.60
Total Income	5,466.49	35,097.72	79.07	61,207.60	101,850.88
Expense					
COE Bank fees	11.00	0.00	0.00	0.00	11.00
COE Friend's Director's Fund	87.71	0.00	0.00	0.00	87.71
COE Library Board Expenses	63.70	0.00	0.00	0.00	63.70
COE Passport Expenses	3,537.30	0.00	0.00	0.00	3,537.30
COE Staff Appreciation	756.90	0.00	0.00	0.00	756.90
GF Bankcard Service Charge	0.00	115.24	0.00	0.00	115.24
GF Food	0.00	106.53	0.00	0.00	106.53
GF Literacy	0.00	470.00	0.00	0.00	470.00
GF Memberships	0.00	15.00	0.00	0.00	15.00
GF Office Expense	0.00	438.11	0.00	0.00	438.11
GF Postage	0.00	36.40	0.00	0.00	36.40
GF Transfer to COE	0.00	2,038.65	0.00	0.00	2,038.65
GF Transfer to GF Savings	0.00	1,468.32	0.00	0.00	1,468.32
GF Transfers to County	0.00	27,365.25	0.00	0.00	27,365.25
GF Travel Staff	0.00	92.00	0.00	0.00	92.00
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	476.16	476.16
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88

10/15/03

Placentia Library District
Profit & Loss by Class
September 2003

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	15,414.46	15,414.46
PA Salaries	0.00	0.00	0.00	38,929.26	38,929.26
Total Expense	4,456.61	32,145.50	0.00	56,593.40	93,195.51
Net Income	**1,009.88**	**2,952.22**	**79.07**	**4,614.20**	**8,655.37**

10/15/03

Placentia Library District
Profit & Loss by Class
July through September 2003

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
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	2.47	0.00	0.00	0.00	2.47
COE Life Insur Suplmt(EDM)	139.58	0.00	0.00	0.00	139.58
COE Meeting Room Income	1,475.00	0.00	0.00	0.00	1,475.00
COE Miscellaneous Income	0.10	0.00	0.00	0.00	0.10
COE Passport Chck Reimbursement	11,330.55	0.00	0.00	0.00	11,330.55
COE Staff Appreciation Reimb	368.45	0.00	0.00	0.00	368.45
COE Test Proctoring Income	210.00	0.00	0.00	0.00	210.00
GF Bankcard Deposit	0.00	11,867.63	0.00	0.00	11,867.63
GF Cash Register - Childrens	0.00	9.00	0.00	0.00	9.00
GF Cash Register - Copy/Debit	0.00	645.85	0.00	0.00	645.85
GF Cash Register - Fines	0.00	3,857.69	0.00	0.00	3,857.69
GF Cash Register - Lost Items	0.00	244.18	0.00	0.00	244.18
GF Cash Register - Misc.	0.00	31.68	0.00	0.00	31.68
GF Cash Register - Reserves	0.00	330.20	0.00	0.00	330.20
GF Fed Work Study Reimbursement	0.00	1,125.75	0.00	0.00	1,125.75
GF Interest	0.00	11.28	0.00	0.00	11.28
GF Non Goverment Grant	0.00	8,000.00	0.00	0.00	8,000.00
GF Passport Revenue	0.00	37,526.94	0.00	0.00	37,526.94
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	1,752.33	0.00	0.00	1,752.33
LIT Book Sales	0.00	0.00	193.95	0.00	193.95
LIT Interest Inc - Savings	0.00	0.00	4.85	0.00	4.85
PA Wire Transfer from County	0.00	0.00	0.00	182,784.42	182,784.42
Total Income	15,911.45	74,497.14	198.80	182,784.42	273,391.81
Expense					
COE Bank fees	33.00	0.00	0.00	0.00	33.00
COE Childn's Summer Rdng Prgm	1,332.19	0.00	0.00	0.00	1,332.19
COE Friend's Director's Fund	138.77	0.00	0.00	0.00	138.77
COE Library Board Expenses	63.70	0.00	0.00	0.00	63.70
COE Meeting Room Maintenance	466.56	0.00	0.00	0.00	466.56
COE Passport Expenses	11,210.55	0.00	0.00	0.00	11,210.55
COE Staff Appreciation	736.90	0.00	0.00	0.00	736.90
GF Advertising Expense	0.00	80.00	0.00	0.00	80.00
GF Bankcard Service Charge	0.00	530.55	0.00	0.00	530.55
GF Food	0.00	258.78	0.00	0.00	258.78
GF Literacy	0.00	581.35	0.00	0.00	581.35
GF Memberships	0.00	45.00	0.00	0.00	45.00
GF Office Expense	0.00	685.99	0.00	0.00	685.99
GF Postage	0.00	36.40	0.00	0.00	36.40

10/15/03

Placentia Library District
Profit & Loss by Class
July through September 2003

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
GF Transfer to COE	0.00	6,554.60	0.00	0.00	6,554.60
GF Transfer to GF Savings	0.00	3,441.97	0.00	0.00	3,441.97
GF Transfers to County	0.00	57,808.26	0.00	0.00	57,808.26
GF Travel Staff	0.00	209.00	0.00	0.00	209.00
GF Travel Trustees	0.00	240.00	0.00	0.00	240.00
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	60.00	60.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	5,997.74	5,997.74
PA Employee 125 Co-Pay	0.00	0.00	0.00	1,452.75	1,452.75
PA Employee Life Insurance	0.00	0.00	0.00	139.58	139.58
PA Payroll Taxes	0.00	0.00	0.00	53,707.59	53,707.59
PA Salaries	0.00	0.00	0.00	135,128.30	135,128.30
Total Expense	13,981.67	70,471.90	2,155.00	196,485.96	283,094.53
Net Income	1,929.78	4,025.24	-1,956.20	-13,701.54	-9,702.72

Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 09/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,106.60
Cleared Transactions						
Checks and Payments - 46 items						
Check	8/25/2003	4589	Passport Services	X	-55.00	-55.00
Check	8/27/2003	4590	Passport Services	X	-55.00	-110.00
Check	8/28/2003	4591	Passport Services	X	-230.00	-340.00
Check	8/30/2003	4595	Passport Services	X	-55.00	-395.00
Check	8/30/2003	4592	Passport Services	X	-40.00	-435.00
Check	8/30/2003	4593	Passport Services	X	-55.00	-490.00
Check	8/30/2003	4594	Passport Services	X	-55.00	-545.00
Check	9/3/2003	4598	Passport Services	X	-80.00	-625.00
Check	9/3/2003	4596	Placentia Chamber ...	X	-50.00	-675.00
Check	9/3/2003	4597	Passport Services	X	-55.00	-730.00
Check	9/4/2003	4600	Passport Services	X	-115.00	-845.00
Check	9/4/2003	4599	Passport Services	X	-55.00	-900.00
Check	9/4/2003	4601	Passport Services	X	-40.00	-940.00
Check	9/6/2003	4604	Passport Services	X	-115.00	-1,055.00
Check	9/6/2003	4602	Passport Services	X	-55.00	-1,110.00
Check	9/7/2003	4605	Passport Services	X	-55.00	-1,165.00
Check	9/9/2003	4606	Passport Services	X	-100.00	-1,265.00
Check	9/10/2003	4607	Passport Services	X	-55.00	-1,320.00
Check	9/11/2003	4610	Passport Services	X	-40.00	-1,360.00
Check	9/11/2003	4608	Passport Services	X	-128.65	-1,488.65
Check	9/11/2003	4609	Passport Services	X	-115.00	-1,603.65
Check	9/13/2003	4613	Passport Services	X	-110.00	-1,713.65
Check	9/13/2003	4611	Passport Services	X	-55.00	-1,768.65
Check	9/13/2003	4612	Passport Services	X	-40.00	-1,808.65
Check	9/14/2003	4614	Passport Services	X	-55.00	-1,863.65
Check	9/15/2003	4615	Passport Services	X	-55.00	-1,918.65
Check	9/15/2003	4616	Passport Services	X	-230.00	-2,148.65
Check	9/16/2003	4618	Passport Services	X	-55.00	-2,203.65
Check	9/16/2003	4619	Passport Services	X	-55.00	-2,258.65
Check	9/16/2003	4617	Saundra Stark	X	-776.90	-3,035.55
Check	9/17/2003	4620	Passport Services	X	-115.00	-3,150.55
Check	9/17/2003	4621	Passport Services	X	-115.00	-3,265.55
Check	9/17/2003	4623	Passport Services	X	-55.00	-3,320.55
Check	9/17/2003	4622	Passport Services	X	-110.00	-3,430.55
Check	9/18/2003	4625	Passport Services	X	-115.00	-3,545.55
Check	9/18/2003	4626	Passport Services	X	-115.00	-3,660.55
Check	9/18/2003	4624	Passport Services	X	-55.00	-3,715.55
Check	9/20/2003	4631	Passport Services	X	-55.00	-3,770.55
Check	9/20/2003	4630	Passport Services	X	-55.00	-3,825.55
Check	9/20/2003	4627	Passport Services	X	-55.00	-3,880.55
Check	9/20/2003	4628	Passport Services	X	-128.65	-4,009.20
Check	9/21/2003	4632	Passport Services	X	-40.00	-4,049.20
Check	9/22/2003	4633	Passport Services	X	-115.00	-4,164.20
Check	9/22/2003	4634	Passport Services	X	-55.00	-4,219.20
Check	9/23/2003	4635	Elizabeth D Minter	X	-63.70	-4,282.90
Check	9/30/2003			X	-11.00	-4,293.90
Total Checks and Payments					-4,293.90	-4,293.90
Deposits and Credits - 17 items						
Deposit	9/2/2003			X	95.00	95.00
Deposit	9/4/2003			X	115.00	210.00
Deposit	9/8/2003			X	55.00	265.00
Deposit	9/8/2003			X	395.00	660.00
Deposit	9/11/2003			X	115.00	775.00
Deposit	9/14/2003			X	20.00	795.00
Deposit	9/15/2003			X	128.65	923.65
Deposit	9/17/2003			X	55.00	978.65
Deposit	9/17/2003			X	55.00	1,033.65
Deposit	9/18/2003			X	230.00	1,263.65
Deposit	9/22/2003			X	165.00	1,428.65
Deposit	9/22/2003			X	115.00	1,543.65
Deposit	9/23/2003			X	55.00	1,598.65
Deposit	9/23/2003			X	3,012.10	4,610.75
Deposit	9/25/2003			X	55.00	4,665.75

Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 09/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	9/29/2003			X	115.00	4,780.75
Deposit	9/29/2003			X	100.00	4,880.75
Total Deposits and Credits					4,880.75	4,880.75
Total Cleared Transactions					586.85	586.85
Cleared Balance					586.85	3,693.45
Uncleared Transactions						
Checks and Payments - 9 items						
Check	9/23/2003	4636	Passport Services		-115.00	-115.00
Check	9/24/2003	4637	Passport Services		-55.00	-170.00
Check	9/25/2003	4639	Passport Services		-100.00	-270.00
Check	9/25/2003	4638	Passport Services		-55.00	-325.00
Check	9/27/2003	4640	Passport Services		-115.00	-440.00
Check	9/29/2003	4641	Passport Services		-115.00	-555.00
Check	9/30/2003	4644	Passport Services		-55.00	-610.00
Check	9/30/2003	4643	Passport Services		-80.00	-690.00
Check	9/30/2003	4642	Placentia Library G...		-37.71	-727.71
Total Checks and Payments					-727.71	-727.71
Total Uncleared Transactions					-727.71	-727.71
Register Balance as of 09/30/2003					-140.86	2,965.74
New Transactions						
Checks and Payments - 18 items						
Check	10/1/2003	4645	Passport Services		-55.00	-55.00
Check	10/2/2003	4648	Passport Services		-110.00	-165.00
Check	10/2/2003	4647	Passport Services		-120.00	-285.00
Check	10/2/2003	4646	Passport Services		-55.00	-340.00
Check	10/2/2003	4649	Passport Services		-40.00	-380.00
Check	10/4/2003	4650	Passport Services		-55.00	-435.00
Check	10/4/2003	4651	Passport Services		-55.00	-490.00
Check	10/6/2003	4652	Passport Services		-55.00	-545.00
Check	10/6/2003	4654	Passport Services		-40.00	-585.00
Check	10/6/2003	4653	Passport Services		-40.00	-625.00
Check	10/7/2003	4655	Passport Services		-55.00	-680.00
Check	10/7/2003	4656	Passport Services		-40.00	-720.00
Check	10/8/2003	4657	Passport Services		-115.00	-835.00
Check	10/8/2003	4659	Passport Services		-175.00	-1,010.00
Check	10/8/2003	4658	Passport Services		-40.00	-1,050.00
Check	10/9/2003	4660	Original Pancake H...		-186.93	-1,236.93
Check	10/11/2003	4662	Passport Services		-160.00	-1,396.93
Check	10/11/2003	4661	Passport Services		-40.00	-1,436.93
Total Checks and Payments					-1,436.93	-1,436.93
Deposits and Credits - 6 items						
Deposit	10/6/2003				40.00	40.00
Deposit	10/6/2003				55.00	95.00
Deposit	10/6/2003				120.00	215.00
Deposit	10/6/2003				40.00	255.00
Deposit	10/8/2003				95.00	350.00
Deposit	10/14/2003				115.00	465.00
Total Deposits and Credits					465.00	465.00
Total New Transactions					-971.93	-971.93
Ending Balance					**-1,112.79**	**1,993.81**

Bonnie 10/12/03

Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 09/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,365.86
Cleared Transactions						
Checks and Payments - 1 item						
Check	8/28/2003	1510	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 11 items						
Deposit	9/3/2003			X	30.00	30.00
Deposit	9/4/2003			X	30.00	60.00
Deposit	9/9/2003			X	70.00	130.00
Deposit	9/10/2003			X	19.94	149.94
Deposit	9/11/2003			X	30.00	179.94
Deposit	9/17/2003			X	35.00	214.94
Deposit	9/17/2003			X	65.00	279.94
Deposit	9/18/2003			X	205.00	484.94
Deposit	9/24/2003			X	54.94	539.88
Deposit	9/25/2003			X	65.00	604.88
Deposit	9/30/2003			X	0.86	605.74
Total Deposits and Credits					605.74	605.74
Total Cleared Transactions					450.22	450.22
Cleared Balance					450.22	3,816.08
Register Balance as of 09/30/2003					450.22	3,816.08
New Transactions						
Deposits and Credits - 2 items						
Deposit	10/6/2003				30.00	30.00
Deposit	10/6/2003				30.00	60.00
Total Deposits and Credits					60.00	60.00
Total New Transactions					60.00	60.00
Ending Balance					**510.22**	**3,876.08**

10/7/03

Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 09/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,328.44
Cleared Transactions						
Checks and Payments - 13 items						
Check	8/26/2003	4746	Placentia Chamber ...	X	-175.00	-175.00
Check	9/2/2003	4747	Allstar Awards	X	-7.63	-182.63
Check	9/2/2003		Bank of the West	X	-115.24	-297.87
Check	9/3/2003	4748	CALTAC	X	-15.00	-312.87
Check	9/4/2003	4750	Placentia Glass & S...	X	-10.00	-322.87
Check	9/4/2003	4749	Aaron Brothers	X	-140.97	-463.84
Check	9/4/2003	4751	Placentia Library Di...	X	-395.00	-858.84
Check	9/4/2003	4752	Placentia Library G...	X	-1,468.32	-2,327.16
Check	9/10/2003	4753	US Postmaster Pla...	X	-37.00	-2,364.16
Check	9/17/2003	4755	The Enlarger	X	-119.55	-2,483.71
Check	9/21/2003	4756	Sam's Club	X	-106.53	-2,590.24
Check	9/21/2003	4757	Kenneth Mitchell	X	-470.00	-3,060.24
Check	9/22/2003	4758	Placentia Library Di...	X	-1,643.65	-4,703.89
Total Checks and Payments					-4,703.89	-4,703.89
Deposits and Credits - 37 items						
Deposit	9/2/2003			X	146.00	146.00
Deposit	9/3/2003			X	83.55	229.55
Deposit	9/3/2003			X	211.20	440.75
Deposit	9/4/2003			X	87.00	527.75
Deposit	9/5/2003			X	72.00	599.75
Deposit	9/5/2003			X	87.00	686.75
Deposit	9/8/2003			X	94.84	781.59
Deposit	9/8/2003			X	58.40	839.99
Deposit	9/8/2003			X	234.00	1,073.99
Deposit	9/9/2003			X	144.20	1,218.19
Deposit	9/9/2003			X	30.00	1,248.19
Deposit	9/10/2003			X	2.00	1,250.19
Deposit	9/10/2003			X	10.40	1,260.59
Deposit	9/10/2003			X	793.22	2,053.81
Deposit	9/11/2003			X	58.29	2,112.10
Deposit	9/11/2003			X	154.20	2,266.30
Deposit	9/12/2003			X	72.00	2,338.30
Deposit	9/15/2003			X	259.00	2,597.30
Deposit	9/15/2003			X	416.00	3,013.30
Deposit	9/16/2003			X	109.00	3,122.30
Deposit	9/16/2003			X	72.00	3,194.30
Deposit	9/17/2003			X	259.00	3,453.30
Deposit	9/17/2003			X	29.14	3,482.44
Deposit	9/18/2003			X	46.29	3,528.73
Deposit	9/18/2003			X	260.00	3,788.73
Deposit	9/22/2003			X	160.65	3,949.38
Deposit	9/22/2003			X	87.00	4,036.38
Deposit	9/22/2003			X	29.14	4,065.52
Deposit	9/22/2003			X	29.14	4,094.66
Deposit	9/23/2003			X	312.90	4,407.56
Deposit	9/23/2003			X	72.00	4,479.56
Deposit	9/24/2003			X	60.00	4,539.56
Deposit	9/26/2003			X	60.00	4,599.56
Deposit	9/26/2003			X	87.00	4,686.56
Deposit	9/29/2003			X	60.00	4,746.56
Deposit	9/29/2003			X	40.61	4,787.17
Deposit	9/30/2003			X	147.00	4,934.17
Total Deposits and Credits					4,934.17	4,934.17
Total Cleared Transactions					230.28	230.28
Cleared Balance					230.28	10,558.72

Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 09/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 5 items						
Check	9/14/2003	4754	OCLA		-12.00	-12.00
Check	9/24/2003	4759	National Retirement...		-150.00	-162.00
Check	9/25/2003	4760	Marie Schmidt		-10.36	-172.36
Check	9/30/2003	4761	LACIC		-40.00	-212.36
Check	9/30/2003	4762	CPRS District X		-40.00	-252.36
Total Checks and Payments					-252.36	-252.36
Total Uncleared Transactions					-252.36	-252.36
Register Balance as of 09/30/2003					-22.08	10,306.36
Ending Balance					**-22.08**	**10,306.36**

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Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 09/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,000.88
Cleared Transactions						
Checks and Payments - 2 items						
Check	9/11/2003	1219	Orange County Aud...	X	-11,988.15	-11,988.15
Check	9/22/2003	1220	Orange County Aud...	X	-15,377.10	-27,365.25
Total Checks and Payments					-27,365.25	-27,365.25
Deposits and Credits - 33 items						
Deposit	9/2/2003			X	4,161.78	4,161.78
Deposit	9/2/2003			X	473.12	4,634.90
Deposit	9/2/2003			X	512.00	5,146.90
Deposit	9/3/2003			X	218.59	5,365.49
Deposit	9/4/2003			X	511.55	5,877.04
Deposit	9/8/2003			X	674.25	6,551.29
Deposit	9/8/2003			X	398.85	6,950.14
Deposit	9/8/2003			X	510.00	7,460.14
Deposit	9/9/2003			X	248.71	7,708.85
Deposit	9/9/2003			X	532.90	8,241.75
Deposit	9/10/2003			X	1,468.32	9,710.07
Deposit	9/10/2003			X	318.10	10,028.17
Deposit	9/11/2003			X	459.10	10,487.27
Deposit	9/15/2003			X	510.00	10,997.27
Deposit	9/15/2003			X	530.23	11,527.50
Deposit	9/15/2003			X	737.13	12,264.63
Deposit	9/17/2003			X	619.81	12,884.44
Deposit	9/17/2003			X	500.54	13,384.98
Deposit	9/17/2003			X	9,498.12	22,883.10
Deposit	9/18/2003			X	743.70	23,626.80
Deposit	9/18/2003			X	274.89	23,901.69
Deposit	9/22/2003			X	966.00	24,867.69
Deposit	9/22/2003			X	273.89	25,141.58
Deposit	9/22/2003			X	722.79	25,864.37
Deposit	9/23/2003			X	1,500.00	27,364.37
Deposit	9/23/2003			X	512.30	27,876.67
Deposit	9/24/2003			X	361.30	28,237.97
Deposit	9/25/2003			X	284.80	28,522.77
Deposit	9/29/2003			X	730.75	29,253.52
Deposit	9/29/2003			X	495.65	29,749.17
Deposit	9/29/2003			X	193.09	29,942.26
Deposit	9/30/2003			X	4.01	29,946.27
Deposit	9/30/2003			X	218.28	30,164.55
Total Deposits and Credits					30,164.55	30,164.55
Total Cleared Transactions					2,799.30	2,799.30
Cleared Balance					2,799.30	6,800.18
Register Balance as of 09/30/2003					2,799.30	6,800.18
New Transactions						
Deposits and Credits - 18 items						
Deposit	10/1/2003				37.71	37.71
Deposit	10/1/2003				444.25	481.96
Deposit	10/6/2003				537.05	1,019.01
Deposit	10/6/2003				537.30	1,556.31
Deposit	10/6/2003				602.00	2,158.31
Deposit	10/6/2003				27.00	2,185.31
Deposit	10/6/2003				318.40	2,503.71
Deposit	10/6/2003				284.10	2,787.81
Deposit	10/8/2003				248.71	3,036.52
Deposit	10/8/2003				264.75	3,301.27
Deposit	10/8/2003				486.95	3,788.22
Deposit	10/9/2003				615.95	4,404.17
Deposit	10/9/2003				64.00	4,468.17
Deposit	10/14/2003				393.40	4,861.57
Deposit	10/14/2003				762.81	5,624.38

Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 09/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	10/14/2003				422.00	6,046.38
Deposit	10/14/2003				495.71	6,542.09
Deposit	10/15/2003				576.79	7,118.88
Total Deposits and Credits					7,118.88	7,118.88
Total New Transactions					7,118.88	7,118.88
Ending Balance					**9,918.18**	**13,919.06**

Edwards 10/15/03

Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 09/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,000.27
Cleared Transactions						
Deposits and Credits - 7 items						
Deposit	9/2/2003			X	12.93	12.93
Deposit	9/8/2003			X	12.93	25.86
Deposit	9/11/2003			X	12.93	38.79
Deposit	9/15/2003			X	12.93	51.72
Deposit	9/22/2003			X	12.93	64.65
Deposit	9/24/2003			X	12.93	77.58
Deposit	9/30/2003			X	1.49	79.07
Total Deposits and Credits					79.07	79.07
Total Cleared Transactions					79.07	79.07
Cleared Balance					79.07	6,079.34
Register Balance as of 09/30/2003					79.07	6,079.34
New Transactions						
Deposits and Credits - 1 item						
Deposit	10/14/2003				77.58	77.58
Total Deposits and Credits					77.58	77.58
Total New Transactions					77.58	77.58
Ending Balance					**156.65**	**6,156.92**

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Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 09/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						21,098.05
Cleared Transactions						
Checks and Payments - 33 items						
Check	7/2/2003	3375	Matthew G. Mallard	X	-45.13	-45.13
Check	8/13/2003	3481	Joshua Robbins	X	-191.45	-236.58
Check	8/27/2003	3508	Beatrice V. Quintanar	X	-321.67	-558.25
Check	8/27/2003	3512	Shawn Robison	X	-232.44	-790.69
Check	8/27/2003	3519	Hilda Rivera	X	-228.35	-1,019.04
Check	8/27/2003	3522	Placentia Library Di...	X	-19.94	-1,038.98
Check	8/27/2003	3523	Nationwide Retirem...	X	-856.82	-1,895.80
Check	8/27/2003	3500	Joyce G. Hampton	X	-331.10	-2,226.90
Check	8/27/2003	3495	Dorothy J. Cummings	X	-68.25	-2,295.15
Check	8/27/2003	3497	Trang Goebel	X	-30.89	-2,326.04
Check	8/27/2003	3499	Esther P. Guzman	X	-272.82	-2,598.86
Check	8/27/2003	3510	Joshua Robbins	X	-191.45	-2,790.31
Check	9/4/2003		Wells Fargo Bank	X	-10.00	-2,800.31
Check	9/9/2003		Paychex	X	-17,129.57	-19,929.88
Check	9/10/2003	3524	Seema Akhter	X	-27.98	-19,957.86
Check	9/10/2003	3525	Dorothy J. Cummings	X	-412.04	-20,369.90
Check	9/10/2003		Paychex	X	-7,632.27	-28,002.17
Check	9/10/2003	3528	Joyce G. Hampton	X	-331.10	-28,333.27
Check	9/10/2003	3536	Beatrice V. Quintanar	X	-321.67	-28,654.94
Check	9/10/2003	3538	Joshua Robbins	X	-208.43	-28,863.37
Check	9/10/2003	3540	Shawn Robison	X	-137.50	-29,000.87
Check	9/10/2003	3547	Hilda Rivera	X	-252.27	-29,253.14
Check	9/10/2003	3549	Orange County Aud...	X	-238.08	-29,491.22
Check	9/10/2003	3550	Placentia Library Di...	X	-19.94	-29,511.16
Check	9/10/2003	3551	Nationwide Retirem...	X	-856.82	-30,367.98
Check	9/18/2003		Wells Fargo Bank	X	-10.00	-30,377.98
Check	9/23/2003		Paychex	X	-17,164.53	-47,542.51
Check	9/24/2003	3557	Joyce G. Hampton	X	-331.10	-47,873.61
Check	9/24/2003	3566	Beatrice V. Quintanar	X	-321.67	-48,195.28
Check	9/24/2003	3579	Orange County Aud...	X	-238.08	-48,433.36
Check	9/24/2003		Paychex	X	-7,782.19	-56,215.55
Check	9/24/2003	3580	Placentia Library Di...	X	-19.94	-56,235.49
Check	9/24/2003	3553	Dorothy J. Cummings	X	-361.93	-56,597.42
Total Checks and Payments					-56,597.42	-56,597.42
Deposits and Credits - 2 items						
Deposit	9/4/2003			X	30,603.80	30,603.80
Deposit	9/18/2003			X	30,603.80	61,207.60
Total Deposits and Credits					61,207.60	61,207.60
Total Cleared Transactions					4,610.18	4,610.18
Cleared Balance					4,610.18	25,708.23
Uncleared Transactions						
Checks and Payments - 8 items						
Check	9/10/2003	3527	Esther P. Guzman		-272.82	-272.82
Check	9/24/2003	3565	Barbara Phillips		-483.57	-756.39
Check	9/24/2003	3570	Shawn Robison		-170.24	-926.63
Check	9/24/2003	3568	Joshua Robbins		-200.92	-1,127.55
Check	9/24/2003	3556	Esther P. Guzman		-272.82	-1,400.37
Check	9/24/2003	3554	Joy Di Loreto		-300.75	-1,701.12
Check	9/24/2003	3581	Nationwide Retirem...		-856.82	-2,557.94
Check	9/24/2003	3577	Hilda Rivera		-228.35	-2,786.29
Total Checks and Payments					-2,786.29	-2,786.29
Total Uncleared Transactions					-2,786.29	-2,786.29
Register Balance as of 09/30/2003					1,823.89	22,921.94

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Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 09/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 19 items						
Check	10/2/2003		Wells Fargo Bank		-10.00	-10.00
Check	10/7/2003		Paychex		-17,455.30	-17,465.30
Check	10/8/2003	3610	Melissa Porter		-145.06	-17,610.36
Check	10/8/2003	3611	Hilda Rivera		-192.47	-17,802.83
Check	10/8/2003	3613	Orange County Aud...		-238.08	-18,040.91
Check	10/8/2003	3614	Placentia Library Di...		-19.94	-18,060.85
Check	10/8/2003	3615	Nationwide Retirem...		-856.82	-18,917.67
Check	10/8/2003	3609	Shantay Iosia		-48.35	-18,966.02
Check	10/8/2003	3608	Denetra Gipson		-132.97	-19,098.99
Check	10/8/2003	3607	Hubert Chim		-24.18	-19,123.17
Check	10/8/2003	3600	Shawn Robison		-117.86	-19,241.03
Check	10/8/2003	3598	Joshua Robbins		-200.92	-19,441.95
Check	10/8/2003	3596	Beatrice V. Quintanar		-321.67	-19,763.62
Check	10/8/2003	3595	Barbara Phillips		-104.28	-19,867.90
Check	10/8/2003	3586	Joyce G. Hampton		-331.10	-20,199.00
Check	10/8/2003	3585	Esther P. Guzman		-272.82	-20,471.82
Check	10/8/2003		Paychex		-7,640.90	-28,112.72
Check	10/8/2003	3588	Matthew G. Mallard		-88.21	-28,200.93
Check	10/9/2003	2015	Ann Margaret Webb		-2,320.17	-30,521.10
Total Checks and Payments					-30,521.10	-30,521.10
Deposits and Credits - 1 item						
Deposit	10/2/2003				30,603.80	30,603.80
Total Deposits and Credits					30,603.80	30,603.80
Total New Transactions					82.70	82.70
Ending Balance					**1,906.59**	**23,004.64**

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ACQUISITIONS REPORT FOR THE MONTH OF SEPTEMBER 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	0.00	0	0	399.67	21	19	399.67	21	19	78.00	4	4	477.67	25	23
Adult Circulating Non-Fiction	0.00	0	0	323.95	13	13	323.95	13	13	244.29	9	9	568.24	22	22
Adult Reference	6,484.00	14	3	0.00	0	0	6,484.00	14	3	14.00	1	1	6,498.00	15	4
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	500.00	1	1	0.00	0	0	500.00	1	1	0.00	0	0	500.00	1	1
Total Adult Non-Fiction	6,984.00	15	4	323.95	13	13	7,307.95	28	17	258.29	10	10	7,566.24	38	27
TOTAL ADULT PRINT MATERIALS	6,984.00	15	4	723.62	34	32	7,707.62	49	36	336.29	14	14	8,043.91	63	50
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	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT MATERIALS	6,984.00	15	4	723.62	34	32	7,707.62	49	36	336.29	14	14	8,043.91	63	50
Juvenile Fiction	0.00	0	0	62.57	3	3	62.57	3	3	0.00	0	0	62.57	3	3
Juvenile Circulating Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	31.95	2	2	31.95	2	2
Juvenile Reference	0.00	0	0	139.26	1	1	139.26	1	1	0.00	0	0	139.26	1	1
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	0.00	0	0	139.26	1	1	139.26	1	1	31.95	2	2	171.21	3	3
TOTAL JUVENILE PRINT MATERIALS	0.00	0	0	201.83	4	4	201.83	4	4	31.95	2	2	233.78	6	6
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	75.00	7	7	75.00	7	7
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	490.00	37	36	490.00	37	36
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	565.00	44	43	565.00	44	43
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	0.00	0	0	0.00	0	0	0.00	0	0	565.00	44	43	565.00	44	43
TOTAL JUVENILE MATERIALS	0.00	0	0	201.83	4	4	201.83	4	4	596.95	46	45	798.78	50	49
Total Fiction	0.00	0	0	462.24	24	22	462.24	24	22	78.00	4	4	540.24	28	26
Total Non-Fiction	6,984.00	15	4	463.21	14	14	7,447.21	29	18	290.24	12	12	7,737.45	41	30
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	565.00	44	43	565.00	44	43
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	6,984.00	15	4	925.45	38	36	7,909.45	53	40	933.24	60	59	8,842.69	113	99

OUTSTANDING ORDERS AS OF SEPTEMBER 30, 2003

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
$6,386.17	$9,372.19	$15,758.36

ACQUISITIONS REPORT FOR FISCALYEAR 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	2,329.48	147	124	3,307.22	217	181	410.68	20	20	3,717.90	237	201
Adult Circulating Non-Fiction	1,094.19	59	58	3,860.95	176	169	4,955.14	235	227	1,485.35	58	57	6,440.49	293	284
Adult Reference	7,905.61	21	8	1,735.43	28	24	9,641.04	49	32	354.85	8	7	9,995.89	57	39
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	4,467.55	3	3	0.00	0	0	4,467.55	3	3	0.00	0	0	4,467.55	3	3
Total Adult Non-Fiction	13,775.94	93	79	5,596.38	204	193	19,372.32	297	272	1,840.20	66	64	21,212.52	363	336
TOTAL ADULT PRINT MATERIALS	14,753.68	163	163	7,925.86	351	317	22,679.54	514	453	2,250.88	86	84	24,930.42	600	537
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	787.62	16	12	2,579.68	41	37	24.95	1	1	2,604.63	42	38
Total Adult Audio	1,792.06	25	25	787.62	16	12	2,579.68	41	37	24.95	1	1	2,604.63	42	38
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	787.62	16	12	2,579.68	41	37	24.95	1	1	2,604.63	42	38
TOTAL ADULT MATERIALS	16,545.74	188	188	8,713.48	367	329	25,259.22	555	490	2,275.83	87	85	27,535.05	642	575
Juvenile Fiction	98.24	8	7	299.37	18	18	397.61	26	25	305.58	36	35	703.19	62	60
Juvenile Circulating Non-Fiction	0.00	0	0	228.92	15	15	228.92	15	15	86.87	6	6	315.79	21	21
Juvenile Reference	0.00	0	0	210.66	3	3	210.66	3	3	0.00	0	0	210.66	3	3
Juvenile Print Continuations	278.05	2	1	139.26	1	1	417.31	3	2	0.00	0	0	417.31	3	2
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	278.05	2	1	578.84	19	19	856.89	21	20	86.87	6	6	943.76	27	26
TOTAL JUVENILE PRINT MATERIALS	376.29	10	8	878.21	37	37	1,254.50	47	45	392.45	42	41	1,646.95	89	86
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	427.99	10	7	560.36	12	9	0.00	0	0	560.36	12	9
Total Juvenile Audio	132.37	2	2	442.99	11	8	575.36	13	10	0.00	0	0	575.36	13	10
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	75.00	7	7	75.00	7	7
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	490.00	37	36	490.00	37	36
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	565.00	44	43	565.00	44	43
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	442.99	11	8	575.36	13	10	565.00	44	43	1,140.36	57	53
TOTAL JUVENILE MATERIALS	508.66	12	10	1,321.20	48	45	1,829.86	60	55	957.45	86	84	2,787.31	146	139
Total Fiction	1,075.98	78	64	2,628.85	165	142	3,704.83	243	206	716.26	56	55	4,421.09	299	261
Total Non-Fiction	14,053.99	95	80	6,175.22	223	212	20,229.21	318	292	1,927.07	72	70	22,156.28	390	362
Total Audio	1,924.43	27	27	1,230.61	27	20	3,155.04	54	47	24.95	1	1	3,179.99	55	48
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	565.00	44	43	565.00	44	43
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	17,054.40	200	171	10,034.68	415	374	27,089.08	615	545	3,233.28	173	169	30,322.36	788	714

Summary of Current Status of Unique Management Accounts
October 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	0	0	0	0	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
TOTAL YTD	**36**	**0**	**13**	**2304.04**	**0**

UNIQUE MANAGEMENT SERVICES, INC.

CREATED; 10/01/2003 1:16 AM RJK — 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 09/30/2003

Accounts Submitted	:	847	Dollars Submitted	:	76,922.60	Dollars Received	: 24,991.85
Bankruptcies	:	3	Dollars in Bankruptcy	:	356.65	Material Returned	: 12,389.65
Incorrect Addresses	:	107	Dollars in Skips	:	6,382.65	Dollars Waived	: 2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	: 50,958.00
Accounts in Process	:	736	Dollars in Process	:	68,023.11	% of Dollars Activated	: 74.91%
# Accounts Activated	:	535					
% Accounts Activated	:	72.69%					

TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director

DATE: October 20, 2003

SUBJECT: GIFT REPORT

The following gifts were received from September 1, 2003 through September 30, 2003.

ADOPT A BOOK DONATIONS

Merical Vita-Pak Inc.
Bank of America
Lois M. Jones

TOTAL ADOPT A BOOK DONATIONS:	$225.00

BOOK ENDOWMENT FUND

Friends of Placentia Library

TOTAL BOOK ENDOWMENT FUND	$676.53

GENERAL FUND DONATIONS

TOTAL GENERAL FUND DONATIONS:	$0.00

TOTAL ALL DONATIONS	**$901.53**

Prepared By: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Building Maintenance Report for September 2003**

DATE: October 20, 2003

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

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Personnel Report for September 2003**

DATE: October 20, 2003

RESIGNATIONS:

Ann Margaret Webb, ELLI Coordinator, effective October 9, 2003.

Tyese Wortham, Families for Literacy Coordinator, effective October 29, 2003.

APPOINTMENTS:

None in September.

OPEN POSITIONS:

Volunteer Coordinator

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti

TO: Elizabeth Minter, Library Director

FROM: Phyllis Humple, Volunteer Coordinator

SUBJECT: Volunteer Report for Month of September 2003

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY03/04 September	FY03/04 YTD	Starting	Cumulative
Andrade, Linda	6.00	20.50	Sep-95	778.00
Backes, Theresa	6.75	23.75	Jun-98	363.50
Bart, Lillian	12.00	34.00	May-01	302.75
Bass, Donna	0.00	0.00	Jul-02	2.00
Blansett, Nadine	22.25	38.25	Mar-03	59.75
Boelman, Marge	5.00	8.25	Apr-01	154.00
Botha, Jill	6.00	11.50	Nov-01	55.50
Clugston, Patricia	8.75	23.50	Jun-98	456.25
Cravotta, Leo	0.00	0.00	May-99	46.50
Davis, Sandy	6.00	28.00	Jul-03	28.00
Dell, Lyla	29.50	90.50	Aug-98	932.50
Fioroni, Pete	8.00	24.00	Mar-97	294.25
Fitzgerald, Joan	3.00	18.75	Oct-93	2,144.75
Frazee, Kathy	2.00	2.00	Jul-02	7.00
Godwin, Nita	4.00	19.00	Feb-96	314.00
Haagen, John	5.50	17.50	Jan-00	84.50
Hemmerling, Barbara	26.75	40.25	Sep-95	646.25
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	11.00	132.00	Feb-96	2,970.00
Jertberg, Pat	20.00	47.50	Apr-98	953.25
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	8.50	65.00	Jan. 03	135.50
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	30.50	Oct-95	1,244.75
Olson, Bob	2.00	8.00	Sep-95	470.00
Pence, Thomas	6.00	12.00	Jan-99	285.00
Peterson, Ruth	0.00	0.00	Mar-02	213.00
Phillips, Barbara	0.00	6.50	Apr-03	15.00
Rankin, Eleanore	33.00	79.00	May-02	382.50
Reid, Barbara	0.00	0.00	Jul-02	7.50
Rodriguez, Carmen	8.00	22.00	Feb-00	218.00
Salem, Rose	6.00	20.00	Oct-00	247.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	4.00	22.00	Aug-02	102.00
Schlichter, Allan	0.00	0.00	Oct-93	882.50
Schwartzkopf, Jan	0.00	0.00	Mar-01	40.75
Schmidt, Marie	25.00	52.00	Apr-98	505.25
Scott, Linda	6.00	15.25	Jul-03	15.25
Segovia, Inez	12.00	25.50	Jun-03	27.50
Shaw, Dixie	1.00	2.50	May-94	215.00
Silverman, Pat	8.00	30.00	Jul-03	30.00
Stoller, Frances	2.00	6.00	May-96	144.00
Tollefson, Jerry	0.00	14.00	Jul-03	14.00
Walker, Virginia	0.00	0.00	Mar-99	133.25
Wymer, Betty	12.00	40.50	Jan-96	960.75
TOTAL	326.00	1049.00		18,218.00

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY03/04	
	September	YTD
Acosta, Anthony	0.00	0.00
Alvarado, Natally	0.00	0.00
Arzu, Robert	5.50	17.50
Bajit, Ricky	0.00	0.00
Becerril, Esther	0.00	0.00
Benites, Brenda	8.00	22.50
Bishtawi, Stephen	0.00	12.00
Boris, Tara	1.00	12.25
Born, Ashley	0.00	14.00
Cha, Helen	0.00	9.50
Chau, David	0.00	24.25
Chun, Andrea	3.25	7.75
Chun, Sophia	0.00	13.75
Eng, Jonathan	0.00	22.00
Eng, Lawrence	0.00	41.25
Ford, Chris	8.00	8.00
Fukunaga, Alysa	0.00	12.50
Ho, Evelyn	0.00	0.00
Jaini, Durga	5.25	5.25
Javier, Vonn	0.00	6.25
Jiye, Angela	0.00	10.50
Lamberson, Annie	2.00	14.25
Lee, Jaclyn	0.00	0.00
Lee, Edward	4.00	11.00
Liu, Denise	0.00	38.50
TOTAL	37.00	303.00

	FY03/04	
	September	YTD
Mamtora, Niyati	0.00	0.00
Maru, Vik	0.00	6.00
Massaro, Lauren	0.00	0.00
Miladi, Omid	0.00	20.00
Moua, Andy	0.00	0.00
Moua, Judy	0.00	0.00
Mrotz, Michael	0.00	0.00
Noh, Lydia	0.00	0.00
Park, Jung	8.00	24.50
Pond, Cassie	0.00	19.50
Rodriguez, Daniel	4.00	26.50
Rodriguez, Rene	0.00	9.75
Rosete, Jeremy	4.00	4.00
Shah, Mihir	0.00	0.00
Shah, Soham	0.00	22.75
Sy, Victoria	0.00	0.00
Tan, Hannah	5.00	12.00
Thomas, Tiffany	0.00	17.00
Tjoarman, Arlene	0.00	25.50
Tran, Michael	0.00	110.50
Valencia, Adrianna	0.00	10.50
Waterson, Elizabeth	1.00	11.50
TOTAL	22.00	320.00

TOTAL Library Volunteer Hours	385.00
TOTAL Literacy Volunteer Hours	808.00
TOTAL VOLUNTEERS HOURS	1193.00

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		614.00	550.00	516.00	
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	580.75	454.00	554.75		1,050.50	639.00	3368.00	
	4905.00	7191.10	5256.75		8,712.00	7777.50	9380.00	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY03/04 September	FY03/04 YTD	Cumulative
Ablir, Victoria	6.00	24.00	33.00
Acevedo, Marta	6.00	48.00	84.00
Bayne, Linda	6.00	18.00	148.00
Bazell, Laura	6.00	18.00	78.00
Becerril, Esther	6.00	18.00	36.00
Becil, Emily	6.00	18.00	72.00
Belekjian, Maria	12.00	36.00	54.00
Bernardino, Maria	6.00	18.00	42.00
Bonasuro, Amber	6.00	18.00	84.00
Bowen, Laura	6.00	18.00	24.00
Brackett, Jim	6.00	18.00	99.00
Brzovic, Kathy	6.00	18.00	36.00
Bui, Tiffany	6.00	18.00	36.00
Bull, Sophie	6.00	18.00	96.00
Busam, Mary	6.00	18.00	51.00
Casdorph, Tracy	6.00	18.00	30.00
Cha, Sally	6.00	18.00	36.00
Chandrasekaram, Vinolie	6.00	18.00	66.00
Chen, April	6.00	18.00	123.00
Chen, Wen	6.00	18.00	30.00
Choi, Jason	6.00	18.00	72.00
Chopna, Reema	6.00	18.00	36.00
Cottee, Nancy	6.00	18.00	355.00
Covey, Debra	6.00	18.00	66.00
Cuceloglu, Haken	6.00	18.00	36.00
Curtis, Daniel	6.00	18.00	186.00
Dhupan, Ankush	6.00	18.00	48.00
Diaz, Cynthia	6.00	18.00	48.00
Diaz, Monica	6.00	18.00	64.00
Donofrio, Susan	6.00	18.00	87.00
Dorris, Rosita	6.00	18.00	36.00
Draper, Krispa	6.00	18.00	96.00
Eckels, Krys	6.00	18.00	36.00
Economou, Christina	6.00	18.00	30.00
Elmore, Sylvia	6.00	18.00	72.00
Espinosa, Jacly	6.00	18.00	30.00
Farno, Feriba	6.00	18.00	90.00
Finley, Virginia	6.00	18.00	48.00
Fitsimons-Diaz, Chelsea	6.00	18.00	63.00
Franco, Hilda	6.00	18.00	66.00
Fuentes, Carlos	6.00	18.00	24.00
Gallagher, Kenni	6.00	18.00	68.00
Gast, Polly	6.00	18.00	1,691.00
Gillespie, Justin	6.00	18.00	30.00
Glines, Alexi	6.00	18.00	30.00
Glines, Ellen	6.00	18.00	30.00
Gomez, Juanita	6.00	18.00	128.00
Gonzalez, Emmanuel	6.00	18.00	42.00
Gonzalez, Luis	6.00	18.00	30.00
Gonzalez, Natasha	6.00	18.00	81.00
Goodman, Dale	12.00	36.00	3,441.00
Guerrero, Christine	6.00	18.00	30.00
Guerrero, Lavone	6.00	18.00	36.00
Hamacher, Holly	6.00	18.00	30.00
Hatch, Bill	6.00	18.00	87.00
Hawkins, Christina	6.00	18.00	42.00
Healey, Kathleen	6.00	18.00	248.00
Heer, Kim	6.00	18.00	235.00
Hilleweart, Heather	6.00	18.00	30.00
Howell, Anne	6.00	18.00	36.00
Hu, Lisa	6.00	18.00	76.00
Humple, Phyllis	4.00	12.00	142.00
Hugar, Jessica	6.00	18.00	75.00

	FY03/04 September	FY03/04 YTD	Cumulative
Hutton, Katherine (Kate)	6.00	18.00	246.00
Imbler, Wolf	6.00	18.00	36.00
Inta, Lisa	6.00	18.00	24.00
Kelly, Jerry	6.00	18.00	99.00
Khamphanh, Molly	6.00	18.00	36.00
Kilpatrick, Amy	6.00	18.00	33.00
Kishida, Rita	6.00	18.00	72.00
Kraus, Jennifer	6.00	18.00	60.00
Krisinger, Elizabeth	6.00	18.00	72.00
Lasker, Marilyn	6.00	18.00	199.00
Le, Daniel	6.00	18.00	24.00
Lee, Wilma	6.00	18.00	72.00
Leslie, Sandra	6.00	18.00	248.00
Licano, Katie	6.00	18.00	66.00
Livezey, June	12.00	36.00	182.00
Loon, Chris	6.00	18.00	24.00
Lopez, Maria	6.00	18.00	72.00
Luckett, Emily	6.00	18.00	30.00
Maguire, Joanne	-	-	54.00
Malkowicz, Edward	12.00	36.00	208.00
Margarit, Georgiana	-	-	18.00
Martlaro, Diane	6.00	54.00	516.00
Massaro, Lauren	6.00	18.00	36.00
McBain, Frances	6.00	18.00	30.00
McBentez, Kathy	6.00	18.00	114.00
McGrath, Patricia	6.00	18.00	30.00
McLead, Shivan	6.00	18.00	24.00
Medland, Karen	-	-	146.00
Meza, Jack	-	-	116.00
Mohr, Kelsey	6.00	18.00	93.00
Monreal, Greg	6.00	18.00	30.00
Mostatabi, Roxana	6.00	18.00	36.00
Murray, Edward	-	-	230.00
Navarro, Nicole	6.00	18.00	36.00
Nguyen, Mike	6.00	18.00	36.00
Noss, Linda	6.00	18.00	102.00
Okamuna, Lynn	6.00	18.00	75.00
Paez, Vicki	6.00	18.00	54.00
Patel, Deepa	6.00	18.00	184.00
Patel, Vani	6.00	18.00	36.00
Patino, Ashley	6.00	18.00	36.00
Patino, Nicole	6.00	18.00	42.00
Pelto, Ernest	6.00	18.00	140.00
Peyre, Isa	6.00	18.00	60.00
Pineda, Guadalupe	6.00	18.00	66.00
Precht, Jeanette	6.00	18.00	105.00
Ring, Diane	6.00	18.00	78.00
Rodriguez, Claudia	6.00	18.00	30.00
Rodriguez, David	6.00	18.00	66.00
Rodriguez, Kenia	-	-	50.00
Rodriguez, Maria	6.00	18.00	30.00
Sandoval, Lizbeth	-	-	61.00
Schaal, Linda	6.00	18.00	159.00
Sgobba, Jackie	12.00	24.00	54.00
Shah, Jay	6.00	18.00	66.00
Shah, Soham	6.00	18.00	24.00
Shah, Sweny	6.00	18.00	108.00
Skimizu, Ken	12.00	36.00	343.00
Sosa, Mathew	6.00	18.00	38.00
Stutzman, Mark	6.00	18.00	36.00
Teeter, Robert	6.00	18.00	78.00
Thatcher, Kaitlyn	-	-	26.00
Thomas, Peggy	6.00	18.00	65.00

Literacy Hours continued

REGULAR	FY03/04 September	FY03/04 YTD	Cumulative
Tomlin, Jennifer	6.00	18.00	43.00
Tran, Victor	6.00	18.00	30.00
Tranquill, Jill	6.00	18.00	36.00
Trotter, Cynthia	6.00	18.00	93.00
Truong, Christine	6.00	18.00	87.00
Truong, Will	6.00	18.00	81.00
Uribe, Yajaira	6.00	18.00	48.00
Valle, Ana	6.00	18.00	43.00
Vasani, Sheena	6.00	18.00	30.00
Vasquez, Johanna	6.00	18.00	45.00
Vu, Elizabeth	-	-	102.00
Vukovick, Kathy	6.00	18.00	162.00
Total	808.00	2,484.00	15,845.00

Placentia Library District
Circulation Report
October 1, 2003

	FY03-04 YTD	FY02-03 YTD	% Change FY03 TO FY04	FY03-04 September	FY02-03 September
1st Time Checkouts	27,889	26,811	4.02%	11,995	11,019
Phone Renewals	2,704	2,877	-6.01%	1,898	1,389
In-Building Renewals	1,069	817	30.84%	498	306
Total Renewals	3,773	3,694	2.14%	2,396	1,695
TOTAL CHECKOUTS	31,662	30,505	3.79%	14,391	12,714
On-Time Checkins	27,459	27,828	-1.33%	11,272	11,120
Late Checkins	898	2,373	-62.16%	938	1,276
TOTAL CHECKINS	28,357	30,201	-6.11%	12,210	12,396
Holds Placed	355	1,337	-73.45%	181	931
Holds Cancelled	11	158	-93.04%	8	114
Holds Filled	1,886	1,210	55.87%	358	814
Holds Expired	0	20	-100.00%	0	14
Patrons Registered	716	564	26.95%	360	215
Titles Added	348	1,369	-74.58%	185	1,158
Volumes Added	386	1,377	-71.97%	195	1,125
CIRCULATION BY TYPE OF MATERIAL					5,393
Adult Print	12,790	11,783	8.55%	6,523	5,393
Juvenile Print	15,092	14,784	2.08%	6,099	5,689
Total Print	27,882	26,567	4.95%	12,622	11,082
Audio	1,704	1,567	8.74%	945	722
Visual	2,342	2,352	-0.43%	1,099	918
Equipment	0	0	0.00%	0	0
Total Audio Visual	4,046	3,919	3.24%	2,044	1,640
TOTAL CIRCULATION	31,928	30,486	4.73%	14,666	12,722
Placentia Circulation	20,616	23,970	-13.99%	9,014	12,713
%Placentia Circulation	64.57%	78.63%	-17.88%	61.46%	99.93%
Anaheim/Yorba Linda Circulation*	4,738	15,671	-69.77%	2,588	12,731
%Anaheim/Yorba Linda Circulation	15%	51.40%	-71.13%	18%	100%
TYPES OF ACTIVE BORROWERS					
Adult	21,335	18,352	-45.98%	10,105	8,459
Young Adult	551	1,020	-45.98%	263	266
Juvenile	6,579	6,174	6.56%	2,699	2,495
New Borrower	2,958	1,774	66.74%	1,313	1,272
Non Resident	0	0		0	0
Other (staff)	531	0		304	0
TOTAL ACTIVE BORROWERS	31,954	27,320	16.96%	14,684	12,492
TOTAL REGISTERED BORROWERS	36,513	34,616	5.48%	18,520	18,346
ATTENDANCE	61,907	69,085	-10.39%	30,856	35,041
Adult Reference-In Building	1,709	1,998	-14.46%	950	952
Adult Reference-Telephone	307	280	9.64%	172	122
Children's Reference-In Building	581	2,385	-75.64%	489	440
Children's Reference-Telephone	36	884	-95.93%	31	469
Total Adult Reference	1,973	2,278	-13.39%	1,122	1,074
Total Children's Reference	617	3,269	-81.13%	520	909
Total in Building Reference	2,290	4,383	-47.75%	1,439	1,392
Total Telephone Reference	343	1,164	-70.53%	203	591
TOTAL REFERENCE	2,633	5,547	-52.53%	1,642	1,983

* The figures for 2002 seem to be inaccurate.

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	9/7/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/8/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/7/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/4/01	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	2/7/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	3/7/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	4/5/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	5/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	6/11/02	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02	7/12/02	3,338.44	1,499.16	713.31			8.14	5,559.05
Jun-02	8/16/02	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	7/10/20	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	9/17/02	5,200.62	1,638.37	650.63				7,489.62
Oct-02	10/11/02		1,195.57	650.63			8.17	1,854.37
Nov-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Dec-02	12/13/03		1,150.57	650.63	537.50			2,338.70
Jan-03	1/16/03		1,632.69	650.63			8.15	2,291.47
Feb-03	2/11/03		1,269.07	762.39				2,031.46
Mar-03	3/17/03		1,177.30	762.39	107.50		10.55	2,057.74
Apr-03	4/7/03	35,884.16	1,263.68	762.39	269.45		7.17	38,186.85
May-03	6/5/03	3,712.49	1,150.57	650.77	107.50		7.20	5,628.53
Jun-03	7/24/03	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	8/7/03	5,933.96	1,566.39	604.52			7.20	8,112.07
Aug-03	9/8/03	5,103.96	1,370.47	604.52	215.00		7.19	7,301.14
Sep-03	10/13/03	2,650.78	1,150.57	604.52	107.50		7.19	4,520.56
Oct-03								0.00
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		13,688.70	4,087.43	1,813.56	322.50	0.00	21.58	19,933.77
AVG		4,562.90	1,362.48	604.52	107.50		7.19	6,644.59

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				0.00	0.00
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	3,105.12	522.00	0.00	3,627.12	1,813.56
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						0.00
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	854.16	721.44	181.68	0.00	1,347.84	3,105.12
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 TRIMMER	MAINT WORK	TOTAL
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 TRIMMER	MAINT WORK	TOTAL
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						0.00
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	24.00	24.00	6.00	0.00	48.00	102.00
AVG	8.00	8.00	2.00	0.00	16.00	34.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Legislative Alerts from the California Special Districts Association.**

DATE: October 20, 2003

BACKGROUND:

No Legislative Alerts were received since the last Library Board Meeting. In light of the election this is really surprising.

RECOMMENDATION:

Receive and File

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Two Percent Assessment Appeal Case**

DATE: October 20, 2003

BACKGROUND:

No new information has been received since the last report on September 22, 2003.

I talked with Neal Gruber, Tax Manager with the County of Orange Auditor Controller's Office, on September 15 and he told me that there has been no action since the County filed its appeal in June 2003. Mr. Gruber continues to be optimistic that the outcome will be in favor of the current practice.

The attached article appeared in the *Los Angeles Times* on September 25, 2003.

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

Property Owners May Gain $10 Billion in Prop. 13 Suit

By JEAN O. PASCO
Times Staff Writer

The state and counties throughout California would owe as much as $10 billion to property owners if an appeals court in December upholds a controversial 2-year-old ruling on the intent of Proposition 13, according to court papers filed this week.

It is the first time state officials have put a price tag on the potential statewide cost of a December 2001 ruling by Orange County Superior Court Judge John M. Watson.

The judge found that some Orange County property assessments violated Proposition 13, the landmark tax rollback measure passed by California voters in 1978. He ruled that the assessor, following a practice used by his colleagues statewide, illegally raised the assessed value of a

[*See Tax, Page B9*]

Tax Suit May Return $10 Billion

[*Tax, from Page B1*]

Seal Beach home more than the 2%-a-year limit mandated by Proposition 13.

County attorneys appealed the ruling to the state 4th District Court of Appeal in Santa Ana. A hearing is set for Dec. 16, but any decision would probably face further court appeals.

Assessor Webster Guillory has defended the practice, used after properties dropped in value and their assessments were lowered. When the values rebounded, the new assessments routinely exceeded the 2% limit, a method called recapturing. The county maintains that the practice is legal because the increase merely allowed the assessed value to recover from temporary declines.

If Watson's ruling is ultimately upheld, it would devastate state and local government financing, state officials argued in a 28-page brief.

The state Department of Finance estimated that $5.3 billion would come from state coffers to backfill refunds from school districts, according to the brief filed by Atty. Gen. Bill Lockyer. County and city governments would be hit with a $4.7-billion loss from refunds and from a drop in their tax base.

"For perspective, this is nearly equivalent to all funding for youth and adult correctional functions performed by the state," the brief said.

Tax attorney Rob Pool, who challenged the assessment on his Seal Beach home, said he had no reason to doubt the estimated hit. But that doesn't excuse government.

"It's not often that you get the thief who stole from you to account for exactly how much he's taken," Pool said.

Previous estimates from Orange County Auditor-Controller David Sundstrom put the impact at $4 billion if the ruling is extended statewide. Orange County's general fund would have to repay $18.6 million in excess tax revenue to property owners, he said.

Besides funding county and city governments, property taxes also fund school districts, which are guaranteed minimum funding through voter-approved Proposition 98. That means the state would have to cover refunds owed by the schools.

Last year, the Orange County Board of Supervisors voted 4 to 1 against appealing Watson's ruling. Supervisors said it was up to the assessor to defend his assessment practices, and his office filed the appeal.

Watson's ruling expanded refunds back to 1978, if applicable. Assessment officials have said most of the recapturing was done after the real estate slump of the mid-1990s.

Based on information from the largest counties, researchers with the state Board of Equalization estimated that property assessments statewide had been reduced more than $240 billion from the passage of Proposition 13 in 1978 through 2001-02 during real estate market downturns. About $190 billion in value has already been restored through recapturing, with some $48 billion left to be restored.

The information was attached to court papers filed in the case.

The Board of Equalization estimated that refunds, along with the valuation revenue lost to local governments and regained by property owners, would total $8.5 billion. The state Department of Finance added $1.5 billion in interest required to be paid with the refunds.

Agenda Item 27

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: October 14, 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.

- Starbucks and PLLS formed a partnership in FY 2002-03 by writing and receiving a grant for $10,000 to provide materials and services to children. We plan to continue that partnership in FY 2003-04.

- *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04 has begun.

- *Two months ago, 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.

Agenda Item 28

To: Library Board of Trustees

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

Date: October 14, 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				
Total:	**$101,500**		**$90,000**	**$2,000**	**$9,500**		**$3,000**

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			
Total:	**$228,000**		**$225,000**		**$3,000**	

Agenda Item 29

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: October 14, 2003

SUBJECT: Poet Laureate Report.

Meredith Laskow was officially installed as the Poet Laureate, Placentia Library District, in a ceremony on Sunday, September 28, 2003. Placentia Library Board of Trustees Secretary, Betty Escobosa, presided over the ceremony. Ms. Laskow then read from her own works for about 30 minutes. This was followed by various staff members reading their favorite and original poems. Ms. Laskow also held a poetry workshop for teens on Monday, September 28.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Certification to Receive Funds from the Public Library Fund, 2003-2004, submitted to the State Library of California on October 15, 2003.**

DATE: October 20, 2003

BACKGROUND:

Each year the District is required by Education Code Section 18025 to submit a certification of eligibility by for an allocation from the Public Library Fund. The certifications must be submitted by December 1.

Attachment A is the District's application for Fiscal Year 2003-2004. It was mailed to the State Library on October 15, 2003.

The Education Code establishes the maintenance of effort requirements for eligibility to receive PLF funds at 100% of the amount appropriated in the prior fiscal year.

Placentia Library District is scheduled to receive $23,225 (45¢ per capita) for Fiscal Year 2003-2004. The allocation, if PLF had been fully funded, would have been approximately $122,302 ($2.34 per capita).

RECOMMENDATION:

Receive and File

ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND

California State Education Code Part II
Chapter 1.5, Section 18010 et seq.
Fiscal Year 2003-04

FILING DATE: December 1, 2003

1. Library jurisdiction. Placentia Library District

2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 157, Statutes of 2003 item 6120-221-0001, Provision 1, "Notwithstanding any other provision of the law, for the 2003-04 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 2003."

3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.

4. Elements that **may be** included as local revenue are:
   - Local appropriation or allocation by jurisdiction to the library
   - Homeowner and business inventory exemption reimbursements for the state
   - Contract payment from another jurisdiction for which the library provides services
   - Federal revenue sharing funds for operations, not capital outlay; block grants (CDBG)
   - Amount for facility and small equipment maintenance and administration (whether or not included in library allocation)
   - Fines, fees, gifts, other local income not included above

5. Elements that **may not** be included as local revenue are:
   - California Library Services Act (CLSA) funds
   - Public Library Fund Act (PLF) funds
   - Library Services and Technology Act (LSTA)
   - Library of California Act (LoC) funds
   - Appropriation or allocation for major capital improvements (see definition, Sec. 18015(b), p.2 below)

6. Certification. Complete both entries.

	FY 2002-03	FY 2003-04
Local revenue appropriated (see paragraph 4 above)	1,765,112	2,025,878

100% maintenance of effort has been authorized for the 2003-04 year.

If your library jurisdiction fails to meet the 100% maintenance of effort requirement, please note the waiver provisions and forms included in this mailing.

I hereby certify under penalty of perjury that I am the duly authorized officer of
for the report are all true, correct and in accordance with law and that payn
received for fiscal year 2003-04.

Signature of Fiscal Officer: _____ Date October 15, 2003

Print Name and Title: Elizabeth D. Minter, Library Director Telephone 714-528-1925 x203

Address: 411 E. Chapman Ave.

Placentia, CA 92870

MAIL* TO: PUBLIC LIBRARY FUND
California State Library
ATTN: Budget Office
P.O. Box 942837
Sacramento, CA 94237-0001

FOR FEDERAL EXPRESS/HAND DELIVERY: ***1029 J Street, Suite 400, Sacramento, CA 95814. See Attachment B for postal information.***

***NOTE:** **DUE TO THE STRICT GUIDELINES OF THE DECEMBER 1 SUBMISSION DATE, IT IS VERY IMPORTANT TO PREPARE ALL CORRESPONDENCE AND MAILING LABELS WITH THE ABOVE ADDRESS. FAILURE TO DO SO MAY JEOPARDIZE TIMELY RECEIPT OF YOUR CERTIFICATION FORM BY THE BUDGET OFFICE.**

PUBLIC LIBRARY FINANCE
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

Section 18015. Definitions.
As used in this chapter:

a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.

b) "Foundation program" means those elements of library service which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

RETURN THIS FORM ALONG WITH YOUR ANNUAL CERTIFIC WAIVER FORMS By December 1, 2003

CALIFORNIA STATE LIBRARY
Public Library Fund Act
Signature Authorization Form

The following individual(s) have signature authority for Certification of the Public Library Fund (see definitions of the law below)

NAME: Elizabeth D. Minter

TITLE: Library Director

NAME OF JURISDICTION: Placentia Library District

SIGNATURE: EDMinter

TELEPHONE: 714-528-1925 x202

ADDRESS: 411 E. Chapman Avenue
Placentia, CA 92870-6128

PUBLIC LIBRARY FINANCE
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

MAIL TO:

PUBLIC LIBRARY FUND
California State Library
ATTN: Budget Office
P.O. Box 942837,
Sacramento, CA 94237-0001

NOTE: *for FEDERAL EXPRESS/HAND DELIVERY use:* ***1029 J Street, Suite 400, Sacramento, CA 95814***

Placentia Library District Property Tax Revenues

Obj Code	Description	Actual FY1990-1991	Actual FY 1991-1992	Actual FY 1992-1993	Actual FY1993-1994	Actual FY 1994-1995	Actual FY1995-1996	Actual FY1996-1997	Actual FY1997-1998
6210-00	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684	673,850	710,413
6210-01	Current Secured - Public Utility	25,633	27,090	28,058	24,362	25,128	24,898	22,568	24,908
6210	Total Current Secured	849,465	919,824	852,876	692,442	669,944	668,582	696,419	735,321
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311	33,588	45,613
6230	Prior Secured	24,856	37,363	47,569	88,689	6,809	26,545	28,818	18,290
6240	Prior Unsecured	978	1,258	435	815	461	1,221	3,528	1,036
6250	Spec. Dist. Augmentation Fund (SDAF)	0	0	0	11,971	0	0	0	0
6260	Penalties & Costs on Delinquent	4,289	6,019	7,676	2,158	0	0	448	3,447
6280	Current Supplemental	72,614	48,227	34,058	10,037	8,242	10,682	9,668	14,786
6300	Prior Supplemental	2,103	3,704	4,939	3,644	2,312	430	1,066	952
	TOTAL TAXES	1,018,742	1,089,350	1,004,425	856,396	735,008	754,771	773,534	819,445
6540	Penalties & Costs on Delinquent	0	0	0	0	0	399	0	0
6690	State Homeowners	19,790	20,375	18,101	13,993	12,454	17,059	14,896	15,180
	ACTUAL PROPERTY TAX REVENUE RECEIVED	1,038,532	1,109,724	1,022,526	870,388	747,462	772,229	788,431	834,625
	% Change from Previous Year		6.86%	-7.86%	-14.88%	-14.12%	3.31%	2.10%	5.86%
	SDAF Diverted by Orange County	400,957	400,957	400,957	400,957	0	0	0	0
	TOTAL PROPERTY TAX SHARE (Per Or. Co Auditor)	**1,439,489**	**1,510,681**	**1,423,483**	**1,271,345**	**747,462**	**772,229**	**788,431**	**834,625**
	% Change from Previous Year		**4.95%**	**-5.77%**	**-10.69%**	**-41.21%**	**3.31%**	**2.10%**	**5.86%**
	Placentia Valuation (Secured & Unsecured)	1,742,400,695	1,871,985,331	1,955,832,524	1,983,866,179	1,998,150,349	2,018,326,929	2,026,766,015	2,089,162,828
	% Change from Previous Year		7.44%	4.48%	1.43%	0.72%	1.01%	0.42%	3.08%
	1% of Valuation for Total Property Tax	17,424,007	18,719,853	19,558,325	19,838,662	19,981,503	20,183,269	20,267,660	20,891,628
	% of Property Tax to Library District	5.96%	5.93%	5.23%	4.39%	3.74%	3.83%	3.89%	4.00%
	Amt. Library Rec'd of Each Property Tax Dollar	$0.06	$0.06	$0.05	$0.04	$0.04	$0.04	$0.04	$0.04

Obj Code	Description	Actual FY1998-1999	Actual FY1999-2000	Actual FY2000-2001	Actual FY2001-2002	Actual FY2002-2003	Budgeted FY2003-2004
6210-00	Current Secured	764,422	849,522	934,101	1,009,093	1,087,214	1,162,022
6210-01	Current Secured - Public Utility	24,001	25,854	23,111	25,158	22,886	22,500
6210	Total Current Secured	788,423	875,376	957,212	1,034,251	1,110,100	1,184,522
6220	Current Unsecured	50,053	53,807	55,274	56,067	58,450	57,500
6230	Prior Secured	19,667	19,936	12,028	12,031	14,166	13,000
6240	Prior Unsecured	1,054	936	962	668	785	750
6250	Spec. Dist. Augmentation Fund (SDAF)	9,062	9,782	8,555	9,088	8,224	8,000
6260	Penalties & Costs on Delinquent	270	249	268	0	0	0
6280	Current Supplemental	24,408	33,580	36,813	39,810	48,663	40,000
6300	Prior Supplemental	781	720	821	1,303	1,364	1,300
	TOTAL TAXES	893,718	994,386	1,071,933	1,153,218	1,241,752	1,305,072
6540	Penalties & Costs on Delinquent	0	0	0	0	0	0
6690	State Homeowners	15,578	16,224	16,245	16,101	16,339	16,250
	ACTUAL PROPERTY TAX REVENUE RECEIVED	909,296	1,010,610	1,088,178	1,169,319	1,258,091	1,321,322
	% Change from Previous Year	8.95%	11.14%	7.68%	7.46%	7.59%	5.03%
	SDAF Diverted by Orange County	0	0	0	0	0	0
	TOTAL PROPERTY TAX SHARE (Per Or. Co Auditor)	**909,296**	**1,010,610**	**1,088,178**	**1,169,319**	**1,258,091**	**1,321,322**
	% Change from Previous Year	**8.95%**	**11.14%**	**7.68%**	**7.46%**	**7.59%**	**5.03%**
	Placentia Valuation (Secured & Unsecured)	2,250,369,894	2,445,203,617	2,646,887,381	2,864,683,614	3,096,289,016	3,326,086,478
	% Change from Previous Year	7.72%	8.66%	8.25%	8.23%	8.08%	7.42%
	1% of Valuation for Total Property Tax	22,503,699	24,452,036	26,468,874	28,646,836	30,962,890	33,260,865
	% of Property Tax to Library District	4.04%	4.13%	4.11%	4.08%	4.06%	3.97%
	Amt. Library Rec'd of Each Property Tax Dollar	$0.04	$0.04	$0.04	$0.04	$0.04	$0.04

AUDITOR-CONTROLLER
COUNTY OF ORANGE

HALL OF FINANCE AND RECORDS
12 CIVIC CENTER PLAZA, ROOM 202
POST OFFICE BOX 567
SANTA ANA, CALIFORNIA 92702-0567

(714) 834-2450 FAX: (714) 834-2569

www.oc.ca.gov/ac

DAVID E. SUNDSTROM, CPA
AUDITOR-CONTROLLER

CHIEF

SHAUN M. SKELLY
ASSISTANT AUDITOR-CONTROLLER
AGENCY ACCOUNTING

MAHESH N. PATEL
ASSISTANT AUDITOR-CONTROLLER
INFORMATION TECHNOLOGY

August 13, 2003

TO: All Cities and Special Districts

ATTENTION: Finance Directors

SUBJECT: 2003-2004 Assessed Values (ATO4VC74)

We are submitting herewith reports showing the assessed valuation of property within your city/district boundaries. For those cities/districts which have a Community Redevelopment Agency within their boundaries, incremental value has been excluded.

For those taxing agencies on the alternate allocation system, or 'Teeter" Plan, we have estimated a 2.0 percent combined roll change/refund factor for secured taxes. For non-Teeter funds, we have estimated a 3.0 percent combined delinquency/roll change/refund factor for secured taxes. For all taxing agencies, the unsecured combined delinquency/roll change/refund factor is 9.0 percent.

Should you have questions or desire additional information in this matter, please call Neal Gruber or Juan Arteaga at 834-4437.

Neal Gruber
Supervisor, Tax Unit

NG:ja
Enclosure

ORANGE COUNTY AUDITOR CONTROLLER
2003-2004 DISTRICT VALUES USED TO SET TAX RATES -- DISTRICT SEQUENCE
(EXCLUDES INCREASES WITHIN REDEVELOPMENT AGENCIES)
DISTRICT - 717 PLACENTIA LIBRARY DISTRICT

TAX TYP	FUND	DISTRICT/ AGENCY		TYPE OF VALUE	SECURED VALUE	PUBLIC UTILITY VALUE	TOTAL SECURED VALUE	UNSECURED VALUE	TOTAL SECURED & UNSECURED VALUE
A1	707-707	717A	PLACENTIA LIBRARY DISTRICT						
				MIN RTS	8,519,400		8,519,400		8,519,400
				LAND	1,560,259,719	2,186,430	1,562,446,149	4,681,172	1,567,127,321
				IMPS	1,703,680,283	577,039	1,704,257,322	36,701,043	1,740,958,365
				TOTAL L&I	3,272,459,402	2,763,469	3,275,222,871	41,382,215	3,316,605,086
				PERS PROP	21,108,664	301,104	21,409,768	71,639,044	93,048,812
				OTH EXEMP	18,106,331		18,106,331	549,769	18,656,100
				TOT VALUE	3,275,461,735	3,064,573	3,278,526,308	112,471,490	3,390,997,798
				H/O EXEMP	64,939,652		64,939,652	-28,341	64,911,311
				NET VALUE	3,210,522,083	3,064,573	3,213,586,656	112,499,831	3,326,086,487
	707-707	717	DISTRICT TOTAL						
				MIN RTS	8,519,400		8,519,400		8,519,400
				LAND	1,560,259,719	2,186,430	1,562,446,149	4,681,172	1,567,127,321
				IMPS	1,703,680,283	577,039	1,704,257,322	36,701,043	1,740,958,365
				TOTAL L&I	3,272,459,402	2,763,469	3,275,222,871	41,382,215	3,316,605,086
				PERS PROP	21,108,664	301,104	21,409,768	71,639,044	93,048,812
				OTH EXEMP	18,106,331		18,106,331	549,769	18,656,100
				TOT VALUE	3,275,461,735	3,064,573	3,278,526,308	112,471,490	3,390,997,798
				H/O EXEMP	64,939,652		64,939,652	-28,341	64,911,311
				NET VALUE	3,210,522,083	3,064,573	3,213,586,656	112,499,831	3,326,086,487

AUDITOR-CONTROLLER
COUNTY OF ORANGE

HALL OF FINANCE AND RECORDS
12 CIVIC CENTER PLAZA, ROOM 202
POST OFFICE BOX 567
SANTA ANA, CALIFORNIA 92702-0567

(714) 834-2450 FAX: (714) 834-2569

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SHAUN M. SKELLY
ASSISTANT AUDITOR-CONTROLLER
AGENCY ACCOUNTING

MAHESH N. PATEL
ASSISTANT AUDITOR-CONTROLLER
INFORMATION TECHNOLOGY

DAVID E. SUNDSTROM, CPA
AUDITOR-CONTROLLER

August 26, 2003

TO: All Orange County Property Tax Receiving Agencies

ATTENTION: Finance Directors

SUBJECT: Estimated FY 2003-2004 Basic Levy Property Tax Revenue

Enclosed are estimates of property tax revenues for your agency for FY 2003-2004. The countywide increase on the secured roll was 7.57 percent, while the unsecured tax roll decreased by 2.225 percent.

For those funds on the alternate allocation system, or "Teeter" plan, we have used a 2.0 percent combined roll change/refund factor for secured taxes. For non-Teeter funds we have used a 3.0 percent combined delinquency/roll change/refund factor for secured taxes. For all taxing agencies the unsecured combined delinquency/roll change/refund factor is 9.0 percent.

The refund/roll change rates remain material in nature due to the continuation of large value assessment appeals being processed. You should allow for these adjustments to your tax revenue estimates in preparing your 2003-2004 revenue projections.

The 2003-2004 State-assessed public utility unitary roll decreased by 8.89 percent. The enclosure does not reflect your share of the revenue attributable to the public utility unitary roll. We estimate that the public unitary roll revenue will be approximately 91.1 percent of your FY 2002-03 actual public utility unitary revenue. This change was done in order to get these revenue estimates out to you sooner.

We estimate that revenue from the supplemental tax roll will be approximately 85.7 percent of your FY 2002-2003 actual supplemental tax revenue. The supplemental roll estimate is highly variable due to the uncertainties associated with preparing the supplemental roll.

The enclosed estimates again reflect the State property tax shift as computed under the current statutes following statewide guidelines. Future legal interpretations or Legislative clean-up bills may change the tax shift computations. In these cases, we will adjust our tax allocation files as necessary to ensure that each taxing agency receives the correct amount of property taxes under the latest interpretation of the law.

We hope this information will help you in preparing or amending your FY 2003-2004 revenue budget. If you have any questions or desire additional information, please contact Neal Gruber or Juan Arteaga at 834-4437.

Kathy Permenter

Kathy Permenter
Manager A/C Tax Unit

NG:
Enclosure

F:\Tax Unit\Accountant's Correspondence\Typing\est. basic levy rev.doc.

DAVID E. SU
AUDITOR-CO

Hall of Finance
12 Civic Center
P.O. Box 567
Santa Ana, California 92702-0567

(714) 834-2450 Fax: (714) 834-2569
A/C Tax Unit (714) 834-4437

PLACENTIA LIBRARY DISTRICT
FINANCE DEPT-REVENUE
411 E. CHAPMAN AVE.
PLACENTIA, CA 92670

AUGUST 26, 2003

ESTIMATED 2003-2004 PROPERTY TAX REVENUE
AT68AF-72

FUND/AGENCY	FUND DESCRIPTION
707 -707.01	PLACENTIA LIBRARY DIST-GEN FUND

SECURED	1,176,185.78
PUBLIC UTILITY	0.00
HOMEOWNER	16,715.80
UNSECURED	61,057.80
TOTAL	1,253,959.38

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

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

DATE: October 20, 2003

BACKGROUND:

Munson, Cronick & Associates have completed work on the District's Audit for Fiscal Year 2002-2003. The Management Letter and Audit are Attachment A.

The Trustee copies were mailed by District staff on September 30, 2003.

RECOMMENDATION:

Receive and File the Audit for Fiscal Year 2002-2003 as prepared by Munson, Cronick & Associates.

Munson,
Cronick &
Associates, LLP
CERTIFIED PUBLIC ACCOUNTANTS

The Board Of Trustees
Placentia Library District
Placentia, California

We have audited the general purpose financial statements of Placentia Library District, for the year ended June 30, 2003, and have issued our report thereon dated September 22, 2003.

We have conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit of the general purpose financial statements of Placentia Library District, for the year ended June 30, 2003, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of Placentia Library District is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with the modified accrual basis of accounting, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories of cash and investments, payroll, accounts payable and cash disbursements, cash receipts and general ledger.

2501 E. Chapman Ave., Suite 220 ◆ Fullerton, California 92831 ◆ Phone (714) 449-9909 ◆ Fax (714) 449-9911

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

Fixed Asset Account Group

Absence of a fixed asset listing, which will be corrected when the district complies with GASB 34.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of the Board of Trustees and management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Munson, Cronick & Associates, LLP

MUNSON, CRONICK & ASSOCIATES, LLP
Certified Public Accountants

Fullerton, California
September 22, 2003

PLACENTIA LIBRARY DISTRICT

Report On Audit Of Financial Statements

For The Year Ended
June 30, 2003

Munson,
Cronick &
Associates, LLP
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

The Board Of Trustees
Placentia Library District
Placentia, California

We have audited the combined balance sheet, all fund types and account groups of the Placentia Library District as of June 30, 2003, and the related combined statement of revenues, expenditures and changes in fund balances - budget and actual, for the year then ended. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Library District as of June 30, 2003, and the revenues, expenditures and changes in fund balances - budget and actual, for the year then ended, in conformity with the modified accrual basis of accounting, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts as disclosed in Notes 1 and 3.

Munson, Cronick & Associates, LLP

MUNSON, CRONICK & ASSOCIATES, LLP
Certified Public Accountants

Fullerton, California
September 22, 2003

2501 E. Chapman Ave., Suite 220 ◆ Fullerton, California 92831 ◆ Phone (714) 449-9909 ◆ Fax (714) 449-9911

PLACENTIA LIBRARY DISTRICT

CONTENTS

PLACENTIA LIBRARY DISTRICT

Combined Balance Sheet, All Fund Types And Account Groups

June 30, 2003

Assets	Government Fund General	Account Groups Fixed Assets	Account Groups Long-Term Debt	Total (Memorandum Only)
Current assets:				
Cash and cash equivalents	$ 956,089			$ 956,089
Certificates of deposit	42,805			42,805
Taxes receivable	21,527			21,527
Interest receivable	2,133			2,133
Due from other county and agency	102,133			102,133
Prepaid expenses	26,468			26,468
Total current assets	1,151,155			1,151,155
Amount to be provided for retirement of general long-term debt			$ 145,000	145,000
Property, plant and equipment		$ 2,146,680		2,146,680
Total assets	$ 1,151,155	$ 2,146,680	$ 145,000	$ 3,442,835
Liabilities And Fund Equity				
urrent liabilities:				
Accounts payable	$ 12,310			$ 12,310
Wages and taxes payable	26,793			26,793
Accrued interest	2,066			2,066
Accrued sickleave and vacation	50,627			50,627
Due to other county and agency	100,094			100,094
Total current liabilities	191,890			191,890
Long-term lease payable			$ 145,000	145,000
Total liabilities	191,890		145,000	336,890
Fund equity:				
Fund balances				
Reserved for prepaid expenses	15,728			15,728
Unreserved:				
Designated	191,828			191,828
Undesignated	751,709			751,709
Investment in general fixed assets		$ 2,146,680		2,146,680
Total fund equity	959,265	2,146,680		3,105,945
Total liabilities and fund equity	$ 1,151,155	$ 2,146,680	$ 145,000	$ 3,442,835

The accompanying notes are an integral part of the financial statements.

PLACENTIA LIBRARY DISTRICT

Statement Of Revenues, Expenditures And Changes In Fund Balances - Budget And Actual

For The Year Ended June 30, 2003

	General Fund		Variance Favorable (Unfavorable)	Plant Fund
	Budget	Actual		
Revenues:				
Property taxes, current year	$1,196,983	$1,203,384	$ 6,401	
Property taxes, prior year	13,800	31,140	17,340	
Homeowners property tax relief	15,800	16,339	539	
Other state funds	146,200	252,019	105,819	
Interest income	29,835	16,863	(12,972)	
Other county revenue	188,750	232,088	43,338	
Other revenue	-	12,557	12,557	
Total revenues	1,591,368	1,764,390	173,022	
Expenditures:				
Salaries and employee benefits	842,622	850,663	(8,041)	
Insurance	17,806	12,343	5,463	
Maintenance	75,700	83,681	(7,981)	
Utilities	71,750	55,563	16,187	
Interest expense	-	9,191	(9,191)	
Special department expense	153,360	146,433	6,927	
Office expense	45,736	48,277	(2,541)	
Specialized services	110,774	107,823	2,951	
Other county expenditures	199,400	73,096	126,304	
Other expenditures	-	57,479	(57,479)	
Total expenditures	1,517,148	1,444,549	72,599	
Excess of operating revenues over expenditures	74,220	319,841	245,621	
Additions to property, plant and equipment	(5,000)	(29,654)	(24,654)	$ 29,654
Lease payments (principal portion)	(65,000)	(65,000)	-	
Excess of revenues over expenditures	$ 4,220	225,187	$ 220,967	29,654
Fund balance, beginning		734,078		2,117,026
Fund balance, ending		$ 959,265		$ 2,146,680

The accompanying notes are an integral part of the financial statements.

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements

June 30, 2003

1. Summary Of Significant Accounting Policies

Fund Accounting

The accounts of the Placentia Library District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Placentia Library District has created several types of funds. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures. The individual funds account for the governmental resources that are allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions.

The funds are grouped into one fund type and two account groups as described below:

Government Fund Type - these are funds through which most governmental functions typically are financed. The funds included in this category are as follows:

General Fund - this fund is established to account for resources devoted to financing the general services that the District performs for its citizens. General tax revenues and other sources of revenue used to finance the fundamental operations of the District are included in this fund. The fund is charged with all costs of operating the district for which a separate fund has not been established.

Fixed Assets Account Group - this is not a fund, but rather an account group that is used to account for general fixed assets acquired principally for general purposes.

Long-Term Debt Account Group - this is not a fund, but rather an account group that is used to account for the outstanding principal balances of general lease obligations bonds and other long-term debt.

Government funds utilize the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable. Licenses and permits, charges for service, fines and forfeits, and miscellaneous revenues are recorded as revenues when received in cash. General property taxes, current and prior, and special state tax allocations are recorded when earned (when they are measurable and available).

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2003

1. Summary Of Significant Accounting Policies, Continued

Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for debt service and other long-term obligations which are recognized when paid.

Budgetary controls for the Library District are based on Appropriation Limits set by the California Constitution, Article XIIIB. This limitation states that the appropriations may increase annually by a factor comprised of the change in population and the change in the U.S. Consumer Price Index or California per capita income, whichever is less. The State of California provides the factors annually to each district in order that the budgets may be prepared. All budgets are approved by Board of Trustees and then by the County of Orange. Appropriations do not lapse at year end, as the Library District reverts these funds to their General Fund Balance.

Total-Memorandum Only

When combined financial statements include a "Total-Memorandum Only" column, it should be noted that they are presented to facilitate financial analysis and that data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles nor is such data comparable to a consolidation. Interfund eliminations are not made in the aggregation of these totals.

Designated Fund Balance

The Board of Trustees of Placentia Library District sets aside specific funds to be used for future lease payments. The amount of funds designated as of June 30, 2003, was $191,828. Interest earned on these funds for the year ended June 30, 2003, was $2,144. The Board may also set aside funds for equipment replacement and major structural repair. All funds are on deposit with the County of Orange and are not currently available for general operating expenses.

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2003

2. Cash And Cash Equivalents

Cash reported in the accompanying combined balance sheet is comprised of:

Fiscal agents	$ 827,315
Cash, including interest	62,592
Investments, cash equivalents	66,182
	$ 956,089

The District considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents.

The District maintains a portion of their cash and investments in a bank deposit account in excess of federally insured limits (FDIC) of $100,000. There is no amount in excess of the FDIC limit as of June 30, 2003. The District has not experienced any losses as a result of this balance.

The Board of Trustees has approved and designated annual payments of $71,800 to the bond redemption fund, although actual lease payments per the amortization schedule are for lesser amounts. The funds are held in a restrictive trust by the County of Orange under the name of Placentia Civic Center Authority. Funds in the account can only be applied toward bond redemption. The fair market value in this account was $66,182 at June 30, 2003.

3. Fixed Assets

Plant, property and equipment are capitalized and no depreciation or amortization is provided as the Library District is considered a government unit. As of June 30, 2003, property, plant and equipment are comprised of:

Building and improvements	$ 1,446,425
Furniture and equipment	618,757
Land	81,498
	$ 2,146,680

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2003

4. Long-Term Lease Payable

The lease of the Library facilities from the Placentia Civic Center Authority has been accounted for as a direct financial lease. The assets related to the long-term lease, with a value of $1,320,927, have been included in plant, property and equipment. Annual lease payments include principal and interest at approximately 6.0% per annum. The Library is required to pay property taxes, insurance, assessments and maintenance allocated to its facilities and grounds. The maturity date is October 1, 2004. Minimum future lease payments including principal and interest are:

Year Ending June 30,	Amount
2004	$ 75,273
2005	76,069
	151,342
Interest expense	(6,342)
Net long-term lease payable	$ 145,000

5. Retirement Plan

The Library has a retirement plan covering all employees with six months of service and who are at least twenty-one years of age. The Library contributes 7% of eligible employee wages on an annual basis.

The plan is a defined contribution plan and benefits under the plan are provided through a trust fund. Plan contributions were $41,391 during the year ended June 30, 2003.

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2003

6. Compensated Absences

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

The Board of Trustees has established a reserve for unused sick leave. As of June 30, 2003, there was a balance of $31,622 including accrued interest, which is included in cash held by fiscal agents.

7. Relationship to Placentia Civic Center

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

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

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

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2003

8. Lease Commitment

The Library is committed under two equipment leases. The minimum lease commitments as of June 30, 2003, are as follows:

Year Ending June 30,	
2004	$ 29,686
2005	29,588
2006	29,798
2007	30,016
2008	30,241
2009 to 2013	168,261
	$ 317,590

9. Contract Funding

The Library receives property tax revenues from the County of Orange which represents approximately 71% of total revenues.

LIBRARY OF
CALIFORNIA
BOARD

Library of California Board Meeting
October 15-16, 2003

For further information contact:
Sandy Habbestad
P.O. Box 942837
Sacramento, CA 94237-0001
(916) 653-7532
shabbestad@library.ca.gov

October 15, 2003
BUDGET AND PLANNING SESSION
9:30 a.m. - 12:00 p.m.
LEGISLATIVE COMMITTEE
1:30 p.m. – 2:30 p.m.
RESOURCE SHARING COMMITTEE
3:00 p.m. – 5:00 p.m.
California State Library
914 Capitol Mall, Room 500
Sacramento, CA

October 16, 2003
LSTA Advisory Council on Libraries Meeting
8:30 a.m. – 10:00 a.m.
California State Library
914 Capitol Mall, Room 500
Sacramento, CA

October 16, 2003
BUSINESS MEETING
10:30 a.m. – 3:00 p.m.
California State Library
914 Capitol Mall, Room 500
Sacramento, CA

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

BUDGET AND PLANNING COMMITTEE
Gaines, Chair; Levitin; Lin; Maghsoudi
(all members are requested to attend this session)

1. 2003/04 budget review and planning for 2004/05 – ***Document 7***
2. Review funding levels by program
3. Consider 2003/04 CLSA baseline budget by program – ***Document 7*** *(on consent calendar)*

900 N Street, Suite 500
P.O. Box 942837
amento, CA 94237-0001

(916) 653-6033 phone
(916) 653-8443 fax
www.library.ca.gov
cslloc@library.ca.gov

4. Update on program development and fiscal health of CLSA Systems and Regional Library Networks – ***Document 8***
5. Consider System Plans of Service for fiscal year 2003/04 – ***Document 9***
6. Review LDS staffing levels – ***Document 10***
7. Discussion of LoC Board meetings for 2004/05 – ***Document 5***
8. Board discussion on strategies for planning LoC/CLSA futures

LEGISLATIVE COMMITTEE
Susan Steinhauser, Chair; Calderon; Kastanis; Lowenthal

1. **Report from the Chair**
2. **Federal Legislative Issues** – ***Document 11***
3. **State Legislative Issues** – ***Document 12***
4. **Legislative Strategies**
5. **Agenda Building**

RESOURCE SHARING COMMITTEE
Victoria Fong, Chair; Maghsoudi; Pritchard; Tuttle

Action Items:

1. **Interlibrary Loan (ILL) and Direct Loan Programs**
   a. Consider CLSA loan reimbursement rates for 2003/04 – ***Document 13***
   b. Consider prorating the CLSA loan reimbursement program for 2003/04
   c. Update on LoC multitype cost study
2. **CLSA System Reference Program** – ***Document 14***
   a. Consider CLSA System population and membership figures for 2003/04 *(on consent calendar)*
   b. Update on CLSA System Plans of Service for 2003/04
3. **CLSA System Advisory Board (SAB) Program** – ***Document 15***
   a. Consider SAB member attendance at CLA annual conference *(on consent calendar)*
   b. Update on CLSA System Plans of Service for 2003/04
4. **CLSA Consolidations and Affiliations** – ***Document 16***
   Consider Fullerton Public Library withdrawal from Santiago Library System *(on consent calendar)*
5. **CLSA Statewide Data Base Program** – ***Document 17***
   a. Consider CLSA Statewide Data Base funding for 2003/04 *(on consent calendar)*
   b. Update on program status
6. **Regional Library Network Development** – ***Document 18***
   a. Consider application(s) for membership with Regional Library Networks *(on consent calendar)*
   b. Consider applications from additional participating libraries of members with Regional Library Networks *(on consent calendar)*
   c. Update on program status

Information Item:

- **CLSA System Communications and Delivery** – ***Document 19***
  Update on CLSA System Plans of Service for 2003/04

Library of California Board Meeting
October 16, 2003

For further information contact:
Sandy Habbestad
P.O. Box 942837
Sacramento, CA 94237-0001
(916) 653-7532
shabbestad@library.ca.gov

October 16, 2003
LSTA Advisory Council on Libraries Meeting
8:30 a.m. – 10:00 a.m.
California State Library
914 Capitol Mall, Room 500
Sacramento, CA

October 16, 2003
BUSINESS MEETING
10:30 a.m. – 3:00 p.m.
California State Library
914 Capitol Mall, Room 500
Sacramento, CA

A. BOARD OPENING

1. **Pledge of Allegiance**
   Recite the Pledge of Allegiance
2. **Welcome and Introductions**
   Welcome and introduction of Board members, staff and attendees
3. **Adoption of Agenda**
   Consider agenda as presented or amended
4. **Approval of February 2003 Board Minutes – *Document 1***
   Consider minutes as presented or amended
5. **Resolutions – *Document 2***
   Consider Library of California resolutions for Liz Gibson
6. **Adoption of the Consent Calendar**
   All items listed (below) on the Consent Calendar are considered by the Library of California Board to be routine and non-debatable and will be approved by a single motion. There will be no separate discussion of these items unless a Board member, staff member or other attendee requests the item removed from the Consent Calendar for separate discussion.

Consent Calendar

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:
I move that the Library of California Board approve the Consent Calendar included with the agenda of October 16, 2003.

ACCEPTANCE OF REPORTS WITH ACTION:

a) **Resource Sharing**
1. Consider CLSA System population and membership figures for 2003/04 – ***Document 14***
2. Consider CLSA System Advisory Board member attendance at CLA annual conference – ***Document 15***
3. Consider Fullerton Public Library withdrawal from Santiago Library System – ***Document 16***
4. Consider CLSA Statewide Data Base funding for 2003/04 – ***Document 17***
5. Consider applications(s) for membership with Regional Library Networks – ***Document 18***
6. Consider applications from additional participating libraries of members with Regional Library Networks – ***Document 18***

b) **Budget and Planning**
Consider 2003/04 CLSA baseline budget by program – ***Document 7***

ACCEPTANCE OF REPORTS WITHOUT ACTON:

c) **Support Services**
CLSA System Communications and Delivery program update – ***Document 19***

B. REPORTS TO THE BOARD

1. **Board President's Report**
Report on activities since last Board meeting
2. **Board Vice President's Report**
Report on activities since last Board meeting
3. **Chief Executive Officer's Report**
Report on activities since last Board meeting
4. **Director's Update**
   1. Update on activities since last Board meeting – ***Document 3***
   2. Report on LoC/CLSA Laws and Regulations – ***Document 6***
   3. Update on CLSA Systems and Regional Networks– ***Document 8***
   4. Review LDS Staffing levels – ***Document 10***

5. **Election of Board Officers for 2004** – ***Document 4***
   a. Report from the Nominating Committee – Kastanis, Chair; Fong
   b. Consider Board President and Vice-President for 2004

6. **Library of California Board meeting schedule and locations – *Document 5***
   Review Board meeting dates and locations for 2004

C. ACTION ITEMS/UPDATES

1. Consider CLSA loan reimbursement rates for 2003/04 – ***Document 13***
2. Consider prorating the CLSA loan reimbursement program for 2003/04
3. Consider any issues addressed from the Budget and Planning Session
4. Consider System Plans of Service for fiscal year 2003/04 – ***Document 9***
5. Consider Board positions on Federal Legislative issues – ***Document 11***
6. Consider Board positions on State Legislative issues – ***Document 12***

D. REPORTS FROM BOARD COMMITTEES

1. **BUDGET AND PLANNING COMMITTEE**
   Report from the Chair

2. **LEGISLATIVE COMMITTEE**
   Report from the Chair

3. **RESOURCE SHARING COMMITTEE**
   Report from the Chair

E. PUBLIC COMMENT

Public comment on any item or issue that is under the purview of the Library of California Board and is not on the agenda.

F. COMMENTS FROM BOARD MEMBERS/OFFICERS

Board member or officer comment on any item or issue that is under the purview of the Library of California Board and is not on the agenda.

G. AGENDA BUILDING

Agenda items for subsequent Board meetings.

H. ADJOURNMENT

Adjourn the meeting.

IManage 5250

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

TO: Elizabeth Minter, Director
Placentia Library District
Cc: Diana Paque

FROM: Bessie Condos Tichauer BCT
Children and Youth Services Consultant

DATE: September 16, 2003

SUBJECT: Live Homework Help Program 2003-2004

During the last two years, your library jurisdiction participated in the Live Homework Help Program that was funded by the State Library. In light of the economic climate, we have reviewed usage figures and have decided that for 2003-2004, funding would be distributed to libraries that made significant use of the service. We have decided to suspend service to libraries that had 3-4 program locations and achieved less than a total of 50 sessions of the program in 2003, and libraries that had 1-2 program locations and achieved less than a total of 25 sessions of the program in 2003. We determined that based on reported usage, your library was included in one of these groups. Would you please share this information with the staff member who has worked on this program for your library?

Thank you for your participation in the Live Homework Help Program during this two-year period.
04, funding would be distributed to libraries that made significant use of the service. We have decided to suspend service to libraries that had 3-4 program locations and achieved less than a total of 50 sessions of the program in 2003, and libraries that had 1-2 program locations and achieved less than a total of 25 sessions of the program in 2003. We determined that based on reported usage, your library was included in one of these groups. Would you please share this information with the staff member who has worked on this program for your library?

Thank you for your participation in the Live Homework Help Program during this two-year period.

Library Development Services Bureau
900 N Street, Suite 500
P.O. Box 942837
Sacramento, CA 94237-0001
(916) 653-5217 phone
(916) 653-8443 fax
www.library.ca.gov

California State Library
Library Services and Technology Act

Final Narrative Report

This report is due thirty (30) days after the completion date of the grant period, on October 30. Note that failure to submit this report within the timelines of the grant program could jeopardize receipt of the final 10% grant payment. Mail a total of **THREE** copies of the report, one with original signature. Send to:

California State Library
Budget Office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

Date October 1, 2003

1. Grant Award ID # 40-5685
2. Project Title Public Library Staff Education Program
3. FY 2002-2003
4. Total project period October 8, 2002 - September 30, 2003
5. Grantee Jillian Christine Rakos
6. Address 411 E. Chapman Ave., Placentia, CA 92870
7. Contact Elizabeth D. Minter
8. Telephone/E-mail 714-528-1925 x203 administration@placentialibrary.org
9. Needs.

This grant was designed to assist Jillian Rakos, a library school student at San Jose State University, with tuition money to pay for her Master's classes in Library and Information Science.

Applicant Jurisdiction: Placentia Library District

Project Title: Public Library Staff Education Program

10. Project abstract.

The main purpose of this project was to help a library assistant employed at the Placentia Library District in her goal of attaining her MLIS while working full-time at the library. Jillian Rakos was hired in June 2001, and has remained a loyal employee of the Placentia Library, with ambitions of becoming a children's librarian-but because of insufficient funds, she could not reach her goal until this grant made it possible.

The idea to apply for this grant came from Elizabeth D. Minter, Director of the Placentia Library District, who heard of the LSTA grant aimed at backfilling the shortfall of children's librarian recruits in library science. This grant was created for anyone in an accredited library program, who was already employed at a public library, and who planned on becoming a children's librarian upon graduation-and Mrs. Minter, realizing Ms. Rakos's goals, emailed the grant information to her. Ms. Rakos jumped at the opportunity and wrote her essay and was awarded her tuition grant shortly after.

The goal of this project has already been realized for the Placentia Library, as they had lost a Children's Librarian in May of 2003, and were able to place Ms. Rakos, only a semester away from graduating, into the position as the Children's Librarian. The goal for Ms. Rakos will be realized when she has earned her MLIS in May of 2004, and will be bumped up to another pay scale to match that of her title, Children's Librarian, at the Placentia Library District, although she is happily gaining experience and filling in her new role as Children's Librarian quite nicely.

The objectives set for this project were professional training and advancement for an employee who wished to become a children's librarian. The library's objective was to retain an ambitious employee, and help her with her MLIS program- that they could not afford to pay for in the current budgetary climate. The objective for the employee was to remain at the Placentia Library while she was working towards her goal of becoming a children's librarian.

All of the objectives set met successful results for both Jillian Rakos and the library. The library gained a children's librarian who was already experienced with the inner workings of the Placentia Library, and Ms. Rakos is nearly finished with meeting her goal of attaining her MLIS.

The project will be continued with further professional training and workshops for Ms. Rakos with programs like MCLS and Infopeople, and Ms. Rakos has set a personal goal to continue her education as a children's librarian with Spanish lessons once she finishes her degree. In the end this training benefits all the children and young adults who frequent the Placentia Library District.

(Do not attach additional pages)

Applicant Jurisdiction: Placentia Library District

Project Title: Public Library Staff Education Program

11. Project accomplishments.

The project goals and accomplishments set for the grant year just concluded were that Jillian Rakos would complete successfully the number of courses she initially promised to complete in her LSTA grant application. She finished all of her class work with A's and B's and also completed two internships while she worked full time at the Placentia Library. Evidence that this project was conducted and accomplished exists in the school records of class schedules and grades that were submitted to the Placentia Library for tuition reimbursement.

Applicant Jurisdiction: Placentia Library District

Project Title: Public Library Staff Education Program

12. Subjective evaluation.

The project successes were that Ms. Rakos was able to complete her course work while remaining a full time employee, and was not financially strained into having to find a second job, or cut down on her current work schedule to complete her classes. The grant had no failures whatsoever, and I do not believe there would be anything I would do differently in planning or carrying out the project. The only outside party that had any information about this tuition reimbursement grant was the Placentia Library District Board of Trustees and they found the project to be an overall success and are excited about other opportunities that may exist for other staff members that wish to continue their education.

13. Project continuation.

No continuation of this project is needed as Ms. Rakos's MLIS program is nearly over. This decision was made by Ms. Rakos, and the basis for her decision was that she intends to carry out her promise to remain at the Placentia Library until her service is over to complete her promise of service that she made as part of the LSTA grant agreement, but to reapply for this grant may mean that Ms. Rakos would have to extend her term of service at the Placentia Library, and she is not certain what her plans are that far ahead in the future.

14. Signature/Date 10/1/03

714-528-1925 x203
Telephone

administration@placentialibrary.org
E-mail

QUARTER:

1st--Oct, Nov, Dec _____

2nd--Jan, Feb, Mar _____

3rd--Apr, May, Jun _____

4th--Jul, Aug, Sep X

Liquidation _____

California State Library

LIBRARY SERVICES AND TECHNOLOGY ACT

LSTA Grant Award I.D.: 40-5685

Date: October 1, 2003

Fiscal Year: 2002-2003

Send THREE COPIES of this report (one with an original signature) to:

California State Library
Budget Office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

Project Title: Public Library Staff Education Program

Grantee: Jillian Christine Rakos

Telephone: 714-528-1925

Fiscal Agent: Placentia Library District

Prepared by (Signature): [signature]

Approved Budget (1)	QUARTERS 1st (2)	2nd (3)	3rd (4)	4th (5)	Total Expended/ Encumbered (6)	Outstanding Encumbrances close of 4th Quarter (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
5,160	0	1,935	0	3,225*	5,160			
516	129	129	129	129	516			
5,676	129	2,064	129	3,354	5,676	0		0

a. Salaries and benefits
b. Materials
c. Operating expenses
d. Equipment
e. Indirect Costs
f. TOTAL

*Actual cost $4,515. District paid balance.

*Note that failure to submit these reports within the timelines of the grant program coul jeopardize receipt of final 10% grant payment.

Any budget adjustments or modifications must be shown on LSTA 8 page 2.
If there are no changes to the current budget, page 2 need not be returned.

NOTICE

MARK YOUR CALENDAR!

Independent Special Districts of Orange County

QUARTERLY MEETING

Luncheon Meeting

Thursday, October 30, 2003

11:30 a.m.

MWDOC Headquarters

10500 Ellis Avenue, Fountain Valley

(Ellis & Ward)

SPEAKER:
The Honorable Thomas W. Wilson
Chairman, Orange County Board of Supervisors

Luncheon Charge: $12.00

$15.00 without a reservation

RSVP DEADLINE: Friday, October 24, 2003

Joan Finnegan at 949-548-3690

Make checks payable to ISDOC

Mail check to:

Joan Finnegan

258 Sherwood Street

Costa Mesa, CA 92627

September 12, 2003

Ms. Elizabeth Minter
Placentia Library District Of Orange County
411 East Chapman Avenue
Placentia, CA 92870-6198

RE: Placentia Library District Of Orange County Money Purchase Pension Plan

Dear Ms. Minter:

Your retirement plan was recently amended and restated to comply with the latest requirements of IRS - namely, GUST and EGTRRA. An additional amendment is now required to maintain the qualified status of your plan as mandated by the IRS interpretations of the statutory requirements as well as other "post EGTRRA" corrections enacted by Congress.

Please review the enclosed amendment or have it reviewed by your own legal and/or tax advisors to ensure that it meets your specifications and execute it by September 30, 2003. Our fee for providing this service is $150. Please be sure to return a signed copy of the amendment along with the payment in the enclosed envelope.

Additionally, per Department of Labor regulations, the enclosed Summary of Material Modification (SMM) must be distributed to each affected party under the plan as soon as possible, but no later than 210 days after your current plan year-end.

As mentioned above, no further action is required on your part unless you choose to override a default provision in the amendment. In that event, please make the appropriate election in Article II and send us an executed copy for our files in order that we may send you a revised SMM reflecting the changes.

Should you have any questions regarding the enclosed, please do not hesitate to contact me. Thank you for your continued business and support in our efforts to best serve you.

Sincerely,

Penny Wright
Account Manager

Enclosures

NATIONAL RETIREMENT SERVICES, INC.
3030 Old Ranch Parkway, Suite 400 • Seal Beach, California 90740-2752 • (562) 799-6333 Fax (562) 799-6340 • www.NRServices.com

POST-EGTRRA AMENDMENT

TO THE

NATIONAL RETIREMENT SERVICES, INC.
DEFINED CONTRIBUTION PROTOTYPE PLAN & TRUST

NATIONAL RETIREMENT SERVICES, INC.
DEFINED CONTRIBUTION PROTOTYPE PLAN AND TRUST
POST-EGTRRA AMENDMENT

ARTICLE I
PREAMBLE

1.1 Adoption and effective date of amendment. This amendment of the plan is adopted to reflect certain provisions of the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA"), the Job Creation and Worker Assistance Act of 2002, IRS Regulations issued pursuant to IRC §401(a)(9), and other IRS guidance. This amendment is intended as good faith compliance with the requirements of EGTRRA and is to be construed in accordance with EGTRRA and guidance issued thereunder. Except as otherwise provided, this amendment shall be effective as of the first day of the first plan year beginning after December 31, 2001.

1.2 Supersession of inconsistent provisions. This amendment shall supersede the provisions of the plan to the extent those provisions are inconsistent with the provisions of this amendment.

1.3 Adoption by prototype sponsor. Except as otherwise provided herein, pursuant to Section 5.01 of Revenue Procedure 2000-20, the sponsor hereby adopts this amendment on behalf of all adopting employers.

ARTICLE II
ADOPTION AGREEMENT ELECTIONS

The questions in this Article II only need to be completed in order to override the default provisions set forth below. If all of the default provisions will apply, then these questions should be skipped.

Unless the employer elects otherwise in this Article II, the following defaults apply:

1. **For plans subject to the qualified joint and survivor annuity rules, rollovers are automatically excluded in determining whether the $5,000 threshold has been exceeded for automatic cash-outs (if the plan provides for automatic cash-outs). This is applied to all participants regardless of when the distributable event occurred.**

2. **If catch-up contributions are permitted, then the catch-up contributions are treated like any other elective deferrals for purposes of determining matching contributions under the plan.**

3. **The minimum distribution requirements are effective for distribution calendar years beginning with the 2002 calendar year. In addition, participants or beneficiaries may elect on an individual basis whether the 5-year rule or the life expectancy rule in the plan applies to distributions after the death of a participant who has a designated beneficiary.**

4. **Amounts that are "deemed 125 compensation" are not included in the definition of compensation.**

2.1 **Exclusion of Rollovers in Application of Involuntary Cash-out Provisions.** If the plan is subject to the joint and survivor annuity rules and includes involuntary cash-out provisions, then unless one of the options below is elected, effective for distributions made after December 31, 2001, rollover contributions will be excluded in determining the value of a participant's nonforfeitable account balance for purposes of the plan's involuntary cash-out rules.

a. [ ] Rollover contributions will not be excluded.
b. [ ] Rollover contributions will be excluded only with respect to distributions made after _____ (Enter a date no earlier than December 31, 2001).
c. [ ] Rollover contributions will only be excluded with respect to participants who separated from service after _____. (Enter a date. The date may be earlier than December 31, 2001.)

2.2 **Catch-up contributions (for 401(k) profit sharing plans only):** The plan permits catch-up contributions effective for calendar years beginning after December 31, 2001, (Article V) unless otherwise elected below.

a. [ ] The plan does not permit catch-up contributions to be made.
b. [ ] Catch-up contributions are permitted effective as of:_____ (enter a date no earlier than January 1, 2002).

And, catch-up contributions will be taken into account in applying any matching contribution under the Plan unless otherwise elected below.

c. [ ] Catch-up contributions will not be taken into account in applying any matching contribution under the Plan.

2.3 **Amendment for Section 401(a)(9) Final and Temporary Treasury Regulations.**

a. **Effective date.** Unless a later effective date is specified in below, the provisions of Article VI of this amendment will apply for purposes of determining required minimum distributions for calendar years beginning with the 2002 calendar year.

[ ] This amendment applies for purposes of determining required minimum distributions for distribution calendar years beginning with the 2003 calendar year, as well as required minimum distributions for the 2002 distribution calendar year that are made on or after _____ (leave blank if this amendment does not apply to any minimum distributions for the 2002 distribution calendar year).

b. **Election to not permit Participants or Beneficiaries to Elect 5-Year Rule.**

Unless elected below, Participants or beneficiaries may elect on an individual basis whether the 5-year rule or the life expectancy rule in Sections 6.2.2 and 6.4.2 of this amendment applies to distributions after the death of a Participant who has a designated beneficiary. The election must be made no later than the earlier of September 30 of the calendar year in which distribution would be required to begin under Section 6.2.2 of this amendment, or by September 30 of the calendar year which contains the fifth anniversary of the Participant's (or, if applicable, surviving spouse's) death. If neither the Participant nor beneficiary makes an election under this paragraph, distributions will be made in accordance with Sections 6.2.2 and 6.4.2 of this amendment and, if applicable, the elections in Section 2.3.c of this amendment below.

[ ] The provision set forth above in this Section 2.3.b shall not apply. Rather, Sections 6.2.2 and 6.4.2 of this amendment shall apply except as elected in Section 2.3.c of this amendment below.

c. **Election to Apply 5-Year Rule to Distributions to Designated Beneficiaries.**

[ ] If the Participant dies before distributions begin and there is a designated beneficiary, distribution to the designated beneficiary is not required to begin by the date specified in the Plan, but the Participant's entire interest will be distributed to the designated beneficiary by December 31 of the calendar year containing the fifth anniversary of the Participant's death. If the Participant's surviving spouse is the Participant's sole designated beneficiary and the surviving spouse dies after the Participant but before distributions to either the Participant or the surviving spouse begin, this election will apply as if the surviving spouse were the Participant.

If the above is elected, then this election will apply to:

1. [ ] All distributions.

2. [ ] The following distributions: _____.

d. **Election to Allow Designated Beneficiary Receiving Distributions Under 5-Year Rule to Elect Life Expectancy Distributions.**

[ ] A designated beneficiary who is receiving payments under the 5-year rule may make a new election to receive payments under the life expectancy rule until December 31, 2003, provided that all amounts that would have been required to be distributed under the life expectancy rule for all distribution calendar years before 2004 are distributed by the earlier of December 31, 2003, or the end of the 5-year period.

2.4 **Deemed 125 compensation.** Article VII of this amendment shall not apply unless otherwise elected below.

[ ] Article VII of this amendment (Deemed 125 Compensation) shall apply effective as of Plan Years and Limitation Years beginning on or after _____(insert the later of January 1, 1998, or the first day of the first plan year the Plan used this definition).

ARTICLE III
INVOLUNTARY CASH-OUTS

3.1 Applicability and effective date. If the plan is subject to the qualified joint and survivor annuity rules and provides for involuntary cash-outs of amounts less than $5,000, then unless otherwise elected in Section 2.1 of this amendment, this Article shall apply for distributions made after December 31, 2001, and shall apply to all participants.

3.2 Rollovers disregarded in determining value of account balance for involuntary distributions. For purposes of the Sections of the plan that provide for the involuntary distribution of vested accrued benefits of $5,000 or less, the value of a participant's nonforfeitable account balance shall be determined without regard to that portion of the account balance that is attributable to rollover contributions (and earnings allocable thereto) within the meaning of Sections 402(c), 403(a)(4), 403(b)(8), 408(d)(3)(A)(ii), and 457(e)(16) of the Code. If the value of the participant's nonforfeitable account balance as so determined is $5,000 or less, then the plan shall immediately distribute the participant's entire nonforfeitable account balance.

ARTICLE IV
HARDSHIP DISTRIBUTIONS

Reduction of Section 402(g) of the Code following hardship distribution. If the plan provides for hardship distributions upon satisfaction of the safe harbor (deemed) standards as set forth in Treas. Reg. Section 1.401(k)-1(d)(2)(iv), then effective as of the date the elective deferral suspension period is reduced from 12 months to 6 months pursuant to EGTRRA, there shall be no reduction in the maximum amount of elective deferrals that a Participant may make pursuant to Section 402(g) of the Code solely because of a hardship distribution made by this plan or any other plan of the Employer.

ARTICLE V
CATCH-UP CONTRIBUTIONS

Catch-up Contributions. Unless otherwise elected in Section 2.2 of this amendment, effective for calendar years beginning after December 31, 2001, all employees who are eligible to make elective deferrals under this plan and who have attained age 50 before the close of the calendar year shall be eligible to make catch-up contributions in accordance with, and subject to the limitations of, Section 414(v) of the Code. Such catch-up contributions shall not be taken into account for purposes of the provisions of the plan implementing the required limitations of Sections 402(g) and 415 of the Code. The plan shall not be treated as failing to satisfy the provisions of the plan implementing the requirements of Sections 401(k)(3), 401(k)(11), 401(k)(12), 410(b), or 416 of the Code, as applicable, by reason of the making of such catch-up contributions.

If elected in Section 2.2, catch-up contributions shall not be treated as elective deferrals for purposes of applying any Employer matching contributions under the plan.

ARTICLE VI
REQUIRED MINIMUM DISTRIBUTIONS

6.1 GENERAL RULES

6.1.1 Effective Date. Unless a later effective date is specified in Section 2.3.a of this amendment, the provisions of this amendment will apply for purposes of determining required minimum distributions for calendar years beginning with the 2002 calendar year.

6.1.2 Coordination with Minimum Distribution Requirements Previously in Effect. If the effective date of this amendment is earlier than calendar years beginning with the 2003 calendar year, required minimum distributions for 2002 under this amendment will be determined as follows. If the total amount of 2002 required minimum distributions under the Plan made to the distributee prior to the effective date of this amendment equals or exceeds the required minimum distributions determined under this amendment, then no additional distributions will be required to be made for 2002 on or after such date to the distributee. If the total amount of 2002 required minimum distributions under the Plan made to the distributee prior to the effective date of this amendment is less than the amount determined under this amendment, then required minimum distributions for 2002 on and after such date will be determined so that the total amount of required minimum distributions for 2002 made to the distributee will be the amount determined under this amendment.

6.1.3 Precedence. The requirements of this amendment will take precedence over any inconsistent provisions of the Plan.

6.1.4 Requirements of Treasury Regulations Incorporated. All distributions required under this amendment will be determined and made in accordance with the Treasury regulations under Section 401(a)(9) of the Internal Revenue Code.

6.1.5 TEFRA Section 242(b)(2) Elections. Notwithstanding the other provisions of this amendment, distributions may be made under a designation made before January 1, 1984, in accordance with Section 242(b)(2) of the Tax Equity and Fiscal Responsibility Act (TEFRA) and the provisions of the Plan that relate to Section 242(b)(2) of TEFRA.

6.2 **TIME AND MANNER OF DISTRIBUTION**

6.2.1 Required Beginning Date. The Participant's entire interest will be distributed, or begin to be distributed, to the Participant no later than the Participant's required beginning date.

6.2.2 Death of Participant Before Distributions Begin. If the Participant dies before distributions begin, the Participant's entire interest will be distributed, or begin to be distributed, no later than as follows:

(a) If the Participant's surviving spouse is the Participant's sole designated beneficiary, then, except as provided in Article VI, distributions to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died, or by December 31 of the calendar year in which the Participant would have attained age 70½, if later.

(b) If the Participant's surviving spouse is not the Participant's sole designated beneficiary, then, except as provided in Section 2.3 of this amendment, distributions to the designated beneficiary will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died.

(c) If there is no designated beneficiary as of September 30 of the year following the year of the Participant's death, the Participant's entire interest will be distributed by December 31 of the calendar year containing the fifth anniversary of the Participant's death.

(d) If the Participant's surviving spouse is the Participant's sole designated beneficiary and the surviving spouse dies after the Participant but before distributions to the surviving spouse begin, this Section 6.2.2, other than Section 6.2.2(a), will apply as if the surviving spouse were the Participant.

For purposes of this Section 6.2.2 and Section 2.3, unless Section 6.2.2(d) applies, distributions are considered to begin on the Participant's required beginning date. If Section 6.2.2(d) applies, distributions are considered to begin on the date distributions are required to begin to the surviving spouse under Section 6.2.2(a). If distributions under an annuity purchased from an insurance company irrevocably commence to the Participant before the Participant's required beginning date (or to the Participant's surviving spouse before the date distributions are required to begin to the surviving spouse under Section 6.2.2(a)), the date distributions are considered to begin is the date distributions actually commence.

6.2.3 Forms of Distribution. Unless the Participant's interest is distributed in the form of an annuity purchased from an insurance company or in a single sum on or before the required beginning date, as of the first distribution calendar year distributions will be made in accordance with Sections 6.3 and 6.4 of this amendment. If the Participant's interest is distributed in the form of an annuity purchased from an insurance company, distributions thereunder will be made in accordance with the requirements of Section 401(a)(9) of the Code and the Treasury regulations.

6.3 **REQUIRED MINIMUM DISTRIBUTIONS DURING PARTICIPANT'S LIFETIME**

6.3.1 Amount of Required Minimum Distribution For Each Distribution Calendar Year. During the Participant's lifetime, the minimum amount that will be distributed for each distribution calendar year is the lesser of:

(a) the quotient obtained by dividing the Participant's account balance by the distribution period in the Uniform Lifetime Table set forth in Section 1.401(a)(9)-9 of the Treasury regulations, using the Participant's age as of the Participant's birthday in the distribution calendar year; or

(b) if the Participant's sole designated beneficiary for the distribution calendar year is the Participant's spouse, the quotient obtained by dividing the Participant's account balance by the number in the Joint and Last Survivor Table set forth in Section 1.401(a)(9)-9 of the Treasury regulations, using the Participant's and spouse's attained ages as of the Participant's and spouse's birthdays in the distribution calendar year.

6.3.2 Lifetime Required Minimum Distributions Continue Through Year of Participant's Death. Required minimum distributions will be determined under this Section 6.3 beginning with the first distribution calendar year and up to and including the distribution calendar year that includes the Participant's date of death.

6.4 REQUIRED MINIMUM DISTRIBUTIONS AFTER PARTICIPANT'S DEATH

6.4.1 Death On or After Date Distributions Begin.

(a) Participant Survived by Designated Beneficiary. If the Participant dies on or after the date distributions begin and there is a designated beneficiary, the minimum amount that will be distributed for each distribution calendar year after the year of the Participant's death is the quotient obtained by dividing the Participant's account balance by the longer of the remaining life expectancy of the Participant or the remaining life expectancy of the Participant's designated beneficiary, determined as follows:

(1) The Participant's remaining life expectancy is calculated using the age of the Participant in the year of death, reduced by one for each subsequent year.

(2) If the Participant's surviving spouse is the Participant's sole designated beneficiary, the remaining life expectancy of the surviving spouse is calculated for each distribution calendar year after the year of the Participant's death using the surviving spouse's age as of the spouse's birthday in that year. For distribution calendar years after the year of the surviving spouse's death, the remaining life expectancy of the surviving spouse is calculated using the age of the surviving spouse as of the spouse's birthday in the calendar year of the spouse's death, reduced by one for each subsequent calendar year.

(3) If the Participant's surviving spouse is not the Participant's sole designated beneficiary, the designated beneficiary's remaining life expectancy is calculated using the age of the beneficiary in the year following the year of the Participant's death, reduced by one for each subsequent year.

(b) No Designated Beneficiary. If the Participant dies on or after the date distributions begin and there is no designated beneficiary as of September 30 of the year after the year of the Participant's death, the minimum amount that will be distributed for each distribution calendar year after the year of the Participant's death is the quotient obtained by dividing the Participant's account balance by the Participant's remaining life expectancy calculated using the age of the Participant in the year of death, reduced by one for each subsequent year.

6.4.2 Death Before Date Distributions Begin.

(a) Participant Survived by Designated Beneficiary. Except as provided in Section 2.3, if the Participant dies before the date distributions begin and there is a designated beneficiary, the minimum amount that will be distributed for each distribution calendar year after the year of the Participant's death is the quotient obtained by dividing the Participant's account balance by the remaining life expectancy of the Participant's designated beneficiary, determined as provided in Section 6.4.1.

(b) No Designated Beneficiary. If the Participant dies before the date distributions begin and there is no designated beneficiary as of September 30 of the year following the year of the Participant's death, distribution of the Participant's entire interest will be completed by December 31 of the calendar year containing the fifth anniversary of the Participant's death.

(c) Death of Surviving Spouse Before Distributions to Surviving Spouse Are Required to Begin. If the Participant dies before the date distributions begin, the Participant's surviving spouse is the Participant's sole designated beneficiary, and the surviving spouse dies before distributions are required to begin to the surviving spouse under Section 6.2.2(a), this Section 6.4.2 will apply as if the surviving spouse were the Participant.

6.5 DEFINITIONS

6.5.1 Designated beneficiary. The individual who is designated as the Beneficiary under the Plan and is the designated beneficiary under Section 401(a)(9) of the Internal Revenue Code and Section 1.401(a)(9)-1, Q&A-4, of the Treasury regulations.

6.5.2 Distribution calendar year. A calendar year for which a minimum distribution is required. For distributions beginning before the Participant's death, the first distribution calendar year is the calendar year immediately preceding the calendar year which contains the Participant's required beginning date. For distributions beginning after the Participant's death, the first distribution calendar year is the calendar year in which distributions are required to begin under Section 6.2.2. The required minimum distribution for the Participant's first distribution calendar year will be made on or before the Participant's required beginning date. The required minimum distribution for other distribution calendar years, including the required minimum distribution for the distribution calendar year in which the Participant's required beginning date occurs, will be made on or before December 31 of that distribution calendar year.

6.5.3 Life expectancy. Life expectancy as computed by use of the Single Life Table in Section 1.401(a)(9)-9 of the Treasury regulations.

6.5.4 Participant's account balance. The account balance as of the last valuation date in the calendar year immediately preceding the distribution calendar year (valuation calendar year) increased by the amount of any contributions made and allocated or forfeitures allocated to the account balance as of dates in the valuation calendar year after the valuation date and decreased by distributions made in the valuation calendar year after the valuation date. The account balance for the valuation calendar year includes any amounts rolled over or transferred to the Plan either in the valuation calendar year or in the distribution calendar year if distributed or transferred in the valuation calendar year.

6.5.5 Required beginning date. The date specified in the Plan when distributions under Section 401(a)(9) of the Internal Revenue Code are required to begin.

ARTICLE VII
DEEMED 125 COMPENSATION

If elected, this Article shall apply as of the effective date specified in Section 2.4 of this amendment. For purposes of any definition of compensation under this Plan that includes a reference to amounts under Section 125 of the Code, amounts under Section 125 of the Code include any amounts not available to a Participant in cash in lieu of group health coverage because the Participant is unable to certify that he or she has other health coverage. An amount will be treated as an amount under Section 125 of the Code only if the Employer does not request or collect information regarding the Participant's other health coverage as part of the enrollment process for the health plan.

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

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

This amendment has been executed this 24th day of September, 2003.

Name of Plan: Money Purchase Pension Plan

Name of Employer: Placentia Library District of Orange County

By: _____
EMPLOYER
Elizabeth D. Minter, Library Director

Name of Participating Employer: _____

By: _____
PARTICIPATING EMPLOYER

PLACENTIA LIBRARY FOUNDATION

411 East Chapman Avenue, Placentia, CA 92870-6198
714-528-1925 ext. 201
foundation@placentialibrary.org

September 24, 2003

Wells Fargo Bank

The Placentia Library Foundation is requesting a grant for $1,000.00 to fund the Placentia Rotary Reading Enrichment Program (PRREP), a community program that supports the Placentia/Yorba Linda Unified School District (PYLUSD) and the Placentia Library Literacy Services.

PRREP began last school year, and it is a partnership with the Placentia Rotary Club, the Library and PYLUSD. PRREP recruits high school students from El Dorado and Valencia High Schools to tutor at-risk grade school students at the Placentia Library District. During FY 2002-03, more than 80 PRREP tutors helped over 100 students accounting for more than 1,200 hours of individualized tutoring.

Placentia Rotary and the Placentia Library bore the operational costs of PRREP last year. This school year, we plan to expand the number of PRREP participants, and procure books to give away to needy and under-served students. A grant of $1,000 from Wells Fargo Bank would go a long way in ensuring PRREP achieves these goals.

The Placentia Library District and the Placentia Library Foundation are grateful for Wells Fargo Bank being a partner with us in the past, and we are hopeful that you will support us again this year.

A copy of the Placentia Library Foundation 501 (c) (3) Determination Letter is enclosed. The Library's point of contact is Public Services Manager, Jim Roberts, (714) 524-8408, Ext 213. Please contact him if you have any questions.

Respectfully,

For Jim Roberts

Elizabeth D. Minter
Library Director

Encl: 501 (c) (3)

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 agendized 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, 2003 Board Meeting** *Recommended Action:* Approve minutes.	(Clerk of the Board)	5
B.	**Report on the OCCOG TAC** *Recommended Action*: Receive report.	(Tracy Sato, OCCOG TAC Vice Chair)	13
C.	**Air Quality Report** *Recommended Action:* Receive report.	(Annabel Cook)	17

V. ACTION ITEMS

A.	**Consideration of OCCOG Membership for the Municipal Water District of Orange County** *Recommended Action:* Adopt OCCOG staff's recommendation to approve OCCOG membership for the Municipal Water District of Orange County.	(Annabel Cook)	21
B.	**Approve ROCC Group Structure** *Recommended Action:* Approve OCCOG staff's recommendation regarding ROCC Group structure.	(Annabel Cook/MatthewHenkes)	27
C.	**Approve Agreement with the San Gabriel And Lower Los Angeles Rivers and Mountains Conservancy** *Recommended Action:* Authorize the Acting Executive Director to execute an agreement with the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy.	(Michael Gold)	29

VI. PRESENTATION

A.	**Draft 2004 Regional Transportation Plan** *Recommended Action:* Receive and file.	(Rich Macias, SCAG Manager of Transportation Planning and Programs)	33

VII. REPORTS

A.	**OCCOG Partnership Opportunities** o Energy Efficiency Program *Recommended Action:* Receive and file.	(Annabel Cook)	37
B.	**Update Regarding Growth Projections** *Recommended Action:* Receive and file.	(Dr. Bill Gayk)	39
C.	**Growth Visioning Program** *Recommended Action:* Receive and file.	(Annabel Cook)	41
D.	**Inter-Regional Partnership** *Recommended Action:* Receive and file.	(Heather Dion)	45
E.	**League of California Cities Ballot & CITIPAC** *Recommended Action:* Receive and file.	(Michael Gold)	47
F.	**Report from OCCOG Chair** o 2003 General Assembly Update and Survey o SCAG Policy Committees *Recommended Action:* Receive and file.	(Chair Anthony)	51

VIII. MATTERS FROM BOARD MEMBERS (Chair Anthony)

IX. MATTERS FROM MEMBER AGENCIES (Chair Anthony)

X. MATTERS FROM STAFF (Chair Anthony)

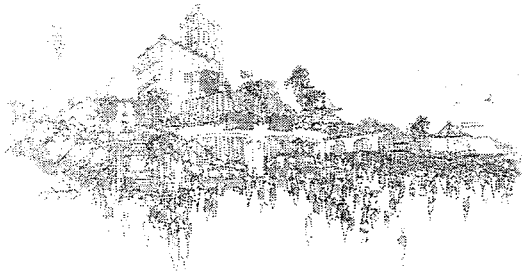
XI. CLOSED SESSION

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, October 23, 2003, 9:00 a.m.



ORANGE COUNTY COUNCIL OF GOVERNMENTS

ITEM IV. A.

STAFF REPORT

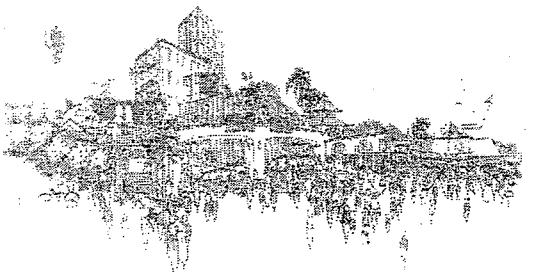
Subject: Minutes from June 26, 2003 OCCOG Board of Directors Meeting

Summary: Attached are the minutes from the June 26, 2003 OCCOG Board of Directors meetings.

Recommendation: Approve minutes.

Attachment: Minutes from June 26, 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



ORANGE COUNTY
COUNCIL OF GOVERNMENTS

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

BOARD OF DIRECTORS

HELD

June 26, 2003

A regular meeting of the Orange County Council of Governments was called to order at 9:20 a.m. by Past Chair Cathryn DeYoung at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Bill Craycraft.

I. CALL TO ORDER / ROLL CALL

Roll was taken by the Clerk of the Board.

PRESENT:

Doug Davert, 2nd Alternate, District 17
Cathryn DeYoung, District 12
Tod Ridgeway, District 14
Marilynn Poe, Alternate, District 20
Art Brown, District 21
Debbie Cook, District 64
Tim Keenan, Cities At-Large
Bill Campbell, County At-Large
(arrived at 9:25 a.m.)
Peter Herzog, OCD, LOCC
Greg Winterbottom, OCTA
Bill Craycraft, SCAQMD – Cities Representative
Dave Swerdlin – TCAs
Al Hollinden, Private Sector

ABSENT:

Phil Anthony, Chair, ISDOC
Lou Bone, Vice-Chair, District 17
Richard Dixon, District 13
Libby Cowan, District 15
Alta Duke, District 18
Richard Chavez, District 19
Bev Perry, District 22
Norman Eckenrode, OCSD
Chuck Smith, SCAG-County Representative
Jim Silva, SCAQMD – County Representative
Karon Cornell, Cal State Fullerton

VACANT:

District 16

II. OATH OF OFFICE

The Clerk of the Board administered the Oath of Office to Doug Davert, 2nd Alternate, District 17, and Bill Campbell, County At-Large.

III. PUBLIC COMMENTS

There were no public comments.

IV. CONSENT CALENDAR

It was moved by Board Member Brown and seconded by Board Member Craycraft, to approve Consent Calendar Items A-C. The motion carried unanimously, with Board Members Anthony, Bone, Dixon, Cowan, Duke, Chavez, Perry, Eckenrode, Smith, Silva, and Cornell absent from the meeting.

A. Minutes from the May 22, 2003, OCCOG Board Meeting

Action: Approved as submitted, with Board Members Ridgeway and Campbell abstaining, due to their absence from the meeting.

B. Report on OCCOG TAC

Action: Received Report.

C. Report on Air Quality

Action: Received Report.

V. ACTION ITEMS

A. Consideration of OCCOG Membership for the Silverado Modjeska Recreation and Parks District.

Annabel Cook provided background information on this item.

Action: Board Member Davert moved, Board Member Keenan seconded, and the motion carried unanimously, that the Board adopt OCCOG staff's recommendation to approve OCCOG membership for the Silverado Modjeska Recreation and Parks District.

B. Approve Growth Projections Strategy.

Tracy Sato provided background information on this item.

Action: Board Member Herzog moved, Board Member Ridgeway seconded, and the motion carried unanimously, that the Board approve OCCOG TAC's recommendation as amended, as follows:

1. Re-affirm its support of the TBGP Modified projection, unadjusted by SCAG, that was developed as a cooperative effort among the councils of government and transportation agencies of the counties of Orange, San Bernardino and Western Riverside counties;

2. Advocate at SCAG for the use of the unadjusted TBGP Modified projection as the projection to be used in the Phase 2 RTP Evaluation process selected as the preferred alternative by the Regional Council, in lieu of the revised Trend/TBGP Modified projection that was adjusted upwards by SCAG staff to equal the original Trend Projection totals for population, households and employment;

3. Convene the Growth Projection Sub-Committee established at the April, 2003 Board meeting to review the CEHD actions and status of the projections and that the Sub-Committee draft a letter from the Board, *signed by the Chair,* to City Managers and Planning Directors apprising them of the situation and Board actions, *and directly notify City Council members.*

4. Advocate that any projection adopted at SCAG be at the sub-regional level and not at the city, census tract, or TAZ level to retain local government control over land use decision making; and,

5. Direct Staff and the OCCOG Working Group to present the status of the projections and the direction of the Board to City Managers

Amended motion to add Issue 6: *Impact of other federal and state agencies on the use of the available unproportioned land.*

C. Approve Annual Work Program Agreement with SCAG.

Annabel Cook provided background information on this item.

Action: Board Member Swerdlin moved, Board Member Keenan seconded, and the motion carried unanimously, that the Board authorize the Deputy Executive Director to execute an agreement with SCAG for funding from the SCAG 2003-2004 OWP.

VI. PRESENTATION

A. Operation Jumpstart.

The Board heard a presentation by Hasan Ikhrata, SCAG Director of Policy and Planning, regarding Operation Jump-Start, a public-private partnership plan introduced at the SCAG annual retreat.

Operation Jump-Start is a $26.1 billion regional economic revitalization plan that proposes to accelerate a series of road and rail improvements to create thousands of high-paying jobs in the short-term and build the infrastructure

necessary for Southern California to ultimately become the world's leading international trade center.

The core strategy of this economic stimulus package is to allow the private sector to establish property rights in transportation infrastructure projects, to invest in those projects and, eventually, to earn decent returns from the investments through user benefits creation and toll collection. Implementing this package will require enabling legislation at both the Federal and State levels to allow and encourage private sector investments in transportation infrastructure.

The time frame of this SCAG proposal to stimulate the regional economy through investment in transportation infrastructure is from 2005 to 2010, with an estimated construction completion date by 2010.

VII. REPORTS

A. Report on OCCOG Funding.

- **Federal Funding**
  - SCAG OWP Funding
  - $1 million ROCC Program
  - $30 million TEA-3 Request

Action: Discussion.

Annabel Cook provided an update regarding funding efforts on the $190,339 SCAG Overall Work Program funding; $1 million ROCC Program funding, and the $30 million TEA-3 Request.

B. Inter-Regional Partnership.

Action: Receive and file.

C. Report from OCCOG Chair.

- Status of Board Member Polling

Action: This item was continued to the August 28, 2003, General Assembly for discussion.

VIII. MATTERS FROM BOARD MEMBERS

No matters were discussed.

IX. MATTERS FROM MEMBER AGENCIES

No matters were discussed.

X. MATTERS FROM STAFF

No matters were discussed.

XI. 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

Past Chair DeYoung adjourned the meeting at 10:38 a.m. to the General Assembly, to be held on Thursday, August 28, 2003, beginning at 9:00 a.m., at the Orange County Water District, 10500 Ellis Avenue, Fountain Valley, California.

_____
CHAIR OF THE ORANGE COUNTY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

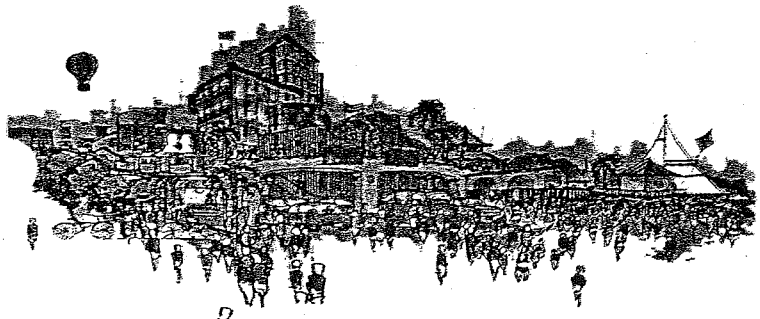
_____
CLERK OF THE BOARD

ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM IV. B.

STAFF REPORT

Subject:	Report on September 2, 2003, OCCOG TAC Meeting
Summary:	The OCCOG Technical Advisory Committee (TAC) Vice Chair Tracy Sato and OCCOG staff has provided the OCCOG Board with the most recent OCCOG TAC agenda for review.
Recommendation:	Receive report.
Attachment:	Agenda from the September 2, 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 Carl Moyer (alternative fuel vehicle and infrastructure) Funding Program Workshop from 8:30 a.m. to 10:00 a.m. for all interested parties.

Meeting Date / Location **www.occities.org/occog**

Tuesday, September 2, 2003
10:00 a.m.
City of Orange - City Hall
300 East Chapman Avenue
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 agendized 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 2003 GENERAL ASSEMBLY	(Heather Dion)	

Recommended Action: Receive report.

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

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

IV. GROWTH PROJECTIONS UPDATE (Bill Gayk)

Recommended Action: Receive report.

V. INTER-REGIONAL PARTNERSHIP REPORT (Susan DeSantis)

Recommended Action: Receive report.

VI. AIR QUALITY UPDATE (Annabel Cook)

a. Air Quality Working Group Membership
b. Mobile Source Air Pollution Reduction Review Committee TAC Seat Vacancy
c. Discussion of Model Air Quality Element
d. Amendments to Rule 2202
e. Follow-up discussions regarding
   i. Localized Significance Thresholds
   ii. Cumulative Impacts

Recommended Action: Receive report.

VII. OCCOG GROWTH VISIONING PROGRAM (Annabel Cook)

Recommended Action: Receive report.

VIII. OTHER BUSINESS / ITEMS FOR NEXT MEETING

IX. SET NEXT MEETING: Tuesday, October 7, 2003, 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:	September 2003 Report
Staff Contact:	Annabel Cook, Regional Issues Consultant - (714) 571-5844

ORANGE COUNTY
COUNCIL OF GOVERNMENTS

AIR QUALITY UPDATE
September 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, 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:

_____
Legal Counsel

Attest:

_____
Clerk of the Board

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

ORANGE COUNTY COUNCIL OF GOVERNMENTS

ITEM V. C.

STAFF REPORT

Subject: Approve Agreement with the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC)

Summary: The RMC has been allocated monies from Proposition 40 to fund projects in the San Gabriel and Lower Los Angeles Watershed that will protect and improve the region's natural resources and environment. The RMC has approached OCCOG, requesting its assistance in identifying priority projects in Orange County. For this assistance and service, the RMC would allocate $125,000 to the Orange County Division of the League of California Cities to support OCCOG's outreach and assessment efforts.

Recommendation: Authorize the Acting Executive Director to execute an agreement with the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy.

Attachment: Letter Regarding RMC Opportunity

Staff Contact: Michael Gold, Acting Executive Director – (714) 972-0077
Annabel Cook, Regional Issues Consultant – (714) 571-5844

LEAGUE OF CALIFORNIA CITIES

ORANGE COUNTY DIVISION
600 WEST SANTA ANA BOULEVARD, SUITE 214, SANTA ANA, CALIFORNIA 92701
TELEPHONE: (714) 972-0077 FAX: (714) 972-1816 email: occities@occities.org

Orange County Cities Working Together

Belinda V. Faustinos, Executive Officer
Rivers and Mountains Conservancy
Via Fax – 1 Page

ALISO VIEJO
BREA
BUENA PARK
COSTA MESA
CYPRESS
DANA POINT
FOUNTAIN VALLEY
FULLERTON
HUNTINGTON BEACH
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
SEAL BEACH
STANTON
TUSTIN
VILLA PARK
WESTMINSTER
YORBA LINDA

September 9, 2003

Dear Belinda:

The Orange County Division of the League of Cities has been an active partner with the Rivers and Mountains Conservancy (RMC) since it was established by the legislature in 1999. We are pleased to see that the RMC is now in a position to move ahead with project funding to implement projects that benefit our region.

However, knowing that the capacity for the RMC to handle all the varied opportunities there are throughout the San Gabriel and Lower Los Angeles Rivers Watershed is challenging, we are requesting that the Board consider funding the Orange County Council of Governments (OCCOG) through the Orange County Division to assist with the identification of priority projects within our County. In discussions with your Executive Officer, Belinda Faustinos and our board representatives Bev Perry and Paul Yost, I believe it would be very beneficial to our success in bringing the best projects for consideration to the RMC by having the internal capacity to assess open space, habitat, low impact recreation, watershed improvements and educational uses in our region.

Therefore, we are requesting that the RMC Board consider the allocation of $125,000 to the Orange County Division of the League of Cities for this purpose. It would be our intent to work closely with RMC staff, our cities and the County of Orange to best facilitate this endeavor. Thank you for your consideration of this request.

Regards,

Michael Gold
Acting Executive Director

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

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.

Or visit SCAG's Web site:

www.scag.ca.gov

SOUTHERN CALIFORNIA ASSOCIATION of GOVERNMENTS

Resolving Regional Challenges

818 West 7th St., 12th Floor, Los Angeles, CA 90017-3435 213-236-1800

ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM VII.A.

STAFF REPORT

Subject: OCCOG Partnership Opportunities

Summary: OCCOG staff is constantly exploring partnership opportunities that will allow OCCOG to be engaged in projects that address OCCOG members' interests and further regional goals. Such partnerships allow OCCOG to be involved in a number of programs that would otherwise be prohibitive due to limited OCCOG resources. Most importantly, partnerships present OCCOG with a chance to learn from regional stakeholders and address issues collectively.

The Energy Efficiency Program

Recently, OCCOG was approached by Global Energy Partners (Global) to develop an application to the California Public Utilities Commission (CPUC) for a $2.9 million Energy Efficiency Program for Orange County's "Hard to Reach" Agencies. The Program would provide information regarding energy efficiency and conservation incentives to "hard to reach" agencies, defined as small to medium size entities that often have trouble accessing information and, therefore, do not usually participate in energy efficiency program. These agencies may include OCCOG member agencies and other agencies in Orange County that can benefit from such a program.

If funded by the CPUC, the Program would begin in January 2004 and would include OCCOG and Global developing a plan to identify and recruit agencies to participate in the Program. These agencies would receive an energy audit, an action plan for implementing energy savings strategies, training regarding efficiency actions and potential rebates for installation and implementation of energy efficiency equipment.

Recommendation: Receive and file.

Attachment: None

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

ORANGE COUNTY COUNCIL OF GOVERNMENTS

ITEM VII.B.

STAFF REPORT

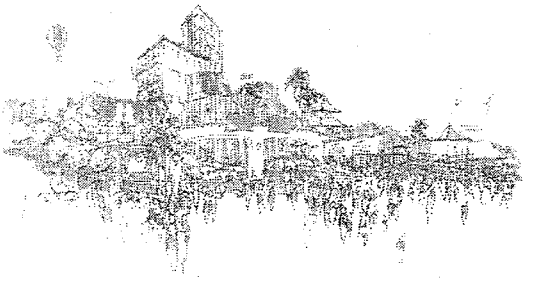
Subject: Update Regarding Growth Projections

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: None

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



ORANGE COUNTY COUNCIL OF GOVERNMENTS

ITEM VII.C.

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

GROWTH VISIONING RESOURCES

Further Information

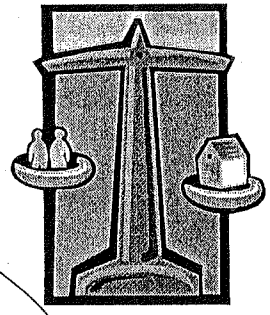
- *Interregional Partnership Existing Conditions Report*, OCCOG and Western Riverside COG
- *Smart Growth Strategies to Accommodate Orange County's Future*, OCCOG
- *Here Comes the Neighborhood*, OCCOG
- *Changing the Face of Orange County*, OCCOG
- *Smart Growth in the San Francisco Bay Area: Effective 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."

Eliel Saarinen



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

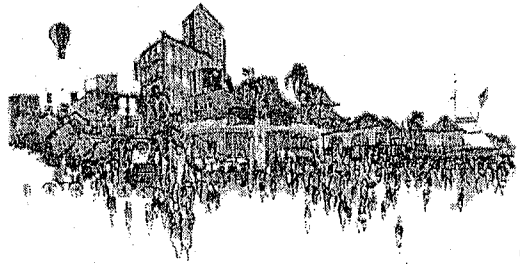
Henri de Lubac

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

OCCOG

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Growth Visioning



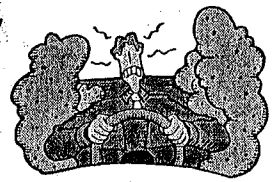
GROWTH VISIONING WORKSHOP

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 infill 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:

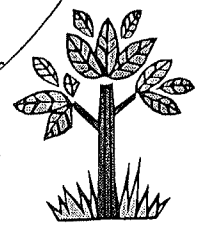
Annabel Cook: (714) 571-5844,
acook@occities.org

Heather Dion: (714) 972-0077,
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.D.

STAFF REPORT

Subject: Inter-Regional Partnership

Summary: The Inter-Regional Partnership's Policy Committee met on Friday, September 12, 2003 to select specific options for the following short term strategies: Infill Initiative, Mixed Use Development, What's In It for Us?, Business Site Selection Website, and Transportation Funds for Infill and Mixed Use Development.

The first short term strategy, Infill Initiative, involves the identification of potential sites for new housing production within existing urbanized areas in Orange and Western Riverside Counties. The Policy Committee's approved policy option consists of providing customized maps, a database, and a model "groundtruthing" approach that jurisdictions can undertake to review sites and provide feedback to the IRP. The effort will identify stakeholder organizations to support the process and provide resources to implement the process as needed.

The Mixed Use Development strategy is a public outreach program that outlines potential communication strategies and activities to educate elected officials, stakeholder organizations, and the community about the benefits of infill and mixed use development. The approved policy option includes combining resources among business owners, the Building Industry Association, the Urban Land Institute, public radio stations and other media to develop a feature presentation on Video/Compact Disk format to promote the benefit of infill and mixed use development. The effort will require the IRP to establish a steering committee that would develop plans for fund raising, distribution of the Video/CD, and presentation of the Video/CD to the stakeholder groups.

The What's In It for Us? strategy is a method to engage the public in the process of understanding the critical need for new housing projects and the benefits of providing housing in proximity to jobs. The IRP Policy Committee linked this strategy to the mixed use development strategy. The first step is the initiation of a survey to understand the issues that

are of interest to focus groups. Taking the survey results, the IRP will conduct focus groups to allow interaction and generate ideas and insights about why people feel a certain way about housing issues. The IRP will then show examples about how infill/mixed use development will improve neighborhoods. Finally the strategy will examine if perceptions change to be more receptive to the process – before and after perception after the educational process – will be incorporated to the feature media presentation discussed in the previous mixed use development strategy. Funding of this strategy will be covered by the funding of the previous strategy as well.

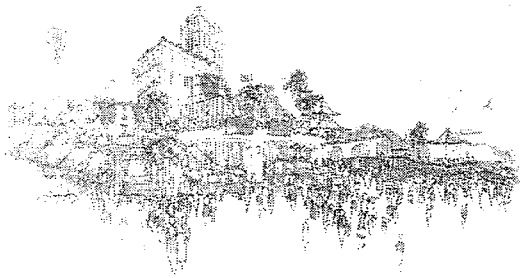
Business Site Selection Website is the forth short term strategy identified by the IRP Policy Committee. This is an economic development strategy that will involve the creation of an interactive internet database of industrial and commercial sites in the Inland Empire, targeting the WRCOG subregion, where jobs are needed to maximize the region's transportation infrastructure investment. The IRP will partner with the Inland Empire Economic Partnership, which represents cities in Riverside and San Bernardino Counties, to support the development of a website that provides an internet database of industrial and commercial sites.

The final short term strategy entailed the development of a reference documents to aid jurisdictions when seeking federal, state and local funding sources for infill and mixed use developments. The document will be incorporated into the IRP Short Term Strategies Implementation Handbook.

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: League of California Cities Ballot Initiative & CITIPAC

Summary: At the recent Annual Conference, cities overwhelmingly supported placing a measure on the November 2004 ballot to stop the state from taking local government dollars. The concept of the ballot measure is simple: prior approval of majority of the voters is required before the legislature may take any local government revenues in the future (sales, property or VLF).

Getting a measure to the ballot and securing voter approval takes money – anywhere from $7 to $15 million, depending on the level of opposition. City officials, businesses, community groups and others concerned about protecting local services can also help by participating in CITIPAC, a political action committee designed to raise the money needed to fund the statewide campaign.

The Orange County Division is gearing up for its CITIPAC campaign efforts. Individuals can get involved with CITIPAC by participating on the local CITIPAC Committee, identify potential donors, or sponsor or host a future CITIPAC event.

Recommendation: Receive and file.

Attachment: League of California Cities Brochure
CITIPAC Volunteer Card

Staff Contact: Jennifer Solomon, Communications Specialist, LOCC – (714) 072-0077
Michael Gold, Acting Executive Director - (714) 972-0077

A PLAN
TO SAVE LOCAL DEMOCRACY

California cities are today at a crossroads. Over many years cities have seen their resources ordined by a state government that cannot manage its own budget.

irst it was property taxes. Over the past 2 years the state has drained $6.9 billion in ocal property taxes from California cities, obbing them of locally raised funds needed o pay for police, fire, mergency services, oad repairs, recreation nd other vitally nportant local services. oday that shift ontinues. In FY 2003-04 it will cost alifornia cities more than $800 million.

hen it was vehicle license fees (VLF). n 1998 the state gave consumers a tax oliday" by lowering the VLF rate — ven though the constitution dedicates hese funds to city and county services. LF provides an average of 26% of cities' eneral revenues — and, on average, 60% of hose revenues are dedicated to public safety.

Known as ERAF (Education Revenue Augmentation Fund). e state uses these funds to meet its constitutional requirement to nd education. The shift of local funds did not increase state onies for schools; rather, it enabled the state to shift state neral funds away from education to support other programs.

Now, restoration of the fees is so unpopular that local governments may lose them entirely. If the state, with a huge budget deficit, doesn't have the money to keep local governments whole, local services will pay the price.

> "With another year of huge state deficits, California cities are indeed at a crossroads."

Now, it's local sales taxes. The "solution" to the current state budget deficit involved a "swap" of local sales taxes for the property taxes the state has been draining from cities and counties for the past 12 years.

Property tax. Vehicle license fees. Sales tax. Three critical sources of locally raised funds, and the state has shown that it can and will take them away when it serves the state's purposes. In cities across the state, community services suffer.

With another year of huge state deficits, California cities are indeed at a crossroads. They can hope that the state sees the light, and balances the state budget without raiding local funds. Or they can try to change the rules, to uphold the principle of dedicating locally raised funds to support local police, fire, parks, libraries and other local services.

CONSTITUTIONAL PROTECTION OF LOCAL REVENUES: IMPERATIVE TO PROTECT LOCAL SERVICES

The League of California Cities is a 105-year old association that advocates on behalf of all 478 California cities. The League and its member cities will sponsor a statewide ballot measure in 2004 that will give voters a chance to stop the state raids on local funds. Planned for the November 2004 ballot, the League's measure will amend the constitution to make it harder for the state to take local resources. It will probably require a super-majority vote of the legislature before local funds can be taken, and allow the state's voters to decide if they want local funds taken for state purposes.

> "The League and its member cities will sponsor a state-wide ballot measure in 2004 that will give voters a chance to stop the state raids on local funds."

WHAT THE MEASURE WON'T DO:

- It won't raise taxes.
- It won't attempt to turn back the clock, or undo actions the state has already taken.
- It won't try to get ERAF property taxes back.
- It won't try to carve out for local government a bigger share of the state general fund pie.
- It won't try to take funds away from other stakeholder groups.

WHAT IT WILL DO:

- **Help your city protect the revenues it has right now** – the property tax, sales tax, vehicle license fees, and other local taxes such as business license taxes and utility user's taxes – so that your community will have the stable, predictable funds it needs to plan for current and future needs.
- **Raise the bar on state take-aways of your local resources.** Make it harder for the state to take local funds.
- **Help reduce the pressure for increased local fees or taxes** that could otherwise be needed to fund local services after state raids of local revenues.
- **Keep the state from shifting state program costs to local agencies.**

ITIPAC:

E KEY TO PROTECTING CAL SERVICES

ting a measure to the ballot and securing er approval takes money — anywhere n $7 to $15 million, depending upon levels of opposition.

e League and California cities will partner h other organizations concerned about tecting local services. These groups can ntribute or help raise the funds needed for measure.

city officials, businesses, community ups and others concerned about tecting local services can and must also p. They can contribute to CITIPAC, a itical action committee designed to raise money needed for California cities to the constitutional protections needed to tect local services.

> he League and California ities will partner with other rganizations concerned about rotecting local services."

> "Make a contribution. Pledge to raise funds from others. Host a fundraiser."

WHAT YOU CAN DO

If you're a city official, a business person, part of a company that works with or for cities, or someone who understands the importance of safe streets and a quality community, you can get involved with CITIPAC.

1. Make a contribution.
2. Pledge to raise funds from others.
3. Host a fundraiser.

Find out more by calling the CITIPAC contact at the League of California Cities at 916.658.8273, sending an email to info@citipac.org, or visiting the CITIPAC Web site at www.citipac.org.

LEAGUE OF CALIFORNIA CITIES

CITIPAC

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www.citipac.org

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A PLAN

TO SAVE LOCAL DEMOCRACY

ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM VII.F.

STAFF REPORT

Subject: Report from OCCOG Chair

Summary: The OCCOG Chair will provide an update on and address the following issues:

- 2003 General Assembly and Survey
- SCAG Policy Committees

Recommendation: Receive and file.

Attachment: None

Staff Contact: Annabel Cook, Regional Issues Consultant – (714) 541-5842

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

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

DATE: October 20, 2003

BACKGROUND

No information has been received since the September 22, 2003 Library Board Meeting.

The District is waiting to receive notification from the State Library regarding the amount of the Fiscal Year 2003-2004 Literacy allocation.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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: October 20, 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.

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). 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 fours 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).

The Board designated section 2000 for review at the April 21, 2003 Board Meeting.

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 October 20, 2003 Library Board Meeting.

3. Select sections for review at the October 20, 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.

SECTION IV TERMINATION OF EMPLOYMENT

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 is 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 Cord, 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 confidentially 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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Placentia Library District

POLICY HANDBOOK

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 will 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.

Placentia Library District

POLICY HANDBOOK

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."

Placentia Library District

POLICY HANDBOOK

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 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.

Placentia Library District

POLICY HANDBOOK

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 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.

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.

Placentia Library District

POLICY HANDBOOK

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."

Placentia Library District

POLICY HANDBOOK

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 this/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."

Placentia Library District

POLICY HANDBOOK

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 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 Sick leave 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 sick leave.

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 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the Library Director regardless of the length of the absence. A medical release from the treating physician is required for all absences of three or more work days, regardless of the sick leave balance.

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.

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 disable 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.

Placentia Library District

POLICY HANDBOOK

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. Certification may be required by the Library Director.

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 bereavementleave.

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.

Placentia Library District

POLICY HANDBOOK

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. 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.

Placentia Library District

POLICY HANDBOOK

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.

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.

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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Health and Welfare Benefits**
POLICY NUMBER: **2110**

2110.1 Medical Expense Insurance. Health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for probationary and regular employees in all job classifications will be provided by the District. The scope of coverage and the payment of premiums is subject to periodic review and revision by the Board of Directors. Full payment is made for full-time employees working forty (40) hours per week and pro-rated payment is made for regular part-time employees working twenty (20) hours per week or more. Family coverage is available for all policies except disability insurance if the additional cost is paid by the employee.

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. The amount of coverage is reduced by the carrier 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 application must be processed by the employee.

> **2110.5.1** The District will match employee contributions to the deferred compensation plan to a maximum of $2,600 per calendar year.

2110.5.2 The amount of the maximum deferred compensation match is based on a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of the maximum of the deferred compensation match.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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.

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 To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Library Director. 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 which 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 which 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.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Pay Periods**
POLICY NUMBER: **2130**

2130.1 The salaries and wages of all District employees will be paid bi-weekly.

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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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 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.

Placentia Library District

POLICY HANDBOOK

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 which 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. In case of such a delay, the employee's merit advancement will be effective the first day of the pay period following the General Manager'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.

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.

Placentia Library District

POLICY HANDBOOK

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;

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.

Placentia Library District

POLICY HANDBOOK

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.

2160.3 At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

2160.4 If the employee is disabled or otherwise injured or unable to work, such period of time when the employee is on disability and/or receiving benefits under the District's Workers' Compensation program, will be considered a period of authorized leave without pay and no other accrual of vacation, holiday, or sick leave will be allowed during such periods of time, excepting applicable provisions of Policy No.2070.

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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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. Any employee who believes he/she has a grievance will present the evidence thereof orally 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, 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:

_____
_____
_____
_____
_____
_____

Circumstances involved:

_____
_____
_____
_____
_____
_____

Decision rendered by the informal conference:

_____
_____
_____
_____
_____
_____
_____

Specific remedy sought:

_____
_____
_____
_____
_____

Placentia Library District

POLICY HANDBOOK

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 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.

Appendix "A"

CONSENT AND RELEASE FORM

DRUG/ALCOHOL TESTING

I hereby authorize Placentia Library District, and any laboratories or medical facilities designated by Placentia Library District, to perform a urinalysis and/or blood test to detect the presence of illicit drugs and/or alcohol in my body. I further authorize the reporting of the results of such test(s) to Placentia Library District and its authorized personnel. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with Placentia Library District.

Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may use one or more tests for adulteration.

The only drugs, medicine or mind-altering substances, including drugs prescribed by a physician and over-the-counter medications, by brand name if possible (e.g., Extra Strength Tylenol , Robitussin-DM , Allerest , Mediprin , etc.), that I have used in the last 45 days are as follows:

DRUG/MEDICINE	WHEN USED	ISSUED BY: (IF PRESCRIPTION)

NAME OF EMPLOYEE: _____

FACILITY PERFORMING TEST: _____

DATE OF TEST: _____

SIGNATURE OF APPLICANT/EMPLOYE: _____ (Signature) _____ (Date)

SUPERVISOR REQUESTING TEST: _____ (Signature) _____ (Date)

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Pre-Employment Physical Examinations**
POLICY NUMBER: **2200**

2200.1 All individuals who are offered full-time, temporary or part-time employment will be required to submit to a physician's 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.

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.

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 urine 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.*

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Sexual Harassment**
POLICY NUMBER: **2210**

2210.1 Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.

2210.2 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

2210.2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2210.2.2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

2210.2.3 Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

2210.3 Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

2210.3.1 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

2210.3.2 Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words to describe the person, or propositions of a sexual nature.

2210.4 Policy Publicizing. All employees will be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process will be readily available to all employees and members of the general public utilizing the District's facilities and services.

2210.4.1 All new employees will be given a copy of the sexual harassment policy at the time of hiring and said policy's contents will be discussed with said employee at that time by the division manager within whose division they will be working.

2210.4.2 An annual bulletin will be prepared and distributed to all employees reinforming them of the District's sexual harassment policy.

2210.5 Within three working days after any complaint has been filed in accordance with this policy, a bulletin will be prepared and distributed to all employees reinforming them of the District's sexual harassment policy.

2210.6 Complaint Process. Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2210.6.1 An informal complaint is made verbally by the employee to their immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file their complaint with any supervisory employee.

2210.6.2 A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy #2180. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee, or with the President of the Board of Trustees if the employee's immediate supervisor is the Library Director and the Library Director is unavailable or personally involved in said complaint.

2210.7 Complaint Response Process. Any supervisory employee who receives a formal or informal sexual harassment complaint will at all times maintain the confidentiality of the plaintiff and will personally deliver said complaint immediately and directly to their division manager, or to the Library Director if their division manager is unavailable or personally involved in said complaint.

2210.7.1 Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation will be conducted by the manager of the division within which the alleged harassment occurred. Said investigation will be conducted by the Library Director if the division manager is unavailable or personally involved in said complaint.

2210.7.2 A written record of any investigation of an alleged sexual harassment will be maintained. Findings will be sent to the Library Director. The Library Director will immediately inform, in total confidentiality, the Library Board President.

2210.7.3 All discussions resulting from said investigation will be kept confidential by all informed of said investigation.

2210.7.4 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person will be advised of this right prior to the commencement of such discussions.

2210.8 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, appropriate action will be taken by the Library Director against the harasser where sexual harassment is found. Whatever punishment is meted out to the harasser will be made known to the victim of the harassment.

2210.8.1 Appropriate action will be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion, etc.

2210.8.2 Action taken to remedy a sexual harassment situation will be done in a manner so as to protect potential future victims.

2210.8.3 Employees complaining of sexual harassment will be protected thereafter from any form of reprisal and/or retaliation.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Harassment**
POLICY NUMBER: **2215**

2215.1 Placentia Library District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment (see Policy #2210) and harassment because of 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, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.

2215.2 Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

2215.2.1 Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

2215.2.2 Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

2215.2.3 Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

2215.2.4 Retaliation for having reported or threatened to report harassment.

2215.3 If any employee of the District believes that they have been harassed, they should provide a written complaint to their supervisor, a division manager, the Administrative Assistant to the Library Director, or the Library Director as soon as possible after the incident. Their complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es).

2215.3.1 Staff receiving harassment complaints will refer them immediately to the Library Director or the President of the Board of Trustees (in the event the complaint involves the Library Director) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

2215.4 If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for

harassment will be subjected to appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.

2215.5 Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Affirmative Action**
POLICY NUMBER: **2220**

2220.1 It is the policy of Placentia Library District that there will be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

2220.2 This policy contains two major commitments:

2220.2.1 To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

2220.2.2 To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

2220.3 Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy #2180, or complaints to regulatory agencies.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Equal Opportunity**
POLICY NUMBER: **2225**

2225.1 Placentia Library District employs persons having the best available skills to efficiently provide high quality service to the public.

2225.2 The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

> **2225.2.1** Such equality of opportunity will be based solely on job related knowledge, skills, and job performance, and will be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Outside Employment**
POLICY NUMBER: **2240**

2240.1 No District employee will be permitted to accept employment in addition to or outside of District service if:

2240.1.1 The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

2240.1.2 The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

2240.1.3 The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

2240.2 An employee who does have additional or outside employment will not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

Placentia Library District

POLICY HANDBOOK

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.

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 increased above that received in the position from which the employee was laid off.

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 tenured. Temporary, provisional, and probationary employees will be laid off according to the needs of the service as determined by the Library Director. In cases where there are two or more tenured 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:

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.

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 re-employment list will be used by the Library Director 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.

2250.3 Dismissal of Tenured Employees. A tenured employee may be dismissed at any time by the Library Director for cause, and after consulting with District Legal Counsel.

2250.3.1 The following will constitute sufficient cause for dismissal:

2250.3.1.1 Conviction of a felony;

2250.3.1.2 Fraud in securing employment;

2250.3.1.3 Misappropriation of District funds or property;

2250.3.1.4 Intentional or gross misconduct; and,

2250.3.1.5 Failure to respond or improve regarding an item specified in ¶2260.2, "Grounds for Discipline", of Policy No.2260, "Disciplinary Action", after an evaluation or corrective action plan has failed to produce an improvement to performance.

2250.3.1.6 Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.

2250.3.1.7 Severe physical or mental disability.

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.

2250.3.3 Dismissal of the Library Director will be as outlined in the employment agreement between the Library Director and the District.

2250.4 Notice of Dismissal. All employees will be provided with a notice of dismissal. This notice will be prepared by the Library Director after consultation with District Counsel and will contain the following:

2250.4.1 A description of the proposed action and its effective date or dates, and in the case of a tenured employee, the ordinance, regulation or rule violated;

2250.4.2 A statement of the acts or omissions upon which the action is based;

2250.4.3 A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

2250.4.4 In the case of a tenured employee, a statement advising the employee of the right to file an appeal as provided in ¶2250.5 of this policy.

2250.5 Procedures for Disciplinary Action and Dismissal of Tenured Employees.

2250.5.1 A tenured employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the Library Director within five working days of the date of the notification. The Library Director will then schedule an informal hearing at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format will be available upon request. The Library Director will issue his/her opinion and decision within ten working days of the hearing and may, if the Library Director finds that the

dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Confidentiality Regarding Resignations**[1]
POLICY NUMBER: **2251**

2251.1 To the extent permitted by law, District staff and Trustees will keep confidential the circumstances giving rise to an employee's resignation from the District.

2251.1.1 This policy is itself a public record which the District must release upon request.

[1] Source: Lozano Smith Smith Woliver & Behrens

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Letters of Recommendation**[1]
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. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the Library Director or his/her designee.

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.

[1] Source: Lozano Smith Smith Woliver & Behrens

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Disciplinary Action**
POLICY NUMBER: **2260**

2260.1 The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The Library Director may discipline any employee for cause.

2260.2 Grounds for Discipline.

2260.2.1 Discourteous treatment of the public or fellow employees.

2260.2.2 Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

2260.2.3 Habitual absence or tardiness.

2260.2.4 Abuse of sick leave.

2260.2.5 Disorderly conduct.

2260.2.6 Incompetence or inefficiency.

2260.2.7 Being wasteful of material, property, or working time.

2260.2.8 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

2260.2.9 Neglect of duty.

2260.2.10 Dishonesty.

2260.2.11 Misuse of District property.

2260.2.12 Willful disobedience.

2260.2.13 Conduct unbecoming a District employee.

2260.3 All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

2260.4 All negative evaluations or letters of warning will remain part of the employee's personnel file. Negative evaluation will not be used by the Library Director in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.

2260.5 Any disciplinary action which may result in suspension without pay will be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice will be prepared by the Library Director after consultation with the District Legal Counsel and will contain the following:

2260.5.1 A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

2260.5.2 A statement of the acts or omissions upon which the action is based;

2260.5.3 A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

2260.5.4 A statement advising the employee of the right to request a hearing as provided in ¶2250.5 of Policy #2250, "Separation from District Service";

2260.5.5 A date by which time the employee must respond in writing if he/she wishes to contest the action.

2260.6 All notices of proposed action will be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

Placentia Library District

POLICY HANDBOOK

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

Placentia Library District

POLICY HANDBOOK

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 masters 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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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.

Placentia Library District

POLICY HANDBOOK

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.

2325.6.7 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.

Placentia Library District

POLICY HANDBOOK

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.

2327.6.5 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.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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: April 21, 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 is Attachment A.

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.

I requested from the City Finance Director a summary of the total costs of the shared portion of the Placentia Civic Center Improvement project. His response is Attachment B. Since the District is responsible for paying a percentage share of the shared portion plus 100% of its own items an analysis of the shared portion is a significant item.

The original financing proposal from the city, dated January 11, 2001 is Attachment C.

The Library District's final response, dated March 16, 2001, is Attachment D.

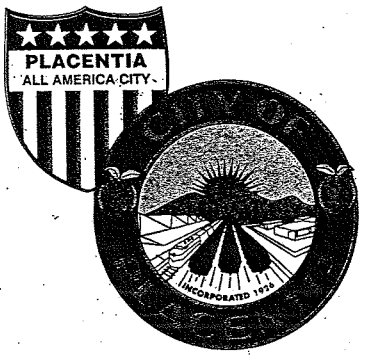
The Joint Powers Agreement (JPA) creating the Placentia Civic Center Authority (Section 2 defines the term of the JPA and Section 18 defines the pro-ration of costs for construction and maintenance of Common Areas) and the Placentia Library District Civic Center Sublease are Attachment E.

The Board needs to determine whether it would like to have a meeting with Mr. Stava to discuss the proposed contract.

RECOMMENDATION:

Approve financing contract with the City of Placentia for the Civic Center Renovation Project in the amount of $293,690.70.

The People are the City



401 East Chapman Avenue - Placentia, California 92870

(714) 993-8237

March 13, 2003

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

Dear Elizabeth:

Please find attached a draft of the note receivable between the City and the Library District for the District's share of the Civic Center improvements and the associated financing costs for your review. After you review the documents please let me know so I can finalize this with the City Attorney.

Regarding your question about insurance. To the best of my knowledge, the City has never paid any insurance for the library building. I asked Bob if he remembers anything about what you described and he said no, he didn't.

Please let me know if there is anything else I can do for you.

Very truly yours,

Steve Brisco
Finance Director

Enclosure

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

ound 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		

RTIZATION 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
Loan 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	

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	

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	

Library D/S Cash Flow to City/La Salle Lease

Last interest amount increased by 0.01 due to rounding.

MEMORANDUM

City of Placentia

TO: Elizabeth Mintor, Placentia Library Director

FROM: Steve Brisco, Director of Finance AB

DATE: April 9, 2003

SUBJECT: Civic Center Improvement Project Expenditure Summary

Attached is a summary of expenditures by vendor. We did not separate the costs of common area work from the total project cost as we all agreed to a percentage allocation of project expenses.

As for the property insurance, I looked at the agreement that you sent to me. As you know, the District must reimburse the City for the cost of insurance purchased by the City under the blanket of the Civic Center Authority. The City no longer purchases insurance in the name of the Authority because our bonds are paid and the bond covenants no longer apply to the City. Wouldn't it just be easier if you bought your own insurance? I don't wan't to buy more insurance just to have the cost reimbursed by the District.

Feel free to call if you have any questions.

Civic Center Project

Contractor	Date Paid	Invoice#	Amount	Tot
John Bishop Design	10/26/01	#21815	1,010.50	
JB3D	04/19/2002*	#02-0140A	46,865.00	
JB3D	05/03/2002*	#02-0140B	23,430.00	
JB3D	05/15/2002*	#02*0140C	23,487.35	
JB3D	05/17/2002*	#22275	3,041.70	
JB3D	07/12/2002*	#22274	4,148.38	
JB3D	07/12/2002*	#22276	2,036.48	
JB3D	07/12/2002*	02-0140E	1,360.68	
Bishop Design Total				**105,380.09**
Borders & Assoc.	4/13/01	#F7716	3,557.29	
Borders & Assoc.	4/13/01	#F7763	1,716.01	
Borders & Assoc.	6/22/01	#F7867	19,244.95	
Borders & Assoc.	08/03/2001*	#F7958	10,375.91	
Borders & Assoc.	9/23/01	#F7927	18,904.67	
Borders & Assoc.	10/12/01	#F8057	2,458.38	
Borders Total				**56,257.21**
Causey Electric	01/11/2002*	#16559	51,025.85	
Causey Electric	04/15/2002*	#11026	16,499.15	
Causey Electric	06/15/2002*	#11168	29,322.00	
Zimmer Electric	07/12/2002*	#116	6,838.76	
Causey Total				**103,685.76**
KFM Engineering	6/29/01	#01-089	9,460.00	
KFM Total				**9,460.00**
OCB Reprographics	12/21/01	#2078412	54.83	
OCB Repro. Total				**54.83**
PAPCO Irrigation	02/21/2002*		110.00	
Advanced Construction	10/12/01		288.07	
PIMA Corp.	10/16/01	#1	25,650.00	
PIMA Corp.	11/21/01	#2	70,897.50	
PIMA Corp.	12/7/01	#3	109,368.00	
PIMA Corp.	01/11/2002*	#4	164,227.50	
PIMA Corp.	01/25/2002*	#5	48,699.54	
PIMA Corp.	06/28/2002*	Retention Release	47,347.80	
PIMA Corp.	08/09/2002*	#6	7,287.69	
PIMA/Advanced Total				**473,766.10**
Premier Contractors	9/14/01	#99401	11,600.00	
Premier Contractors	9/28/01	#99414	54,336.20	

Civic Center Project

Premier Contractors	08/09/2002*	#99678	6,300.00	
Premier Total				**72,236.20**
Quick Crete	05/03/2002*	#00532340-IN	12,105.72	
Quick Crete	05/15/2002*	#0052406-IN	7,935.79	
Quick Crete	05/15/2002*	#0052493-IN	3,818.66	
Quick Crete	05/15/2002*	#0052526-IN	892.17	
Quick Crete	05/15/2002*	#0052493-IN	3,818.66	
Quick Crete	06/28/2002*	#0053088-IN	1,939.50	
Quick Crete Total				**30,510.50**
Royal Construction Co.	9/14/01	#1	17,910.00	
Royal Construction Co.	10/15/01	#2	18,540.00	
Royal Construction Co.	12/21/01	#3	3,000.00	
Royal Construction Co.	01/25/2002*	#4	1,050.00	
Royal Construction Co.	04/21/2002*		2,850.00	
Royal Construction Co.	5/24/02	warrant #31678	2,340.00	
Royal Total				**45,690.00**
SID Geotechnical, Inc.	12/7/01	#977203-1	1,515.00	
SID Geo. Total				**1,515.00**
V2C Group	8/17/01	#01006-01	1,740.00	
V2C Group	8/31/01	#001-001	738.00	
V2C Group	9/14/01		1,148.00	
V2C Group	9/14/01	#01006-02	207.42	
V2C Group	9/28/01	#001-003	820.00	
V2C Group	10/15/01	#01007-01	1,520.00	
V2C Group	10/26/01	#001-004	1,148.00	
V2C Group	11/21/01	#01007-02	1,380.93	
V2C Group	11/21/01	#001-005	1,312.00	
V2C Group	11/21/01	#001-006	1,517.00	
V2C Group	12/7/01	#001-007	1,886.00	
V2C Group	1/4/02	#001-008	3,034.00	
V2C Group	01/11/2002*	#001-009	3,444.00	
V2C Group	01/11/2002*	#001-010	2,296.00	
V2C Group	01/25/2002*	#001-011	2,460.00	
V2C Group	02/06/2002*	#001-012	2,132.00	
V2C Group	03/21/2002*	#001-013	2,214.00	
V2C Group	03/21/2002*	#001-014	1,804.00	
V2C Group	04/19/2002*	#001-015	1,148.00	
V2C Group	04/19/2002*	#001-016	1,230.00	
V2C Group	05/03/2002*	#001-017	1,230.00	
V2C Group	05/03/2002*	#001-018	1,722.00	
V2C Group	05/31/2002*	#001-019	1,804.00	
V2C Group	05/31/2002*	#001-020	1,968.00	
V2C Group	07/12/2002*	#001-022	738.00	

Civic Center Project

V2C Group Total				**40,641.35**
Signage/Civic Center	8/3/01	Vendor #V18177	741.75	
Lumber for C.C. Signs	8/17/01	Vendor #V08257	94.35	
Notice for Bids 8/01	9/28/01	Vendor #V92213	36.00	
C.C. Legal Adv. 7/01	9/28/01	Vendor #V92213	72.00	
1 Bubblejet	11/21/01	Vendor #V21002	155.82	
Consolidated Repro.	07/11/2002*	#756399	78.42	
Griswold Controls			4,658.03	
Mariposa Horticultural	08/09/2002*	#23288	28,187.86	
Miscellaneous Total				**34,024.23**
TOTAL				**973,221.27**

* I don't know what date checks were cut, so I put the date Chris Becker signed the invoice for these.

MEMORANDUM

TO: City Administrator

FROM: Director of Finance

DATE: January 11, 2001

SUBJECT: Placentia Civic Center Authority: Proposed Financing Options for Library Major Maintenance

At the annual meeting of the Placentia Civic Center Authority (Authority) the City Public Works Director reported that the Library and City Hall buildings, as well as the common area between them, is in need of major maintenance. The Authority Board Members are in agreement that the maintenance is necessary, however, the cost is prohibitive for the Library District (Library). The Authority Board Members suggested that financing the work might be a way to complete the maintenance in an affordable manner for the Library. However, Board Members representing the Library stated that paying debt service for their share of the loan would be impossible for about four years; they indicated that they can however, make small payments until April 2005. At that time they have indicated they could afford annual debt service payments of $100,000.

City staff learned that a lease loan was available from La Salle National Bank at an annual interest rate of 5.5% and the term of the loan can be up to 15 years. If financing is approved by Council, staff will seek bids from qualified lenders. To accommodate the needs of the Library, the City will borrow enough money to pay for both the Library's share of the work as well as the City's share. Finally, to keep payments low enough for the Library, the City would pay Library principal payments until April 2005. The City would be compensated for lost interest earnings due to diverting cash for investments to Library debt service at a rate of 6.5%. With those requirements in mind Library and City staff created several financing models until an acceptable compromise was crafted.

The proposed details are presented as follows:

- City will make a lease loan with a lender for the amount needed for both the Library and the City maintenance. The lease loan will be in the Ctiy's name only.

- The estimated terms are: interest rate at 5.5% for five years. Combined principal of $600,000.

- The Library share is $300,000.

- The City will pay all monthly payments (City share and Library sh to the lender.

- The Library will pay to the City annual interest of 6.5% times Accumulated Principal (Schedule A) for lost investment revenue. (Schedule A, City Interest column)

- Beginning April 2005 the Library will make monthly payments of $8,333.33 to the City ($100,000/12 mo. = $8,333.33).

- Beginning April 2005 the Library will pay to the City full amortization of the Library share of the lease loan. (Schedule A, P & I Payment to Lender column)

- Beginning April 2005 Library will begin paying down the balance of City Paid Principal balance of $233,241.43. (Schedule A City Paid Principal column)

- Beginning April 2006 all Library payments will amortize the remaining outstanding balance of the City Paid Principal. (Schedule A, City Paid Principal column and City Interest column)

- Total interest cost to Library is $104,571.90 ($60,750.90 + 43,821.00) over nearly 7 1/2 years.

- Approximate average annualized percentage rate (APR) is 4.9% due to increasing payments to $100,000 per year.

- Schedule B is the amortization schedule for the full share of the Library loan with the lender.

- Schedule C is the amortization schedule for the City's principal payments to the lender for the Library

Steven L. Brisco

Steven L. Brisco
Director of Finance

Attachments: Schedules A, B, and C

Placentia Library Improvements Loan

Date	City Paid Principal (Repayment)	Accumulated Principal	City Interest 6.50%	Lease Interest 5.50%	Payment to City	P & I Payment to Lender	Total Payment
4/1/01	$ 4,355.35	$ 4,355.35	$ -	$ 1,375.00	$ 1,375.00	$ -	$ 1,375.00
5/1/01	4,375.31	8,730.66	23.59	1,355.04	1,378.63	-	1,378.63
6/1/01	4,395.37	13,126.03	47.29	1,334.98	1,382.27	-	1,382.27
7/1/01	4,415.51	17,541.54	71.10	1,314.84	1,385.94	-	1,385.94
8/1/01	4,435.75	21,977.29	95.02	1,294.60	1,389.62	-	1,389.62
9/1/01	4,456.08	26,433.37	119.04	1,274.27	1,393.31	-	1,393.31
10/1/01	4,476.50	30,909.87	143.18	1,253.85	1,397.03	-	1,397.03
11/1/01	4,497.02	35,406.89	167.43	1,233.33	1,400.76	-	1,400.76
12/1/01	4,517.63	39,924.52	191.79	1,212.72	1,404.51	-	1,404.51
1/1/02	4,538.34	44,462.86	216.26	1,192.01	1,408.27	-	1,408.27
2/1/02	4,559.14	49,022.00	240.84	1,171.21	1,412.05	-	1,412.05
3/1/02	4,580.03	53,602.03	265.54	1,150.32	1,415.86	-	1,415.86
4/1/02	4,601.03	58,203.06	290.34	1,129.32	1,419.66	-	1,419.66
5/1/02	4,622.11	62,825.17	315.27	1,108.24	1,423.51	-	1,423.51
6/1/02	4,643.30	67,468.47	340.30	1,087.05	1,427.35	-	1,427.35
7/1/02	4,664.58	72,133.05	365.45	1,065.77	1,431.22	-	1,431.22
8/1/02	4,685.96	76,819.01	390.72	1,044.39	1,435.11	-	1,435.11
9/1/02	4,707.44	81,526.45	416.10	1,022.91	1,439.01	-	1,439.01
10/1/02	4,729.01	86,255.46	441.60	1,001.34	1,442.94	-	1,442.94
11/1/02	4,750.69	91,006.15	467.22	979.66	1,446.88	-	1,446.88
12/1/02	4,772.46	95,778.61	492.95	957.89	1,450.84	-	1,450.84
1/1/03	4,794.34	100,572.95	518.80	936.01	1,454.81	-	1,454.81
2/1/03	4,816.31	105,389.26	544.77	914.04	1,458.81	-	1,458.81
3/1/03	4,838.38	110,227.64	570.86	891.97	1,462.83	-	1,462.83
4/1/03	4,860.56	115,088.20	597.07	869.79	1,466.86	-	1,466.86
5/1/03	4,882.84	119,971.04	623.39	847.51	1,470.90	-	1,470.90
6/1/03	4,905.22	124,876.26	649.84	825.13	1,474.97	-	1,474.97
7/1/03	4,927.70	129,803.96	676.41	802.65	1,479.06	-	1,479.06
8/1/03	4,950.28	134,754.24	703.10	780.07	1,483.17	-	1,483.17
9/1/03	4,972.97	139,727.21	729.92	757.38	1,487.30	-	1,487.30
10/1/03	4,995.77	144,722.98	756.86	734.58	1,491.44	-	1,491.44
11/1/03	5,018.66	149,741.64	783.92	711.69	1,495.61	-	1,495.61
12/1/03	5,041.67	154,783.31	811.10	688.68	1,499.78	-	1,499.78
1/1/04	5,064.77	159,848.08	838.41	665.58	1,503.99	-	1,503.99
2/1/04	5,087.99	164,936.07	865.84	642.36	1,508.20	-	1,508.20
3/1/04	5,111.31	170,047.38	893.40	619.04	1,512.44	-	1,512.44
4/1/04	5,134.73	175,182.11	921.09	595.62	1,516.71	-	1,516.71
5/1/04	5,158.27	180,340.38	948.90	572.08	1,520.98	-	1,520.98
6/1/04	5,181.91	185,522.29	976.84	548.44	1,525.28	-	1,525.28
7/1/04	5,205.66	190,727.95	1,004.91	524.69	1,529.60	-	1,529.60
8/1/04	5,229.52	195,957.47	1,033.11	500.83	1,533.94	-	1,533.94
9/1/04	5,253.49	201,210.96	1,061.44	476.86	1,538.30	-	1,538.30
10/1/04	5,277.57	206,488.53	1,089.89	452.78	1,542.67	-	1,542.67
11/1/04	5,301.76	211,790.29	1,118.48	428.59	1,547.07	-	1,547.07
12/1/04	5,326.06	217,116.35	1,147.20	404.29	1,551.49	-	1,551.49
1/1/05	5,350.47	222,466.82	1,176.05	379.88	1,555.93	-	1,555.93
2/1/05	5,374.99	227,841.81	1,205.03	355.36	1,560.39	-	1,560.39
3/1/05	5,399.62	233,241.43	1,234.14	330.73	1,564.87	-	1,564.87
4/1/05	(1,339.59)	231,901.84	1,263.39	305.98	2,602.98	5,730.35	8,333.33
5/1/05	(1,346.85)	230,554.99	1,256.13	281.12	2,602.98	5,730.35	8,333.33
6/1/05	(1,354.14)	229,200.85	1,248.84	256.14	2,602.98	5,730.35	8,333.33

Placentia Library Improvements Loan

Date	City Paid Principal (Repayment)	Accumulated Principal	City Interest 6.50%	Lease Interest 5.50%	Payment to City	P & I Paymer to Lender	Payment
7/1/05	(1,361.48)	227,839.37	1,241.50	231.05	2,602.98	5,730.35	8,333.33
8/1/05	(1,368.85)	226,470.52	1,234.13	205.84	2,602.98	5,730.35	8,333.33
9/1/05	(1,376.26)	225,094.26	1,226.72	180.52	2,602.98	5,730.35	8,333.33
10/1/05	(1,383.72)	223,710.54	1,219.26	155.09	2,602.98	5,730.35	8,333.33
11/1/05	(1,391.21)	222,319.33	1,211.77	129.53	2,602.98	5,730.35	8,333.33
12/1/05	(1,398.75)	220,920.58	1,204.23	103.86	2,602.98	5,730.35	8,333.33
1/1/06	(1,406.33)	219,514.25	1,196.65	78.08	2,602.98	5,730.35	8,333.33
2/1/06	(1,413.94)	218,100.31	1,189.04	52.17	2,602.98	5,730.35	8,333.33
3/1/06	(1,421.60)	216,678.71	1,181.38	26.25	2,602.98	5,730.35	8,333.33
4/1/06	(7,159.65)	209,519.06	1,173.68	-	8,333.33	-	8,333.33
5/1/06	(7,198.44)	202,320.62	1,134.89	-	8,333.33	-	8,333.33
6/1/06	(7,237.43)	195,083.19	1,095.90	-	8,333.33	-	8,333.33
7/1/06	(7,276.63)	187,806.56	1,056.70	-	8,333.33	-	8,333.33
8/1/06	(7,316.04)	180,490.52	1,017.29	-	8,333.33	-	8,333.33
9/1/06	(7,355.67)	173,134.85	977.66	-	8,333.33	-	8,333.33
10/1/06	(7,395.52)	165,739.33	937.81	-	8,333.33	-	8,333.33
11/1/06	(7,435.58)	158,303.75	897.75	-	8,333.33	-	8,333.33
12/1/06	(7,475.85)	150,827.90	857.48	-	8,333.33	-	8,333.33
1/1/07	(7,516.35)	143,311.55	816.98	-	8,333.33	-	8,333.33
2/1/07	(7,557.06)	135,754.49	776.27	-	8,333.33	-	8,333.33
3/1/07	(7,597.99)	128,156.50	735.34	-	8,333.33	-	8,333.33
4/1/07	(7,639.15)	120,517.35	694.18	-	8,333.33	-	8,333.33
5/1/07	(7,680.53)	112,836.82	652.80	-	8,333.33	-	8,333.33
6/1/07	(7,722.13)	105,114.69	611.20	-	8,333.33	-	8,333.33
7/1/07	(7,763.96)	97,350.73	569.37	-	8,333.33	-	8,333.33
8/1/07	(7,806.01)	89,544.72	527.32	-	8,333.33	-	8,333.33
9/1/07	(7,848.30)	81,696.42	485.03	-	8,333.33	-	8,333.33
10/1/07	(7,890.81)	73,805.61	442.52	-	8,333.33	-	8,333.33
11/1/07	(7,933.55)	65,872.06	399.78	-	8,333.33	-	8,333.33
12/1/07	(7,976.52)	57,895.54	356.81	-	8,333.33	-	8,333.33
1/1/08	(8,019.73)	49,875.81	313.60	-	8,333.33	-	8,333.33
2/1/08	(8,063.17)	41,812.64	270.16	-	8,333.33	-	8,333.33
3/1/08	(8,106.84)	33,705.80	226.49	-	8,333.33	-	8,333.33
4/1/08	(8,150.76)	25,555.04	182.57	-	8,333.33	-	8,333.33
5/1/08	(8,194.91)	17,360.13	138.42	-	8,333.33	-	8,333.33
6/1/08	(8,239.30)	9,120.83	94.03	-	8,333.33	-	8,333.33
7/1/08	(8,283.93)	836.90	49.40	-	8,333.33	-	8,333.33
8/1/08	(836.90)	(0.00)	4.53	-	841.43	-	841.43
Total	$ (0.00)		$ 60,750.90	$ 43,821.00	335,807.64	68,764.20	404,571.90

Library Portion of Lease Loan

Compound Period .....: Monthly

Nominal Annual Rate ... : 5.500 %
Effective Annual Rate .. : 5.641 %
Periodic Rate ..... : 0.4583 %
Daily Rate ..... : 0.01507 %

CASH FLOW DATA

	Event	Start Date	Amount	Number	Period	End Date
1	Loan	03/01/2001	300,000.00	1		
2	Payment	04/01/2001	5,730.35	60	Monthly	03/01/2006

AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	03/01/2001				300,000.00
1	04/01/2001	5,730.35	1,375.00	4,355.35	295,644.65
2	05/01/2001	5,730.35	1,355.04	4,375.31	291,269.34
3	06/01/2001	5,730.35	1,334.98	4,395.37	286,873.97
4	07/01/2001	5,730.35	1,314.84	4,415.51	282,458.46
5	08/01/2001	5,730.35	1,294.60	4,435.75	278,022.71
6	09/01/2001	5,730.35	1,274.27	4,456.08	273,566.63
7	10/01/2001	5,730.35	1,253.85	4,476.50	269,090.13
8	11/01/2001	5,730.35	1,233.33	4,497.02	264,593.11
9	12/01/2001	5,730.35	1,212.72	4,517.63	260,075.48
2001	Totals	51,573.15	11,648.63	39,924.52	
10	01/01/2002	5,730.35	1,192.01	4,538.34	255,537.14
11	02/01/2002	5,730.35	1,171.21	4,559.14	250,978.00
12	03/01/2002	5,730.35	1,150.32	4,580.03	246,397.97
13	04/01/2002	5,730.35	1,129.32	4,601.03	241,796.94
14	05/01/2002	5,730.35	1,108.24	4,622.11	237,174.83
15	06/01/2002	5,730.35	1,087.05	4,643.30	232,531.53
16	07/01/2002	5,730.35	1,065.77	4,664.58	227,866.95
17	08/01/2002	5,730.35	1,044.39	4,685.96	223,180.99
18	09/01/2002	5,730.35	1,022.91	4,707.44	218,473.55
19	10/01/2002	5,730.35	1,001.34	4,729.01	213,744.54
20	11/01/2002	5,730.35	979.66	4,750.69	208,993.85
21	12/01/2002	5,730.35	957.89	4,772.46	204,221.39
2002	Totals	68,764.20	12,910.11	55,854.09	
22	01/01/2003	5,730.35	936.01	4,794.34	199,427.05
23	02/01/2003	5,730.35	914.04	4,816.31	194,610.74
24	03/01/2003	5,730.35	891.97	4,838.38	189,772.36
25	04/01/2003	5,730.35	869.79	4,860.56	184,911.80
26	05/01/2003	5,730.35	847.51	4,882.84	180,028.96
27	06/01/2003	5,730.35	825.13	4,905.22	175,123.74
28	07/01/2003	5,730.35	802.65	4,927.70	170,196.04
29	08/01/2003	5,730.35	780.07	4,950.28	165,245.76
30	09/01/2003	5,730.35	757.38	4,972.97	160,272.79

Library Portion of Lease Loan

	Date	Payment	Interest	Principal	Balan
31	10/01/2003	5,730.35	734.58	4,995.77	155,277.02
32	11/01/2003	5,730.35	711.69	5,018.66	150,258.36
33	12/01/2003	5,730.35	688.68	5,041.67	145,216.69
2003	Totals	68,764.20	9,759.50	59,004.70	
34	01/01/2004	5,730.35	665.58	5,064.77	140,151.92
35	02/01/2004	5,730.35	642.36	5,087.99	135,063.93
36	03/01/2004	5,730.35	619.04	5,111.31	129,952.62
37	04/01/2004	5,730.35	595.62	5,134.73	124,817.89
38	05/01/2004	5,730.35	572.08	5,158.27	119,659.62
39	06/01/2004	5,730.35	548.44	5,181.91	114,477.71
40	07/01/2004	5,730.35	524.69	5,205.66	109,272.05
41	08/01/2004	5,730.35	500.83	5,229.52	104,042.53
42	09/01/2004	5,730.35	476.86	5,253.49	98,789.04
43	10/01/2004	5,730.35	452.78	5,277.57	93,511.47
44	11/01/2004	5,730.35	428.59	5,301.76	88,209.71
45	12/01/2004	5,730.35	404.29	5,326.06	82,883.65
2004	Totals	68,764.20	6,431.16	62,333.04	
46	01/01/2005	5,730.35	379.88	5,350.47	77,533.18
47	02/01/2005	5,730.35	355.36	5,374.99	72,158.19
48	03/01/2005	5,730.35	330.73	5,399.62	66,758.57
49	04/01/2005	5,730.35	305.98	5,424.37	61,334.20
50	05/01/2005	5,730.35	281.12	5,449.23	55,884.97
51	06/01/2005	5,730.35	256.14	5,474.21	50,410.76
52	07/01/2005	5,730.35	231.05	5,499.30	44,911.46
53	08/01/2005	5,730.35	205.84	5,524.51	39,386.95
54	09/01/2005	5,730.35	180.52	5,549.83	33,837.12
55	10/01/2005	5,730.35	155.09	5,575.26	28,261.86
56	11/01/2005	5,730.35	129.53	5,600.82	22,661.04
57	12/01/2005	5,730.35	103.86	5,626.49	17,034.55
2005	Totals	68,764.20	2,915.10	65,849.10	
58	01/01/2006	5,730.35	78.08	5,652.27	11,382.28
59	02/01/2006	5,730.35	52.17	5,678.18	5,704.10
60	03/01/2006	5,730.35	26.25	5,704.10	0.00
2006	Totals	17,191.05	156.50	17,034.55	
Grand Totals		343,821.00	43,821.00	300,000.00	

City Advance of Library Lease Loan

Compound Period .....: Monthly

Nominal Annual Rate ... : 6.500 %
Effective Annual Rate .. : 6.697 %
Periodic Rate ..... : 0.5417 %
Daily Rate ..... : 0.01781 %

CASH FLOW DATA

	Event	Start Date	Amount	Number	Period	End Date
1	Loan	03/01/2005	233,241.43	1		
2	Payment	04/01/2005	2,602.98	12	Monthly	03/01/2006
3	Payment	04/01/2006	8,333.33	28	Monthly	07/01/2008
4	Payment	07/01/2008	836.92	1		

AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	03/01/2005				233,241.43
1	04/01/2005	2,602.98	1,263.39	1,339.59	231,901.84
2	05/01/2005	2,602.98	1,256.13	1,346.85	230,554.99
3	06/01/2005	2,602.98	1,248.84	1,354.14	229,200.85
4	07/01/2005	2,602.98	1,241.50	1,361.48	227,839.37
5	08/01/2005	2,602.98	1,234.13	1,368.85	226,470.52
6	09/01/2005	2,602.98	1,226.72	1,376.26	225,094.26
7	10/01/2005	2,602.98	1,219.26	1,383.72	223,710.54
8	11/01/2005	2,602.98	1,211.77	1,391.21	222,319.33
9	12/01/2005	2,602.98	1,204.23	1,398.75	220,920.58
2005	Totals	23,426.82	11,105.97	12,320.85	
10	01/01/2006	2,602.98	1,196.65	1,406.33	219,514.25
11	02/01/2006	2,602.98	1,189.04	1,413.94	218,100.31
12	03/01/2006	2,602.98	1,181.38	1,421.60	216,678.71
13	04/01/2006	8,333.33	1,173.68	7,159.65	209,519.06
14	05/01/2006	8,333.33	1,134.89	7,198.44	202,320.62
15	06/01/2006	8,333.33	1,095.90	7,237.43	195,083.19
16	07/01/2006	8,333.33	1,056.70	7,276.63	187,806.56
17	08/01/2006	8,333.33	1,017.29	7,316.04	180,490.52
18	09/01/2006	8,333.33	977.66	7,355.67	173,134.85
19	10/01/2006	8,333.33	937.81	7,395.52	165,739.33
20	11/01/2006	8,333.33	897.75	7,435.58	158,303.75
21	12/01/2006	8,333.33	857.48	7,475.85	150,827.90
2006	Totals	82,808.91	12,716.23	70,092.68	
22	01/01/2007	8,333.33	816.98	7,516.35	143,311.55
23	02/01/2007	8,333.33	776.27	7,557.06	135,754.49
24	03/01/2007	8,333.33	735.34	7,597.99	128,156.50
25	04/01/2007	8,333.33	694.18	7,639.15	120,517.35
26	05/01/2007	8,333.33	652.80	7,680.53	112,836.82
27	06/01/2007	8,333.33	611.20	7,722.13	105,114.69
28	07/01/2007	8,333.33	569.37	7,763.96	97,350.73

City Advance of Library Lease Loan

	Date	Payment	Interest	Principal	Balan
29	08/01/2007	8,333.33	527.32	7,806.01	89,544.
30	09/01/2007	8,333.33	485.03	7,848.30	81,696.42
31	10/01/2007	8,333.33	442.52	7,890.81	73,805.61
32	11/01/2007	8,333.33	399.78	7,933.55	65,872.06
33	12/01/2007	8,333.33	356.81	7,976.52	57,895.54
2007	Totals	99,999.96	7,067.60	92,932.36	
34	01/01/2008	8,333.33	313.60	8,019.73	49,875.81
35	02/01/2008	8,333.33	270.16	8,063.17	41,812.64
36	03/01/2008	8,333.33	226.49	8,106.84	33,705.80
37	04/01/2008	8,333.33	182.57	8,150.76	25,555.04
38	05/01/2008	8,333.33	138.42	8,194.91	17,360.13
39	06/01/2008	8,333.33	94.03	8,239.30	9,120.83
40	07/01/2008	8,333.33	49.40	8,283.93	836.90
41	07/01/2008	836.92	0.02	836.90	0.00
2008	Totals	59,170.23	1,274.69	57,895.54	
Grand Totals		265,405.92	32,164.49	233,241.43	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Honorable Mayor and Members of Placentia City Council

FROM: Al Shkoler, President, Placentia Library District Board of Trustees

SUBJECT: **Library Board Response to Proposed Civic Center Renovation Project and Financing**

DATE: March 16, 2001

At a Special Meeting on March 15, 2001 the Placentia Library District Board of Trustees voted unanimously to proceed with the Civic Center Renovation Project, as defined in the proposal dated January 15, 2001 and presented by City Public Works Director Christopher Becker at the joint study session on January 16, 2001, at a cost to the District not to exceed $253,485. This figure represents the estimated District share of $235,800 plus a 7½ % contingency of $17,685.

At its meeting on January 17, 2001 the District Board of Trustees approved financing its share of the project through the City as proposed by City Finance Manager Steve Brisco in an undated illustration distributed at the same joint study session.

- It is the District's understanding that if initial project costs exceed the estimates, or if additional work is warranted, that other parts of the project will be modified or deferred.
- It is the District's understanding that it will have an active role in establishing priorities for the various elements of the Project, as well as design planning and approval, including the right to accept or decline proposed changes to the Project, through its participation in the Civic Center Authority Commission.
- It is the District's understanding that it will not be a signator to the lease purchased by the City to finance the entire Civic Center project
- It is the District's understanding that the City will make a simple loan directly to the District for the District's share of the project.
- The interest rate used for the proposal is 6.5%. Because of the way the payments are structured the long-term rate is approximately 4.9% and may be lower.
- The District will pay all of its interest expenses as they are accrued.
- The payments are calculated to be made monthly.
- It is the District's understanding that it will have the right, without penalty, to make principal or additional principal payments at any time. It is also the District's understanding that the interest calculation at any point in time is based on the declining balance of the principal.
- The City will calculate and maintain the financial records at no cost to the District.

The Library Board is deeply appreciative of the leadership provided by the City Council and City Staff in the development of the Civic Center Renovation Project. We are looking forward to the improved Civic Center conditions that this Project will bring.

PLACENTIA CIVIC CENTER

Basic Legal Documents

1973 Revenue Bonds

JOINT EXERCISE OF POWERS AGREEMENT BETWEEN THE CITY OF PLACENTIA AND THE PLACENTIA LIBRARY DISTRIST CREATING THE PLACENTIA CIVIC CENTER AUTHORITY

THIS AGREEMENT, dated as of May 22, 1972, between the CITY OF PLACENTIA (hereinafter referred to as "City") a Charter City duly organized and existing under the Constitution of the State of California and the PLACENTIA LIBRARY DISTRICT (hereinafter referred to as "District") a public corporation duly organized and existing under Pt 4, Div. 20 Ch. 4 of the Education Code of the State of California.

WITNESSETH:

WHEREAS, the City is empowered by law to acquire, construct, maintain, operate and lease public buildings necessary to the administration and operation of the government of the City, including buildings for City offices and a council chamber, buildings necessary to house the city police department and buildings for use in providing services to the inhabitants of the City; and

WHEREAS, the District is empowered by law to acquire, construct, maintain, operate and lease public buildings necessary or proper to carry out the objects and purposes for which the District was formed, including buildings necessary for the conduct of the business of the District in providing library services to the public generally and for District offices; and

WHEREAS, City and District are of the opinion that, within the area (hereinafter called "Site") consisting of two parcels, Parcel A and Parcel B, shown and described on attached Exhibit "A", hereby made a part hereof, the property should be developed as a comprehensive civic center by the construction and maintenance of various governmental facilities, including facilities for City and District and accessory structures, appurtenances or appurtenant works necessary or convenient therefor, parking facilities, malls, walks, walkways, other site improvements and landscaping; and

WHEREAS, it is deemed advisable for the parties concerned to enter into an agreement which will ensure to the people the orderly development of the area and provide a vehicle for financing the construction of public buildings in the area;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

SECTION 1. **Purpose.**

This Agreement is made pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 (commencing with Section 6500) of the Government Code of the State of California (hereinafter called the "Act") relating to the joint exercise of powers common to City and District. City and District each possess the common powers referred to in the recitals hereof. The purpose of this Agreement is to exercise such powers jointly by acquiring a site or sites for and acquiring, constructing, maintaining, operating and leasing public buildings, with land, facilities and appurtenances necessary or convenient therefor. Such purpose will be accomplished, and said common powers exercised, in the manner hereinafter set forth.

SECTION 2. **Term.**

This Agreement shall become effective as of the date hereof and shall continue in full force and effect for a period of forty years from the date hereof or until all revenue bonds herein provided for and issued pursuant hereto and the interest thereon shall have been paid in full or adequate provision for such payment shall have been made as set forth in the proceedings for the issuance thereof, whichever date is earlier; provided, however, that this Agreement shall terminate five years from the date hereof if no revenue bonds have been issued on or before said date.

SECTION 17. **Joint Construction and Maintenance and Operation.**

City and District may desire to construct or maintain and operate certain of the facilities hereunder jointly. Such joint construction or maintenance and operation either by Authority or jointly by the parties hereto may be provided by leases or subleases under Section 9 or Section 11, or by other leases, subleases, or agreements.

SECTION 18. **Site Development and Construction and Maintenance of Common Areas.**

City shall be responsible for the preparation of the Preliminary General Plan for Site development. Such Preliminary General Plan shall set the landscaping and architectural theme of the City and District Projects. City and District shall share equally in the expenses of site surveys, soils tests, topographic studies and seismic surveys.

In addition to the principal buildings to be constructed on the City and District Sites, there shall be constructed on both Sites parking spaces, walkways, roadways and landscaping for the benefit of the City and District Projects (hereinafter called "Common Area"). If not included on the respective City and District Project plans, separate plans and specifications shall be prepared under the direction of Authority for the construction of Common Area improvements. All such plans prepared by the Authority shall be approved by City and District prior to the construction of the improvement proposed. Upon request of City and/or District, Authority shall call for competitive bids to let necessary construction contracts for the improvement of the Common Area. Authority shall award such construction contracts to the lowest responsible bidders.

City and District each agree that the cost of the preparation of the Common Area plans and specifications prepared by Authority and the cost of construction of said improvements shall be apportioned between the two projects as follows: City Project — 61.2%; District Project — 38.8%. To the extent City and/or District's share of said costs are not paid by City and/or District said unpaid costs shall be paid by Authority from the proceeds of revenue bonds and shall be included as part of the cost of constructing the respective City and/or District Projects and additional rental for the City Project and/or District Project shall be charged which additional rental shall be sufficient to pay the principal of and interest on said additional amount of revenue bonds issued therefore, establish suitable reserve or other funds and pay all other expenses in connection therewith.

For the term of this Agreement the Common Area shall be maintained and operated by Authority. The expenses of maintenance and operation shall be paid 61.2% by City and 38.8% by District.

SECTION 19. **Notices.**

Notices hereunder shall be sufficient if delivered to the offices of the parties. At present said offices are as follows:

City	City Hall 120 South Bradford Avenue Placentia, California 92670
District	143 South Bradford Avenue Placentia, California 92670
Authority	City Hall 120 South Bradford Avenue Placentia, California 92670

SECTION 20. **Miscellaneous.**

The section headings herein are for convenience only and are not to be constructed as modifying or governing the language in the section referred to.

Where reference is made in this Agreement to Controller or Treasurer indicating specific duties to be undertaken by said officers, said officers may independently determine which of them shall undertake any particular duty.

PLACENTIA LIBRARY DISTRICT CIVIC CENTER SUBLEASE

THIS SUBLEASE, dated as of March 1, 1973, by and between the PLACENTIA CIVIC CENTER AUTHORITY (herein "Authority"), a public entity and agency duly organized and existing pursuant to an agreement entitled "Joint Exercise of Powers Agreement between the City of Placentia and the Placentia Library District Creating the Placentia Civic Center Authority" (herein "Agreement"), dated as of May 22, 1972, as amended, and the PLACENTIA LIBRARY DISTRICT (herein "District"), a public corporation of the State of California.

WITNESSETH:

That for and in consideration of the mutual promises and agreements herein contained, the parties hereto agree as follows:

SECTION 1. **Definitions.**

Unless the context otherwise requires, the terms defined in this Section 1 shall, for all purposes of this Sublease, have the meanings herein specified.

(a) *City.*

"City" means the City of Placentia.

(b) *City Ground Lease.*

"City Ground Lease" means means the ground lease dated as of March 1, 1973, by and between the City and the Authority.

(c) *City Site.*

"City Site" means the lands described in Exhibit A of the City Ground Lease.

(d) *Common Area.*

"Common Area" means that portion of the City and District Sites designated on the plans of the Facilities on file in the office of the Secretary of the Authority on which shall be constructed parking spaces, walkways, roadways and landscaping for the benefit of the City and District projects.

(e) *Construction Contract.*

"Construction Contract" means the construction contract or contracts providing for the construction of the Facilities, a copy of which is or will be on file in the office of the Secretary of the Authority.

(f) *District Site.*

"District Site" means the lands described in Exhibit A attached hereto and made a part hereof, on which the Facilities are to be located.

(g) *Facilities.*

"Facilities" means the District project consisting of a library building and the improvement of that portion of the Common Area located on the District Site, together with facilities appurtenant thereto or necessary or convenient therefor.

(h) *Ground Lease.*

"Ground Lease" means "Placentia Library District Ground Lease" between District and Authority dated of even date herewith.

(i) *Leased Premises.*

"Leased Premises" means the District Site and Facilities to be constructed thereon.

(j) *Resolution.*

"Resolution" means the Resolution attached hereto as Exhibit B adopted by the Authority providing for the issuance of its Series B Bonds.

(k) *Series B Bonds.*

"Series B Bonds" means the revenue bonds to be issued by the Authority under and pursuant to the Resolution.

(l) *Sublease.*

"Sublease" means this agreement by and between the District and the Authority.

(m) *Trustee.*

"Trustee" means the fiscal agent appointed pursuant to the Resolution and referred to therein as "Trustee" and any successor appointed as therein provided.

SECTION 2. **Sublease of Leased Premises.**

The Authority hereby subleases to the District the Leased Premises, subject to the terms and conditions of this Sublease, and subject to any conditions, reservations, exceptions, and rights of way which are of record, including, without limitation, those contained in the Ground Lease.

SECTION 3. **Common Area.**

The Authority hereby grants to the District the right to use all or any portion of the Common Area located on the City Site, subject to any conditions, reservations, exceptions and rights of way which are of record, including, without limitations, those contained in the City Ground Lease.

SECTION 4. **Term.**

This Sublease shall commence on March 1, 1975 or when the Facilities are completed and available for occupancy and written notice thereof has been served on District, whichever is later.

This Sublease shall end (a) on February 28, 2011, or (b) when all the Series B Bonds and the interest thereon have been paid in full or adequate provision has been made for such payment in accordance with the Resolution, or (c) at such time as the Agreement ends, whichever is earliest; provided, however, the termination of this Sublease prior to the termination of the Agreement shall not affect the right of District to use the Common Area located on the City Site upon the terms set forth in the Agreement.

SECTION 5. **Rental.**

The District shall pay rent to the Authority in the amounts, at the times and in the manner set forth herein, said amounts constituting in the aggregate the total of the rent payable under this Sublease, as follows:

(a) *Base Rent.* Commencing on March 1, 1975, or on the date on which the District shall be served with written notice that the Facilities have been completed and are ready for occupancy, whichever is later, the District shall be obligated to pay to Trustee for the account of the Authority in advance for each 6 months period of occupancy, rent at the rate of $..... semi-annually said rent being payable on March 1, 1975 and on September 1 and March 1 respectively thereafter, subject to adjustment as hereinafter set forth. In the event that the liability of the District for rent at said rate does not commence on March 1 or September 1 in any year, the rent to be paid for the remaining portion of the period in which such liability commences shall be prorated and shall be paid within fifteen (15) days following commencement of such liability, but in no event later than the next succeeding June 30. During the remainder of the term of this Sublease, base rental shall be due on March 1 and September 1

and shall be payable without the payment of interest thereon as contemplated by Section 5(e) hereof on or before March 15 and September 15 in each period for use of the Leased Premises during said period, said rental to be for occupancy from March 1 of each year to the last day of February in the next succeeding year.

(b) *Additional Rent.* In addition to and after the commencement of the Base Rent hereinabove set forth, the District shall pay to the Trustee for the account of the Authority an amount or amounts (hereinafter called "Additional Rent") equivalent to the sum of the following:

(i) All taxes and assessments of any nature whatsoever, including, but not limited to, excise taxes, ad valorem taxes, ad valorem and specific lien special assessments and gross receipts taxes, if any, levied upon the Leased Premises or upon the Authority's interest therein or upon the Authority's operation thereof or the Authority's rental income derived therefrom.

(ii) All administrative costs of the Authority, including, without limiting the generality of the foregoing, salaries, wages, expenses, compensation and indemnification of the Trustee under the Resolution, fees and charges of accountants, attorneys and engineers, and all other necessary administrative charges of the Authority or charges required to be paid by it in order to comply with the terms of the Series B Bonds or of the Resolution and to defend the Authority and its members.

(iii) Insurance premiums, if any, on all insurance required or permitted under the provisions of Section 9 hereof.

(iv) All costs and expenses which the Authority may incur in consequence of or because of any default by the District under this Sublease, including reasonable attorneys' fees and costs of suit or action at law to enforce the terms and conditions of this Sublease.

(v) All sums necessary to maintain at the amount of $1,000 the Working Capital Fund established pursuant to the Resolution.

The Additional Rent payable hereunder shall be paid by the District within ten (10) days after notice in writing from the Authority to the District stating the amount of Additional Rent then due and payable and the purpose thereof; provided that the District's liability for Additional Rent shall be limited to the balance due under Section 5.02(b) of the Resolution. Nothing herein contained shall prevent the District from making from time to time contributions or advances to the Authority for any purpose now or hereafter authorized by law.

(c) *Consideration.* The payments of Base Rent and Additional Rent hereunder for each fiscal year of the term of this Sublease shall constitute the total rent for said fiscal year and shall be paid by the District for and in consideration of the right of use and occupancy, and the continued quiet use and enjoyment of the Leased Premises for and during said fiscal year. The parties hereto have agreed and determined that such total rent represents the fair rental value of the Leased Premises.

(d) *Budget.* The District hereby covenants to take such action as is necessary under the laws applicable to the District to budget for and include and maintain funds sufficient and available to discharge its obligation to meet all rent payments due hereunder in each fiscal year.

(e) *Payment.* Each annual Base Rent payment and each Additional Rent payment shall be paid in lawful money of the United States of America, by warrant or check drawn against funds of the District, at the office of the Trustee in Los Angeles, California, or at such other place or places as may be set forth in the Resolution. Each annual Base Rent payment and each Additional Rent payment which is not paid when due shall bear interest at the rate of seven per cent (7%) per annum from the date on which the Base Rent payment or Additional Rent payment, as the case may be, becomes due until the same is paid. Notwithstanding any dispute between Authority and District hereunder, District shall make all rent payments when due and shall not withhold any rent payments pending the final

resolution of such dispute. In the event of a determination that District was not liable for said rent payments or any portion thereof, said payments or excess of payments as the case may be shall be credited against subsequent rent payments due hereunder.

(f) *Credit on Base Rental.* There shall be credited against Base Rent any amount required to be so credited under the Resolution.

SECTION 6. **Construction of Facilities.**

The Authority shall construct the Facilities in accordance with plans and specifications on file in the office of the Secretary of the Authority, including all addenda thereto. City may act on behalf of Authority through its personnel and procedures pursuant to the Agreement. The Construction Contract for the construction of the Facilities shall be awarded by Authority, or its agent, with the approval of District to a contractor or contractors licensed under the laws of the State of California and such Construction Contract shall be awarded pursuant to competitive bidding procedure in accordance with the applicable laws of the State of California relating to the awarding of contracts of a similar nature by the City. For the purpose of paying the cost of the construction of the Facilities thereon and all costs and expenses incidental thereto, the Authority shall issue its Series B Bonds pursuant to the Resolution.

The District may, pursuant to the Agreement, be reimbursed or paid by Authority at the option of District for costs incurred or payments made by advances or otherwise by District.

Changes in the work during construction may be ordered in accordance with Section 8 of the Agreement: provided, however, that unless sufficient additional funds are provided therefor (i) the cost of the Facilities shall not exceed that which can be provided from the proceeds of the Series B Bonds, and (ii) the cost of change orders shall not exceed the reserve established therefor. District shall take no action which extends the period of construction beyond the period for which the Authority has funded interest on its Series B Bonds unless sufficient additional funds are provided therefor. Any moneys remaining in the Construction Fund to be established under the Resolution after the construction and completion of the Facilities shall be applied by the Authority as provided in the Resolution.

The Authority hereby assumes the obligations under the employment contracts of the District with Wainwright & Ramsey, Inc. and Rutan & Tucker and shall become a client of said firms in accordance with the terms of said contracts.

SECTION 7. **Maintenance and Operation.**

The District shall, upon commencement of its obligations under Section 5 hereof, at its own expense, maintain, manage and operate the Leased Premises and all improvements thereon in good order, condition and repair. The District shall provide or cause to be provided all security service, custodial service, service, power, gas, telephone, light, heating and water, and all other public utility services. It is understood and agreed that in consideration of the payment by the District of the rent herein provided for, the Authority is only obligated to furnish the Leased Premises, and the Authority shall have no obligation to incur any expense of any kind or character in connection with the management, operation or maintenance of the Leased Premises during the term of this Sublease. The District shall keep the Leased Premises and any and all improvements thereto free and clear of all liens, charges and encumbrances.

SECTION 8. **Additions and Improvements.**

The District shall have the right during the term of this Sublease to make any additions or improvements to the Leased Premises, to attach fixtures, structures or signs, and to affix any personal property to the improvements on the Leased Premises, provided the use of the Leased Premises for the purposes contemplated in this Sublease are not impaired. Title to all personal property placed in any of the

improvements on the Leased Premises shall remain in the District. The title to any personal property improvements or fixtures placed on the Leased Premises by any sublessee or licensee of the District shall be controlled by the sublease or license agreement between such sublessee or licensee and the District.

SECTION 9. **Insurance.**

Authority shall, during the term of this Sublease, keep or cause to be kept a policy or policies of insurance against loss or damage to the Facilities, and appurtenances and permanent equipment, resulting from fire, lightning, vandalism, malicious mischief, riot and civil commotion and such perils ordinarily defined as "extended coverage" and other perils as Authority and District may agree should be insured against on forms and in amounts satisfactory to each. District and Authority, as the case may be, shall be named as an additional insured under such policies of insurance as the building contractor may be required by Authority to carry during the construction of the Facilities. Nothing herein shall be construed to require the Authority to carry insurance with respect to equipment or fixtures on the Leased Premises not provided by the Authority pursuant to the plans and specifications for construction of the Facilities.

During the term of this Sublease, Authority shall keep or cause to be kept public liability and property damage policies protecting both Authority and District on forms and in amounts satisfactory to each.

The Authority may also carry or cause to be carried such other insurance for the Leased Premises as is required by the Resolution or by District.

All premiums and charges paid by Authority for all of the aforesaid insurance shall be paid to the Authority in accordance with the provisions of Section 5 hereof.

At the option of the District any insurance required by Authority hereunder may be provided by the District.

Nothwithstanding the generality of the foregoing, the Authority shall not be required to maintain or cause to be maintained any insurance which is not available from reputable insurers on the open market or more insurance than is specifically referred to above.

SECTION 10. **Damage by Fire, Earthquake, Etc.**

In the event of destruction or damage to the Facilities by fire or earthquake or other casualty or event so that they become wholly or partly unusable, Authority, at its option, may do either of the following:

(1) Rebuild and repair the Facilities (or an equivalent facility as a replacement thereof in the case of destruction) so that they shall be restored to use, in which case this Sublease shall remain in full force and effect. Any excess of insurance proceeds resulting from such destruction or damage (other than business [rent] interruption insurance) over the amount expended for such repairing or rebuilding, shall be paid to District, or

(2) Declare this Sublease to District terminated and use any money collected from insurance against the destruction of or damage to the Facilities to the extent necessary to retire any outstanding securities or any debts or liabilities which Authority may have; provided, however, that if the Facilities can be repaired or rebuilt within the period for which Authority has insurance against business (rent) interrupton, and if Authority shall have sufficient funds from the proceeds of insurance or otherwise for the necessary repairing or rebuilding, Authority shall not proceed under this option without the District's consent.

During such time as the Facilities are unusable, rent shall cease. No further rent payments shall accrue until such Facilities are again ready for occupancy and rent payments already made, if any,

shall be equitably abated and adjusted accordingly. In the event of partial damage to, or destruction of, the Facilities, so as to render a portion thereof unusable by District, such rental payments (including those already made, if any) shall, during the period of the partial unusability of the Facilities, be in an amount that represents the fair market rental value of the remainder of the Facilities usable by District.

SECTION 11. **Assignment Sublease and Bonds.**

Neither this Sublease nor any interest of the District herein shall, at any time after the date hereof, without the prior written consent of the Authority, be mortgaged, pledged, assigned or transferred by the District by voluntary act or by operation of law, or otherwise, except as specifically provided herein. The District shall at all times remain liable for the performance of the covenants and conditions on its part to be performed, notwithstanding any assigning, transferring or subletting which may be made. The District shall have the right to further sublease or permit the use of all or any part of the Leased Premises, or to arrange for the City to undertake District's obligations to maintain the Leased Premises, but nothing herein contained shall be construed to relieve the District from its obligation to pay rent as provided in this Sublease or relieve the District from any other obligations contained herein.

The Authority may issue its Series B Bonds under the Resolution. Such Resolution may operate as an assignment of the Lease to the Trustee for financing purposes.

Whenever in this Sublease any consent or approval is required, the same shall not be unreasonably withheld. Any items herein required or permitted to be done by the Authority, may, if so provided under the Resolution, be performed by the Trustee thereunder.

SECTION 12. **Eminent Domain.**

If the whole of the Leased Premises, or so much thereof as to render the remainder unusable for the purposes for which the Facilities were constructed, shall be taken under the power of eminent domain, then this Sublease shall terminate as of the day possession shall be so taken or if the District is the condemnor then this Sublease shall terminate as of the date of the entry of the interlocutory judgment. If less than the whole of said Leased Premises shall be taken under the power of eminent domain, and the remainder is usable for the purposes hereof, then this Sublease shall continue in full force and effect and shall not be terminated by virtue of such taking and the parties waive the benefit of any law to the contrary, in which event there shall be a partial abatement of the rent hereunder in an amount equivalent to the amount by which the annual payments of principal of, and interest on, the outstanding Series B Bonds of the Authority will be reduced in any applicable year by the application of the award in eminent domain to the call of outstanding Series B Bonds.

Any award made in eminent domain proceedings for the taking or damaging of the Facilities in whole or in part shall be paid to the Trustee under the Resolution for the direct benefit of the holders of the Series B Bonds of the Authority and shall be used by the Trustee (together with any other money which shall be or may be made available for such purpose) to call, as nearly as may be, a principal amount of bonds in each of the remaining maturities so that as nearly as possible in the discretion of the Trustee there will be equal annual reductions in the principal and interest payments on the outstanding Series B Bonds remaining after said call. In the event the amount so paid to the Trustee shall be more than sufficient to retire the Series B Bonds issued under the indenture and then outstanding, then any excess shall be paid by the Trustee to the District.

The taking or damaging of all or any portion of the Common Area on the City Site shall not have any affect on the obligations of the Authority and the District under this Sublease.

SECTION 13. **Right of Entry.**

The Authority and its designated representatives shall have the right to enter upon the Leased Premises during reasonable business hours (and in emergencies at all times), (i) to inspect the same, (ii) for any purpose connected with the Authority's rights or obligations under this Sublease, (iii) for all other lawful purposes.

SECTION 14. **Liens.**

Except for payment made or required to be made under the Resolution, the District shall pay or cause to be paid, when due, all sums of money that may become due for, or purporting to be for, any labor, services, materials, supplies or equipment alleged to have been furnished or to be furnished to or for, in, upon or about the Leased Premises and which may be secured by any mechanics', materialmen's or other lien against the Leased Premises, and/or the Authority's interest therein, and shall cause each such lien to be fully discharged and released; provided, however, that if the District and/or Authority desires to contest any such lien, this may be done, and if such lien shall be reduced to final judgment and such judgment or such process as may be issued for the enforcement thereof is not promptly stayed, or if so stayed and stay thereafter expires, then and in any such event the District shall forthwith pay and discharge said judgment.

SECTION 15. **Taxes.**

The parties understand and agree that the Leased Premises constitute public property free and exempt from all taxation; however, the Authority agrees to take whatever steps may be necessary, upon written request by the District, to contest any proposed tax or assessment, or to take steps necessary to recover any tax or assessment paid. The District agrees to reimburse the Authority for any and all costs and expenses thus incurred by the Authority.

SECTION 16. **Quiet Enjoyment.**

The parties hereto mutually covenant and agree that the District, by keeping and performing the covenants and agreements herein contained, shall at all times during the term, peaceably and quietly, have, hold and enjoy the Leased Premises.

SECTION 17. **Law Governing.**

This Sublease is made in the State of California under the Constitution and laws of such State and is to be so construed.

SECTION 18. **Notices.**

All notices, statements, demands, requests, consents, approvals, authorizations, offers, agreements, appointments or designations hereunder by either party to the other shall be in writing and shall be sufficiently given and served upon the other party, if sent by United States registered mail, return receipt requested, postage prepaid and addressed as follows:

District — Secretary, Placentia Library District Library
Placentia, California 92670

Authority — Secretary, City Hall
Placentia, California 92670

SECTION 19. **Waiver**

The Waiver by the Authority of any breach by the District of any term, covenant or condition hereof shall not operate as a waiver of any subsequent breach of the same or any other term, covenant or condition hereof.

SECTION 20. **Default by District.**

If (a) District shall fail to pay any rental payable hereunder within fifteen (15) days from the date such rental is payable, or (b) District shall fail to keep any such other terms, covenants or conditions contained herein for a period of twenty-five (25) days after written notice thereof from

Authority to District, or (c) District shall abandon or vacate the premises, or (d) District's interest in this Sublease or any part thereof shall be assigned or transfered without the written consent of Authority, eiher voluntarily or by operation of law, then and in any such events District shall be deemed to be in default hereunder.

If District should, after notice of such default, fail to remedy any default with all reasonable dispatch in not exceeding thirty (30) days, then Authority shall have the right, at its option, without any further demand or notice (i) to terminate this Sublease and to re-enter the Leased Premises and eject all parties in possession thereof therefrom, or (ii) to re-enter the Leased Premises and eject all parties therefrom, and, without terminating this Sublease, re-let the Leased Premises, or any part thereof, as the agent and for the account of District upon such terms and conditions as Authority may deem advisable, in which event the rents received on such re-letting shall be applied first to the expenses of re-letting and collection, including necessary renovation and alteration of the Leased Premises, a reasonable attorney's fee, and any real estate commission actually paid, and thereafter toward payment of all sums due or to become due to Authority hereunder, and if a sufficient sum shall not be thus realized to pay such sums and other charges, District shall pay Authority annually any cumulative net deficiency existing on the date when Base Rent is due hereunder. The foregoing remedies of Authority are in addition to and not exclusive of any other remedy of Authority. Any such re-entry shall be allowed by District without let or hindrance and Authority shall not be liable in damages for any such re-entry or be guilty of trespass.

SECTION 21. **Net-Net Sublease.**

This Sublease shall be deemed and construed to be a "net-net sublease" and the District hereby agrees that the rentals provided for herein shall be an absolute net return to the Authority, free and clear of any expenses, charges or set-offs whatsoever.

SECTION 22. **Execution.**

This Sublease may be simultaneously executed in any number of counterparts, each of which when so executed shall be deemed to be an original, but all together shall constitute but one and the same Sublease, and it is also understood and agreed that separate counterparts of this Sublease may be separately executed by the Authority and the District, and with the same full force and effect as though the same counterpart had been executed simultaneously by both the Authority and the District.

SECTION 23. **Validity.**

If any one or more of the terms, provisions, promises, covenants or conditions of this Sublease or the application thereof to any person or circumstance, shall to any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants and conditions of this Sublease and the application thereof to other persons or circumstances shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

If for any reason this Sublease shall be held by a court of competent jurisdiction void, voidable, or unenforceable by the Authority or by the District, or if for any reason it is held by such a court that the covenants and conditions of the District hereunder, including the covenant to pay rents hereunder, is unenforceable for the full term hereunder, then and in such event for and in consideration of the right of the District to possess, occupy and use the Leased Premises, which right in such event is hereby granted, this Sublease shall thereupon become, and shall be deemed to be, a Sublease from year to year under which the annual rent herein specified will be paid by the District.

IN WITNESS WHEREOF, the parties hereto have cause this Sublease to be executed and attested y their proper officers thereunto duly authorized, and their official seals to be hereto affixed, as of the day and year first above written.

PLACENTIA CIVIC CENTER AUTHORITY

(SEAL)

By _____
President

ATTEST:

_____
Secretary

PLACENTIA LIBRARY DISTRICT

(SEAL)

By _____
President

ATTEST:

_____
Secretary

I HEREBY APPROVE the form and legality of the foregoing Sublease this .... day of ....., 1973.

_____
Attorney for the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Discussion of hiring an attorney to handle routine District matters.**

DATE: October 20, 2003

BACKGROUND

At its meeting on September 22, 2003 the Library Board requested a discussion of hiring an attorney to handle routine District matters.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Travel/training authorizations for Public Library Association Biennial Conference, Seattle.**

DATE: October 20, 2003

BACKGROUND

The Public Library Association (PLA), a division of the American Library Association, offers a biennial conference for public librarians. The next Conference will be held in Seattle from February 24 through February 28, 2004. The analysis of the cost estimate is Attachment A.

The Library Director recommends that Librarian Mary Strazdas and Library Assistant Jillian Rakos attend the Conference at a cost not to exceed $2,570, to be paid from the staff training account at Santiago Library System.

RECOMMENDATION

Authorize Mary Strazdas and Jillian Rakos to attend the Public Library Association Conference in Seattle at a cost not to exceed $2,570 to be paid from the staff training account at Santiago Library System.

Placentia Library District
Travel Estimate

Name: Mary Strazdas
Event: Public Library Association Biennial Conference
Location: Seattle, WA
fund: SLS Training Account

	Mon	Tues	Wed	Thur	Fri	Sat	SLS
Date	02/23/04	02/24/03	02/25/04	02/26/04	02/27/04	02/28/04	
Registration	160.00						160.00
Hotel	120.00	120.00	120.00	120.00	120.00		600.00
Breakfast	-	12.00	12.00	12.00	12.00	12.00	60.00
Lunch	17.50	17.50	17.50	35.00	35.00	17.50	140.00
Dinner	25.00	25.00	25.00	45.00	25.00		145.00
Air/Train	300.00						300.00
Local Trans.	20.00	20.00	20.00	20.00	20.00	20.00	120.00
Mileage @ $ .36							-
Parking/Tolls							-
Telephone							-
Misc.	10.00	10.00	10.00	10.00	10.00	10.00	60.00
TOTAL	652.50	204.50	204.50	242.00	222.00	59.50	1,585.00

Name: Jillian Rakos
Event: Public Library Association Biennial Conference
Location: Seattle, WA
fund: SLS Training

	Mon	Tues	Wed	Thur	Fri	Sat	SLS
Date	02/23/04	02/24/03	02/25/04	02/26/04	02/27/04	02/28/04	
Registration	160.00						160.00
Hotel	-	-	-	-	-	-	-
Breakfast	-	12.00	12.00	12.00	12.00	12.00	60.00
Lunch	17.50	17.50	17.50	35.00	35.00	17.50	140.00
Dinner	25.00	25.00	25.00	45.00	25.00	-	145.00
Air/Train	300.00						300.00
Local Trans.	20.00	20.00	20.00	20.00	20.00	20.00	120.00
Mileage @ $ .36							-
Parking/Tolls							-
Telephone							-
Misc.	10.00	10.00	10.00	10.00	10.00	10.00	60.00
TOTAL	532.50	84.50	84.50	122.00	102.00	59.50	985.00

Agenda Item 45

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager JK

DATE: October 14, 2003

SUBJECT: Program Committee Report for the month of September

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
ADULT SERVICES	**2**	**21**
TYD Total	**3**	**93**
CHILDREN'S SERVICES		
Wed. PM Story Times	0	0
Thurs. AM Story Times	0	0
3-4 year-old music times	0	0
5-6 year-old music times	0	0
Lapsits	0	0
Class tours	0	0
Comm Center Storytimes	0	0
Head Start Storytimes	0	0
Springtime Party	0	0
In-N-out Program	0	0
TOTAL FOR JULY		
YTD TOTAL	**45**	**1,011**

LITERACY SERVICES	***Sep* 2003-04**	**FY 2003-04 YTD**
Total Tutors	174	195
Total Students	179	236
Total Hours	1,569	4,458

For more detailed literacy statistics, see Agenda Item 47, pages 2 of 3 and 3 of 3.

Agenda Item 46

To: Elizabeth Minter, Library Director

From: Jillian Rakos, Children's Librarian

Date: October 20, 2003

Subject: September Activities in the Children's Department

Programming- There were no programs in September. All children's library programming will resume in October.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager

DATE: October 14, 2003

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

Tutor Training Sets a Record. The Literacy Coordinator conducted one regular workshop and two accelerated workshops in September and forty-six (46) tutors were trained, a record setting tutor training month for PLLS. All new tutors are presently matched or are being matched. The next tutor training is scheduled for October 5, 2003.

Families for Literacy (FFL) Program Status. FFL now serves 147 family students who are either active or on the waiting list. In September, FFL sponsored The Unidentified Flying Styles: a DJ battle crew from Whittier, CA. FFL students had the opportunity to explore the complex, rich rhythms of electronic music through dance and song. Each family will be receiving their own copy of the FFL CD, which includes rap recordings of the students.

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 plan to have all PRREP volunteers active as soon as possible.

Reach Out and Read Partnership Stops for the Summer. PLLS will continue 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 taking July and August off, but plan to come back in September.

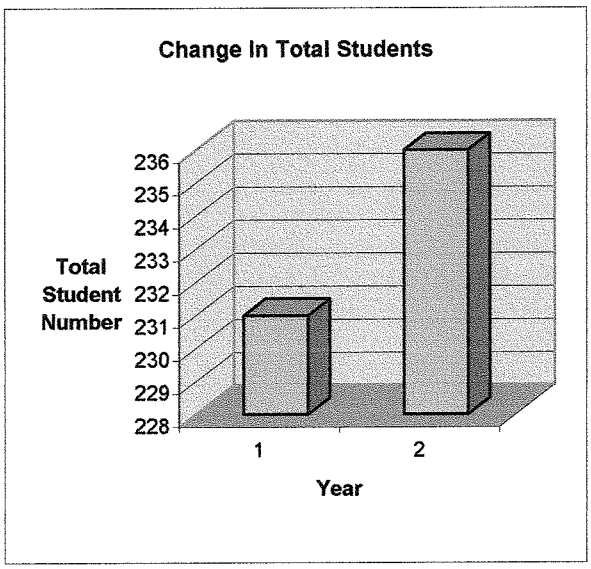
English Language and Literacy Intensive (ELLI) Program Update. ELLI is active again but so far only at Ruby Drive Elementary School. At Ruby Drive, we have six staff working with extended Kindergarten classes and emerging English classes. We're still waiting for information from the State Library to determine funding for ELLI for FY 2003-04, and to what extent the program will continue.

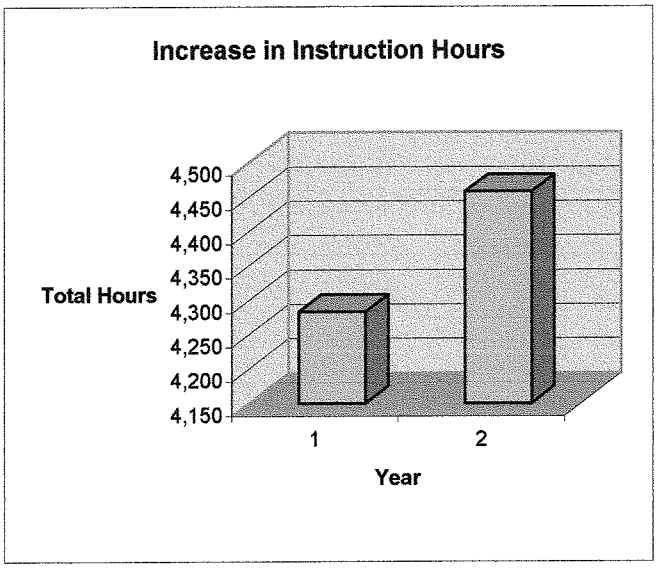
Literacy statistics. See Agenda Item 47, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

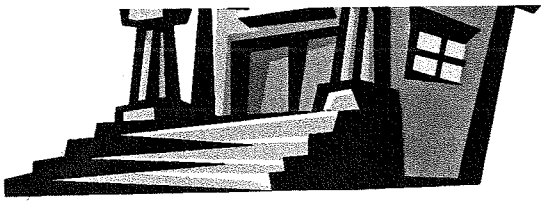
	Sep 02-03	Sep-03	YTD 2002	YTD 2003
Tutors				
Adult	101	110	105	127
Teen	55	64	63	68
Hours Instruction	1,403	1,569	4,134	4,458
Other Volunteer Hours	48	96	144	240
Total Hours	1,451	1,665	4,283	4,698
Training Workshops				
Workshops Held	3	3	7	7
Tutors Trained	22	46	49	64
Students				
With Adult Tutors	107	115	154	161
With Teen Tutors	61	64	73	75
In Groups	4	0	4	0
Total Active Students	176	179	231	236
Families for Literacy				
Family Students	22	26	22	34
Family Tutors	10	22	10	26
Hours of Instruction	68	29	68	44
ELLI Program				
K-6th Grade Students	90	95	90	95
Tutors for K-6th Grade	4	6	4	6
Hours of Instruction	65	210	65	210
Total Tutors	156	174	170	195
Total Students	178	179	231	236
Total Instruction Hours	1,403	1,569	4,283	4,458


Change In Total Students
Total Student Number
236
235
234
233
232
231
230
229
228
1
2
Year


Increase in Instruction Hours
Total Hours
4,500
4,450
4,400
4,350
4,300
4,250
4,200
4,150
1
2
Year

FAMILIES FOR LITERACY

VISITING THE LIBRARY



WHERE? Placentia Library Meeting Room
411 E. Chapman Ave.
(on the corner of Chapman & Kraemer)

WHEN? Monday, October 27, 2003

TIME? 5:00PM-8:00PM

Placentia Library staff and tutors welcome you to **VISIT THE LIBRARY** with your friends and family members. Come, and learn about the wonderful, amazing world the library has to offer you. Enjoy: storytime, games, scavenger hunting, dance and song, free books, and free food!

****

Tyese iS personally inviting you to her last FFL event at Placentia Library. She would like to say Good-Bye to all of the FFL families and thank them for their participation in the program. The last hour will be reserved for an FFL potluck dinner and special dance performance by Tyese.

****

Please! It is very important that you RSVP by 10/26/03 with the following information:

1) number of people who will be attending the event
2) a side dish of your choice
3) Would you be interested in volunteering before, during, or after the event?

To RSVP, please call Placentia Library Literacy Services at (714) 524-8408, Ext. 215 or 213.

Agenda Item
48

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager

Date: October 14, 2003

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

In September, the Placentia Library District had 38,318 "hits" on the Web Site, an average of 1,277 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			
Friends	82	63	56			
District	81	76	108			
Kids	191	144	154			
Foundation	68	58	300			
History Room	150	125	147			
Literacy/CLC Logo	68	69	113			
Passports	530	498	505			
Total Views Most Hits	1,355	1,085	1,515			

Total Most Hits YTD 3,955

TO: Elizabeth Minter, Library Director

FROM: Phyllis Humple, Volunteer Coordinator

DATE: October 20, 2003

SUBJECT: Publicity materials produced for September 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 2nd 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. Property Owners Prop 13 Tax Suit
2. New Ladera Ranch School and Public Library

Library Newspaper articles published:

1. Bargain Prices Set for Used-Book Sale
2. Library Offers More Programs for Kids

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

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

O.C. Weekly SEP 2 6 2003

•PLACENTIA LIBRARY, 401 E. Chapman Ave., Placentia, (714) 954-0580.
Sun.: **The Poet Laureate Poetry Festival** features various readings and workshops, 1 p.m.

Property Owners May Gain $10 Billion in Prop. 13 Suit

By JEAN O. PASCO
Times Staff Writer

The state and counties throughout California would owe as much as $10 billion to property owners if an appeals court in December upholds a controversial 2-year-old ruling on the intent of Proposition 13, according to court papers filed this week.

It is the first time state officials have put a price tag on the potential statewide cost of a December 2001 ruling by Orange County Superior Court Judge John M. Watson.

The judge found that some Orange County property assessments violated Proposition 13, the landmark tax rollback measure passed by California voters in 1978. He ruled that the assessor, following a practice used by his colleagues statewide, illegally raised the assessed value of a

[*See Tax, Page B9*]

Tax Suit May Return $10 Billion

[*Tax, from Page B1*]

Seal Beach home more than the 2%-a-year limit mandated by Proposition 13.

County attorneys appealed the ruling to the state 4th District Court of Appeal in Santa Ana. A hearing is set for Dec. 16, but any decision would probably face further court appeals.

Assessor Webster Guillory has defended the practice, used after properties dropped in value and their assessments were lowered. When the values rebounded, the new assessments routinely exceeded the 2% limit, a method called recapturing. The county maintains that the practice is legal because the increase merely allowed the assessed value to recover from temporary declines.

If Watson's ruling is ultimately upheld, it would devastate state and local government financing, state officials argued in a 28-page brief.

The state Department of Finance estimated that $5.3 billion would come from state coffers to backfill refunds from school districts, according to the brief filed by Atty. Gen. Bill Lockyer. County and city governments would be hit with a $4.7-billion loss from refunds and from a drop in their tax base.

"For perspective, this is nearly equivalent to all funding for youth and adult correctional functions performed by the state," the brief said.

Tax attorney Rob Pool, who challenged the assessment on his Seal Beach home, said he had no reason to doubt the estimated hit. But that doesn't excuse government.

"It's not often that you get the thief who stole from you to account for exactly how much he's taken," Pool said.

Previous estimates from Orange County Auditor-Controller David Sundstrom put the impact at $4 billion if the ruling is extended statewide. Orange County's general fund would have to repay $18.6 million in excess tax revenue to property owners, he said.

Besides funding county and city governments, property taxes also fund school districts, which are guaranteed minimum funding through voter-approved Proposition 98. That means the state would have to cover refunds owed by the schools.

Last year, the Orange County Board of Supervisors voted 4 to 1 against appealing Watson's ruling. Supervisors said it was up to the assessor to defend his assessment practices, and his office filed the appeal.

Watson's ruling expanded refunds back to 1978, if applicable. Assessment officials have said most of the recapturing was done after the real estate slump of the mid-1990s.

Based on information from the largest counties, researchers with the state Board of Equalization estimated that property assessments statewide had been reduced more than $240 billion from the passage of Proposition 13 in 1978 through 2001-02 during real estate market downturns. About $190 billion in value has already been restored through recapturing, with some $48 billion left to be restored.

The information was attached to court papers filed in the case.

The Board of Equalization estimated that refunds, along with the valuation revenue lost to local governments and regained by property owners, would total $8.5 billion. The state Department of Finance added $1.5 billion in interest required to be paid with the refunds.

pacific clippings
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Placentia News Weekly SEP 1 1 2003

Bargain price tags for used-book sale

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 lobby sales and its book store, the Friends will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices.

Enter from the loading dock area.

Also, there's a silent auction display, which changes every four weeks, that's open during service hours. Proceeds benefit the library and its programs. Moreover, the library is seeking more donations of books, videotapes and audio tapes.

Information: Pat Irot, (714) 996-8390.

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Placentia News Weekly SEP 2 5 2003

Library offers more programs for kids

The Placentia Library has announced its fall sessions of children's story times and music programs. All programs are free and do not require registration.

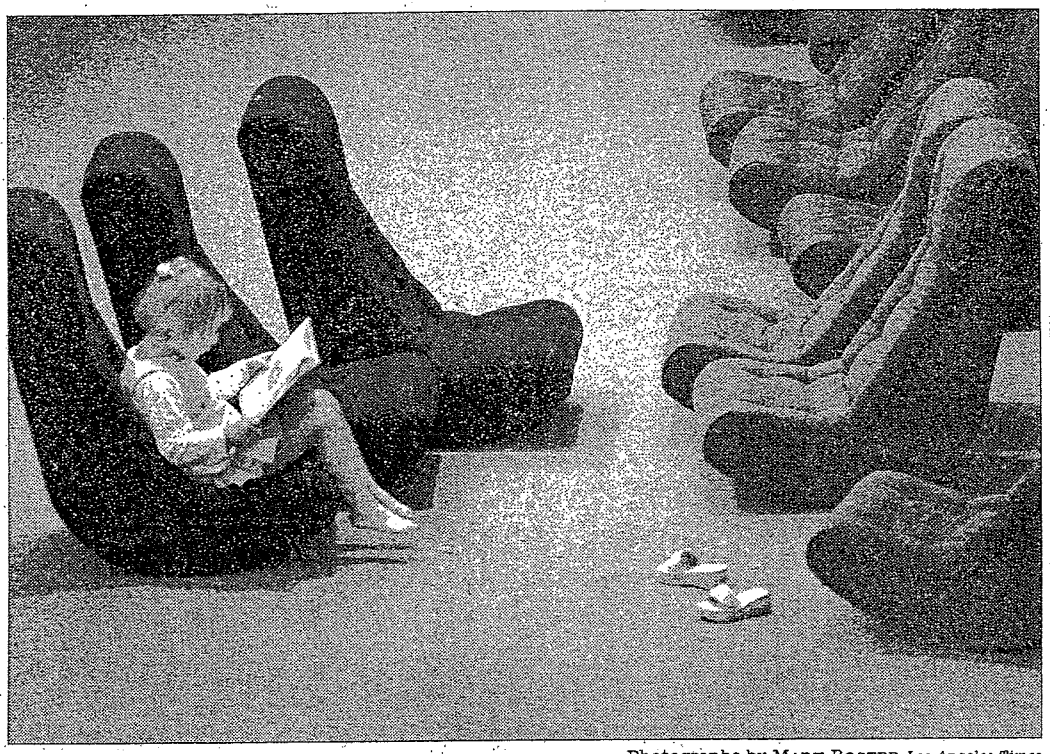
"Lapsits" is stories read for infants and toddlers ages 2 or younger. The program meets 10:15 to 10:35 a.m. Thursdays from Oct. 2 to Nov. 20.

Story Times for ages 3 to 6 meets from 6:30 to 7 p.m. Wednesdays, from next week through Nov. 26 and 11 to 11:30 a.m. Thursdays on Oct. 2

'To mix the public and the school library like this, it's genius.'

Craig Landino, high school English teacher

Los Angeles Times
OC Edition
Daily
SEP 2 1 2003



Photographs by MARK BOSTER *Los Angeles Times*

DO NOT DISTURB: *Madison Rujevcan curls up with a book in the student portion of the Orange County Public Library at Ladera Ranch Elementary and Middle School.*

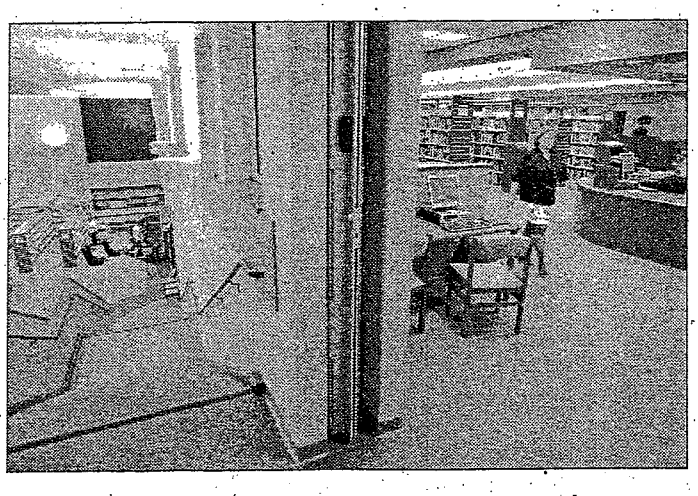
Library, Like a Novel, Can Work on Two Levels

The Ladera Ranch building is a two-story, joint-use facility accessible to a school and patrons from the community.

By CLAIRE LUNA
Times Staff Writer

Seventh-grader Chantal Adagio is sure her new Ladera Ranch school in South County has the best library ever.

When the two-story, 14,000-square-foot facility is fully stocked, she'll have nearly 60,000 books, videos and magazines at her disposal — six times more than a typical school library. And not just books for little kids, either.



TWO STORIES: *The upper section of the library, right, serves the community. The gate closes off the pupil level, left.*

Rows of Stephen King, Nicholas Sparks and other more advanced literature await the 12-year-old. She could also check out copies of the Wall Street Journal or "Dog Fancy" magazine, or perhaps something from the fledgling collection of Spanish literature.

Indeed, this is not just a school library, but also a general-purpose county library — the first hybrid of its type in Orange County, joining the ranks of about 40 such joint-use facilities statewide.

Officials at Ladera Ranch Elementary and Middle School say they are comfortable with adults visiting their campus, even though public presence at schools normally raises concerns for children's safety.

During the school day, students will have access only to the first-floor school library, with adults restricted to the second floor. Librarians will fetch material for those with partial access. Weekdays after 4:15 p.m. and Saturdays the entire facility is open to all.

Because of the presence of adults near classrooms, the school, which opened in August, locks classroom doors during the day, delays the public library's opening time until after school starts and bans library patrons from walking through campus.

"A public library's objective is to be as open as possible, but schools have a huge obligation to make sure their students are in a secure environment," said county librarian John Adams.

Adult patrons don't mind the ground rules and embrace the added resources the library provides their community. Without the influx of school funds, the county would not have been able to open a library in Ladera Ranch, which will eventually be home to about 8,000 people.

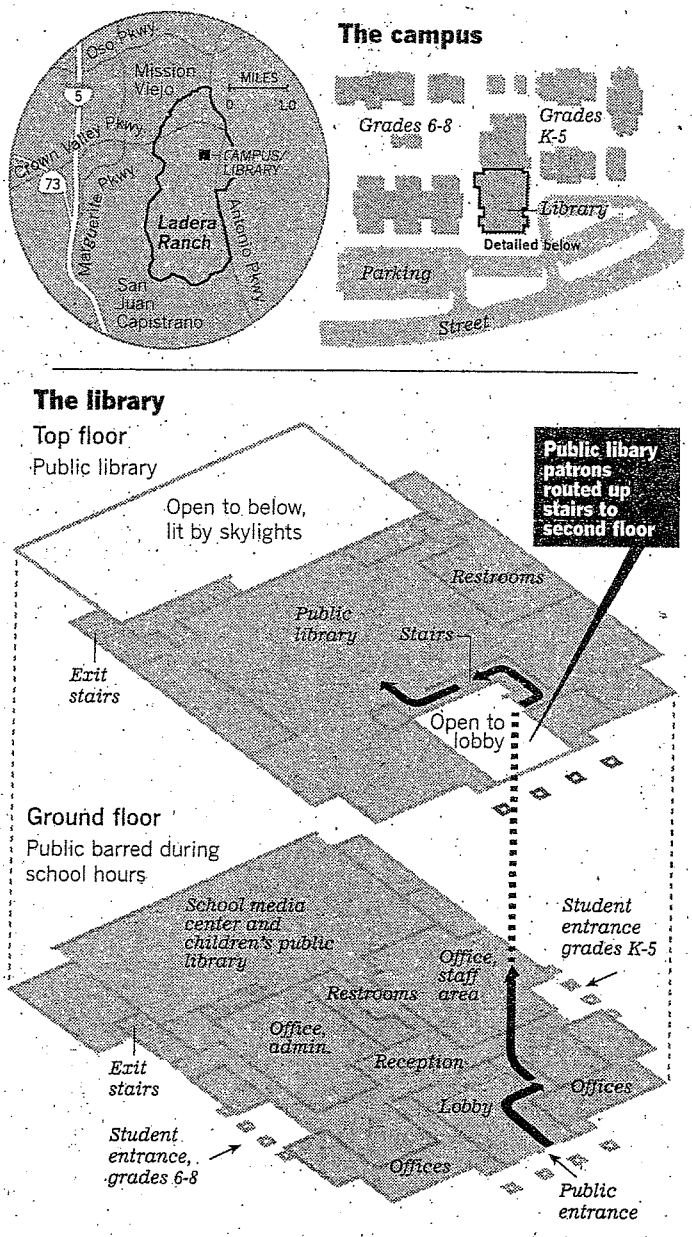
Ladera Ranch developers set aside $1.5 million for the $3-million facility, and a state grant for joint school-public libraries paid the balance.

"To mix the public and the school library like this, it's genius," said Craig Landino, a high school English teacher who walked to the library with his three children. "The students get all the benefits of having this huge library at their disposal, and the adults get a great library we can walk to with our families."

The logistics of joint use have been the most difficult part of opening the facility, said branch manager Karen Thor-

Shared space

The Ladera Ranch Elementary and Middle School library also houses the public library. Students use side entrances to reach their school library, administrators and nurse. Public library patrons enter through the front door and go directly upstairs.



Sources: PJHM Southwest Architects, Capistrano Unified School District, Orange County Public Library

PAUL DUGINSKI *Los Angeles Times*

First-floor Internet access had to use school filtering software during the day before switching to Orange County Public Library software at 4:15 p.m. Ladera Ranch students' library card profiles are not subject to fines, per Capistrano Unified School District policy.

"We're creating something that hasn't existed before, so the process is very, very laborious," Thorburn said, "The end result, though, is this community has an amazing resource."

She waved away questions about security, saying librarians are just as safety-conscious as educators.

cal about security," she said, mentioning the background checks and fingerprinting every library employee and volunteer must undergo. "It's so intrinsic to our job that it almost becomes a non-issue."

As children toting armfuls of books strolled through the library, parents in tow, the security measures were subtle enough to go unnoticed. More apparent were the unfilled shelves awaiting deliveries.

But already, the library is giving Chantal and her friends bragging rights. "It's bigger and it's got a lot more books than any other school library,"

Agenda Item 50

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Library Assistant KM

DATE: October 20, 2003

SUBJECT: Safety Committee report for September

There was no safety committee meeting in September. The next meeting is scheduled for Tuesday, October 21, 2003 at 11:30 A.M.

ALTA Voice of America's Library Trustees & Advocates

the voice

FALL 2003 · VOLUME 5, ISSUE 1 · ISSN 1084-4694

Inside

Advocacy NOW

Advocates for libraries are needed now more than ever. Over 700 Pennsylvania library supporters gathered at the State Capitol to urge legislators to restore $37.5 million in proposed cuts to library services.

Trustees of the Haverhill (MA) Public Library took steps to sue the city if it fails to restore the library's budget. The board filed a request for an injunction in Superior Court after the mayor submitted his 2004 budget cutting the library 80 percent.

ADVOCATE FOR LIBRARIES EVEN WHEN BUDGETS ARE TIGHT

What is a public library for? We all have perceptions about the multiple uses of the library.

See if the findings of a multi-state research project match your view. A national study of libraries of all sizes and in all parts of the country showed computer usage was the highest activity with 22.5 percent of the building users sitting at a computer when random counts were taken. This number might be higher depending upon the number of computer stations in the building.

Standing in the stacks looking at books and magazines ranked as the second highest activity at 20.5 percent of the users. During the random surveys 15 percent were sitting reading or writing, and 11 percent of those in the building were at the circulation or reference desk receiving assistance when the surveys were conducted.

Colorado State Library led the study, which began in 2001 and can be seen at www.lrs.org/documents/cor/CoRFin.pdf.

The researchers also found that the majority of individuals used their libraries to read for pleasure,

cont. on pg. 3

The USA PATRIOT Act

The US Department of Justice reported to Congress that it has contacted 50 libraries as part of investigations, as of May. All Library boards should be familiar with the Act and have policies for library staff to follow.

PATRIOT ACT WORKSHOP IN MICHIGAN

The Michigan Library Association had a very successful PATRIOT Act Workshop in early spring. The Trustee and Advocates were one of the co-sponsors along with several other divisions.

The USA PATRIOT Act Workshop was held at Central Michigan University on March 3. The speakers were treated to one of northern Michigan's coldest mornings, but it was a beautiful day with plenty of sunshine. The workshop was videotaped to share with members and the extended Library community. This most timely and important event offered a distinguished panel of presenters Mary Minow, former Librarian and now an attorney specializing in Library Law; Emily Sheketoff, Director of the American Library Association Washington Office; Willie T. Hulon, FBI Special Agent-in-Charge and others.

The set of three videos with almost six hours of presentations and questions and answers with the presenters, along with a set of handouts are available for purchase or loan. For purchase a set is $150.00. For loan up to six weeks at a time the set is $50.00 with the borrower paying for return. Please contact the Michigan Library Association office to order at 517-394-2774.

—Shirley A. Bruursema

LIBRARIES THE HEARTBEAT OF DEMOCRACY

This was the theme of the New Hampshire Library Trustee Association on May 29. Past NHLTA President Lillian Edelmann coordinated

cont. on pg. 3

Communication Is the Key President's Message

Hello to Trustees and Advocates around our Great Nation:

As sure as annual ALA Conferences are held, one of the major events that is also held every year is the swearing in of Division Presidents. They have been elected by their peers in their given Divisions as First Vice-President with a year to prepare for the Presidency, with the roles and responsibilities of upholding not only our Mission and Vision statements but also those of the American Library Association. And that is how I enter the Big Picture. I am very honored and privileged to be your President of ALTA. I am aware that I am stepping into the shoes of many great ALTA Presidents before me and can only hope to accomplish a little of what they did.

We all come, each with different goals, ideas and challenges. My major goal is COMMUNICATION. There are so many ways to carry out that goal, some being Communication between ALTA members, Communication with ALA and other Divisions, Communication with your local Libraries back home. All of this is important to be a successful organization. On your local level it means Communication between Trustees and Advocates with their Library Directors, their community leaders and patrons.

Education of Trustees is also very important to me and the important role they play now and in the future as Libraries are not only growing in patron usage in large numbers but are facing huge financial crises, political issues, and access to all information is being challenged.

An area I would like to address in this issue is the many awards ALTA offers each year. They are a way not only to highlight our Division, it is also a great honor for some very deserving folks. We have a couple of great committees to peruse the applications, and they would love to have many applications from which to choose. The last couple of years we have rather neglected to get our applications in on time; so I would like for you to look around, take the time to look at your community or neighboring ones, maybe something you read in your local newspaper about folks who have made a major contribution addressing illiteracy, outstanding Trustees who go the second mile, major donors awards for Library improvements or major construction; and, of course, we award a Gale Grant award to first-time annual conference attendee. As a regional Vice President, it was my privilege to hand out two major donor awards one in Michigan and one in Ohio to families who had donated large sums o: money for new Library construction. So this year let us make that a priority.

See the next article on the last page listing the awards for which we are seeking nominations. Remember the deadline is December 1, 2003.

By the next issue I hope to have an update and some clarity on the recent Supreme Court ruling regarding CIPA and the impact on our Libraries nationwide.

—Shirley A. Bruursema, President

Regional Vice Presidents Needed

Want to meet other trustees and be a vital link in your region between the Association for Library Trustees and Advocates Board and your region? Then contact ALTA President Shirley Bruursema. Regional Vice Presidents are needed for **Region X** (Colorado, North Dakota, South Dakota, Utah and Wyoming) and **Region XII** (Alaska, Idaho, Montana, Oregon, and Washington). Reply to Shirley Bruursema at ALTA, 50 E. Huron St., Chicago, IL 60611 or e-mail her at **LIBSABSARG@aol.com**.

Advocacy Now continued from p. 1

learn more about a skill, hobby, or other personal interest, and to find information for school, work, or a community group.

A 2003 survey in a major Ohio library system found that 8 percent of visitors came to use computers to access the Internet, 64 percent came to check out materials, and 4 percent came to the library for a place to study.

These findings generate two observations, first is that libraries continue to be many things to many different residents. During any one visit, a person can seek business information, enjoyable reading, and hobby information. This multi-value use must be communicated to the funding leaders who may see the library in terms of single uses or visualize the eventual demise of the library due to the Internet.

Secondly, traditional use of the library has not been undermined by the addition of computers. Public library statistics document circulation continuing to rise and is at an all time high in many locations.

Officials must know that librarians and boards have to balance purchases of books, newspapers, and magazines against buying computers, printers and software, stretching the budget to meet inflationary costs of materials and ongoing replacement of technology and equipment.

You need to use the findings of such studies and surveys as you advocate for stable, and even increased funding. Local funding authorities can skillfully argue against taxation and increased budgets, so you in return must develop similar skills using your local information to successfully argue the case for the library.

—Jerry Krois, Deputy State Librarian, Wyoming State Library

The USA PATRIOT Act continued from p. 1

the session. She began contacting the FBI in February for a speaker on the USA PATRIOT Act. After numerous calls, the FBI told her that only legal counsel could attend.

Exactly one week before the conference, she was told that an "order had come down from headquarters (Washington, DC) that no agents were to discuss publicly the USA PATRIOT Act with library trustees!" Edelmann related, "Can you imagine my reaction? I went to NHTV-PBS studio, explained what had happened, and blew them away with this story. I next called [a] newspaper reporter . . . telling my tale of woe."

On Tuesday morning (two days before the conference) Edelmann called the FBI headquarters and asked for Robert Mueller. Although she did not get through to him, she was transferred many times. Edelmann then called the US Attorney's Office who agreed to send a representative to the conference. An article was written in the Manchester (NH) Union Leader with the headline "Seems Unpatriotic for FBI Not to Speak to NH Library Trustees on Patriot Act."

NHTV-PBS videotaped the session. The NH attorney general, an assistant US attorney general, and legal counsel for NHLTA held a successful panel discussion. Edelmann said, "Later, I am called from a session." An FBI agent does appear, apologizing for the lack of communication and answers questions after lunch.

"Trustees are the jewels in the crown of democracy at your library and your responsibility is to make sure that Libraries Are the Heartbeat of Democracy, [which] will always be your mantra!!" Edelmann reflected.

ALTA at a Glance

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ALTA Mission Statement

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

ALTA Vision Statement

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services and ensure access to information to all.

ALA President Kicks off Kansas Event

In a Kansas first, the sitting ALA president, Maurice J. (Mitch) Freedman, launched the fourth annual Trustees-Friends Day. Over 140 trustees, Friends and librarians heard Freedman discuss his presidential initiative, the "Campaign for America's Librarians." Its goal is improving salaries of all library employees, not just directors.

Caption: From left: Jean Hatfield, ALA President Mitch Freedman, Gwen Alexander, Ellen Miller and Kansas State Librarian Duane Johnson.

"Too often, libraries must choose between paying salaries for their most important resource needs, staff, or buying books," he stated. His initiative addresses not only salaries but benefits such as maternity leave and health insurance.

Salaries need to be improved if libraries are to attract new staff. In 10 years, Freedman said, one out of seven librarians will retire. "Why enter this profession when the pay is so inequitable?" he asked. "We're worth it, and we won't accept it." He urged combating our internal inferiority complex by finding out what comparable local jobs pay.

For further information, see Freedman's "Better Salaries and Pay Equity for Library Workers Task Force" Web site www.mjfreedman.org. Freedman received a standing ovation from the large, attentive crowd.

So much to choose from in Kansas!

MONEY AND MORE

Trustees-Friends Day is co-sponsored by the Kansas Library Trustee Association and Friends of Kansas Libraries (FoKL). The three other sessions in 2003 were:

- "Getting $$ from City Hall." Laughter and applause greeted role-players trying to get a budget increase from elected officials. Real-life officials—Emporia mayor Julie Johnson and Chanute City Manager Randy Riggs—heard the pleas of a real-life trustee, Friend and library director. Johnson and Riggs played hard-nosed officials who kept the library folks at bay. (In real life, they are very supportive!)

After the role play, Riggs noted that "Library boards are seen as part of the silent majority." Instead they need to be in City Hall often. Johnson said, "As electeds, we need to have an open, willing ear." The session was sponsored by the Institute for Continuing Education at Emporia State University's School of Library and Information Management.

- "Friends and Trustees: Citizen advocates who get results." A trustee from Independence, population 9,942, discussed the city's successful $9 million sales tax vote in 2000. She urged public forums and listening for negative feedback, then addressing those concerns. "Don't talk just to the people in your corner," Sandy Rollison said. Other speakers discussed advocacy ABCs and IRS lobbying rules for 501 (c) 3 organizations. (Yes, your Friends group with that IRS classification CAN lobby.)
- "Mission POSSIBLE: Tough economic times don't have to mean gloom." The joint FoKL-KLTA session started with a review of the 2003 legislative session. Then a panel discussed two attempts to increase revenues. Iola, population 650, saw its sales tax issue go down to a narrow 47%-52% loss. The sales tax campaign spent $2200; they will try again.

Belleville, population 2517, reported on its success in raising salaries for all employees. Belleville director's salary had risen from $6/hour in 1991 to $10.25 just four years later; other staff salaries rose proportionately, too, and have continued to increase. The crowd asked many questions.

At the end of the busy day KLTA members enjoyed a wine/cheese informal social. It was a great place to greet old friends and make new ones. At the short business meeting, new officers were elected. A by-law passed concerning absences. (Any KLTA board member missing three consecutive meetings has resigned.)

FOUR TRUSTEES HONORED

During the joint FoKL-KLTA luncheon, four trustees were honored by their regional systems. Stan Dorsch, Bird City, was Northwest Kansas Library System trustee of the year; Cindy Wiens,

cont. on pg. 5

BUZAN'S LEGACY REMEMBERED

Norma Buzan, past ALTA president, died in July. She was a member of Arizona Library Friends Board. She had written several books about bed and breakfast inns. It was through her efforts that ALTA has the Gale Conference Scholarships, a real legacy to continue her positive influence on libraries and trustees. She hailed from Michigan and was a staunch library supporter for over three decades. She is survived by her husband Dean Robertson. There will be a special memorial service for her at the Sun Lakes United Methodist Church on November 15. Memorials may be sent to Sun Lakes

Community Foundation, c/o Janet Mills, 10333 E Silvertree Ct., Sun Lakes, AZ 85248. Our sympathy is extended to her family and friends as we remember her wonderful leadership in ALTA.

—Barbara Prentice

SAN JOSE'S JOINT-USE LIBRARY OPENS

After six-and-a-half years of planning, the first U.S. library to be funded, managed, and operated by both a city and a major university opened August 1 in San Jose, California. The new 475,000-square-foot Dr. Martin Luther King Jr. Library serves both the citizens of San Jose and the students, staff, and faculty of San Jose State University.

SJSU officials said the new $177.5-million facility, located on the university's main campus, is "not only a model of creative partnerships and resource sharing, it is a model for libraries of the future." The library also debuted a new Web site (www.sjlibrary.org) that emphasizes the partnership.

—American Libraries Online, August 4, 2003

WORK ETHIC

The worth ethic sometimes seems lacking in new employees. Those in their teens, 20s and 30s have come of age in an era of complexity where life is defined in a point-and-click, leisure-oriented, convenience sort of way. They have been taught to challenge the system, whatever system that may be, and balance-of-life is preached to them from every lifestyle magazine.

While many parents have done a superb job of teaching and modeling what might be defined as the traditional work ethic, many others have abandoned this responsibility to society in general. The sad outcome of all this is that work ethic has not so much been re-defined as it has been expunged from the lexicon of the younger set.

Clear expectations about how employees should behave within your workplace should be delineated. These are the four keys:

- **Set clear expectations.** Attendance, punctuality, productivity and corporate values, should be described clearly.
- **Explain your expectations.** Employees without understanding have no investment in the outcome. Expectations will always appear arbitrary without explanation.
- **Model your expectations.** Supervisors and administrators should model the expectations of work ethic and customer service.
- **Enforce your expectations.** Many of those entering the workforce have learned that it is easier to work the system than to work the job.

—Robert Wendover, GenTrends (June 2003): 1. www.gentrends.com

BOOK DONATIONS CLIMB

The New Jersey State Library, New Jersey Library Association, and New Jersey Library Network all partnered with the Governor's Office of Volunteerism to promote a new book donation drive for children in grades K–3. The goal of the drive was to collect and distribute 100,000 new books for children and libraries across the state. The drive was launched to support and promote the governor's educational literacy initiative – for all children to be able to read at grade level by third grade.

—Tina Keresztury, Impressions (March 2003): 3.

cont. from pg. 4

Goessel, was similarly honored by the North Central Kansas Library System. Each received a plaque; their library received $150.

Kathy Hale, Savonburg, won the "First-time attender" award from Southeast Kansas Library System. Lanita Moore, Anndale District Library, won it for the South Central Kansas Library System. Each received $150 to defray expenses of attending the annual Tri-Conference, of which Trustees-Friends Day is one part. Congratulations to these winners for their contributions "above and beyond" any call of duty to their local libraries.

—Ellen Miller, Kansas Library Trustee Association

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mgloria@swbell.net

REGION IX
(IA, KS, MO, NE)
Ellen G. Miller
webmgrp@mindspring.com

REGION X
(CO, ND, SD, UT, WY)
N/A-No VP appointed.

REGION XI
(AZ, CA, HI, NV, Guam)
Helen Marie Bautista
mhoush@sfpl.org

REGION XII
(AK, ID, MT, OR, WA)
N/A-No VP appointed.

Longtime ALTA Member Awarded ALA Honorary Membership

At the Opening Session of the American Library Association's Annual Conference in Toronto, longtime member of the Association for Library Trustees and Advocates **Lucille Thomas** was awarded the prestigious ALA Honorary Membership. Honorary membership, ALA's highest honor, is conferred in recognition of outstanding contributions of lasting importance to libraries and librarianship.

Lucille Cole Thomas, former assistant director of the New York City Board of Education, Office of Library, Media & Telecommunications, was nominated "for her notable contributions to the profession as a librarian, educator and library trustee, her leadership role at the local, state, national and international levels, and her unstinting contributions to the education of children and young adults."

Beginning her career as a librarian at the Brooklyn Public Library, Thomas went on to serve with the New York City Board Of Education as librarian (1956–1968), Supervisor of Library Services (1968–1977), and as Assistant Director of the Office of Library, Media and Telecommunications (1977–1983). In 1993, the Mayor of New York City appointed her to the Board of Trustees of the Brooklyn Public Library, where she now serves as Vice-President.

A member of ALA since 1957, Thomas served on ALA Council for twenty-two years, on the ALA Executive Board from 1985 to 1991, and has held numerous other positions of leadership in ALA and its divisions. She also is a past member of the Board of Directors of the Black Caucus of ALA (BCALA), and a recipient of their Trail Blazer Award. In 2001, she was awarded the Literacy Award by ALTA for her contribution to public libraries.

Thomas is a past-president of the New York Library Association (NYLA) and the New York City School Librarians Association. An active member of the International Federation of Library Associations (IFLA), she also served as president of the International Association of School Librarianship (1989–1995), and was one of five educators from the United States to participate in the 1982 French Ministry Cultural Exchange Program.

Thomas is the recipient of many other honors and awards, including the Silver Award (1996) presented by the U.S. National Commission On Libraries and Information Science for noteworthy and sustained contributions to libraries at the national, state and local levels, and the Grolier Foundation Award (1988) presented for unusual contribution to the stimulation and guidance of reading by children and young people.

—Gretchen Kalwinski

How Your ALTA Regional Vice-President Can Help You

The ALTA Regional Vice-President office was created to establish and maintain working relationships with trustees at the state and regional level. They serve as field representatives of ALTA to relay to its Board of Directors information on library trends, trustee thinking, and trustee activities. As your regional representative, they are in place to provide you with information on current activities at the national level and to assist you in becoming effective supporters of libraries. If you have questions concerning ALTA or would like to contact your Regional Vice-President, they can be reached at the e-mail address found in the left sidebar.

Discussion List for Trustees and Advocates

ALTA has created an online discussion list for anyone interested in posting questions or learning more about issues affecting America's libraries. If you are a library trustee or advocate and wish to subscribe to the ALTA discussion list, just send an e-mail message as directed below. Ideally, this will become a reliable forum for trustees and advocates to discuss statewide and nationwide issues in a convenient format. We strongly encourage you to utilize this valuable and easily-accessible resource to discuss and find answers to questions that only other library advocates and trustees have encountered. The tone, format, and success of this discussion list is up to you, ALTA members! Thank you in advance for your participation.

To subscribe to this discussion list, send an e-mail message to listproc@ala.org. Leave the subject area blank and in the body of the message type "**Subscribe ALTA-L [YOUR FIRST NAME] [YOUR LAST NAME]**". (Do not actually use the brackets). You will then receive an e-mail message with directions on how to use this list. Once you have subscribed, the e-mail address that you will send messages to is: Alta-L@ala.org. (**NOTE:** You will not be able to send messages to this address until you have successfully "subscribed" to the list).

ALTA also has discussion lists to better meet the needs of our committee members, representatives, and board of directors. If you have been appointed to one of these positions and wish to send a message to other members of your committee, simply use the e-mail address below. (**NOTE:** You will not be able to successfully send an e-mail to the below addresses unless you are a committee member and the ALTA office has a record of your valid e-mail address and appointment to that committee).

Please do not hesitate to call me for further assistance with the ALTA discussion lists at 312-280-2161.

—Gretchen Kalwinski, Program Assistant, ALTA

Discussion Lists

Board of Directors
altabd@ala.org

Executive Committee
altaexe@ala.org

Action Development
altaact@ala.org

Advocacy
altaadv@ala.org

Awards
altaaw@ala.org

Conference Program and Evaluation
altaconf@ala.org

Intellectual Freedom
altaintell@ala.org

Jury on Trustees
altajury@ala.org

Legislation
altaleg@ala.org

Local Arrangements
altalocal@ala.org

Membership
altamemb@ala.org

Nominating
altanom@ala.org

President's Program
altapres@ala.org

Publications
altapub@ala.org

Specialized Outreach Services
altasos@ala.org

Trustee Leadership Seminars
altatls@ala.org

Mark Your Calendar

Important ALTA Dates in 2003–2004

Banned Books Week
September 20–27, 2003

Teen Read Week
October 19–25, 2003

American Library Association Midwinter Meeting
San Diego, CA
January 9–14, 2004

Job Shadow Day
February 2, 2004

PLA 2004 National Conference
Seattle, WA
February 24–28, 2004

National Library Week
April 18–24, 2004

American Library Association Annual Conference
Orlando, FL
June 24–30, 2004

Nominations Sought for 2004 ALTA Awards

The American Library Trustee Association (ALTA) invites your nomination and applications for its 2004 awards. The deadline for all nominations and applications is December 1, 2003. Applications may be obtained online at www.ala.org/alta/ or by calling 800-545-2433, ext. 2161.

- The **ALA Trustee Citation** is presented to two public library trustees each year in recognition of distinguished service to library development.

- The **ALTA/Gale Outstanding Trustee Conference Grant** provides a $750 grant for a trustee, currently in service on a library board, to attend the ALA Annual Conference. This is presented to trustees who have demonstrated qualitative interests and efforts in supportive service of a local public library and have never attended an ALA Annual Conference.

- The **ALTA Literacy Award** is given to a volunteer library trustee or other individual who has made a significant contribution to addressing illiteracy in the U.S., particularly as it relates to the role of the public library.

- The **ALTA Major Benefactors Honor Award** is presented to individuals, families or corporate bodies who have made a major benefaction to a public library in the form of money, real or personal property, negotiable paper or other tangible contributions. The award, announced at the ALA Annual Conference and presented locally, consists of two specially prepared citations for the recipient and the beneficiary library.

winter issue deadline: October 1, 2003

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Chicago, IL 60611

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