

Corporation, at its option, may enter upon the premises where the Property is located and take immediate possession of and remove the same without liability to Corporation or its agents for such entry or for damage to property or otherwise; (b) sell or lease the Property or sublease it for the account of the Lessee, holding Lessee liable for all Rental Payments and other payments due to the effective Date of such selling, leasing or subleasing plus any accrued interest to the Date of termination; and (c) exercise any other right, remedy or privilege which may be available to it under applicable law, including the right to (i) proceed by appropriate court action to enforce the terms of this Lease, (ii) recover damages for the breach of this Lease, and (iii) rescind this Lease as to any portion of or all of the Property. No right or remedy herein conferred upon or reserved to Corporation is exclusive of any other right or remedy herein, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time; provided, however, that notwithstanding any provisions to the contrary herein, Corporation shall not under any circumstances have the right to accelerate the Rental Payments that fall due in future rental periods or otherwise declare any Rental Payments not then in default to be immediately due and payable.

SECTION 25. Non-Waiver. No covenant or condition to be performed by Lessee under this Lease can be waived except by the written consent of Corporation. Forbearance or indulgence by Corporation in any regard whatsoever shall not constitute a waiver of the covenant or condition in question. Until performance by Lessee of said covenant or condition is complete, Corporation shall be entitled to invoke any remedy available to Corporation under this Lease or by law or in equity despite said forbearance or indulgence.

SECTION 26. Assignment. Without the prior written consent of Corporation, Lessee shall not (a) assign, transfer, pledge, or hypothecate this Lease, the Property, or any part thereof, or any interest therein, or (b) sublet or lend the Property or any part thereof, or permit the Property or any part thereof to be used in a material way by anyone other than Lessee or Lessee's employees. Consent to any of the foregoing prohibited acts applies only in the given instance and is not a consent to any subsequent like act by Lessee or any other person. Corporation shall not assign its obligations under this Lease with the exception of its obligation to issue default notices and its obligations pursuant to Section 30. Corporation may assign its right, title and interest in this Lease, the Rental Payments and other amounts due hereunder and the Property in whole or in part to one or more assignees or subassignees at any time, without the consent of Lessee. Any such assignment by Corporation or its assigns shall comply with the requirements of Sections 5950-5955 of the California Government Code. No such assignment shall be effective as against Lessee unless and until Corporation shall have filed with Lessee written notice thereof. Lessee shall pay all Rental Payments hereunder pursuant to the direction of Corporation or the assignee named in the most recent assignment or notice of assignment filed with Lessee. During this Lease term, Lessee shall keep a complete and accurate record of all such notices of assignment. Subject always to the foregoing, this Lease inures to the benefit of, and is binding upon,

the heirs, legatees, personal representatives, successors, and assigns of the parties hereto.

SECTION 27. Title. The Property is and shall at all times be vested in District, subject to Corporation's security interest pursuant to Section 9.

SECTION 28. Personal Property. The Property is and shall at all times be and remain personal property notwithstanding that the Property or any part thereof may now be or hereafter become in any manner affixed or attached to or imbedded in, or permanently resting upon, real property or any building thereon, or attached in any manner to what is permanent by means of cement, plaster, nails, bolts, screws or otherwise.

SECTION 29. Prepayment Option. If Lessee is not in default of any term, condition or payment specified hereunder, Lessee may exercise options to prepay this Lease and purchase not less than all of the Property in "as-is" and "where-is" condition on the specified Dates and for the specified amounts set forth in the Schedule annexed hereto. Each purchase option payment specified for a particular Date is exclusive of the Rental Payment due on the same Date.

SECTION 30. Release of Liens. Upon Lessee either making all of the Rental Payments scheduled herein or making a prepayment option payment, Corporation, its successors or assigns shall cause the release of all liens, encumbrances or security interests on the Property created pursuant to Corporation's rights under this Lease.

SECTION 31. Reports/Tax Covenants. Lessee shall cooperate with Corporation to comply with any and all reporting requirements that may be mandated by agencies of the United States of America or the State of California, including the timely filing of IRS Form #8038-G or #8038-GC. Lessee covenants to Corporation that:

(a) Throughout the term of the Lease, the Property will be used for performing one or more governmental functions consistent with the permissible scope of Lessee's authority and will not be used in a trade or business of any person or entity other than Lessee except for uses by community services organizations as prescribed in the California Government Code.

(b) Lessee will not take any action or omit to take any action which action or omission, if reasonably expected on the Date of this Lease, would have caused this Lease to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986 (as amended) (the "Code").

(c) The Rental Payments are not directly guaranteed or indirectly guaranteed in whole or in part by the United States or any agency or instrumentality of the United States so as to cause the Rental Payments to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

(d) The Lease Proceeds used for reimbursement of prior expenditures will be made pursuant to and in compliance with Income Tax Regulations Section 1.150-2.

(e) Lessee hereby designates this Lease for purposes of paragraph (3) of Section 265(b) of the Code and represents that not more than \$10,000,000 aggregate principal amount of obligations the interest on which is excludable (under Section 103(a) of the Code) from gross income for federal income tax purposes (excluding (i) private activity bonds, as defined in Section 141 of the Code, except qualified 501(c)(3) bonds as defined in Section 145 of the Code and (ii) current refunding obligations to the extent the amount of the refunding obligation does not exceed the outstanding amount of the refunded obligation), including this Lease, has been or will be issued by Lessee, including all subordinate entities of Lessee, during calendar year 2004.

SECTION 32. Extraordinary Costs. In the case of litigation, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including attorneys' fees (which may be the allocable cost of in-house counsel), incurred by the prevailing party in exercising any of its rights or remedies hereunder or enforcing any of the terms, conditions or provisions hereof.

SECTION 33. Severability. If any provision of this Lease shall be held invalid or unenforceable by a court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provision of this Lease, unless elimination of such provision materially alters the rights and obligations embodied in this Lease.

SECTION 34. Entire Agreement. This Lease, the Schedule, and any agreements that specifically refer to this Lease that are duly executed by authorized agents of the parties hereto constitute the entire agreement between Corporation and Lessee, and it shall not be further amended, altered, or changed except by a written agreement that is properly authorized and executed by the parties hereto.

SECTION 35. Notices. Service of all notices under this Lease shall be sufficient if given personally or mailed to the party involved at its respective address hereinafter set forth or at such address as such party may provide in writing from time to time. Any such notice mailed to such address shall be effective when deposited in the United States mail, duly addressed and with postage prepaid.

SECTION 36. Titles. The titles to the Sections of this Lease are solely for the convenience of the parties and are not an aid in the interpretation thereof.

SECTION 37. Further Assurances and Corrective Instruments. Corporation and Lessee agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may be reasonably required for correcting any inadequate or incorrect description of the Property hereby leased or intended so to be or for carrying out the expressed intention of this Lease.



LEASE SCHEDULE #03-095

This Schedule is issued pursuant to the Lease with Option to Purchase Dated as of April 22, 2004 by and between the undersigned.

- A. Property Location: See Property Description/Location List which is incorporated herein by reference
- B. Property Description: See Property Description/Location List which is incorporated herein by reference

C. Name and Address of Supplier:

IEC Inc.  
P.O. Box 537  
Fairfield, CA 94978

D. Financing Amount: \$220,801.42

E. Lease Term. The term of this Schedule is for a period of one hundred fourteen (114) months commencing on May 20, 2004 and concluding one hundred fourteen (114) months thereafter.

F. Rental Payments. The Rental Payments for this Schedule are due in thirty-eight (38) consecutive quarterly payments in accordance with the Payment Schedule herein. The first payment is due three (3) months from the Lease commencement date. Each payment includes interest at the rate of 4.10% per annum on the unpaid principal balance based upon an initial principal equal to the Financing Amount shown in Section D.

G. Payment Schedule: Payable quarterly in arrears

PMT #	Due Date	(1) Rental Payment	(2) Prepayment Option	To Principal	To Interest
1	08/20/04	\$7,044.80	221,420.33	\$4,781.59	2,263.21
2	11/20/04	7,044.80	216,468.96	4,830.60	2,214.20
3	02/20/05	7,044.80	211,466.85	4,880.11	2,164.69
4	05/20/05	7,044.80	206,413.46	4,930.13	2,114.67
5	08/20/05	7,044.80	201,308.28	4,980.67	2,064.13
6	11/20/05	7,044.80	196,150.77	5,031.72	2,013.08
7	02/20/06	7,044.80	190,940.39	5,083.29	1,961.51
8	05/20/06	7,044.80	185,676.61	5,135.40	1,909.40
9	08/20/06	7,044.80	180,358.88	5,188.03	1,856.77
10	11/20/06	7,044.80	174,986.64	5,241.21	1,803.59
11	02/20/07	7,044.80	169,559.33	5,294.93	1,749.87
12	05/20/07	7,044.80	164,076.39	5,349.21	1,695.59
13	08/20/07	7,044.80	158,537.25	5,404.04	1,640.76
14	11/20/07	7,044.80	152,941.34	5,459.43	1,585.37
15	02/20/08	7,044.80	147,288.06	5,515.39	1,529.41
16	05/20/08	7,044.80	141,576.84	5,571.92	1,472.88
17	08/20/08	7,044.80	135,807.09	5,629.03	1,415.77
18	11/20/08	7,044.80	129,978.19	5,686.73	1,358.07
19	02/20/09	7,044.80	124,089.54	5,745.02	1,299.78
20	05/20/09	7,044.80	118,140.55	5,803.90	1,240.90
21	08/20/09	7,044.80	112,130.57	5,863.39	1,181.41
22	11/20/09	7,044.80	106,058.99	5,923.49	1,121.31
23	02/20/10	7,044.80	99,925.18	5,984.21	1,060.59
24	05/20/10	7,044.80	93,728.49	6,045.55	999.25
25	08/20/10	7,044.80	87,468.28	6,107.52	937.28
26	11/20/10	7,044.80	81,143.91	6,170.12	874.68
27	02/20/11	7,044.80	74,754.72	6,233.36	811.44
28	05/20/11	7,044.80	68,300.03	6,297.25	747.55
29	08/20/11	7,044.80	61,779.19	6,361.80	683.00
30	11/20/11	7,044.80	55,191.50	6,427.01	617.79
31	02/20/12	7,044.80	48,536.30	6,492.88	551.92
32	05/20/12	7,044.80	41,812.88	6,559.44	485.36
33	08/20/12	7,044.80	35,020.54	6,626.67	418.13
34	11/20/12	7,044.80	28,158.58	6,694.59	350.21
35	02/20/13	7,044.80	21,226.29	6,763.21	281.59
36	05/20/13	7,044.80	14,222.94	6,832.54	212.26
37	08/20/13	7,044.80	7,147.81	6,902.57	142.23
38	11/20/13	7,044.80	0.00	6,973.47	71.33

TOTALS: \$267,702.40 \$220,801.42 \$46,900.98

- (1) Refer to the paragraph in the Lease entitled "Release of Liens"
- (2) Refer to the paragraph in the Lease entitled "Purchase Option and Release of Liens." Purchase options are in addition to the rental payment due on the same day.

Approved and agreed to:

MUNICIPAL FINANCE CORPORATION  
(lessor)

PLACENTIA LIBRARY DISTRICT  
(lessee)

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

By: *Al White*

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

Title: President, Board of Trustees

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

Date: May 13, 2004

Lease with Option to Purchase #03-095 Dated April 22, 2004

PROPERTY DESCRIPTION/LOCATION LIST

Page \_\_\_\_ of \_\_\_\_

Location:

411 East Chapman Avenue  
Placentia, CA 92870-6198

ASSIGNMENT OF LEASE #03-095

FOR VALUE RECEIVED, MUNICIPAL FINANCE CORPORATION ("Corporation") as assignor without recourse does hereby sell, assign, and transfer to CITIZENS BUSINESS BANK ("Assignee") as assignee and its successors and assigns (i) all of its right, title and interest in and to the attached Lease with Option to Purchase #03-095 dated April 22, 2004 between Corporation as lessor and PLACENTIA LIBRARY DISTRICT ("Lessee") as Lessee (hereinafter said lease and any supplements, amendments, additions thereof and any extension or renewals thereof is referred to as the "Lease") and (ii) all moneys, sums and amounts now due or hereinafter to become due under the Lease. Corporation represents that the Lease and Lease Schedule(s) delivered to Assignee are one of two duly executed duplicate originals, that the duplicate originals comprise the entire writing, obligation and agreement between Corporation and Lessee, and that the holder of the second duly executed original of the Lease and Lease Schedule(s) is Lessee.

Corporation further represents and warrants that it has made no prior sale or assignment of any interest covered hereby; that the Lease is genuine and in all respects is what it purports to be; that Assignee shall not be liable for and does not assume responsibility for the performance of any of the covenants, agreements, or obligations specified in the Lease to be kept, paid or performed by Corporation with exception of Assignee's obligation to issue notices upon Lessee's default of the Lease and to convey title to the leased Property upon Lessee's exercise of its option to purchase said Property in conformance with the terms of the Lease. Corporation further represents and warrants that as of the Date this assignment is made, the Lease is in full force and effect, has not been amended except as set forth in instrument delivered to Assignee and Lessee is not in default of any terms thereunder.

Corporation hereby constitutes and irrevocably appoints Assignee the true and lawful attorney of Corporation to demand, receive and endorse payments and to give receipts, releases and satisfactions either in the name of Assignee or in the name of Corporation in the same manner and with the same effect as Corporation could do if this Assignment of Lease had not been made. Within fifteen (15) days after receiving its full bargain with respect to each Schedule covered hereby, Assignee shall cause to be released to Lessee its vested interest in the Property thereto.

This Assignment of Lease shall be construed and governed in accordance with the laws of the State of California. Any provision of this Assignment of Lease found to be prohibited by law shall be ineffective only to the extent of such prohibition, and shall not invalidate the remainder of this Assignment of Lease.

This Assignment shall be binding upon and inure to the benefit of the parties and their respective successors and assigns and is made in accordance with the Municipal Lease Placement Agreement Dated as of January 1, 1999, as amended, entered into between Corporation and



Assignee. In the case of litigation, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including attorneys' fees which may be the allocable cost of in-house counsel, incurred by the prevailing party in exercising any of its rights or remedies hereunder or enforcing any of the terms, conditions, or provisions hereof.

IN WITNESS WHEREOF, Corporation has caused this Assignment of Lease to be executed by its duly authorized agent on the Date specified below.

MUNICIPAL FINANCE CORPORATION  
(assignor)

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

NOTICE OF ASSIGNMENT #03-095

MUNICIPAL FINANCE CORPORATION (the "Assignor") hereby gives notice to PLACENTIA LIBRARY DISTRICT, CA ("Lessee") of an assignment by Assignor over to CITIZENS BUSINESS BANK, (the "Assignee") in which (i) Assignor assigns to Assignee all of its rights, title and interest in and to that certain Lease with Option to Purchase #03-095 dated as of April 22, 2004 (the "Lease") as it relates specifically to Lease Schedule #03-095 annexed thereto; (ii) Assignor assigns to Assignee all of its rights in and to the Rental Payments and other amounts due or coming due from Lease Schedule #03-095 commencing with the first scheduled Rental Payment; and (iii) Assignor assigns to Assignee all other payments or amounts resulting from the Lease as it relates specifically to Lease Schedule #03-095. Lessee is instructed to pay and remit Rental Payments to CITIZENS BUSINESS BANK, 701 North Haven Avenue, Suite 350, Ontario, CA 91764.

MUNICIPAL FINANCE CORPORATION  
(Assignor)

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

ACKNOWLEDGMENT OF ASSIGNMENT

PLACENTIA LIBRARY DISTRICT, CA hereby acknowledges receipt of the Notice of Assignment #03-095 by MUNICIPAL FINANCE CORPORATION assigning over to CITIZENS BUSINESS BANK all right, title and interest in and to that certain Lease with Option to Purchase #03-095 Dated as of April 22, 2004 as it relates to Lease Schedule #03-095, Rental Payments coming due under Lease Schedule #03-095 commencing with the first scheduled Rental Payment and all other amounts payable under the Lease as it relates to Lease Schedule #03-095.

PLACENTIA LIBRARY DISTRICT, CA  
(Lessee)

By 

Title President, Board of Trustees

Date May 13, 2004

## ARBITRAGE AND TAX CERTIFICATE #03-095

The undersigned hereby certifies that he/she is a duly appointed authorized agent, of the PLACENTIA LIBRARY DISTRICT, CA (the "Lessee"), for the purpose of executing and delivering, on behalf of the Lessee, the Lease with Option to Purchase #03-095 dated April 22, 2004 (the "Lease"), by and between MUNICIPAL FINANCE CORPORATION (the "Corporation") as lessor and the Lessee as lessee. This Certificate is being issued pursuant to Section 148 of the Internal Revenue Code of 1986 (the "Code"), and Treasury Regulations, Sections 1.148-1 through 1.148-11 promulgated thereunder (the "Regulations"). The following facts, estimates and circumstances are either in existence on the Date of this Arbitrage and Tax Certificate or are reasonably expected to occur hereafter.

1. Under the Lease, the Corporation is required to lease and sell certain property (the "Property") to the Lessee; and the Lessee is required to lease and purchase the Property from Corporation by making Rental Payments with respect thereto, comprising principal and interest, on the dates and in the amounts set forth in the Lease.

2. Pursuant to the Lease and for the purpose of meeting its obligations thereunder and assuring Lessee of the availability of moneys needed to pay the cost of refinancing the Property by paying the purchase option price under Lessee's present lease obligation (the "Refunded Lease"), Corporation has assigned all of its rights in and to the Lease and the Rental Payments due thereunder to Citizens Business Bank (the "Assignee") pursuant to an Assignment of Lease.

3. Lessee expended all of the proceeds of the Refunded Lease to pay the cost of the Property by June 30, 2000.

4. The original proceeds of the Lease plus the interest earned thereon, will not exceed by more than 5% the amount necessary for the governmental purpose for which the Lease is issued.

5. The yield of the Lease, without taking into account costs of issuance thereon, and on the basis of the initial reoffering price of the Lease to the Assignee, is not less than 3.750000%.

6. No sinking fund will be maintained for the payment of the Rental Payments due under the Lease.

7. The term of the Lease is not longer than is reasonably necessary for the governmental purpose of the Lease, and the weighted average maturity of the Lease does not exceed 120 percent of the average reasonably expected economic life of the leased Property.

8. The Property has not been, and is not expected during the term of the Lease, to be sold or otherwise disposed of by the Lessee.

9. To the best of the knowledge and belief of the undersigned, the expectations of the Lessee, as set forth above, are reasonable,

and there are no present facts, estimates and circumstances which would change the foregoing expectations.

IN WITNESS WHEREOF, the party hereto has caused its authorized agent to execute this Arbitrage and Tax Certificate on the date specified below.


PLACENTIA LIBRARY DISTRICT, CA  
(lessee)

By 

Title President, Board of Trustees

INCUMBENCY AND SIGNATURE CERTIFICATE

I do hereby certify that I am the duly appointed and acting Secretary of the Board of the Placentia Library District, a library district validly existing under the Constitution and laws of the State of California (the "District"), and that, as of the date hereof, the individual(s) named below is/are the duly appointed officer(s) of the District holding the office(s) set forth opposite his/her respective name(s). I further certify that (i) the signature set forth opposite his/her respective name(s) and title(s) is/are true and authentic and (ii) such officer(s) has/have the authority on behalf of the District to enter into that certain Lease with Option to Purchase #03-095, between the District and Municipal Finance Corporation and all documents relating thereto.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Al Shkoler</u>	President of the Board	<u></u>

IN WITNESS WHEREOF, I have duly executed this certificate this  
13th day of May, 2004.

  
Secretary of the Board

CERTIFICATE OF LESSEE #03-095

The undersigned, duly authorized representative of Placentia Library District, CA ("Lessee") as lessee under that Lease with Option to Purchase #03-095 Dated as of April 22, 2004 ("Lease") with Municipal Finance Corporation as lessor, hereby certifies as follows:

1. I hold the position noted below and have been duly authorized to execute and deliver, on behalf of Lessee, the Lease and related documents pursuant to a resolution adopted by Lessee's governing body, an original or certified copy of which is attached hereto.

Al Shkoler

Name of Authorized Representative (Print or Type)

President, Board of Trustees of the Placentia Library District of Orange County

Title (Print or Type)

2. Lessee has complied with all agreements and covenants and satisfied all conditions contemplated by the Lease on its part to be performed or satisfied on or before the Date hereof.
3. The representations, warranties and covenants of Lessee contained in the Lease are true and correct in all material respects as of the Date hereof; as if made on this Date.
4. No litigation is pending or, to the best of my knowledge, threatened (either in state or federal courts) (a) to restrain or enjoin the issuance and delivery of the Lease or the collection of revenues to be used to meet Lessee's obligations under the Lease; (b) in any way contesting or affecting the authority for the execution or delivery of the Lease, or the validity of the Lease; (c) in any way contesting the existence or powers of Lessee, as such existence or powers in any way relate to the issuance of the Lease or Lessee's obligations under the Lease, or (d) could materially adversely affect the financial position of Lessee.
5. The Property being leased pursuant to the Lease is essential to the function of Lessee and is immediately needed by Lessee. Such need is neither temporary nor expected to diminish during the Lease term. The Property is expected to be used by Lessee for a period in excess of the Lease term.
6. The scheduled Rental Payments for the Property do not exceed the fair rental value of the Property.

The meaning of the capitalized terms in this Certificate are the same as those provided in the Lease.

By: 

Date: May 13, 2004



May 14, 2004

Elizabeth D. Minter, Library Director  
Placentia Library District of Orange County  
411 East Chapman Avenue  
Placentia, CA 92870-6198

CHAIR  
**CHARLES V. SMITH**  
Supervisor  
First District

VICE CHAIR  
**SUSAN WILSON**  
Representative of  
General Public

**RANDAL J. BRESSETTE**  
Councilmember  
City of Laguna Hills

**BILL CAMPBELL**  
Supervisor  
Third District

**PETER HERZOG**  
Councilmember  
City of Lake Forest

**ARLENE SCHAFFER**  
Director  
Costa Mesa  
Tertiary District

**JOHN B. WITHERS**  
Director  
Irvine Ranch Water  
District

ALTERNATE  
**ROBERT BOUER**  
Councilmember  
City of Laguna Woods

ALTERNATE  
**RHONDA MCCUNE**  
Representative of  
General Public

ALTERNATE  
**JAMES W. SILVA**  
Supervisor  
Second District

ALTERNATE  
**CHARLEY WILSON**  
Director  
Santa Margarita  
Water District

**BOB ALDRICH**  
Acting Executive Officer

**SUBJECT: Final LAFCO Budget for FY 2004-2005**

Dear Ms. Minter:

On May 12, 2004, Orange County LAFCO adopted a final budget for FY 2004-2005. Pursuant to Government Code Section 56381(a), I am transmitting a copy of the final budget for your records.

The final budget is a "static" budget for our funding agencies, with the cities, County and special districts each paying \$310,306. Attached are the individual cities and special district cost allocations for FY 2004-2005.

If you have any questions regarding this matter, please contact me at (714) 834-2556.

Sincerely,

Bob Aldrich  
Acting Executive Officer

Attachments

**FINAL LAFCO BUDGET  
(FY 2004-2005)  
City Cost Allocations**

City	Jan. 1, 2003		Area		2/3rd Allocation		1/3rd Allocation		Combined	
	Population <sup>1</sup>	Sq. Miles <sup>2</sup>	Area	Sq. Miles <sup>2</sup>	Based on Population	%	Based on Sq. Miles	%	City Allocation	Combined City Allocation
Aliso Viejo	43,879	7.2	\$	3,179.61	1.53%	\$	1,488.30	1.45%	\$	4,667.91
Anaheim	337,440	49.7	\$	24,451.98	11.76%	\$	10,273.38	10.03%	\$	34,725.36
Brea	37,962	10.9	\$	2,750.85	1.32%	\$	2,253.12	2.20%	\$	5,003.96
Buena Park	80,617	10.1	\$	5,841.77	2.81%	\$	2,087.75	2.04%	\$	7,929.51
Costa Mesa	111,512	15.6	\$	8,080.52	3.89%	\$	3,224.64	3.15%	\$	11,305.16
Cypress	47,644	6.9	\$	3,452.44	1.66%	\$	1,426.28	1.39%	\$	4,878.72
Dana Point	36,247	6.4	\$	2,626.57	1.26%	\$	1,322.93	1.29%	\$	3,949.50
Fountain Valley	56,268	9.6	\$	4,077.36	1.96%	\$	1,984.39	1.94%	\$	6,061.75
Fullerton	131,574	22.5	\$	9,534.27	4.59%	\$	4,650.93	4.54%	\$	14,185.20
Garden Grove	169,911	17.9	\$	12,312.29	5.92%	\$	3,700.07	3.61%	\$	16,012.36
Huntington Beach	196,954	27.3	\$	14,271.92	6.86%	\$	5,643.12	5.51%	\$	19,915.04
Irvine	164,923	47.6	\$	11,950.85	5.75%	\$	9,839.29	9.61%	\$	21,790.14
Laguna Beach	24,589	7.8	\$	1,781.80	0.86%	\$	1,612.32	1.57%	\$	3,394.12
Laguna Hills	32,875	6.6	\$	2,382.23	1.15%	\$	1,364.27	1.33%	\$	3,746.50
Laguna Niguel	65,092	14.7	\$	4,716.77	2.27%	\$	3,038.60	2.97%	\$	7,755.38
Laguna Woods	18,208	3.0	\$	1,319.41	0.63%	\$	620.12	0.61%	\$	1,939.53
La Habra	61,188	7.3	\$	4,433.88	2.13%	\$	1,508.97	1.47%	\$	5,942.84
Lake Forest	77,332	16.8	\$	5,603.72	2.70%	\$	3,472.69	3.39%	\$	9,076.41
La Palma	15,954	2.0	\$	1,156.08	0.56%	\$	413.42	0.40%	\$	1,569.49
Los Alamitos	11,817	4.3	\$	856.30	0.41%	\$	888.84	0.87%	\$	1,745.14
Mission Viejo	98,943	17.4	\$	7,169.73	3.45%	\$	3,596.72	3.51%	\$	10,766.44
Newport Beach	79,987	25.2	\$	5,796.11	2.79%	\$	5,206.97	5.08%	\$	11,003.08
Orange	134,523	23.3	\$	9,747.97	4.69%	\$	4,816.29	4.70%	\$	14,564.26
Placentia	49,097	6.6	\$	3,557.73	1.71%	\$	1,364.27	1.33%	\$	4,922.00
Rancho Santa Margarita	48,810	13.1	\$	3,536.93	1.70%	\$	2,707.87	2.64%	\$	6,244.80
San Clemente	60,701	17.2	\$	4,398.59	2.12%	\$	3,555.37	3.47%	\$	7,953.96
San Juan Capistrano	35,215	14.1	\$	2,551.79	1.23%	\$	2,914.58	2.85%	\$	5,466.37
Santa Ana	347,237	27.3	\$	25,161.90	12.10%	\$	5,643.12	5.51%	\$	30,805.03
Seal Beach	24,921	10.7	\$	1,805.86	0.87%	\$	2,211.77	2.16%	\$	4,017.63
Stanton	38,411	3.1	\$	2,783.38	1.34%	\$	640.79	0.63%	\$	3,424.18
Tustin	69,754	11.0	\$	5,054.60	2.43%	\$	2,273.79	2.22%	\$	7,328.38
Villa Park	6,206	2.1	\$	449.71	0.22%	\$	434.09	0.42%	\$	883.79
Westminster	90,643	10.2	\$	6,568.28	3.16%	\$	2,108.42	2.06%	\$	8,676.70
Yorba Linda	62,678	19.9	\$	4,541.85	2.18%	\$	4,113.49	4.02%	\$	8,655.33
<b>TOTALS</b>	<b>2,869,112</b>	<b>495.4</b>	<b>\$</b>	<b>207,905.02</b>	<b>100.00%</b>	<b>\$</b>	<b>102,400.98</b>	<b>100.00%</b>	<b>\$</b>	<b>310,306.00</b>

1 2003 Progress Report, Center for Demographic Research at Cal State Univ. Fullerton  
2 Count: Orange Geomatics/Land Information Systems Boundary Unit



**FINAL LAFCO BUDGET  
(FY 2004-2005)  
Independent Special District Allocations**

District	Category	Percent	2002-03 LAFCO Cost	2003-04 LAFCO Cost	2004-05 LAFCO Cost
Surfside Colony Stormwater	N-E 1	--	\$250	\$250	\$250
Surfside Colony CSD	N-E 1	--	\$250	\$250	\$250
Capistrano Bay CSD	N-E 2	--	\$500	\$500	\$500
Rossmoor CSD	N-E 2	--	\$500	\$500	\$500
Silverado-Modjeska Rec. & Park	N-E 2	--	\$500	\$500	\$500
Rossmoor/Los Alamitos Sewer	N-E 2	--	\$500	\$500	\$500
Three Arch Bay CSD	N-E 3	--	\$1,000	\$1,000	\$1,000
Piacentia Library	N-E 3	--	\$1,000	\$1,000	\$1,000
Buena Park Library	N-E 4	--	\$2,000	\$2,000	\$2,000
<b>Emerald Bay CSD</b>	<b>A</b>	<b>1.7</b>	<b>\$5,164.70</b>	<b>\$5,164.70</b>	<b>\$5,164.70</b>
<b>Santiago County Water</b>	<b>A</b>	<b>1.7</b>	<b>\$5,164.70</b>	<b>\$5,164.70</b>	<b>\$5,164.70</b>
<b>Sunset Beach Sanitary</b>	<b>A</b>	<b>1.7</b>	<b>\$5,164.70</b>	<b>\$5,164.70</b>	<b>\$5,164.70</b>
<b>East Orange County Water</b>	<b>B</b>	<b>3.7</b>	<b>\$11,240.82</b>	<b>\$11,240.82</b>	<b>\$11,240.82</b>
<b>Costa Mesa Sanitary</b>	<b>B</b>	<b>3.7</b>	<b>\$11,240.82</b>	<b>\$11,240.82</b>	<b>\$11,240.82</b>
<b>Midway City Sanitary</b>	<b>B</b>	<b>3.7</b>	<b>\$11,240.82</b>	<b>\$11,240.82</b>	<b>\$11,240.82</b>
<b>Serrano Water</b>	<b>B</b>	<b>3.7</b>	<b>\$11,240.82</b>	<b>\$11,240.82</b>	<b>\$11,240.82</b>
<b>Trabuco Canyon Water &amp; Sewer</b>	<b>B</b>	<b>3.7</b>	<b>\$11,240.82</b>	<b>\$11,240.82</b>	<b>\$11,240.82</b>
<b>South Coast Water &amp; Sewer</b>	<b>C</b>	<b>5.6</b>	<b>\$17,013.14</b>	<b>\$17,013.14</b>	<b>\$17,013.14</b>
<b>Yorba Linda Water &amp; Sewer</b>	<b>C</b>	<b>5.6</b>	<b>\$17,013.14</b>	<b>\$17,013.14</b>	<b>\$17,013.14</b>
<b>El Toro Water &amp; Sewer</b>	<b>D</b>	<b>7.6</b>	<b>\$23,089.26</b>	<b>\$23,089.26</b>	<b>\$23,089.26</b>
<b>Mesa Consolidated Water</b>	<b>D</b>	<b>7.6</b>	<b>\$23,089.26</b>	<b>\$23,089.26</b>	<b>\$23,089.26</b>
<b>Irvine Ranch Water &amp; Sewer</b>	<b>E</b>	<b>10</b>	<b>\$30,380.60</b>	<b>\$30,380.60</b>	<b>\$30,380.60</b>
<b>Moulton Niguel Water &amp; Sewer</b>	<b>E</b>	<b>10</b>	<b>\$30,380.60</b>	<b>\$30,380.60</b>	<b>\$30,380.60</b>
<b>MWDOC Water</b>	<b>E</b>	<b>10</b>	<b>\$30,380.60</b>	<b>\$30,380.60</b>	<b>\$30,380.60</b>
<b>OCWD Water</b>	<b>E</b>	<b>10</b>	<b>\$30,380.60</b>	<b>\$30,380.60</b>	<b>\$30,380.60</b>
<b>Santa Margarita Water &amp; Sewer</b>	<b>E</b>	<b>10</b>	<b>\$30,380.60</b>	<b>\$30,380.60</b>	<b>\$30,380.60</b>
<b>Total</b>			<b>\$310,306.00</b>	<b>310,306.00</b>	<b>310,306.00</b>



May 12, 2004

CHAIR  
CHARLES V. SMITH  
Supervisor  
First District

VICE CHAIR  
SUSAN WILSON  
Representative of  
General Public

RANDAL J. BRESSETTE  
Councilmember  
City of Laguna Hills

BILL CAMPBELL  
Supervisor  
Third District

PETER HERZOG  
Councilmember  
City of Lake Forest

ARLENE SCHAFER  
Director  
Costa Mesa  
Sanitary District

JOHN B. WITHERS  
Director  
Irvine Ranch Water  
District

ALTERNATE  
ROBERT BOUER  
Councilmember  
City of Laguna Woods

ALTERNATE  
RHONDA MCCUNE  
Representative of  
General Public

ALTERNATE  
JAMES W. SILVA  
Supervisor  
Second District

ALTERNATE  
CHARLEY WILSON  
Director  
Santa Margarita  
Water District

BOB ALDRICH  
Acting Executive Officer

**TO:** Local Agency Formation Commission

**FROM:** Acting Executive Officer

**SUBJECT:** LAFCO Budget for Fiscal Year 2004-2005

### Background

On April 14, 2004, your Commission adopted a proposed budget for all LAFCO operations for FY 2004-2005. A copy of the April 14, 2004 staff report is attached for your review (Attachment 1). It includes a copy of the proposed operating budget, a summary of LAFCO budget expenditure categories and a detailed list of individual city and special district allocations. A final budget is required to be adopted by your Commission no later than June 15, 2004.

### *Agency Contributions Remain Static*

The proposed budget for FY 2004-2005 is static for our funding agencies, with expenditures (less revenues) totaling \$930,920. Per Government Code Section 56381, the County, cities and special districts are required to equally divide this cost, each paying \$310,306. This amount is equivalent to funding agencies' contributions for FY 2001-2002, FY 2002-2003 and FY 2003-2004. Given the rising costs of employee health care and retirement, in addition to project increases in LAFCO's office lease and overall office expenses, FY 2004-2005 will likely be the last year that LAFCO can be fully funded without increasing contributions from our funding agencies.

Formulas for allocating costs to individual cities and special districts were adopted in 2001 by the Orange County Division League of Cities and the Independent Special Districts of Orange County, respectively. Individual city cost allocations are based on a formula using a city's population and geographic size. The special districts adopted a method in 2001 which apportions costs to individual districts based on: (a) whether the district is an enterprise or non-enterprise district; and (b) which budget "tier" the district falls into based on its total operating budget.

May 12, 2004  
LAFCO Budget for FY 2004-2005  
Page 2

**Comments**

On April 19, 2004, the proposed LAFCO budget for FY 2004-2005 was distributed to the Board of Supervisors, each city and independent special district. Only one comment letter from the County of Orange (see Attachment 2) was received by staff. The County's comment letter, in summary, is supportive of the proposed FY 2004-2005 LAFCO budget.

**Conclusion**

The proposed LAFCO budget for FY 2004-2005 has undergone extensive review by the County, cities and special districts. The proposed budget is consistent with the guiding principles outlined by the Executive Committee by maintaining level funding contributions for our funding agencies.

**Recommendations**

The Acting Executive Officer recommends that the Commission:

1. Adopt the Final Fiscal Year 2004-2005 Local Agency Formation Commission budget.
2. Direct the Acting Executive Officer to distribute the final budget to the Board of Supervisors, each city, each independent special district and the County Auditor.

Attachments:

- (1) April 14, 2004 LAFCO Budget Staff Report
- (2) April 27, 2004 Comment Letter - County of Orange

Respectfully submitted,



BOB ALDRICH

# ATTACHMENT 1

(April 14, 2004 Budget Staff Report)



April 14, 2004

**CHAIR**  
**ARLENE SCHAFER**  
Director  
Costa Mesa  
Sanitary District

**VICE CHAIR**  
**CHARLES V. SMITH**  
Supervisor  
First District

**RANDAL J. BRESSETTE**  
Councilmember  
City of Laguna Hills

**BILL CAMPBELL**  
Supervisor  
Third District

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Councilmember  
City of Lake Forest

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Representative of  
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**JOHN B. WITHERS**  
Director  
Irvine Ranch Water  
District

**ALTERNATE**  
**ROBERT BOUER**  
Councilmember  
City of Laguna Woods

**ALTERNATE**  
**RHONDA MCCUNE**  
Representative of  
General Public

**ALTERNATE**  
**JAMES W. SILVA**  
Supervisor  
Second District

**ALTERNATE**  
**CHARLEY WILSON**  
Director  
Santa Margarita  
Water District

**DANA M. SMITH**  
Executive Officer

**TO:** Local Agency Formation Commission

**FROM:** Acting Executive Officer

**SUBJECT:** Proposed Budget for Fiscal Year 2004-2005

### Background

Government Code Section 56381(a) requires the Commission to adopt a proposed budget for all LAFCO operations by May 1<sup>st</sup> of each year. Following adoption, the proposed budget is distributed for review and comment to the Board of Supervisors, each city, the city selection committee, each independent special district and the independent special district selection committee. The final LAFCO budget is required to be adopted by the Commission no later than June 15, 2004.

For your Commission's consideration, the proposed LAFCO budget for FY 2004-2005 is presented in Exhibit A of this report. LAFCO's Executive Committee, consisting of Chair Chuck Smith, Vice Chair Susan Wilson and Past Chair Arlene Schafer, met with LAFCO staff on March 10, 2004 to discuss and review the proposed budget. At the outset of the Executive Committee's review of the proposed budget, three key guiding principles were adopted:

- No increase to funding agencies' contributions
- Maintain 10 percent emergency fund
- Maintain quality staffing to implement the Commission's adopted work plan

The proposed FY 2004-2005 LAFCO budget is consistent with the guiding principles and is recommended for Commission approval by the Executive Committee.

**Increasing LAFCO Costs/Challenges for FY 2004-2005**

FY 2004-2005 will be the fourth year that LAFCO has operated as a completely independent agency. Since July 2001, as required by state law, the Commission has been solely responsible for approving a budget for all LAFCO operations. Funding for LAFCOs is provided in equal proportion by cities, special districts and the County. Prior to 2001, the County provided all funding for LAFCO operations.

FY 2004-2005 brings a number of fiscal challenges to LAFCO. These challenges include increasing health care and retirement costs and the elimination of the Unincorporated Islands Program funding. The Islands funding was used in prior fiscal years to offset salary/benefits costs for two of LAFCO's Policy Analyst positions. Designed and funded as a three-year program, the Islands Program funding will be fully exhausted by the end of the FY 2003-2004 fiscal year. The key fiscal issues are addressed in detail below.

*Rising Health Care/Retirement Costs*

The chart below provides your Commission with a comparison of LAFCO's rising retirement and health care costs for Fiscal Years 2002-2003, 2003-2004 and 2004-2005. While LAFCO is an independent agency from the County, its employees share commensurate benefit packages offered to County employees, including participation in the Orange County Retirement System (OCERS) and health insurance benefits.

	FY 02-03	FY 03-04	FY 04-05
<b>Retirement</b>	\$60,090	\$70,554	\$104,292
<b>Health Care</b>	\$43,060	\$45,383	\$56,448

Increasing costs for employee health care and retirement are a statewide issue, with California's medical premium increases significantly outpacing those of the country as a whole. Recent rate increases in California are attributed to a number of factors, including changes to managed-care plans in California allowing consumer access to more doctors and hospitals and rising hospital expenses to meet new nursing staffing requirements and seismic retrofit requirements. In addition, fewer insurers are now operating in California, giving them more control of premium rates. Rising retirement costs are largely attributable to the overall decline in the stock market during the last few years which has adversely affected OCERS reserves. County projections indicate a continued rise in retirement costs for FY 2005-2006.

April 14, 2004  
Proposed FY 2004-2005 LAFCO Budget  
Page 3

### *Unincorporated Islands Program*

The Unincorporated Islands Program will expire in July 2004. The Islands Program is a collaborative program of the County, League of Cities and LAFCO to annex 50 small, unincorporated islands in Orange County within three years. Since the program's inception, 21 small islands have been successfully annexed.

In June 2000, your Commission adopted a three-year work program and resource plan to fund the Islands Program. The total cost of the work program was \$297,000 plus two full time staff positions. The County agreed to fully fund the first two years of the Islands Program and provide two full time staff positions for two years. Current costs for the third and final year of the program are fully funded through the LAFCO budget.

In April 2003, both of LAFCO's limited term Policy Analyst positions were due to expire. Policy Analyst Jay Wong departed LAFCO and returned to a position within the County's CEO department. On the recommendation of LAFCO's personnel committee, the Commission converted the other position from a limited-term to a permanent position, allowing Policy Analyst Kim Koeppen to remain with LAFCO. Funding for this position in FY 2003-2004 is funded at 50% from the Unincorporated Islands budget and 50% from the regular LAFCO budget. In FY 2004-2005, this position is fully funded through the regular LAFCO budget.

### **Budget Overview - Proposed LAFCO 2004-2005 Budget**

Despite the increased costs outlined above, the proposed FY 2004-2005 LAFCO budget is static for our funding agencies, with expenditures (less revenues) totaling \$930,920. The County, cities and special districts will equally divide this cost, each paying \$310,306. This is equivalent to the funding agencies' contributions to LAFCO for FY 2001-2002, FY 2002-2003, and FY 2003-2004. It is also consistent with the Executive Committee's direction to staff to not increase funding agency contributions for FY 2004-2005 above current year levels. Given the rising costs of employee health care and retirement, in addition to expected cost increases in LAFCO's office lease and overall office expenses, FY 2004-2005 will likely be the last year that LAFCO can be fully funded without increasing contributions from our funding agencies.

### *City and Special District Contributions*

Individual city and special district contributions for the proposed FY 2004-2005 budget have been calculated by staff using the cost allocation formulas

April 14, 2004  
Proposed FY 2004-2005 LAFCO Budget  
Page 4

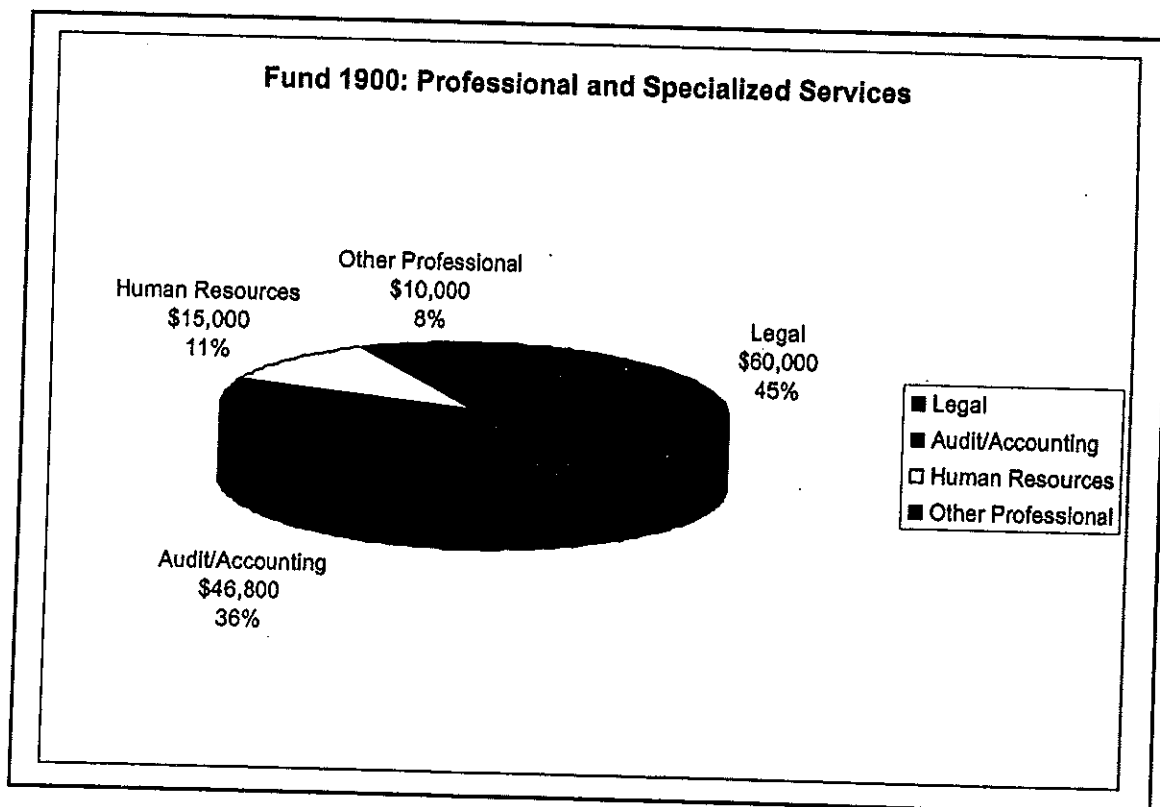
previously adopted by the Independent Special Districts of Orange County and the Orange County League of Cities. City and special district contribution summaries are included as Exhibits C and D, respectively.

#### *Trust Fund Revenues*

Staff was able to develop a budget which remains static for our funding agencies for the fourth consecutive fiscal year despite increasing costs for retirement and health care and the loss of Islands funding. This is possible due to higher than expected revenues from FY 2003-2004, specifically moneys from the El Toro and Talega trust accounts. The trust accounts were set up by the project proponent to reimburse LAFCO staff for extraordinary staff time and costs in processing both of these complex annexations. Both projects were closed out during FY 2003-2004.

#### *Professional and Specialized Services Costs*

The "Professional and Specialized Services" category is the largest fund in the services and supply account totaling \$131,800. It includes bookkeeping and accounting/auditing services and contracted services for legal counsel, human resources, and other professional services. The percentage and distribution of these costs are depicted on the chart below:





April 14, 2004  
Proposed FY 2004-2005 LAFCO Budget  
Page 5

For reference, a summary listing of all LAFCO expenditure categories is included as Exhibit B.

**Conclusion**

The proposed LAFCO budget for FY 2004-2005 is consistent with the guiding principles outlined by the Executive Committee. The proposed budget is static in its funding demands by maintaining level funding contributions for our funding agencies. Finally, it provides sufficient funding to carry out your Commission's adopted work plan for the next fiscal year.

**Recommendation**

The Acting Executive Officer recommends that the Commission:

1. Adopt the Proposed FY 2004-2005 Local Agency Formation budget, and direct the Acting Executive Officer to distribute the proposed budget for review and comment to the Board of Supervisors, each city, the city selection committee, each independent special district and the independent special district selection committee.

Respectfully submitted,



BOB ALDRICH

Exhibits:

- A - Proposed FY 2004-2005 LAFCO Budget
- B - LAFCO Expenditure Categories
- C - Projected City Contributions
- D - Projected Special District Contributions

**Local Agency Formation Commission  
Proposed Budget  
Fiscal Year 2004/2005**

	FY 02/03 Actual	FY 03/04 Approved Budget	FY 03/04 Projected Actual	FY 04/05 Proposed Budget	
<b>Revenues:</b>					
Prior year's unspent budget	\$ -	35,395	45,204	173,890	
Prior year's project revenues		87,000	112,222	-	
7590 LAFCO Apportionment	930,920	930,920	930,920	930,920	Funding agencies' contributions held constant for 4th consecutive year
7580 Application Fees	68,488	20,000	143,367	20,000	
6610 Interest	17,875	20,000	22,445	20,000	
<b>Total Revenues</b>	<b>1,017,283</b>	<b>1,093,315</b>	<b>1,254,158</b>	<b>1,144,810</b>	includes revenues from MCAS El Toro
<b>Expenditures:</b>					
Salaries	494,189	524,031	516,764	572,925	Includes 7% increase for budgeting purposes + 1/2 analyst salary previously funded by Islands Program
Retirement Benefits	60,090	60,682	70,554	104,292	32% increase over FY 03/04
0301 Unemployment Ins	679	754	775	859	
0305 Salary Continuance	2,599	2,966	3,013	3,048	20% increase over FY 03/04
0306 Health Insurance	37,168	43,060	45,383	56,448	
0308 Dental Insurance	5,143	5,945	5,547	5,488	
0309 Life Insurance	1,051	1,358	1,092	1,240	
0310 Acc Death Ins	205	200	220	155	
0319 Other Insurance	692	580	789	624	
0352 Worker's Comp	2,216	3,296	3,528	4,240	Benefits tied to County administrative management positions
2405 Optional Benefit Plan	14,780	13,500	13,500	18,500	
0401 Medicare	5,976	7,290	6,744	8,278	
<b>Benefits and Insurance</b>	<b>70,509</b>	<b>78,949</b>	<b>80,591</b>	<b>98,880</b>	
0700 Information Technology	1,844	2,400	10,163	8,000	
0701 Telephone	15,042	16,000	12,652	14,000	
1000 Cleaning and maintenance	9,767	8,000	8,337	-	New LAFCO office lease includes cleaning and maintenance costs
1100 Insurance	29,104	41,143	41,143	40,533	
1300 Maint-Equipment	-	-	127	70	
1400 Maint-Building	4,763	1,800	6,933	3,000	
1402 Minor Alterations	509	-	-	-	
1600 Membership	2,070	2,070	7,100	7,500	
1700 Miscellaneous Expenses	9,234	-	-	-	
1701 Municipal Service Reviews	-	100,000	57,490	42,510	
1800 Office Expense	35,652	25,000	25,885	26,500	
1900 Professional Services:	160,927				
Legal		65,000	53,737	60,000	\$40K Accounting \$6.8K Annual Audit
Audit/Accounting		41,200	37,249	46,800	
Human Resources		5,000	16,984	15,000	Includes Commission-approved contract for EO recruitment
Other professional		25,000	62,536	10,000	
Mapping		-	-	10,000	
1912 Investment Admin Fees	1,208	1,240	1,245	1,260	New office lease includes cleaning, maintenance and utility costs
2000 Public Noticing	3,422	18,000	5,032	6,000	
2100 Rents & Leases	5,086	6,800	4,392	27,600	

**Local Agency Formation Commission  
Proposed Budget  
Fiscal Year 2004/2005**

	FY 02/03 Actual	FY 03/04 Approved Budget	FY 03/04 Projected Actual	FY 04/05 Proposed Budget	
2400 Special Dept Exp	18,742	35,000	19,855	25,000	← Commissioner stipends = \$20,000 Training = \$5,000
2600 Transportation	11,459	11,000	12,357	12,940	
2700 Travel - Meetings:	28,314	15,000			
Travel			8,204	4,000	
Meeting expenses			10,449	8,000	
2800 Utilities	10,148	10,000	10,488	-	← Office lease includes
Subtotal Services & Supplies	347,291	429,653	412,359	368,713	
Total Expenditures	972,079	1,093,315	1,080,269	1,144,810	← 5% overall increase
Revenues over expenditures	\$ 45,204	-	173,890	(0)	

**EXHIBIT B**

**LAFCO Budget Expenditure Categories**

The following summarizes the expenditure categories used in the proposed FY 2004-2005 LAFCO Budget:

**Salaries, Retirement and Employee Benefits**

These accounts are used to pay for LAFCO employee salaries and benefits, including retirement, unemployment insurance, health and dental insurance, workers compensation and Medicare. This category includes regular and extra help employees.

**Communications (0700)**

This account is used to pay for the costs associated with the telephone, fax, modem lines and Internet access.

**Insurance (1100)**

This account is used to pay for required commercial crime and liability insurance coverage for staff and Commissioners.

**Maintenance/Equipment (1300)**

These costs include the maintenance of the office computers, typewriters, and the assigned cost of GSA communication personnel at LAFCO hearings.

**Memberships (1600)**

This account is used to pay for Orange County LAFCO's membership in CALAFCO and other organizations.

**Municipal Service Reviews (1701)**

This category includes both direct costs and consultant assistance necessary to conduct municipal service reviews.

**Office Expense (1800)**

This category provides for the purchase of computer and office supplies/equipment and software for on-going office automation requirements.

**Professional/Specialized Services (1900)**

This category covers the costs for LAFCO legal counsel through the law offices of Best, Best & Krieger (BB&K), human resources administration through Alcock & McFadden, Inc., and bookkeeping and accounting services through Conrad Business Services, Inc. This account also pays for a certified public accounting firm to conduct mandated annual audits of LAFCO's financial statements project and miscellaneous Commission support services including map review and preparation through the County Surveyor.

**Publications/Legal (2000)**

This category covers the cost of legal noticing.

**Rents/Leases Equipment (2100)**

This account reflects costs associated with rental and maintenance of office equipment such as the copier and postage meter.

**Special Department Expense (2400)**

This budget category is use to pay for Commissioner stipends, staff training, and upgrades to our mapping data base.

**Transportation & Travel - General (2600)**

This account is used to provide funding for the costs associated with Commissioner parking (i.e., parking debit cards), mileage reimbursement for Commissioners and staff, and the Executive Officer's automobile allowance.

**Transportation & Travel - Meetings (2700)**

This category represents costs associated with Commissioners and staff attending CALAFCO workshops and conferences.





April 30, 2004

PLACENTIA LIBRARY DISTRICT  
411 E. CHAPMAN AVENUE  
PLACENTIA, CA 92870

DEAR MS DONNA SILOTI:

You are a valued customer of VSP. We hope that you and your employees have enjoyed a positive outcome with all aspects of our services.

Your Plan term expires on July 31, 2004, and we are pleased to offer you another period of quality coverage. An evaluation of the underwriting pool in which your group participates has been conducted. Our membership records indicate that your company has 25 or fewer total employees and, therefore, qualifies for our special rating program. This special discount program is one more way VSP is helping small employers obtain affordable, quality vision care coverage. Please see your renewal period and rates below.

Group Name: PLACENTIA LIBRARY DISTRICT  
Group Number: 12099603  
Renewal Period: August 1, 2004 - July 31, 2006  
Current Rate: \$11.01/15.28/26.19  
New Rate: \$11.68/16.08/27.32

Please review the new contract carefully, since some of the provisions may have changed from your prior contract. Additionally, please keep a copy of this letter, given that it serves as your Notice of Renewal.

If you would like to explore other options to enhance your program, or if you wish to examine cost-saving alternatives, please contact your VSP Account Executive, Kelly Hess, at (800) 852-7600. VSP has many different levels of benefit coverage available to accommodate your needs.

We appreciate your business and value our continued relationship with your organization.

To renew your contract and maintain continuous service, please have your representative sign the bottom portion of this letter and return it to VSP in the enclosed envelope, or fax it to 916-851-4855.

\*\*\*\*\*

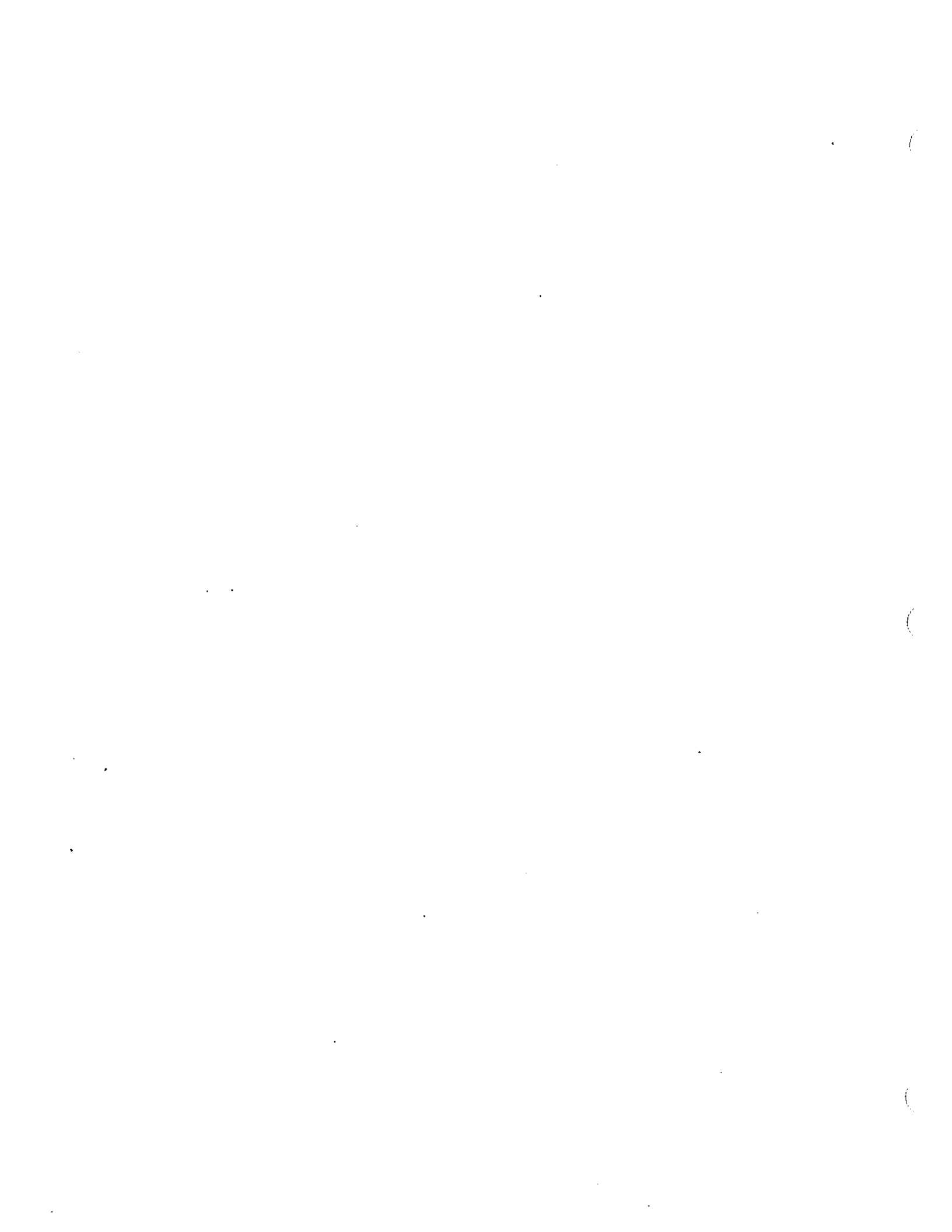
Group Name: PLACENTIA LIBRARY DISTRICT  
Group Number: 12099603  
Renewal Period: August 1, 2004 - July 31, 2006  
Renewal Rate: \$11.68/16.08/27.32

  
Authorized Group Representative Signature

VSP will produce your renewal contract when we have received this signed confirmation slip.

cc: STORMY WALDECK  
21641 KILLARNEY  
EL TORO, CA 92630

PACSOUTH TEAM 4488







One Ameritas Way / P.O. Box 81889 / Lincoln, NE 68501-1889  
(402) 467-7845 / (800) 659-2223



ELISA DIRECTOR  
PLACENTIA LIBRARY DISTRICT  
411 E CHAPMAN AVE  
PLACENTIA CA 92870-6101

April 26, 2004

Re: Group Policy #010-019000-05435

Dear Policyholder:

An experience rating review of the Preferred Dental Protection Trust has just been completed. The renewal rates enclosed are reflective of these considerations.

Beginning July 1, 2004, your monthly rates will be changed:

from: Employee	31.10	to: Employee	32.50
1 Dependent	29.70	1 Dependent	31.30
2+ Dependent	70.10	2+ Dependent	73.60

Should you be interested in other plan options or additional coverages, Ameritas would be pleased to offer those options through your insurance agent.

We appreciate the confidence you have shown Ameritas by selecting us as your dental and/or vision insurance carrier. We hope we have met your expectations in providing a quality product with the highest level of service. We look forward to continuing this service for many years.

Sincerely,

Group Underwriting Department



cc: WILLIAM A WALDECK  
19600 FAIRCHILD STE 140  
IRVINE CA 92612-2509



# Mervyn's 2004 Community Giving Program Grant Application

Instructions: To apply, complete this official application in type or produce a document similar format. Please do not handwrite. This form may also be downloaded at mervyns.com. Completed applications must be submitted by May 31, 2004.

Date of Application: 05 /06/ 2004  
 Legal Name of Organization PLACENTIA LIBRARY LITERACY SERVICES Tax ID Number NA  
 Address/City/County/State 411 E. Chapman Ave. Placentia, Orange Co., CA  
 Zip (include 4-digit postal code) 92870-6198  
 Organization's Telephone ( 714) 524-8408x215 Fax ( 714) 528-8236  
 E-mail jroberts@placentialibrary.org Web Site www.placentialibrary.org  
 Executive Director's Name Elizabeth D. Minter Telephone ( 714) 528 1925x20  
 Grant Contact Name Jim Roberts Title Literacy Coordinator Telephone ( 714) 524 8408x215  
 Program Title Families for Literacy (FEL) Program Date(s) FY2004-2005  
 Amount Requested \$ 5000 .00 Previous Mervyn's Grants: 2003 \$ 2,000 2002 \$ NA 2001 \$ NA  
 Have you ever received a grant from (check all that apply):  Target  Marshall Field's  
 To which Mervyn's store did you submit your application? 0026

**Focus Area:**

For which Mervyn's grantmaking focus area is this project the best fit (please check only one):

- Education
- Arts

**Communities Served**

Information in this section is for reporting purposes only and has no bearing on the acceptance or rejection of your proposal. If your organization does not keep this kind of information, please provide your best estimates for each category.

**A. Gender (check primary group)**

- Females Only
- Males Only
- Both Genders

**B. Ethnicity (check all that apply)**

- Asian/Pacific American
- BI/Multi Racial
- African American
- European American
- Latino/Hispanic/Chicano American
- Native American
- Other

**C. Age Group (check all that apply)**

- Babies/Toddlers (under 5)
- Children (5-14 years)
- Youth/Adolescents (15-19 years)
- Young Adults (20-25 years)
- Adults
- Aging/Elderly/Senior Citizens

**D. Primary Population Served (check up to three)**

- Blind/Vision Impaired
- Deaf/Hearing Impaired
- Economically Disadvantaged
- Gay/Lesbian/Transgender
- Immigrants/Newcomers/Refugees
- Mentally/Emotionally Impaired
- Physically Impaired
- Single Parents
- General Public

# mervyn's

**Instructions:** To apply, complete this official application in type or produce a document similar to the following format. Please do not handwrite. This form may also be downloaded at [Mervyns.com](http://Mervyns.com). Completed applications must be submitted by May 31, 2004.

## Organization Description

Provide 2-3 sentences regarding your organization, including a summary of mission and/or objectives.

Families for Literacy (FFL) is a component of the Placentia Library Literacy Services in the Placentia Library District. FFL is the only library based service in North Orange County that targets limited English speaking parents with pre-school age children. The object of FFL is to provide one-on one tutoring to all members of qualified families in order to lay the foundation of life-long literacy.

## Project Description

Provide a summary that includes the project's contents, why it is needed, and how it will have a positive effect. Please also include marketing and promotional plans, ticket prices, or fees for performances or events, if applicable.

One of the primary goals of the FFL program is to empower parents to be their child's first teacher. When FFL provides one-on-one tutoring to both the parent(s) and the child (children) the importance of reading in English is demonstrated and established at a very formative age. FFL provides at least one free, English, book to each child every month; this enables families to establish an English language library at home. In FY 2003-2004, thirty-three families participated in the FFL program and 95% were native speakers of languages other than English. The funds from the Mervyn's Community Giving Program will help the Placentia Library Literacy Services to attain this goal.

## Volunteers

Are there any opportunities for volunteer involvement in association with this grant/project? If yes, please describe.

The FFL program relies on volunteer involvement. Teen and adult volunteers are asked to make a six-month commitment to the program. All FFL volunteers are required to attend a three-hour training workshop and an additional one hour orientation with the FFL coordinator. Volunteers are asked to tutor for 1-2 hours each week. In FY 2003-2004, forty-one volunteer tutors participated in the FFL program. We would be proud to have local Mervyn's employees join our team of literacy volunteers.

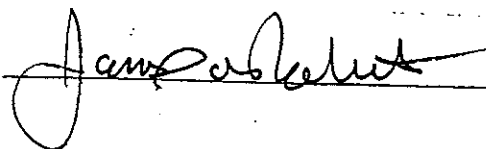
The following attachments must be submitted with this application\*:

- A project or program detailing budget expenses and anticipated income sources (including donors and their contribution levels)
- A current list of business and foundation donors with their contribution levels
- A current annual operating budget with income and expenses
- A copy of your organization's current IRS 501(c)(3) status
- A list of your organization's Board of Directors, including names, titles and affiliations

\*Schools or units of government: Submit request on official letterhead and attach only the first two documents requested.

## Authorization

Signature of person submitting this application



Date 5/5/04

**MERVYN'S**  
**Grant Application (continued)**  
**Placentia Library Literacy Services**

**Attachment 1:**

A project or program detailing expenses and anticipated income sources.

Families for Literacy (FFL), a component of the Placentia Library Literacy Services.

**Anticipated expenses:**

20 hours per week part-time FFL Coordinator	\$15,000
Books and other materials (free) for FFL children	5,000
FFL programming	2,000
<b>Total</b>	<b>\$22,000</b>

**Anticipated funding:**

California State Library	\$10,000
<b>Total</b>	<b>\$10,000</b>

**MERVYN'S**  
**Grant Application (continued)**  
**Placentia Library Literacy Services**

**Attachment 2**

A current list of business and foundation donors with their contribution levels.

Families for Literacy (FFL), a component of the Placentia Library Literacy Services.

**Anticipated donors:**

Target	\$2,000
Placentia Rotary Club	1,000
Wells Fargo Bank	1,000
Sam's Club	500
<b>Total</b>	<b>\$4,500</b>

**Anticipated donors and funding:**

California State library	\$10,000
Donors	3,500
<b>Total</b>	<b>\$13,500</b>

# TARGET STORES 2004 COMMUNITY GIVING PROGRAM GRAN

Instructions: To apply, complete this official application in type or produce a document id (District addenda not included)  
 Please do not handwrite. This form may also be downloaded at www.target.com. Complete  
 by May 31, 2004.

Date of Application: 05/06 / 2004

Legal Name of Organization: Placentia Library Literacy Services Tax ID Number: NA

Address/City/County/State: 411 E. Chapman Ave. Placentia, Orange CO. CA Zip: 92870-6198

Organization Telephone: ( 714 528-1925 Fax: ( 714 528-8236 E-mail: jroberts@placentialibrary.org

Organization Web Site: www.placentialibrary.org

Executive Director Name: Elizabeth D. Minter Telephone: ( 714 528-1925x202

Grant Contact Name: Jim Roberts Title: Literacy Coordinator Telephone: ( 714 5248408x215

Program Title: Families for Literacy (FFL) Program Date(s): FY 2004-2005 Amount Requested: \$5000.00

Previous Target Grants: 2003: \$ 1,000 2002: \$ NA 2001: \$ NA

Have you ever received a grant from (check all that apply):  Marshall Field's  Mervyn's

Which Target store did you submit your application to: Target # 293

## FOCUS AREA

For which Target Stores' grantmaking focus area is this project the best fit (please check only one):

- Early Childhood Reading  Arts  Family Violence Prevention

## COMMUNITIES SERVED INFORMATION

Information in this section is for reporting purposes only and has no bearing on the acceptance or rejection of your proposal. If your organization does not keep this kind of information, please provide your best estimates for each category.

GENDER: (check primary group)

- Females only  Males only  Both genders

ETHNICITY: (check all that apply)

- Asian/Pacific American  Bi/Multi-Racial  African American  
 European American  Latino/Hispanic/Chicano American  Native American  
 Other

AGE GROUP: (check all that apply)

- Babies/Toddlers (under 5)  Children (5-14 years)  Youth/Adolescents (15-19 years)  
 Young Adults (20-25 years)  Adults (21-50)  Aging/Elderly/Senior Citizens

PRIMARY POPULATION SERVED: (check up to three)

- Blind/Vision Impaired  Deaf/Hearing Impaired  Economically Disadvantaged  
 Gay/Lesbian/Transgender  Immigrants/Newcomers/Refugees  Mentally/Emotionally Impaired  
 Physically Impaired  Single Parents  General Public

Instructions: To apply, complete this official application in type or produce a document identical to the following format. Please do not handwrite. This form may also be downloaded at [www.target.com](http://www.target.com). Completed applications must be submitted by May 31, 2004.

#### ORGANIZATION DESCRIPTION

Provide 2-3 sentences regarding your organization including a summary of mission and/or objectives.

Families for Literacy (FFL) is a component of the Placentia Library Literacy Services in the Placentia Library District. FFL is the only library based service in North Orange County that targets limited English speaking parents with pre-school age children. The object of FFL is to provide one-on one tutoring to all members of qualified families in order to lay the foundation of life-long literacy.

#### PROJECT DESCRIPTION

Provide a project summary that includes the project's contents, why it is needed, and how it will have a positive effect.

One of the primary goals of the FFL program is to empower parents to be their child's first teacher. When FFL provides one-on-one tutoring to both the parent(s) and the child (children) the importance of reading in English is demonstrated and established at a very formative age. FFL provides at least one free, English, book to each child every month; this enables families to establish an English language library at home. In FY 2003-2004, thirty-three families participated in the FFL program and 95% were native speakers of languages other than English.

#### VOLUNTEERS

Are there any opportunities for volunteer involvement in association with this grant/project? If yes, please describe.

The FFL program relies on volunteer involvement. Teen and adult volunteers are asked to make a six-month commitment to the program. All FFL volunteers are required to attend a three-hour training workshop and an additional one hour orientation with the FFL coordinator. Volunteers are asked to tutor for 1-2 hours each week. In FY 2003-2004, forty-one volunteer tutors participated in the FFL program. Target employee volunteers will be a welcomed addition to our literacy team.

#### SUBMITTING THE APPLICATION

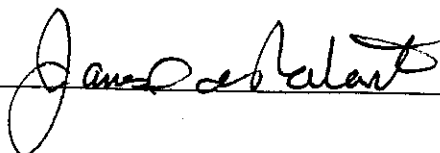
The following attachments must be submitted with this application\*:

- A project or program detailing expenses and anticipated income sources
- A current list of business and foundation donors with their contribution levels
- A current annual operating budget with income and expenses
- A copy of your organization's current IRS 501(c)(3) status
- A list of your organization's Board of Directors, including names, titles and affiliations

\* Schools or units of government: Submit request on letterhead and attach only the first two documents requested.

#### AUTHORIZATION

Signature of person submitting this application



Date

5/5/04



**TARGET**  
**Grant Application (continued)**  
**Placentia Library Literacy Services**

**Attachment 1:**

A project or program detailing expenses and anticipated income sources.

Families for Literacy (FFL), a component of the Placentia Library Literacy Services.

**Anticipated expenses:**

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FFL programming	2,000
<b>Total</b>	<b>\$22,000</b>

**Anticipated funding:**

California State Library	\$10,000
<b>Total</b>	<b>\$10,000</b>

**TARGET**  
**Grant Application (continued)**  
**Placentia Library Literacy Services**

**Attachment 2**

A current list of business and foundation donors with their contribution levels.

Families for Literacy (FFL), a component of the Placentia Library Literacy Services.

**Anticipated donors:**

Mervyn's	\$1,000
Placentia Rotary Club	1,000
Wells Fargo Bank	1,000
Sam's Club	500
<b>Total</b>	<b>\$3,500</b>

**Anticipated donors and funding:**

California State library	\$10,000
Donors	3,500
<b>Total</b>	<b>\$13,500</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Legislative Issues and a Review of the Status of the State Budget and State Library Budget  
**DATE:** May 24, 2004

**BACKGROUND**

The recent Legislative Alerts from the California Special Districts Association and the California Library Association are contained in Agenda Item 22.

Trustee De Vecchio attended the joint worksession of the Independent Special Library Districts Boards of Trustees at the Buena Park Library District on Saturday, May 8, 2004 at 9:00 A.M. The Agenda is Attachment A. In addition to the three trustees from Palos Verdes, three trustees from Buena Park and one trustee from Placentia the three Library Directors were present and California Special Districts Association Legislative Coordinator Geoffrey Neil joined the meeting by speakerphone. Following the presentation by Mr. Neil and a discussion of the potential outcomes of the current State Budget process it was decided to authorize the Palos Verdes Library District Board of Trustees to speak on behalf of the Independent Special Library Districts with the California Legislature at the Assembly and Senate Local Government and/or Budget Committee Hearings. The other Districts were asked to provide a Resolution authorizing the Palos Verdes Trustees to speak on their behalf. It was also decided that the group would meet again on June 19 (subsequently changed to June 5) at 9:00 A.M. to discuss the progress of the State Budget process and to determine if future action is necessary.

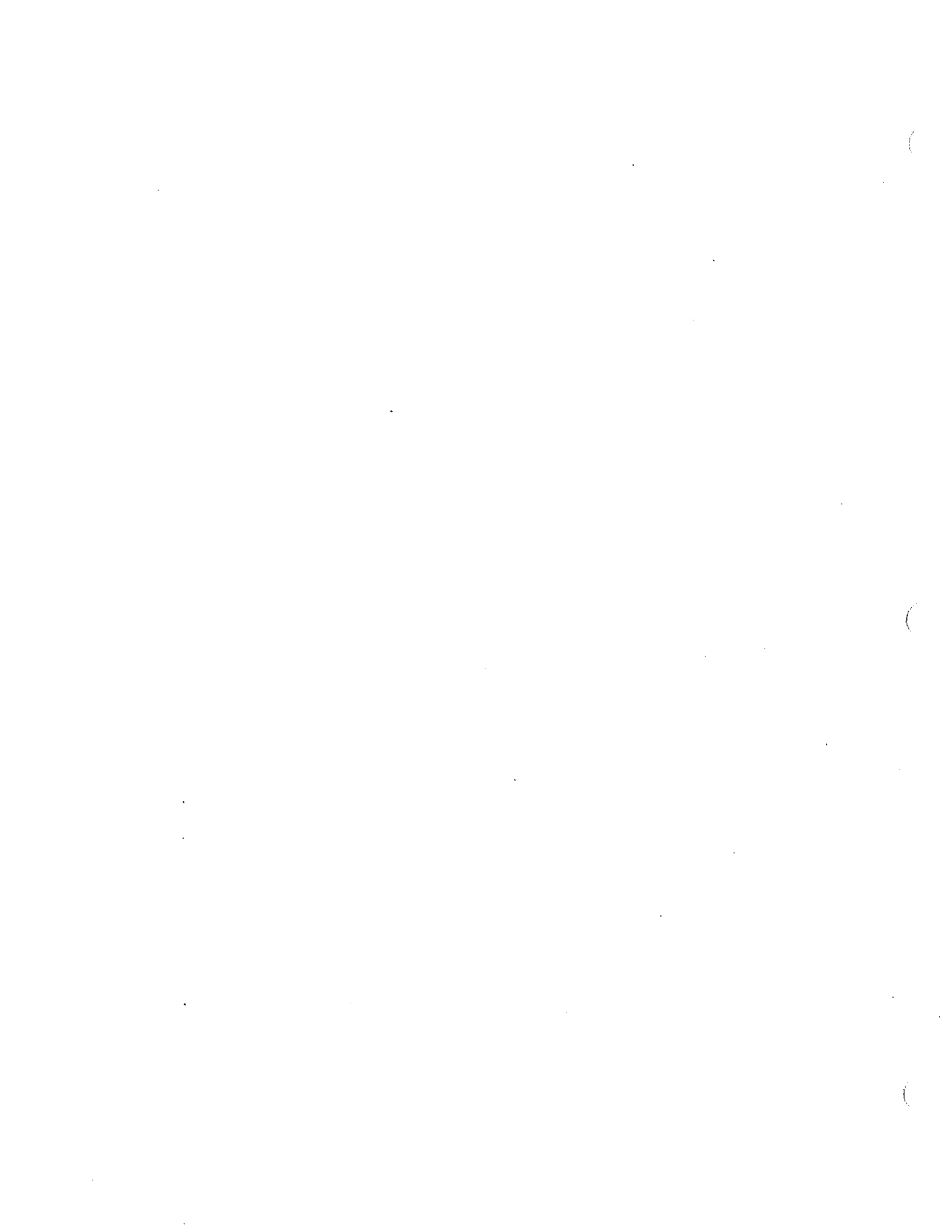
The background information for the June 5 meeting is Attachment B.

The proposed Resolution of Authorization is Attachment C.

The Board should discuss whether it is going to send any letters of support for the Governor's May Revised Budget and organize their preparation and distribution.

**RECOMMENDATION**

1. Determine who will attend the Joint Worksession of the Independent Special Library Districts Boards of Trustees on June 5, 2004 at 9:00 A.M. at the Buena Park Library.
2. Motion to Read Resolution 04-02 by Title only.
3. Motion to Adopt Resolution 04-02.



## AGENDA

### SPECIAL MEETING Worksession on Legislative Issues of Independent Special District Libraries

Saturday, May 8, 2004

9:00 A.M.

Buena Park Library  
7150 La Palma Avenue  
Buena Park, CA 90620  
Library Board Room

**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. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

1. 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 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).*

2. Introduction and Overview of Each District.

3. Legislative History

Presentation: Elizabeth Minter, Library Director  
Placentia Library District

4. Current Status of State Budget

Presentation: California Special Districts Association Representative

5. Possible Joint Approaches

6. Future Joint Meetings/Efforts

### ADJOURNMENT

7. Review of Action Items.

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

8. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the May 8, 2004 Special Meeting of the Independent Special District Library Trustees was posted on Tuesday, May 4, 2004.

Donna Siloti

From: "Katherine Gould" <kgould@palos-verdes.lib.ca.us>  
To: <lmazerov@buenapark.lib.ca.us>, <eminter@placentalibrary.org>  
Subject: RE: Re: governor's message and letter for supporters

Jane Jones and Bob Lee gave an update on their trip to Sacramento at our meeting last night. The message they brought back is the importance of the special library districts speaking with one voice - to that end they have asked if there is any possibility of having our next trustees and directors networking meeting BEFORE the state budget is finalized on June 15th. My Trustees are mostly retired, so we could even be available on a weekday....could you let me know if there are any options for meeting earlier than planned?

Also, the CSDA email we received last night was confusing and concerning as (1) it reads to me that the additional ERAF contribution for special districts will be 25% of net property tax revenues, when my understanding had been that the most likely scenario was an additional 25% of our current ERAF contribution. For us the difference is over \$600,000 and (2) the newsletter is silent on the special library exemption (so-called Dills bill) and in fact on its face says there are NO exemptions. This is contrary to the verbal advice we received from Geoff Neill, and to the information we have received from CLA.

I have left a message for Geoff Neill asking for clarification - but if you have any further information please give me a call or send an email!

Kathy

>From: lmazerov@buenapark.lib.ca.us [mailto:lmazerov@buenapark.lib.ca.us]  
>Sent: Thursday, May 13, 2004 9:38 PM  
...snip...  
>>meeting. I was very  
>>>impressed with Liz' presentation and learned a lot  
>>from everyone.  
>>>  
>>>Louise  
>>





From: "Katherine Gould" <kgould@palos-verdes.lib.ca.us>  
To: <drobles@blackgold.org ...snip... net>, <alibadmin@pacbell.net>  
Cc: "Louise Mazerov" <lmazerov ...snip... eminter@placentialibrary.org>  
Subject: Special Library District cooperation re state budget

Following on a successful meeting between Directors and Trustees of the Buena Park, Palos Verdes, and Placentia Library Districts I am writing to ask you and your Trustees to participate in a meeting of Special District Directors and Trustees on June 5 from 9-11AM at the Buena Park Library. The purpose of the meeting is to discuss joint approaches to the current state budget deliberations.

The current budget situation as I understand it from CSDA and CLA is:

- The "deal" between the Governor and local governments calls for a \$1.34 billion **additional** shift of local property tax revenue to ERAF in each of 04/05 and 05/06 in exchange for constitutional protections beyond 06. Special Districts share of this additional shift is \$350 million in each of the next two fiscal years. As part of the deal all previous caps, exemptions, waivers, etc. have been eliminated and a new contribution formula established. Non-enterprise special districts are required to make an **additional** ERAF contribution of 25% of their net ad valorem property tax revenue (i.e. 25% of all property-value based property taxes, so not parcel taxes, net of the current ERAF contribution level). The sole exceptions at this stage are police/fire/healthcare districts for whom the deal includes special arrangements, and special library districts under the terms of the 1994 "Dills" bill (SB 1648) which protects special districts from further ERAF shifts.
- While it would be nice to rely on the Dills bill, the reality is that no legislature can bind future legislatures and there is a real risk that the Dills bill gets undone or modified during the budgeting process in which case we could be up for a loss of up to 25% of our net property tax revenue. This would be devastating. It would be helpful for the special districts to have a strategy for trying to prevent this, or at least minimizing the exposure, and there is strength in numbers. We are a unique group within both CLA and CSDA and there is a risk that we "fall between the cracks" or get sacrificed to the "greater good" in their lobbying efforts unless we make our presence and needs known. At present the advice from CSDA is that we need to lobby hard for the Governors deal to be approved "as is", while CLA seems to be advocating that we not emphasize the Dills bill as to do so might make it a target. I expect that even before June 5th some of us will begin letter writing campaigns and other lobbying efforts once the appropriate strategy becomes clearer, but we still need to think about what we can do collectively as the budget process draws to a close.
- Apart from ERAF, the Governors budget reduces PLF funding by something like 3%. It is important to all libraries that the legislature not further reduce or eliminate PLF funding.

SO - we would love to work together with you to try to protect our funding. Please let me know if your District is able to participate on June 5th.

Katherine R. Gould, Director  
Palos Verdes Library District  
701 Silver Spur Road  
Rolling Hills Estates, CA 90274



RESOLUTION 04-02

RESOLUTION OF THE BOARD OF TRUSTEES  
OF PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
SUPPORTING THE  
GOVERNOR'S PROPOSED STATE OF CALIFORNIA BUDGET FOR FISCAL YEAR 2004-2005  
AND AUTHORIZING  
A REPRESENTATIVE OF THE PALOS VERDES LIBRARY DISTRICT TO  
SPEAK ON ITS BEHALF BEFORE THE CALIFORNIA LEGISLATIVE COMMITTEES

WHEREAS, Placentia Library District is an independent special library district established on September 2, 1919 under the provisions of California Education Code Sections 19400-19532; and

WHEREAS, property tax is Placentia Library District's only source of tax revenue and accounts for over 85% of the District's annual operating revenue; and

WHEREAS, the California Education Code Section 19479 states, "Every library established under this chapter shall be forever free to the inhabitants and nonresident taxpayers of the library district, subject always to such rules, regulations, and bylaws as may be made by the board of library trustees."; and

WHEREAS, Placentia Library District is currently contributing 50.41% of its property tax revenue to the Educational Revenue Augmentation Fund (ERAF); and

WHEREAS, the California Revenue and Taxation Code Section 97.37 states, "Notwithstanding any other provision of this chapter, for the 1994-95 fiscal year and each fiscal year thereafter, the amount of property tax revenue deemed allocated in the prior fiscal year to a county free library system, or a library established as in independent special library district, shall not be reduced for purposes of increasing the amount of property tax revenue to be allocated to another jurisdiction." ; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Placentia Library District endorses the State Budget as recommended by the Governor; and

BE IT FURTHER RESOLVED that the Board of Trustees of Placentia Library District urges the California Legislature and all of its Committees to adopt the State Budget without amendment to the California Revenue and Taxation Code Section 97.37; and

BE IT FURTHER RESOLVED that the Board of Trustees of Placentia Library District authorizes any representative of the Board of Trustees of the Palos Verdes Library District to speak on Placentia Library District's behalf before the Committees of the California Legislature on the issue of the State Budget for Fiscal Year 2004-2005.

PASSED AND ADOPTED this 24<sup>th</sup> day of May, 2004, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

I hereby certify that the foregoing resolution was duly introduced, passed and adopted at the time and place and by the vote as noted above.

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Secretary of the Board

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Policy Handbook Review  
**DATE:** May 24, 2004

**BACKGROUND**

At its Work Session on March 29, 2004 the Library Board completed its review of the second draft of the Personnel Policies as prepared by Personnel Consultant Gail Koff.

At the end of the Work Session the Board asked the Library Director to prepare the policies with the original numbering system from the first draft. This was presented at the Board Meeting on April 26 and reviewed at the Personnel Policy Work session on May 10, 2004.

The following items are still outstanding:

2040 Sick Leave – review revised copy provided by the Library Director including the sick leave incentive program in 2040.11 (The revisions were incorporated but the sick leave incentive item was not reviewed.)

2110 Health and Welfare Benefits – review section 2110.5.1 establishing the matching contribution program for deferred compensation participants.

2165.3 Unauthorized Voluntary Absence – awaiting opinion from SDRMA on whether Skelly applies

2180 Grievance Procedure – provide CA Code citation for Skelly hearing process. There were 2 Grievance policies – both are included and one needs to be selected.

2190.7 Drug and Alcohol Abuse – awaiting explanation/opinion from SDRMA regarding notification of conviction.

2230 Nepotism – Library Director was asked to revise the structure, blending old and new policies

Once all of the above items are resolved the Board will be ready to adopt the policies as a “first reading” and, if desired, forward them to the staff for review and suggestions. Other than the items that were submitted to the Board from the staff, none of the other proposed policies or changes have been reviewed or discussed by the staff.

The next Personnel Policy Work Session is scheduled for Tuesday, June 8, 2004 at 9:00 A.M. to work on compensation and benefit issues.

The following is a summary of the status of items from the Policy Manual:

Section	Board Review	Adopted as 1 <sup>st</sup> Reading	Referred for Staff Review	Board Review of Staff Comments	Adopted
1000 – General	Mar 2003	Mar 2003			
2000 – Personnel	Jan-Mar 2004				
3000 – Financial					
4000 – Board of Trustees	Mar 2003	Mar 2003			
5000 – Board Meetings	Mar 2003	Mar 2003			
6000 – Library Operations					

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Establish the District's Appropriations Limitation (Gann Limit) for Fiscal Year 2004-2005 by Resolution 04-03.  
**DATE:** May 24, 2004

**BACKGROUND:**

Each year local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by the California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2004-2005.

Attachment C is Resolution 04-03 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2004-2005 in the amount of \$2,793,591.

**RECOMMENDATIONS:**

1. Read Resolution 04-03 by Title only.
2. Adopt Resolution 04-03 by Roll Call Vote.

Placentia Library District  
 Gann Limitation Worksheet  
 May 24, 2004

	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005
"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)									
"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)		1.0467	1.0415	1.0453	1.0491	1.0782	0.9873	1.0231	1.0328
Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"		1.0096	1.0279	1.0374	1.0173	1.0154	1.0302	1.0188	1.0158
Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation	\$ 1,752,223	\$ 1,851,659	\$ 1,982,308	\$ 2,149,603	\$ 2,294,163	\$ 2,511,659	\$ 2,554,650	\$ 2,662,799	\$ 2,793,591



**POLICY TITLE:** Advancement of Wages  
**POLICY NUMBER:** 2140

**2140.1** This policy will apply to all regular and probationary full-time and part-time District employees.

**2140.2** Employees requesting payment of wages in advance of regular pay days as defined in Policy No. 2130, "Pay Periods", will submit said request in writing to the Library Director. The request must include a specific reason for the advance.

**2140.3** The Library Director may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.

**2140.4** Advancement of wages prior to a regular payday is not a privilege that an employee may use at his/her discretion, but may be authorized by the Library Director, or in the absence of the Library Director the Library Board President, at his/her discretion only in the case of proven employee necessity and/or personal financial emergency.

**2140.5** Frequent requests will be grounds for denial.

*NOTATION*  
Documentation relating to agenda items are on file in the  
of Placentine Library District, and are available for review  
available for use during the Board Meetings. Any person having  
Director at 714-322-1975, Extension

the Agenda, ... items, to re-  
Cod. Sec. 34952-20

**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 review as submitted by the employee's supervising manager 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.



ARNOLD SCHWARZENEGGER, GOVERNOR

915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

May 3, 2004

Dear Fiscal Officer:

**Subject: Price and Population Information****Appropriations Limit**

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2004, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2004-05. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2004-05 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations, as noted.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228, for the various population options available to special districts to assess population change in their district. Article XIII B, Section 9, of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. No State agency reviews the appropriations limit.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 4, 2004.**

**Please Note:** City population estimates are controlled to independently calculated county population estimates. Due to county estimates revisions for 2001 through 2003 prior year city population estimates for local areas have also been revised.

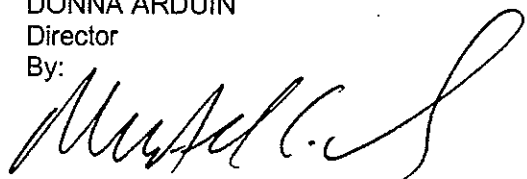
If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

Sincerely,

DONNA ARDUIN

Director

By:



MICHAEL C. GENEST

Chief Deputy Director

Enclosure

Enclosure II  
 Annual Percent Change in Population Minus Exclusions (\*)  
 January 1, 2003 to January 1, 2004 and Total Population, January 1, 2004

County City	Percent Change 2003-2004	--- Population Minus Exclusions ---		Total Population
		1-1-03	1-1-04	1-1-2004
ORANGE				
ALISO VIEJO	2.05	43,890	44,791	44,791
ANAHEIM	1.62	337,248	342,728	342,728
BREA	2.74	37,885	38,924	38,924
BUENA PARK	0.39	80,249	80,559	80,559
COSTA MESA	1.35	110,665	112,160	112,909
CYPRESS	1.07	47,891	48,405	48,405
DANA POINT	0.75	36,226	36,498	36,498
FOUNTAIN VALLEY	0.41	56,236	56,468	56,468
FULLERTON	2.03	131,400	134,064	134,064
GARDEN GROVE	0.63	169,815	170,883	170,883
HUNTINGTON BEACH	0.90	196,875	198,649	198,649
IRVINE	4.15	164,831	171,674	171,674
LAGUNA BEACH	0.78	24,560	24,751	24,751
LAGUNA HILLS	0.51	32,812	32,980	32,980
LAGUNA NIGUEL	0.85	65,054	65,607	65,607
LAGUNA WOODS	0.40	18,197	18,270	18,270
LA HABRA	0.40	61,152	61,397	61,397
LAKE FOREST	0.40	77,288	77,594	77,594
LA PALMA	0.50	15,945	16,025	16,025
LOS ALAMITOS	0.95	11,810	11,922	11,922
MISSION VIEJO	0.40	97,276	97,661	97,661
NEWPORT BEACH	1.02	79,942	80,756	80,756
ORANGE	1.55	134,497	136,578	136,578
PLACENTIA	1.58	49,068	49,845	49,845
RANCHO SANTA MARGARITA	0.40	48,782	48,977	48,977
SAN CLEMENTE	3.88	60,666	63,020	63,020
SAN JUAN CAPISTRANO	1.72	35,195	35,801	35,801
SANTA ANA	0.52	347,005	348,801	348,801
SEAL BEACH	0.24	24,220	24,279	24,940
STANTON	0.49	38,389	38,579	38,579
TUSTIN	4.80	69,712	73,061	73,061
VILLA PARK	0.70	6,154	6,197	6,197
WESTMINSTER	0.87	90,591	91,379	91,379
YORBA LINDA	2.06	62,642	63,931	63,931
UNINCORPORATED	2.84	109,564	112,674	112,674
COUNTY TOTAL	1.42	2,973,732	3,015,888	3,017,298

(\*) Exclusions include residents on federal military installations and group quarters residents in state mental institutions and state and federal correctional institutions.

May 1, 2004

Enclosure I.

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2004-2005 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2004-2005	3.28

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2004-2005 appropriation limit.

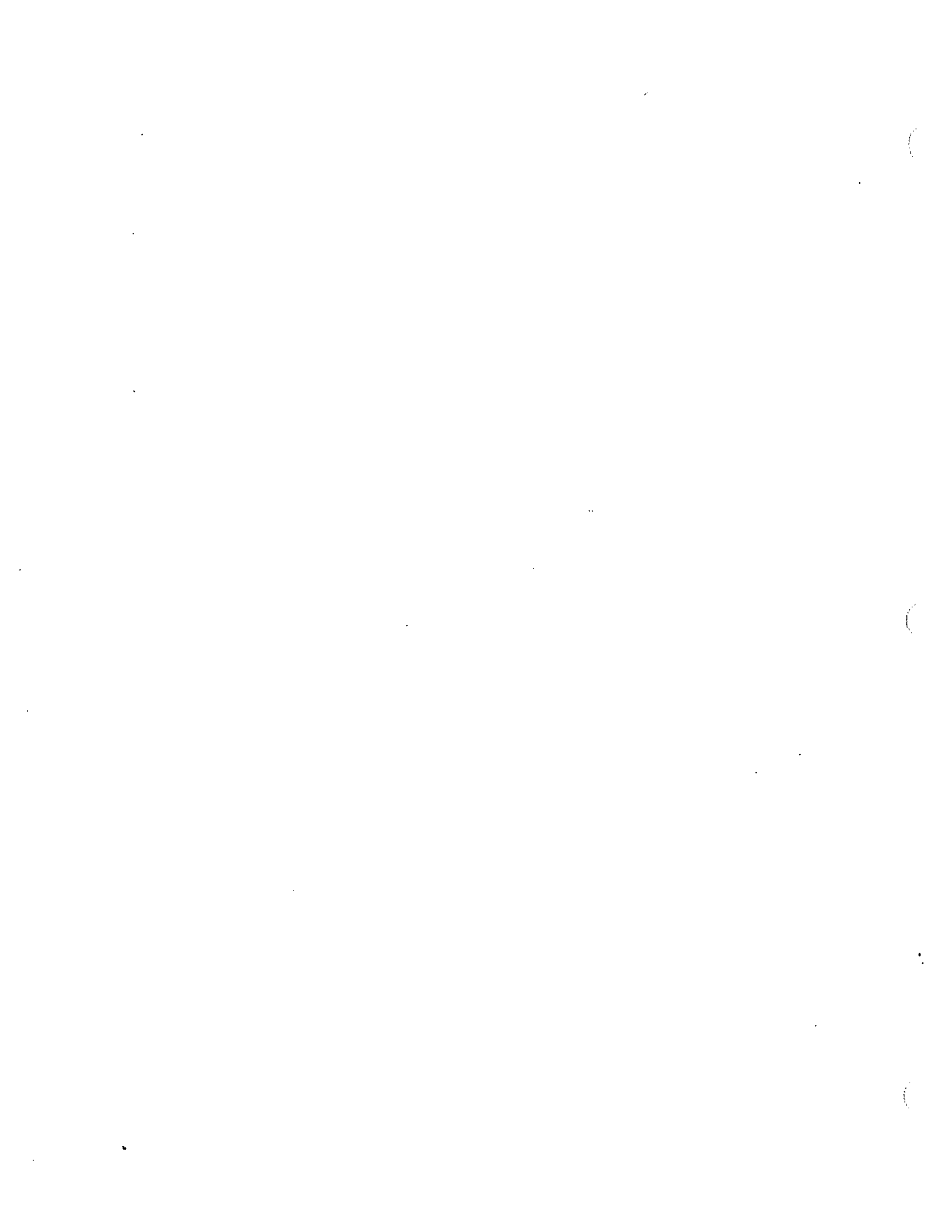
**2004-2005:**

Per Capita Change = 3.28 percent  
Population Change = 1.52 percent

Per Capita converted to a ratio:  $\frac{3.28 + 100}{100} = 1.0328$

Population converted to a ratio:  $\frac{1.52 + 100}{100} = 1.0152$

Calculation of factor for FY 2004-2005:  $1.0328 \times 1.0152 = 1.0485$



RESOLUTION 04-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE  
APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 2004-2005

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with All the provisions of said law in determining the appropriations limit for the fiscal year 2004-2005.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be \$2,793,591 for Fiscal Year 2004-2005.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California     )  
  )ss.  
County of Orange     )

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-fourth day of May, 2004.

IN WITNESS THEREOF, I have hereunto set my hand and seal this  
twenty-fourth day of May, 2004.

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Betty Escobosa, Secretary  
Placentia Library District Board of Trustees



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Budget Presentation for Fiscal Year 2004-2005  
**DATE:** May 24, 2004

**BACKGROUND**

The Library Director will present the proposed Fiscal Year 2004-2005 Budget at the Library Board Meeting.

**RECOMMENDATION**

Give direction for budget development.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**




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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Establish the Budget for Fiscal Year 2004-2005  
**DATE:** May 24, 2004

**BACKGROUND:**








The budget presented for Placentia Library District for Fiscal Year 2004-2005 is based upon

-  Assumptions about the Budget to be adopted by the State of California
-  Assumptions about the year-end information from the Fiscal Year 2003-2004 Budget based on the monthly reports from the Orange County Auditor through the end of April
-  The estimated property valuation growth for the City of Placentia as provided by the Orange County Auditor's Office.

The Budget as presented for Fiscal Year 2004-2005 will be balanced. Currently there is approximately \$77,000 unassigned (revenues greater than expenditures).

Revenues

Attachment A page 1 shows the revenue estimates based on the following assumptions:

-  5 % growth in current secured property tax (The Orange County Auditor estimates a repeat of last year's growth for the City of Placentia property valuation at 7.3%). If the estimate of 7.3% is correct this amount will be \$1,262,048, an additional \$27,000.
-  Minimal adjustment in other tax categories based on current year activity.
-  Public Library Fund of \$18,000. There is still a chance that this may be up to be zero.
-  Repeat of the Literacy Grant at the FY 2003-2004 level of \$51,194.
-  State Library Grants of \$6,000 for foreign language materials.
-  Increased Passport Revenue from \$125,000 to \$150,000 based on the increase in usage experienced during the past six months.
-  Literacy Services has not yet provided me with the grant estimates for Spanish Literacy and general literacy activities. These will be added to the final budget presentation.



### Expenditures

Attachment B shows the proposed expenditures:

- 📖 Object Code 0100, Salaries & Wages reflects the personnel allocation approved in June 2003. The current year COLA is 1.8%.
- 📖 Object Code 0200 shows the greatest % increase with medical increasing from \$51,886 to \$77,208.
- 📖 Object Code 1900, Miscellaneous includes \$7,500 for Storyteller contracts, \$5,000 for grant writing and \$2,500 for digitizing office records covered by the District's Retention Policy. An analysis of current year 1900 Miscellaneous is Attachment C.
- 📖 Object Code 2200, Semi-Annual Bond payment includes \$71,800 for building bond payment, \$3,000 for bank charges, and \$34,000 for the energy bond payments.
- 📖 Object Code 2400, Special Department Expense (Book Budget) is set for \$150,000, the majority of which is generated by passport fees.
- 📖 Object Code 2800, rates for utilities should remain stable this year.

### Capital Projects

There are no capital projects scheduled at this time.

There are several questions that need to be addressed in order to complete the budget:

- 📖 How much needs to be budgeted for Gail Koff's services under Object Code 1900, Miscellaneous?
- 📖 Should staff proceed with budgeting for Friday & Saturday hours?
- 📖 Should staff proceed with budgeting for lobby & Circulation desk remodeling? Financing options would be addressed as part of the budget process.

### **RECOMMENDATION:**

Action to be determined by the Library Board of Trustees



Placentia Library District  
Revenue Budget for Fund 707 for Fiscal Year 2004-2005  
May 24, 2004

Object Code	Category	FY1998-99 Actual	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Actual	FY2003-04 Budgeted	FY2003-2004 YTD Apr 04	FY2004-2005 Proposed
6210-00	Current Secured	764,422	849,522	921,767	995,217	1,072,450	1,147,522	1,068,371	1,234,995
6210-01	Public Utility	24,001	25,854	23,111	25,158	22,886	22,500	11,786	22,500
6210-04	Teeter Plan - Current Delinquent	0	0	12,334	13,876	14,764	14,500	14,296	14,500
	SUB-TOTAL CURRENT SECURED	788,422	875,376	957,212	1,034,251	1,110,100	1,184,522	1,094,453	1,271,995
6230	Prior Secured	19,667	19,936	12,028	12,031	14,166	13,000	16,612	13,000
	TOTAL SECURED	808,089	895,312	969,240	1,046,282	1,124,266	1,197,522	1,111,065	1,284,995
6220	Current Unsecured	50,053	53,807	55,274	56,067	58,450	57,500	59,014	61,000
6240	Prior Unsecured	1,054	936	962	668	785	750	0	750
	TOTAL UNSECURED	51,107	54,743	56,236	56,734	59,235	58,250	59,014	61,750
6690	HOMEOWNER	15,578	16,224	16,245	16,101	16,339	16,250	8,704	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	874,774	966,278	1,041,721	1,119,118	1,199,840	1,272,022	1,178,782	1,363,745
6250	SPECIAL DISTRICT AUGMENTATION	9,062	9,782	8,555	9,088	8,224	8,000	4,060	4,000
6260/6540	PENALTIES/DELINQUENCIES	270	249	268	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	24,408	33,580	36,813	39,810	48,663	40,000	48,080	48,000
6300	SUPPLEMENTAL - PRIOR	781	720	821	1,303	1,364	1,300	1,567	1,400
6610	INTEREST	12,734	20,286	21,191	11,628	8,670	8,500	4,169	4,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	47,255	64,618	67,648	61,829	66,921	57,800	57,877	57,400
	TOTAL PROPERTY TAX REVENUE	922,030	1,030,896	1,109,369	1,180,947	1,266,761	1,329,822	1,236,659	1,421,145
6970	STATE LIBRARY & STATE	78,601	142,922	169,318	125,235	242,019	57,000	88,861	89,264
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	36,814	0	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUND	0	0	0	0	0	0	0	0
7670	LOCAL REVENUE	41,587	108,350	80,563	114,603	184,470	176,000	185,375	187,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	224	101	0	96	0	0	10	0
	TOTAL REVENUE	1,042,442	1,319,082	1,359,249	1,420,881	1,693,250	1,557,822	1,510,905	1,697,409





Placentia Library District  
State Library Reimbursements and Grants  
May 24, 2004

FUND	Actual FY1998-99	Actual FY1999-00	Actual FY2000-01	Actual FY2001-02	Actual FY2002-03	Budgeted FY2003-04	YTD Apr 04 FY2003-04	Proposed FY2004-05
ILL & Direct Loan Reimbursements	6,446	9,889	11,399	13,314	16,432	10,000	14,060	14,000
CA Foundation Funds	59,146	88,459	88,826	77,328	46,377	0	23,537	18,000
CA Literacy Campaign	8,872	10,390	18,818	19,593	24,725	22,000	51,194	51,194
Family Literacy Grant	0	0	20,000	10,000	12,060	10,000	0	0
Dept Educ. 321 Grant/ELLI	3,136	6,003	0	0	136,680	10,000	0	0
One-Year Grants/Partnerships for Change	1,000	10,000	5,000	5,000	5,745	0	0	6,000
Miscellaneous State Revenues	0	18,181	25,275	0	0	0	70	70
<b>TOTAL STATE REVENUE</b>	<b>78,600</b>	<b>142,922</b>	<b>169,318</b>	<b>125,235</b>	<b>242,019</b>	<b>52,000</b>	<b>88,861</b>	<b>89,264</b>



PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005  
Preliminary May 24, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 YTD_APR_04	PROPOSED
0100	Salaries & Wages	494,352	537,311	622,836	645,313	688,819	694,508	583,345	743,322
0200	Retirement (Social Security & Pension Contribution)	69,130	69,960	84,284	93,990	94,049	98,130	76,654	105,480
	Health Insurance/Care America	20,247	28,006	38,227	41,981	46,765	51,886	37,508	77,208
	Long Term Disability/CNA	2,431	2,028	2,528	2,823	3,148	3,300	2,602	4,788
	Life Insurance/Fortis & Protective Life	0	0	2,320	1,862	1,239	1,405	1,804	1,565
	Vision/Vision Service Plan	2,015	2,430	2,752	3,008	2,275	2,682	1,907	2,601
	Dental/Anneritas	5,153	5,737	7,369	6,055	6,326	7,597	7,052	8,187
0300	Total Employee Insurance	29,845	38,201	53,196	55,730	59,754	66,870	50,873	94,149
0310	Unemployment Insurance	0	0	0	0	394	-	140	-
0350	Workers Compensation - General	5,136	2,754	6,074	11,364	4,335	10,000	9,683	12,500
	TOTAL SALARIES & EMPLOYEE BENEFITS	598,463	648,226	767,390	806,397	847,351	869,508	720,695	955,451
0700-00	Communications - Telephone	2,169	2,029	2,109	3,476	1,456	1,750	1,184	2,000
0700-01	Communications - Modern/Fax/TV/DSL	1,938	4,432	5,945	6,818	7,550	7,600	7,538	7,800
0700-02	Communications - Internet Access	4,897	6,600	3,232	1,037	695	800	-	800
0700-05	Communications - Brodart Cataloging Access	5,150	2,649	3,007	2,225	2,371	2,700	1,940	2,700
0700-07	Communications - ELLI Grant	380	0	0	265	250	-	-	-
0700-08	Communications - Adult Literacy	438	412	426	406	1,295	1,500	1,019	1,500
	Total Communications	14,975	16,121	14,119	14,228	13,617	14,350	11,681	14,800
0900-00	Food - General Fund	0	43	162	1,253	314	350	298	350
0900-07	Food - ELLI Grant	0	0	0	30	57	-	-	-
0900-08	Food - Adult Literacy	0	154	281	0	155	150	225	250
090-009	Food - Family Literacy	0	0	0	0	162	-	404	500
	Total Food	0	197	443	1,283	688	500	927	1,100
1000-00	Household Expense	3,468	4,271	2,375	20,637	3,852	4,250	2,540	4,250
1100-00	Insurance	10,124	6,946	5,069	5,280	7,614	11,000	11,120	12,000



PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005  
Preliminary May 24, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2004-2005 PROPOSED
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	9,712	2,037	4,117	1,991	3,494	3,000	3,000
1300-01	Maintenance of Equipment - General Fund (Computer)		9,961	11,714	5,490	24,352	20,000	25,000
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	(5,366)	-	-	-
1300-08	Maintenance of Equipment - Adult Literacy	0	0	0	5,366	235	500	500
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	0	-	-	-
	Total Maintenance of Equipment	9,712	11,998	15,831	7,481	28,080	23,500	28,500
	HVAC	2,852	2,105	1,704	2,174	7,135	7,500	7,500
	Carpet Cleaning	0	3,074	0	2,806	2,655	2,750	2,750
	Groundskeeping, City of Placentia	28,653	31,862	23,002	14,923	25,693	27,500	27,500
	Plumbing	1,681	1,656	1,799	4,725	3,090	3,000	3,000
	Electrical	4,212	15,520	1,170	2,151	1,442	1,500	4,000
	Cleaning Service	11,400	11,400	11,550	13,050	13,200	13,700	13,700
	Locksmith	74	2,041	210	287	1,308	1,000	1,000
	Other (includes fire alarms & seismic retrofit project)	1,391	1,331	25,806	4,581	5,786	6,000	6,000
1400-00	Total Maintenance of Building & Grounds	50,263	68,988	65,240	44,698	60,308	62,950	65,450
1600-00	Memberships - General Fund	2,580	3,356	3,569	2,771	1,933	2,200	3,100
1600-07	Memberships - ELLI Grant	225	0	0	0	225	-	-
1600-08	Memberships - Adult Literacy	240	150	355	426	515	550	550
1600-09	Memberships - Family Literacy	0	0	0	0	-	-	-
	Total Memberships	3,045	3,506	3,924	3,197	2,673	2,750	3,650
1700-00	Miscellaneous Expense - General Fund	0	0	0	0	3,545	-	-
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	-	-	-
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	-	-	-
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	-	-	-
	Total Miscellaneous Expense	0	0	0	0	3,545	-	-



PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005  
Preliminary May 24, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 YTD APR 04	FY2004-2005 PROPOSED
1800-00	Library Supplies	6,818	6,275	8,824	10,755	14,419	12,000	8,557	12,000
	Printing	9,135	8,630	9,262	12,209	11,535	11,500	9,862	11,500
	EZ Copy - copy cards for sale to patrons	0	0	0	0	-	-	-	-
	Publications	750	560	821	3,252	1,057	1,100	464	1,100
	Paper	894	1,664	1,694	1,613	678	700	389	700
	Drinking Water Service	274	275	311	289	330	350	281	350
	Other Office Supplies	4,883	8,408	8,639	13,327	10,210	10,000	10,621	10,000
	Total Office Supply Expense - General Fund	22,754	25,812	29,551	41,444	38,228	35,650	30,174	35,650
1800-07	Literacy - ELLI Grant	1,890	0	0	15,109	2,061	-	256	500
	Printing	1,680	784	3,304	2,325	-	1,500	1,712	2,000
	Publications	0	874	631	1,730	5,526	2,500	1,640	2,500
	Paper	0	51	0	0	-	-	-	-
	Other Office Supplies	1,034	543	2,148	4,378	598	1,500	-	1,000
	Total Adult Literacy Office Supply Expense	2,714	2,252	6,083	8,433	6,124	5,500	3,352	5,500
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	0	513	608	1,592	2,500	1,577	2,000
	Total Office Expense	27,337	28,064	36,147	65,594	48,005	43,650	35,358	43,650
1803-00	Postage Expense - General Fund	2,446	4,642	2,437	5,049	4,711	4,500	3,419	4,500
1803-01	Postage Expense - LSCA II Grant	0	0	250	536	-	-	-	-
1803-08	Postage Expense - Adult Literacy	64	9	0	42	124	100	37	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	0	272	150	43	150
	Total Postage Expense	2,510	4,651	2,687	5,628	5,107	4,750	3,498	4,750





PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005  
Preliminary May 24, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 YTD APR 04	FY2004-2005 PROPOSED
	Care Resources (Employee Assistance)	385	420	420	420	420	420	315	420
	Pension Fund Operating & Investment Mgmt Expenses	6,863	6,665	6,558	3,479	6,271	7,000	5,345	7,000
	Anaheim Library Automated Library System	39,295	40,584	43,978	25,219	30,170	34,000	32,223	35,000
	Anaheim Consortium Computer Technical & Consulting Services		0	0	900	-	-	-	-
	Clipping Service	417	397	453	453	500	504	430	504
	Tax Collection Services & Fees by Orange County & LAFCO	291	1,386	309	6,499	7,654	8,500	7,565	9,500
	Advertising (including WEB site)	734	1,200	787	2,350	3,813	4,000	1,538	2,000
	Medical Exams	473	368	315	1,183	1,070	1,200	666	1,200
	Collection Services - Accounts Receivable	633	1,862	2,228	2,154	1,862	2,250	2,112	2,800
	Audit & Accounting Services (Munson, Cronick & Assoc.)	4,811	3,775	5,140	5,150	4,885	5,250	5,420	8,000
	Payroll Preparation	2,349	2,622	2,949	3,069	3,895	3,600	2,986	3,600
	Election Expenses	0	0	0	0	-	-	-	15,000
	Staff Training in Library	0	0	0	0	3,500	3,500	-	3,500
	Other (Includes contract storyteller)	3,511	18,151	9,329	25,794	14,255	14,000	30,953	15,000
1900-00	Total Specialized Services - General Fund	59,761	77,430	72,465	76,669	78,293	84,224	89,551	103,524
1900-01	Specialized Services - LSCA II Grant/Partnerships for Change	0	0	4,240	12,293	-	-	2,145	-
1900-07	Specialized Services - ELLI Grant	0	0	0	5,271	5,217	-	-	-
1900-08	Specialized Services - Adult Literacy	80	80	8,597	3,782	8,230	5,000	3,860	5,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	0	184	640	500	1,150	500
1900-13	Tax Collection Services & Fees by Orange County	2,117	8,826	11,939	10,794	12,074	12,500	13,497	15,000
	Total Specialized Services	61,958	86,335	97,240	108,992	104,454	102,224	110,203	124,024
2000-00	Legal Notices - General Fund	0	0	458	0	175	650	192	650
2000-01	Legal Notices - LSCA II Grant	0	0	0	0	-	-	-	-
	Total Legal Notices	0	0	458	0	175	650	192	650



PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005  
Preliminary May 24, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 YTD APR.04	FY2004-2005 PROPOSED
2100-00	Rents/Leases-Equipment	0	0	0	0	622	400	568	700
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	72,215	91,373	70,195	101,370	103,680	105,000	101,485	105,000
2300-00	Small Tools/Instruments	0	0	0	0	-	-	-	-
2400-00	Special Department Expense - Miscellaneous	0	0	0	48	-	-	-	-
2400-01	Special Department Expense- Books	82,661	73,446	100,821	82,829	71,422	131,840	45,336	150,000
2400-02	Special Department Expense - Video	3,400	1,480	2,544	242	338	-	2,711	-
2400-03	Special Department Expense - Electronic	5,230	20,301	23,501	28,698	57,995	-	21,394	-
2400-04	Special Department Expense - Periodicals	4,228	19,827	14,765	15,962	8,058	-	7,528	-
2400-05	Special Department Expense - Audio	347	6,753	7,673	7,476	13,452	-	7,692	-
2400-07	Special Department Expense - ELLI Grant	0	0	0	.78	5,204	-	816	-
2400-08	Special Department Expense - Adult Literacy	3,594	6,424	4,292	3,724	4,980	2,000	1,812	2,000
2400-09	Special Department Expense - Family Literacy	0	0	0	76	1,759	-	2,941	-
	Total Special Department Expense	99,459	128,232	153,595	139,132	163,208	133,840	90,229	152,000
2600-00	Transportation/Travel - General	0	0	0	0	-	-	-	-
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,531	1,445	1,046	1,673	2,368	2,500	3,335	2,500
2700-01	Transportation/Travel - Meetings, Staff Local	1,907	2,699	3,755	5,983	3,873	4,500	2,251	4,500
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,035	124	582	1,344	1,357	1,500	-	1,500
2700-03	Transportation/Travel - Meetings, Board Local	534	477	498	941	611	750	1,110	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	198	-	-	-	-
2700-07	Transportation/Travel - Meetings, ELLI Grant	915	0	0	1,108	951	-	22	1,000
2700-08	Transportation/Travel - Meetings - Adult Literacy	212	936	1,390	1,124	1,025	1,000	-	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	0	635	0	0	259	-	53	-
	Total Transportation/Travel - Meetings	6,135	6,316	7,270	12,370	10,445	10,250	6,771	11,250



PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005  
Preliminary May 24, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 YTD APR 04	PROPOSED
2800-00	Electricity	40,519	40,615	37,795	58,119	54,097	60,000	34,456	60,000
	Gas	5,852	3,115	5,884	3,002	3,119	3,500	3,150	3,500
	Water	2,266	3,588	3,087	3,681	3,132	3,750	2,705	3,750
	Total Utilities	48,637	47,318	46,766	64,801	60,349	67,250	40,311	67,250
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>409,835</b>	<b>504,316</b>	<b>521,360</b>	<b>594,688</b>	<b>616,421</b>	<b>587,314</b>	<b>517,787</b>	<b>639,024</b>
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	1,001	3,652	1,160	2,029	5,384	4,000	5,726	6,000
4000-00	Equipment	16,445	26,993	29,927	18,050	28,213	20,000	23,041	20,000
4000-07	Equipment - ELLI Grant	2,800	0	0	2,798	1,501	-	-	-
4000-08	Equipment - CLC Grant	120	0	558	0	2,726	-	-	-
4000-09	Equipment - Gates Foundation Grant	0	14,436	0	0	-	-	-	-
4000-11	Equipment	19,365	41,429	30,484	20,848	32,440	20,000	23,041	20,000
4200-00	Structures/Improvements	0	0	0	0	462	-	-	-
	<b>TOTAL EQUIPMENT EXPENSE</b>	<b>19,365</b>	<b>41,429</b>	<b>30,484</b>	<b>20,848</b>	<b>32,902</b>	<b>20,000</b>	<b>23,041</b>	<b>20,000</b>
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	-	77,000	-	-
5600	INVESTMENT POOL LOSS	0	0	0	0	-	-	-	-
	<b>TOTAL EXPENSES</b>	<b>1,028,664</b>	<b>1,197,624</b>	<b>1,320,395</b>	<b>1,423,962</b>	<b>1,502,058</b>	<b>1,557,822</b>	<b>1,267,248</b>	<b>1,620,475</b>
	ELLI Grant Summary Object Code 07	6,209.95	0	0	19,293				1,500
	CLC Summary Object Code 08	7,461.96	10,417	21,981	23,302	15,466	-	1,094	16,400
	FFL Grant Summary Object Code 09	0.00	15,071	513	867	25,409	16,300	10,405	3,150
	Partnerships for Change Grant			4,240	12,293	4,683	3,150	6,166	0
	<b>TOTAL LITERACY (Excluding Personnel)</b>	<b>13,671.91</b>	<b>25,488</b>	<b>22,494</b>	<b>43,462</b>	<b>45,559</b>	<b>19,450</b>	<b>17,665</b>	<b>21,050</b>



Placentia Library District  
 A/C 1900-00 Specialized Services-Other  
 July 2003-April 2004

	Total	Storytelling	Spanish Literacy	Grant Writing	Ruth Heller	Gail Koff
Baessler, Linda	2,948	2,948				
Bass, Donna	405	405				
Café Press	21					
Care Resources	35					
Chase Suites (Ruth Heller)	98				98	
Drew, John	3,600			3,600		
Garcia, Ana Maria (Sp Literacy)	340		340			
Koff & Associates	19,214					19,214
March, Steve	119					
Mory, Nancy (Sp Literacy)	295		295			
National Retirement Services	150					
Orange County Register	1,761					
Pennysaver	12					
Pfaffle, Kay	255	255				
Phillips, Barbara	1,530	1,530				
Travel In Style (Ruth Heller)	171				171	
Ruth Heller	2,000				2,000	
Spanish Literacy	2,585		2,585			
	35,538	5,138	3,220	3,600	2,268	19,214





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Friends Wish List  
**DATE:** May 24, 2004

**BACKGROUND**

At its meeting on May 3, 2004 the Board of Directors of the Friends of Placentia Library asked the Library Staff to present a wish list of items to the Friends.

I met with Jim Roberts, convener of the Library Programming Committee, and we agreed that the following items would be presented:

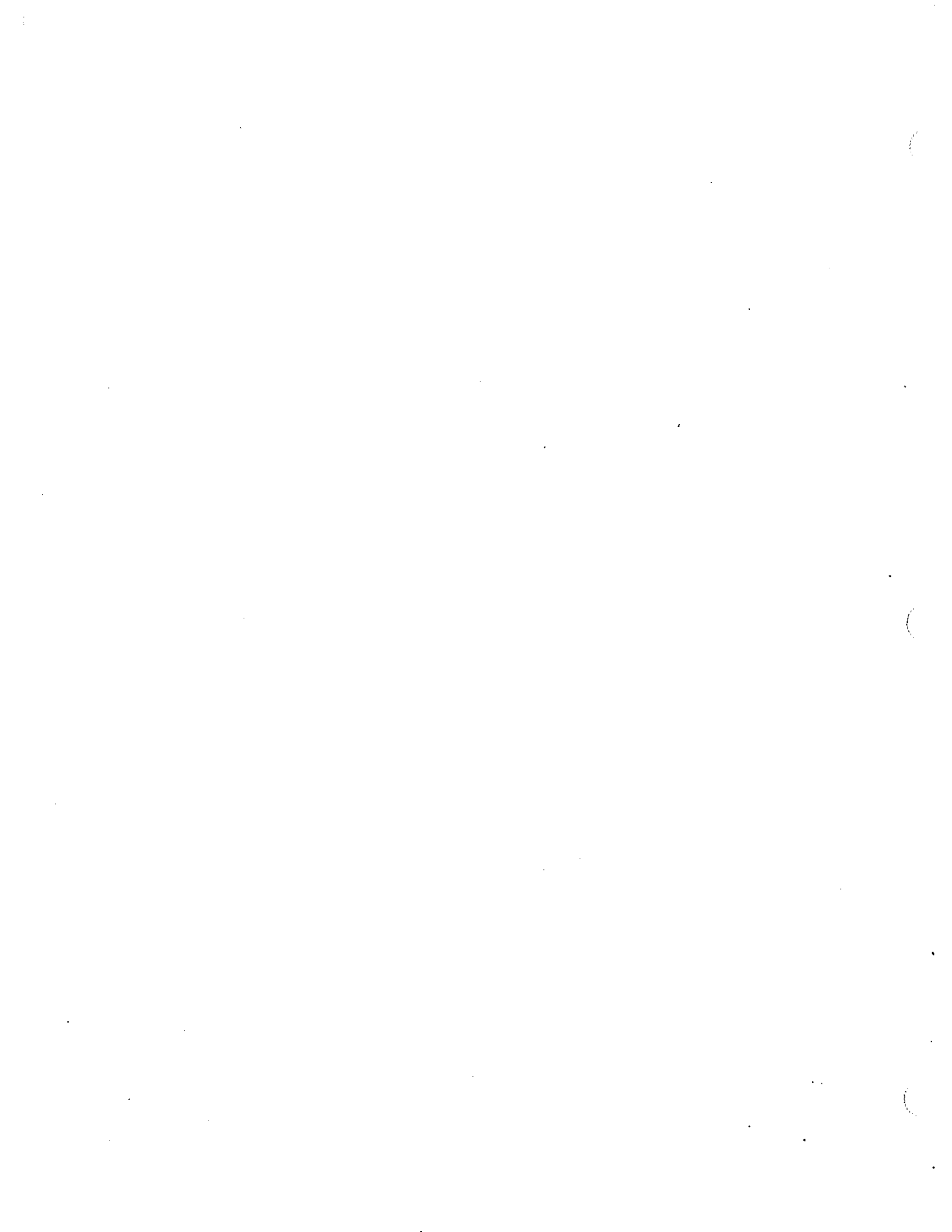
Complete revision of the District's web site under the direction of Jim and the Programming Committee, not to exceed \$6,000. (The actual price will be based on a bidding process to be implemented after funding is committed. Staff is already researching existing public library web sites for examples of good, functional approaches to public library information.)

Clip-on, lavalier or headset microphone for the new sound systems, not to exceed \$800.

Audio Books and DVD's for collection not to exceed \$5,000.

**RECOMMENDATION**

Review the list as prepared by the staff and suggest additional items.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Library Director's Report

**DATE:** May 24, 2004

I participated in the following activities during the current report period:

April 27 Attended the Association of Professional Fundraisers meeting with Laranne Millonzi and Foundation Directors Jean Lasley and Michael Ebenhoch. The topic of the seminar was Annual Giving Campaigns.

April 29 In celebration of Administrative Assistant's Week I took Donna Siloti, Julie Shook and Laranne Millonzi for lunch at La Vie én Rose.

I attended the awards dinner for the American Business Women's Association (ABWA) at the Foxfire Restaurant during which Library Assistant Katie Matas was honored as a "Star" employee. Katie was nominated by a staff committee and I prepared the nomination materials.

May 1-6 I attended the Human Intervention Laboratory training program in Costa Mesa. During this time I missed the Friends Board Meeting on May 3.

May 8 I attended the joint meeting of the Boards of Directors of the Independent Special Library Districts in Buena Park where I made a presentation on the history of Independent Special Library District funding from Prop 13 through the Special District Augmentation Fund (SDAF) to the Educational Revenue Augmentation Fund (ERAF).

May 12 I participated in a Placentia Library Foundation Board of Directors recruitment luncheon with Jean Lasley, Laranne Millonzi and Nancy Lone Tollefson. Nancy accepted the appointment to the Foundation Board.

May 13 Completed draft letters for the Placentia Library Foundation annual giving and direct mail campaigns for 2004 and mailed them to the Foundation Board of Directors.

May 14 I represented the Library Foundation at the presentation of *Elephant Rides for Free* to the third grade students at Golden School. This is a joint project between Chris Lowe and the Library Foundation to permit local businesses and service clubs to purchase and present copies to each third grader in the Placentia elementary schools in the Placentia-Yorba Linda Unified School District.

- May 19 I met with Saundra Stark and Toby Silberfarb to develop the Stark collection of Jewish-themed books for the children's and young adult collections.
- May 20 I participated in the Special District Risk Management Authority's (SDRMA) triennial inspection and evaluation of the District's liability issues. This now also includes workers' compensation issues.
- May 21 I attended the California Special District's Association (CSDA) workshop on changes in the audit requirements by the State of California which have been implemented over the past five years. Since Placentia is a very small district we are in the final year of implementation. These requirements are going to more than double the cost of preparing the District's annual audit. Wendy Goodson and I took initial training when the new standards were first announced and M.A. McHenry and I have been discussing the implementation over the past several years.
- May 22 Passport duty.

The following staff meetings were held:

- April 28 This was the quarterly brainstorming session for agenda development. The topics for the next three months include:

Continuing development of the Core Values Statement

Fire extinguisher training

Staff communications issues

Library navigation (signage)

Medical benefits

Cafeteria plan

Passport procedures

Staff members were asked to rotate attendance at the Chamber Networking Lunches so that everyone could present information about their role at the Library. A sign-up process was initiated. Laranne and I went on May 5 and Yesenia Gomez and Mary Strazdas went on May 12. Other staff are scheduled through the end of June.

- May 12 A drawing was held for the first couple of lunches with the Library Director. This is intended to give staff members an opportunity to talk about their work and to give me direct feedback on how things are going and to find out if there is anything I can do to make their jobs more enjoyable and/or productive. Jim Roberts and Barbara Phillips are the first two participants.

A number of recent changes and problems with Passport Services were discussed.

The monthly safety information was distributed.

Building issues:

Staff is continuing to express the urgency of revising the Circulation Desk layout and furniture. This will be addressed in the budget process.

Meeting Room groups are continuing to express dissatisfaction with the window covering, or lack thereof. Donna and I met with a representative from Pringles who installed a horizontal blind in the Conference Room for us to test the product. I think that it is a huge improvement over the vertical blinds. I have made arrangements for the interior person from the architectural firm that worked on the Civic Center Renovation project to visit the Library and make some recommendations.



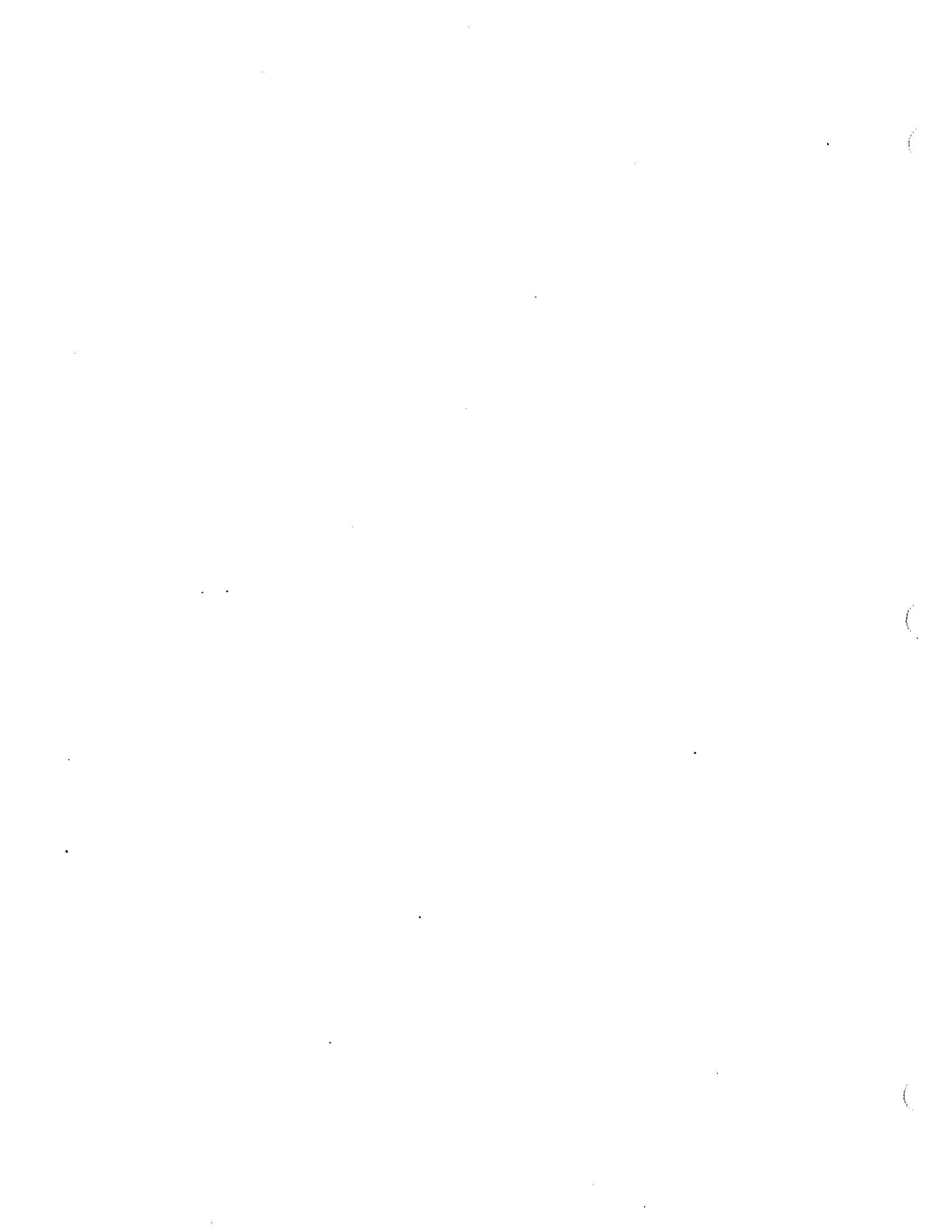
TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager *JR*  
 DATE: May 24, 2004

**SUBJECT: Program Committee Report for the month of April.**

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	22
<b><u>TYD Total</u></b>	<b>12</b>	<b>919</b>
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	0	0
Thurs. AM Story Times	5	182
3-4 year-old Music Times	4	153
5-6 year-old Music Times	4	66
Lapsits	5	220
Class tours	0	0
Bilingual Story Time	4	75
School Visits	1	30
Pajama Story Time	1	28
<b>TOTAL FOR OCTOBER</b>	<b><u>24</u></b>	<b><u>754</u></b>
<b>YTD TOTAL</b>	<b><u>103</u></b>	<b><u>2,866</u></b>

<i>LITERACY SERVICES</i>	<i>Apr 2003-04</i>	<i>FY 2003-04 YTD</i>
Total Tutors	187	295
Total Students	249	356
Total Hours	2,213	17,907

For more detailed literacy statistics, see Agenda Item 42, pages 2 of 3, and 3 of 3.





To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian



Date: April, 2004

**Subject: April Activities in the Children's Department**

<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lapsits 2 years and under	5	220
Story Time (a.m.) 3 - 6 year olds	5	182
Bilingual Story Time	4	75
Music Time 3 - 4 year olds	4	153
Music Time 5 - 6 year olds	4	66
Class Visits	0	0
School Visits	1	30
Pajama Story Time	1	28
<b>Total</b>	<b>24</b>	<b>754</b>



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: May 24, 2004

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

**Tutor Training:** The literacy director trained seven (7) new tutors on April 4, 2004. All seven are either matched and tutoring in the program or pending match. The next tutor training workshop will be on Sunday, May 2.

**Families for Literacy (FFL) Program Status.** We are moving forward with plans for our May 16, 2004 mothers and families. We are planning to have a financial literacy program at Ruby Drive's Even Start. The event, sponsored by Wells Fargo Bank, will be sometime in late September.

**Placentia Rotary Reading Enrichment Program (PRREP).** PRREP began again this year in September, and so far more than seventy high school students from El Dorado and Valencia High Schools have signed up. We presently have El Dorado PRREP volunteers helping after school at Brookhaven Elementary and Valencia PRREP volunteers helping again at Van Buren Elementary.

**Reach Out and Read.** PLLS continued its partnership in March with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. Our long time volunteer for this outreach, Diane Martlaro, has had to stop and we want to thank her for her many volunteer hours. Our other volunteer, Pettey Peterson, continues to read to the kids.

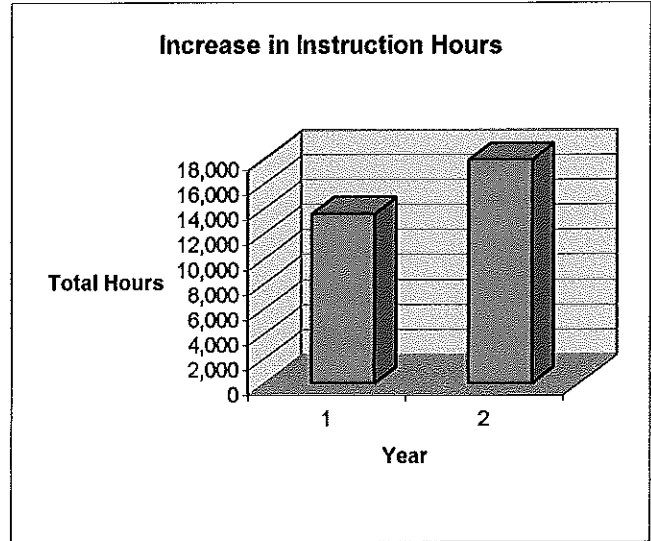
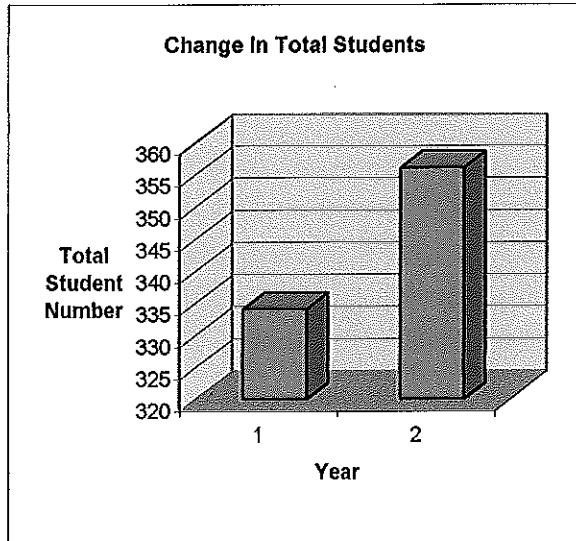
**English Language and Literacy Intensive (ELLI) Program Update.** ELLI is continuing at three elementary schools, Rio Vista, Ruby Drive, and John Tynes. The tutors describe the experience as something they will always remember. The feedback from administrators and teachers has been extremely positive.

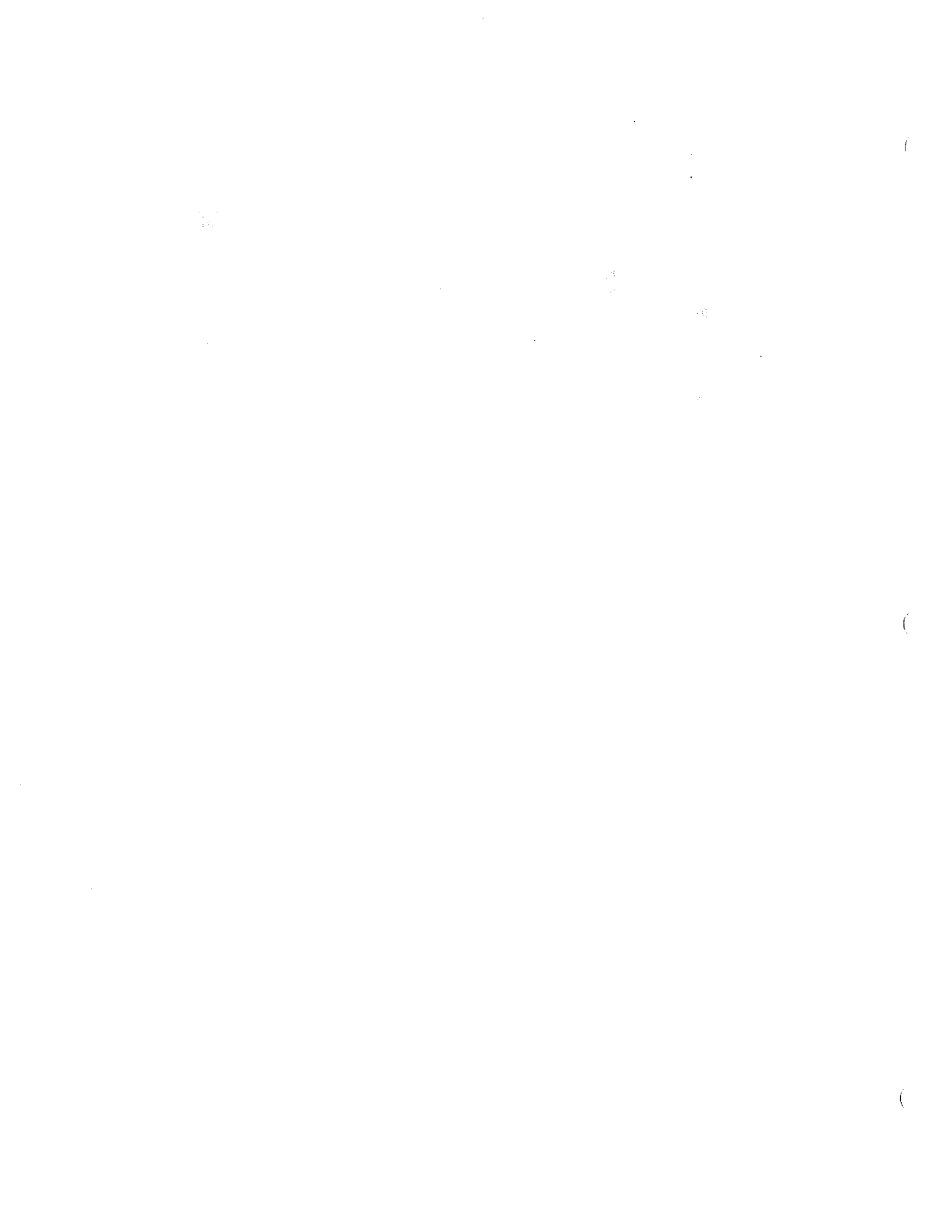
**Literacy statistics.** See Agenda item 42, Pages 2 of 3, and 3 of 3.


## Placenta Library Literacy Services

Report of Growth and Progress

	Apr 03-04	Apr-04	YTD 2003	YTD 2004
<b>Tutors</b>				
Adult	108	111	156	194
Teen	75	76	113	101
Hours Instruction	1,666	2,213	13,565	17,907
Other Volunteer Hours	48	60	668	658
Total Hours	1,714	2,273	14,233	18,565
<b>Training Workshops</b>				
Workshops Held	3	1	32	19
Tutors Trained	11	7	158	168
<b>Students</b>				
With Adult Tutors	109	128	194	221
With Teen Tutors	120	121	125	135
In Groups	5	0	15	0
Total Active Students	234	249	334	356
<b>Families for Literacy</b>				
Family Students	54	34	62	74
Family Tutors	35	15	45	31
Hours of Instruction	316	400	1,103	2,334
<b>ELLI Program</b>				
K-6th Grade Students	423	300	423	300
Tutors for K-6th Grade	5	14	20	22
Hours of Instruction	316	450	1,532	2,724
<b>Total Tutors</b>	183	187	269	295
<b>Total Students</b>	234	249	334	356
<b>Total Instruction Hours</b>	1,666	2,213	13,565	17,907





To: Elizabeth Minter, Library Director  
 From: Jim Roberts, Public Services Manager   
 Date: May 24, 2004

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

In April, the Placentia Library District had 61,155 "hits" on the Web Site, an average of 2,041 a day. The following are our year to date statistics:


Pages Visited	Nov 03	Dec 03	Jan 04	Feb 04	Mar 04	Apr 04
Borrowers	136	135	167	156	162	154
Friends	76	30	99	137	133	73
District	75	104	116	130	148	100
Kids	169	165	154	208	303	510
Foundation	72	30	98	114	116	58
History Room	91	170	86	181	221	159
Literacy/CLC Logo	130	112	138	156	155	107
Passports	273	471	630	705	876	651
Total Views Most Hits	1,022	1,217	1,488	1,787	2,114	1,812

Total Most Hits YTD 15,091





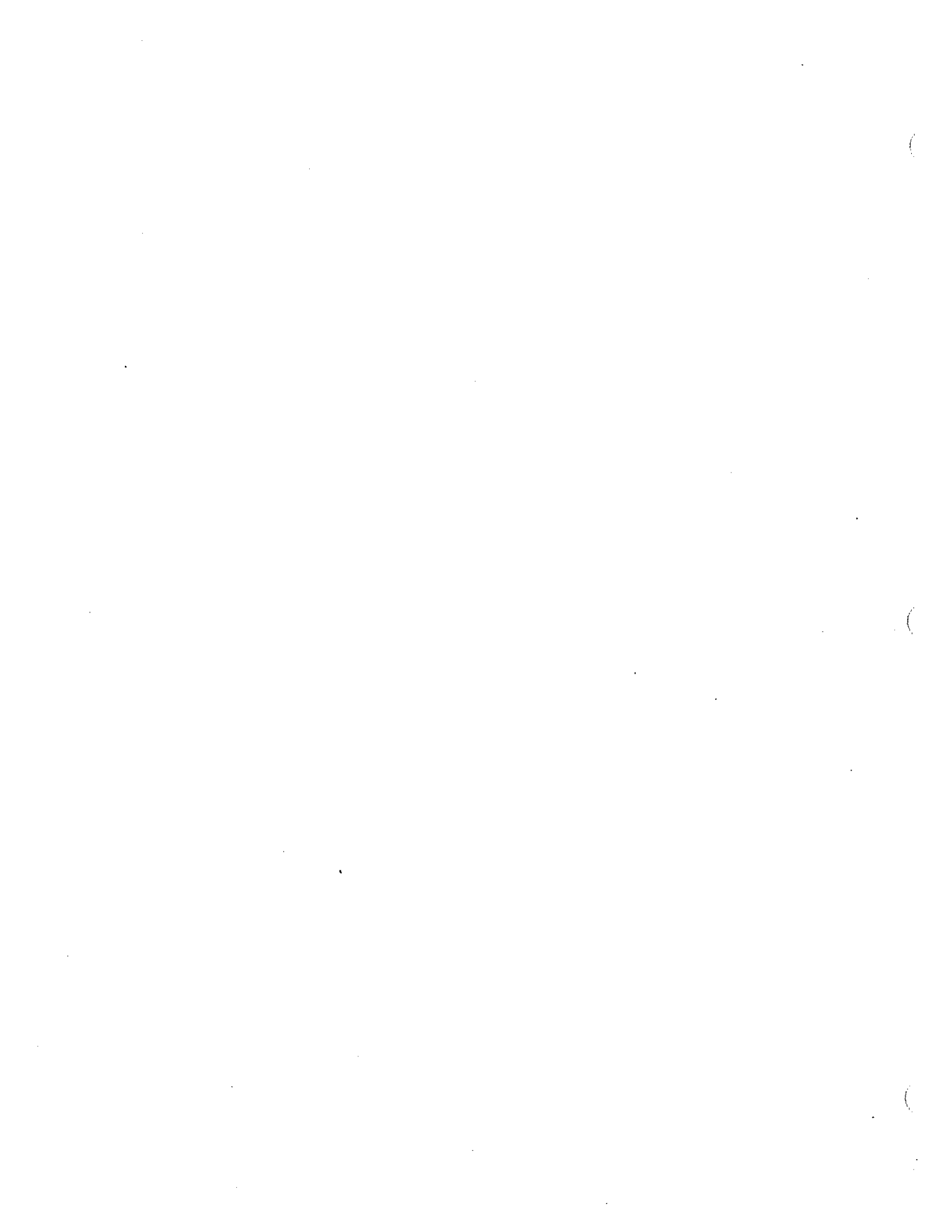
TO: Elizabeth Minter, Library Director  
FROM: Julie Shook, Technical Services Manager  
DATE: May 24, 2004  
SUBJECT: **Technology Report for April 2004**




Peter and Patrick have continued working on getting the public internet computers locked down against spyware/adware, etc.

All of Tech Services have been busy getting ready for the Risk Management inspection. Tasks included disposal of the old vertical file; cord management; locating, and disposing of unknown/unused chemicals; and making sure that space was cleared under each desk.

I believe all of the security and log-in issues for the five school district computers have been resolved. They should have gone live on Thursday, May 20.



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator, 

DATE: May 24, 2004

**SUBJECT: Publicity materials produced for April 2004**

**Information on the Placentia Library cable channel #53, updated April 1, 2004:**

*Note: Animation added to slides*

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. Easter Closure
6. Library Departments
7. 2004 Friends Annual Meeting
8. Friends of Placentia Library Used Bookstore
9. Bookstore Volunteers Needed
10. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday, Hours and Dates
11. Placentia Library Tours
12. Placentia Library Tours Schedule
13. Library Hours
14. Easter Closure
15. Summer Reading Program Registration
16. Literacy Services Logo
17. Literacy Program Tutors Needed
18. National Library Week
19. A Celebration of Mothers & Families
20. Placentia Historical Afghan Sale
21. Join Us and Read
22. Library Hours
23. Easter Closure
24. Dr. Frazee More Aegean Islands
25. Telephone Renewal Instructions
26. 2004 Friends Annual Meeting
27. Wi Fi Here Now
28. Apply for your passport at Placentia Library
29. Passport Hours
30. Library Hours
31. Easter Closure
32. Placentia's Newest Local History For Children & Adults
33. Lapsit Storyhours
34. Story Times, ages 3-6
35. Bilingual Story Times
36. Music Times, ages 3-4
37. Music Times, ages 5-6
38. Story Time at Home, *Tumblebook Library*
39. Library Hours
40. Easter Closure
41. 2004 Friends Annual Meeting
42. [www.placentialibrary.org](http://www.placentialibrary.org), 24/7 Reference, the Library Catalog
43. [www.placentialibrary.org](http://www.placentialibrary.org), Online Resources

44. Placentia History Room Hours
45. Placentia History Room Displays
46. Placentia History Room Collections
47. Placentia History Room Archival Resources
48. Easter Closure

**General Newspaper articles published:**

1. Placentia Split on Call to Revive Eminent Domain
2. No Central Planning for Placentia
3. Placentia Drains Grant for Rail Project


**Library Newspaper articles published:**

1. Placentia Library Seeking Volunteers (2)
2. Library's History Room Open 2 Days (2)
3. Library Friends Host Register Editor
4. "Lapsit" Stories on Thursdays
5. Friends, Volunteers Honored at Library Celebration
6. Bargain Prices Set for Used Book Sale (3)

**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
4. Free Library Tours Flyer
5. Free Library Tours Sign-Up Sheet
6. Annual Meeting Bulletin Board
7. Easter Closure Signs
8. "I Need Volunteers" Feedback Form
9. Charles Frazee Flyer
10. Charles Frazee Bookmarks

Welcome to Placentia Library District



411 East Chapman Avenue  
Placentia, CA 92870-6198  
714-528-1906 Ext. 210  
[www.placentialibrary.org](http://www.placentialibrary.org)

Placentia Library  
Board of Trustees

Al Shkoler, President  
Margaret "Peggy" Dinsmore  
Betty Escobosa  
Gaeten Wood  
Richard DeVecchio, Ed.D.


Placentia Library  
Board of Trustees

Upcoming Meeting Schedule:

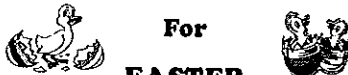
Monday, May 24 at 6:30 P.M.  
Monday, June 21 at 6:30 P.M.  
Monday, July 19 at 6:30 P.M.  
Monday, Aug 23 at 6:30 P.M.

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED




The Library  
Will Be **CLOSED**  
Sunday, April 11<sup>th</sup>  
For  
EASTER



Placentia Library  
528-1906

Renewals Ext.\* 6  
Adult Services Ext.\* 209  
Children Services Ext.\* 212  
Literacy Ext.\* 213  
Passport Information Ext.\* 265  
Volunteer Information Ext. \*201  
[www.placentialibrary.org](http://www.placentialibrary.org)


**2004 Friends Annual Meeting**



Monday, April 19<sup>th</sup> at 4:30 P.M.  
City Hall Council Chambers


**Volunteerism Brings Sweet Rewards!**

**Featured Speaker:**  
William Diepenbroek  
Orange County Register News Team Leader




This event is free and open to the public!

**USED BOOKSTORE**



☑ Staffed entirely by Volunteers  
☑ Located in the Library lobby

**GREAT BARGAINS!**



**Bookstore Volunteers Needed!**


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

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

**SPECIAL BACKROOM SALE**  
**BARGAIN! BARGAIN! BARGAIN!**

When: Second Sunday of each month  
1:00 - 4:00 P.M.  
Upcoming Sales: Apr 18, May 9, Jun 13, Jul 11


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

What: **Everything** in stock 

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

**NEW!!!** **PLACENTIA LIBRARY TOURS** **NEW!!!**

It's **EVERYTHING** you ever wanted to know about the Library but were afraid to ask!




**NEW!!!** **PLACENTIA LIBRARY TOURS** **NEW!!!**

★ 2<sup>nd</sup> Sunday of every month  
Apr 18, May 9, Jun 13, Jul 11

★ 2:00-2:30 PM


★ Sign up at the Reference Desk



**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

  
**The Library**  
**Will Be CLOSED**  
**Sunday, April 11<sup>th</sup>**  
**For**  
**EASTER**




**Summer Reading Program**

---

**STAMPEDE TO READ**  
and  
**RIDE A WILD TALE**

Registration begins June 21<sup>st</sup>!

  
**Placentia Library Literacy Services**

Call Literacy Coordinator Jim Roberts if you or someone you know needs help in reading or speaking English

☎ 524- 8408 Ext. 213

**Placentia Library Literacy Services**

- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are: April 4<sup>th</sup> & May 2<sup>nd</sup> & June 6<sup>th</sup>

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

**National Library Week**

A time to rediscover all that our nation's libraries, librarians and library workers have to offer and why there is something for everyone . . .


**@ your library'**  
**April 18<sup>th</sup> - 24<sup>th</sup>**

**A Celebration of**  
Sunday, May 16<sup>th</sup> from 1:30-3:30 P.M.  
**MOTHERS & FAMILIES**

The event will feature children's books about mothers and families. FFL children will receive a book. There will be refreshments. For additional information or to make reservations contact Toby Silberfarb, FFL Coordinator at 524-8473, Ext. 213

*A Families For Literacy (FFL) Event*

**Placentia Historical Afghans**



Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$55.00 plus tax

*Proceeds support the Placentia History Room*

**Join us and read**



**Funny In Farsi!**  
**A Memoir of Growing Up Iranian in America**  
by  
**Firoozeh Dumas**


**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

**The Library**  
**Will Be CLOSED**  
**Sunday, April 11<sup>th</sup>**  
**For**  
**EASTER**



Program by  
**Dr. Charles Frazee**  
**"More Aegean Islands"**

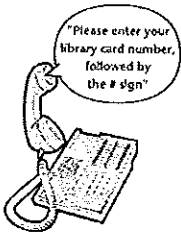


- ❖ Monday, May 17<sup>th</sup> from 7:00-8:30 P.M.
- ❖ Placentia Library Meeting Room
- ❖ Program is free
- ❖ Refreshments will be served

Renew your books by phone  
Using Telecirc


**714-765-1775**  
*24 hours a day / 7 days a week*

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



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


**2004 Friends Annual Meeting**



Monday, April 19<sup>th</sup> at 6:30 P.M.  
City Hall Council Chambers

**Volunteerism Brings Sweet Rewards**


**Featured Speaker:**  
William Disperbrook  
Orange County Register News Team Leader



This event is free and open to the public!


**WE'VE HERE NOW!**  
**Doing YOUR BEST!!!**

**PLACENTIA LIBRARY**



**Passport Application  
Acceptance Agency**

*Passport Services Available at the Library*



**Passport hours at the Library are:**  
 Sunday 1:00 - 4:30 P.M.  
 Monday 12:00 - 3:30 P.M.  
 Tuesday 12:00 - 8:30 P.M.  
 Wednesday 12:00 - 8:30 P.M.  
 Thursday 10:00 A.M. - 5:30 P.M.  
 Friday CLOSED  
 Saturday 10:00 A.M. - 2:00 P.M.

Placentia Library is an eNow! U.S. Department of State  
 Passport Acceptance Agency  
 For Passport information:  
 call 822-1966 Ext. 255 or visit the Library Website [www.placentialibrary.org](http://www.placentialibrary.org)

**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

*Decorative border*

**The Library**

**Will Be CLOSED**


**Sunday, April 11<sup>th</sup>**

**For**



**EASTER**

**Placentia's Newest Local History  
For Children & Adults**



Available At The  
Library Circulation Desk

**\$12.93 (including tax)**


*Great Gift Idea  
For Young & Old*

**Lapsit Story Times**  
*Presented by Lin Baeder*

Ages newborn to 3 years


**Thursday Mornings  
10:00 - 10:20 A.M.**

In the  
Placentia Library Room




Sponsored by the  
Gordon & Dixie Shaw Endowment

*No pre-registration required - no charge*



**Story Times  
For Children  
Ages 3 - 6**

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





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


**NEW NEW**

**Spanish  
Bilingual  
Story Times  
Ages 6 & +**

**Wednesday Evenings  
6:15 - 6:45 P.M.**





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



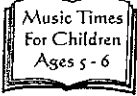

**Music Times  
For Children  
Ages 3 - 4**

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



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



**Tuesday Evenings**  
**6:30 - 7:00 P.M.**

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


**Story Time at Home**  
 Use the *Tumblebook Library*  
 at  
[www.placentiallibrary.org](http://www.placentiallibrary.org)

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

**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
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Friday	CLOSED
Saturday	CLOSED

  
**The Library**  
**Will Be CLOSED**  
**Sunday, April 11<sup>th</sup>**  
**For**  
**EASTER**


**2004 Friends Annual Meeting**  
  
 Monday, April 19<sup>th</sup> at 6:30 P.M.  
 City Hall Council Chambers  
**Volunteerism Brings Sweet Rewards!**  
**Featured Speaker:**  
 William Diepenbroek  
 Orange County Register News Team Leader  
 This event is free and open to the public!

[www.placentiallibrary.org](http://www.placentiallibrary.org)


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

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




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


[www.placentiallibrary.org](http://www.placentiallibrary.org)  
**Online Resources**  
*(To access, you must have your library card number available)*

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

**Placentia History Room**  

 Staffed and Managed  
 by Volunteers  
**Hours**  
 Monday & Wednesday  
 6:00 - 9:00 P.M.  
*Open hours by special arrangement*

**Placentia History Room**  
 Displays currently featuring

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



**Placentia History Room**

Historical Collections Include

<input type="checkbox"/> Bancroft's historical series	<input type="checkbox"/> Local citrus label collection
<input type="checkbox"/> Local oral histories	<input type="checkbox"/> Spanish trade cannonball – possibly from the 1769 Portola Expedition
<input type="checkbox"/> California historical fiction	<input type="checkbox"/> Adobe brick from Ontiveras adobe built in 1832
<input type="checkbox"/> Complete collection of Women's Round table Scrapbooks	

**Placentia History Room**

Archival Resources Include

<input type="checkbox"/> West Atwood Youth Club memorabilia	<input type="checkbox"/> Virginia Carpenter photograph collection
<input type="checkbox"/> Assorted Seaside/La Jolla Kraemer maps and papers	<input type="checkbox"/> Placentia Courier negative collection
<input type="checkbox"/> Articles on international student visit to Placentia, Italy	<input type="checkbox"/> Humberk photograph collection
<input type="checkbox"/> West Placentia Link League	<input type="checkbox"/> Newspaper clippings, brochures, newsletters, maps of local historic interest
<input type="checkbox"/> International Kiwanis papers and scrapbook (1965-1974)	

  
**The Library**  
**Will Be CLOSED**  
**Sunday, April 11<sup>th</sup>**  
**For**  
**EASTER**  
 

## **pacific clippings**

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

Placentia News  
Weekly APR - 1 2004

### **gain prices set for used-book sale**

<sup>332</sup> Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. April 18 at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to its lobby sales and book store, the group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices.

The sale is held on the second Sunday each month. Enter from the loading dock area.

Information: (714) 528-1925, Ext. 201.

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly APR 15 2004

### **ary Friends host register editor**

<sup>332</sup> William Diepenbock, the Orange County Register's north county news team leader, will be the guest speaker at the Friends of Placentia Library's annual meeting at 6:30 p.m. Monday.

The event is free and open to the public as part of the National Library Week celebration. The meeting will be held in the City Council chambers at City Hall, 401 E. Chapman Ave.

Board of Directors elections also will be held.

Information: (714) 528-1906.

## **pacific clippings**

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

Placentia News  
Weekly APR - 9 2004

## **COMMUNITY HAPPENINGS**

### **TODAY 332**

"Lapsit" stories for infants and toddlers up to 2 years old at 10:15 a.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906, Ext. 212.

## **pacific clippings**

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

Placentia News  
Weekly APR - 9 2004

### **Placentia Library**

<sup>332</sup> The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Lorraine, (714) 528-1925, Ext. 201.

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly APR 15 2004

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Placentia News  
Weekly APR - 9 2004

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Information: (714) 528-1925, Ext. 201.

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly APR 15 2004

### **Library's History Room open 2 days**

<sup>332</sup> The Placentia Library's History Room is open to the public from 6 to 9 p.m. Mondays and Wednesdays.

The library is also inviting residents with historical items to discuss the preservation of materials at the library, 411 E. Chapman Ave.

Information: (714) 996-8390.

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly APR 15 2004

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## **pacific clippings**

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santa ana, calif. 92711

Placentia News  
Weekly APR 22 2004

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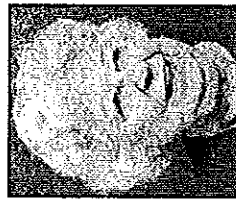
Information: (714) 996-8390.

NEIGHBORHOOD NEWS

# Friends, volunteers honored at library celebration

Friends of Placentia Library members combined celebrations of Library Week and Volunteer Week by scheduling their annual meeting on April 19 to coincide with both national observances.

William Diepenbrock, North County news team leader for the Orange County Register, was the main speaker.



**ELEANORE RANKIN**  
Anaheim office for Placentia as well as Brea, Fullerton, La

Habra, Orange, Villa Park and Yorba Linda. He answered numerous questions from the audience as he related "stories behind the stories" that he has covered.

Volunteers who contribute time and efforts in the various library departments were recognized for their many hours of assistance, each receiving a certificate of accomplishment from library volunteer development coordinator Laranne Millonzi, along with a special candy bar bearing the theme, "Volunteers bring sweet rewards."

Special recognition was given by Literacy Director Jim Roberts to Western State University, College of Law in Fullerton, which sponsors a federal work-study program at the library.

Receiving a certificate of appreciation from U.S. Rep. Ed Royce, R-Fullerton, and resolutions from State Sen. Bob Margett and state Assemblywoman Lynn Daucher, R-Brea, on behalf of the university were Donna Espinosa, director of financial assistance, and Julie Kohler. The cooperative program has been in place at the library for almost four years.

The following 11-member Friends board members were elected for one-year terms:

Brenda Benner, Nadine Blansett, Ted Farkas, Barbara Hemmeling, Camille Himes, Pat Irot, Eleanor Rankin, Ginny Sanatar

Dr. Donald Ozello, a chiropractor, took action on her suggestion and initiated a new weekly luncheon networking group that held its inaugural meeting April 21 at Rembrandt's restaurant, with 16 business owners attending.

"We expected about 10 people to come," said Ozello, "but

nearby Brea, Fullerton and Yorba Linda, will have its next meeting at 11:30 a.m. Monday, at the country club, 777 Alta Vista St.

Joy Feeger will present a special feature titled, "If Hats Could Talk," relating stories about several hats and their previous ownership, as well as how they came to be a part of her extensive and growing personal collection.

Feeger is area representative for several clubs in the region, and both she and Braginton are longtime residents of our city.

A luncheon reservation is required and may be made by calling (714) 637-4015 or (714) 344-5271, with the \$10 buffet luncheon cost being collected at the door. Recent "move-ins" are most welcome to join.

Free nursery care is also provided. Be sure to request this service when you make your reservation.

For more information about the networking group, call Ozello at (714) 572-1000.

Henri Braginton has been named chairman for Women's Connection, formerly known as Christian Women's Club, affiliated with Stonecroft Ministries. The club, which also draws its audience from

FROM 18

# Placentia split on call to revive eminent domain

Businesses in redevelopment zone say  
city leaders want too much power.

By HEATHER McREA  
and COLLEEN FISCHER  
THE ORANGE COUNTY REGISTER

332  
PLACENTIA • Community members and city leaders are clashing over a proposal to reinstate eminent domain authority over commercial property in Placentia's redevelopment zone.

Some 200 people packed council chambers earlier this month, most of them arguing against reinstating the authority for 12 years.

City Hall has received 67 letters of protest.

Heightening fears is TOD Properties' vision for building homes and adding retail space and a Metrolink

station on redevelopment land south of the city's downtown, an area that is now mostly industrial.

"They (the city) want power over a good portion of the businesses in Placentia with no plan for what they want to do," said Debbie Bright Stevens, part owner of Environmental Audit Inc. and other property in the redevelopment zone.

If property owners band together to drive up prices, eminent domain could facilitate a redevelopment project, Councilman Norman Eckenrode said, though he added he was looking at whether the authority was necessary at this time.

Councilwoman Connie Underhill has said the amount of opposition makes her wonder if the reinstatement should be reconsidered.

Mayor Judy Dickinson and Councilman Chris Lowe could not be reached for comment. Councilman Scott Brady has recused himself because of a conflict of interest.

If the council reinstates eminent domain, Stevens said she'd work with other opponents on a referendum.

Using eminent domain would be the city's last choice in acquiring land, and the rules ensure a fair outcome for property owners, said Leigh DeSantis, economic development manager.

"The city does not set the final price - a judge and jury set the final price," she said.

#### CONTACT THE WRITER:

(714) 704-3796 or

hmcrea@ocregister.com

(714) 704-3770 or

cfischer@ocregister.com

pacific clippings

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

The Register  
Daily MAY - 3 2004

Agenda Item 45  
Page 11 of 12



EDITORIALS

## No central planning for Placentia

332  
The city of Placentia is headed down a dangerous path as council members decide whether to reinstate the power of eminent domain in a redevelopment area near the city's downtown. Eminent domain

allows the government to take property by force and requires it to pay "just compensation" to victimized owners.

But the reality in Orange County and elsewhere is quite disturbing.

Individual property owners are

routinely forced from their homes and businesses, not to build a road or school or other public project, as allowed by the U.S. Constitution. Instead, cities take property from current owners to hand over to other private owners.

Typically, those who lose their properties must hire a lawyer to fight for a fair price.

Local cities - Garden Grove is a notorious abuser of this process - play legal hardball with owners, oftentimes offering a small percentage of what the property is really worth.

Placentia, like many other cities, wants to increase its tax revenue and improve an older area of town. Officials are working with a selected developer to build a massive transit-oriented development just south of the historic downtown. Downtown has a great deal of charm, and local business owners rightly fear that the project will

eventually force them to relocate their businesses. City officials agree otherwise, but can offer no guarantees.

These heavyhanded, large, centrally planned redevelopment projects require cities to float enormous amounts

debt. Downtown Brea, for instance, was built on top of the old downtown, where eminent domain was used to force out longtime businesses. The downtown is kit

and the city must rely on subsidies to keep it going. By contrast, Fullerton's real downtown has thrived, largely because city officials have stuck to maintaining infrastructure and have chewed central planning. Yet Placentia is headed down the path taken by Brea.

Fortunately, many residents and business owners understand that the city reinstates eminent domain in the redevelopment zone that they will be forced out and will probably be immersed in long legal battles to get fair treatment in terms of compensation.

They need to step up their opposition, and other city residents who live and work outside the redevelopment zone ought to join them. Central plans rarely work.

Central plans funded by debt spending and built on the remains of abused property owners are inappropriate not only in Placentia but anywhere in a free society.

**Local cities - Garden Grove is a notorious abuser of this process - play legal hardball with owners, oftentimes offering a small percentage of what the property is really worth.**

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

The Register  
Daily APR 30 2004

**pacific clippings**

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

The Register  
Daily **MAY - 2 2004**

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## Placentia drains grant for rail project

THE ORANGE COUNTY REGISTER

332  
PLACENTIA • The city has run out of state grant money to pay for the construction of its railroad underpass at Melrose Street and needs to dip into proceeds from bonds and property sales to pay the bills.

Because of its own budget crisis, last year the state froze \$11 million of a \$28 million transportation grant, forcing the city to scramble to pay a

debt to Office Depot and do a street closure at Bradford Avenue.

The first \$16.9 million of the grant paid for work on the underpass, initially expected to cost \$16.4 million.

Because right-of-way purchases cost more than expected and the remaining \$11 million of the grant is not available, the city will have to delve into its own coffers to finish the underpass.

Work is still expected to conclude in December.

Tuesday night the City Council will be asked to approve the use of \$258,918 of proceeds from certificates of participation, which are essentially bonds, raised last year.

The city is negotiating the sale of excess property that should pay for much of the remaining construction, Finance Director Steve Brisco said.

SAFETY COMMITTEE MEETING  
APRIL 22, 2004  
MINUTES

I. Call to Order: 9:14 A.M.

Members Attending: Caroline Gurkweitz  
Esther Guzman  
Katie Matas  
Donna Siloti

III. Old Business

1. "Safety Attitudes" handouts were distributed at the April 21, 2004 staff meeting.
2. A peep hole was installed at the loading dock door.

IV. New Business

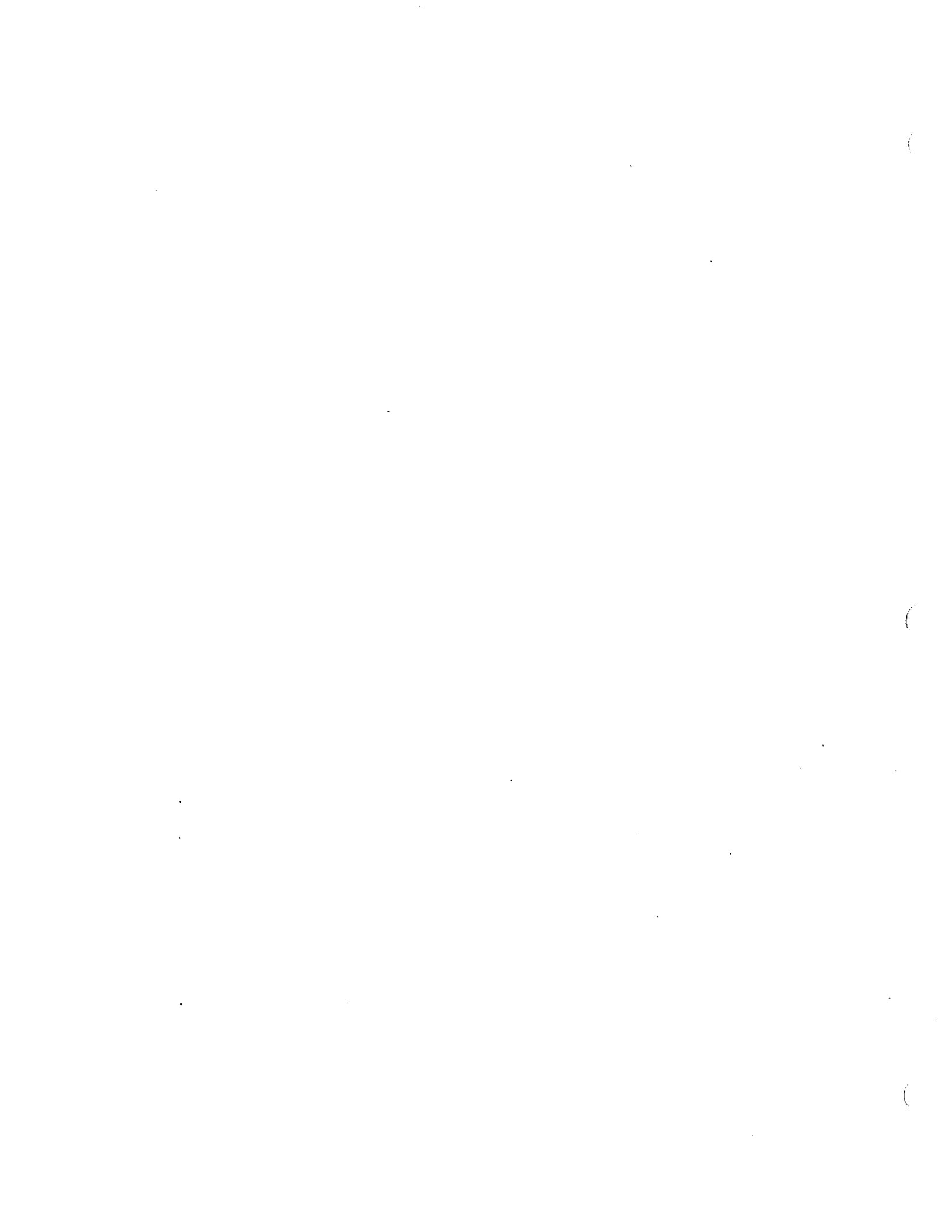
None.

The next meeting will be May 27, 2004 at 9:30 A.M.

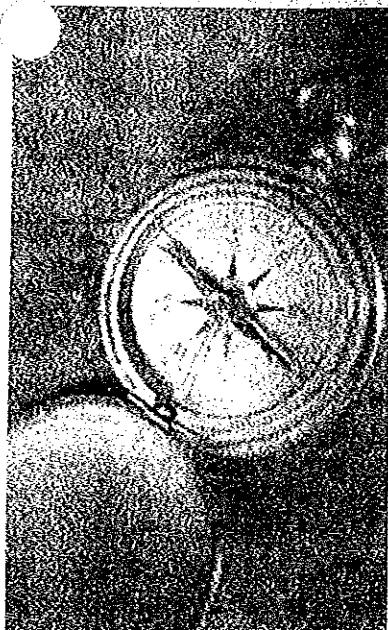
Respectfully submitted,



Katie Matas







## Novelist Loves Trustees

Dean Burgess claims his ALA membership card as a valued possession. While posing for photographs, he notably reaches for his wife Peggy, another important credential. Both have been part of his life for more than forty years. The former library director enjoys life in Portsmouth VA, laced with a busy round of appearances.

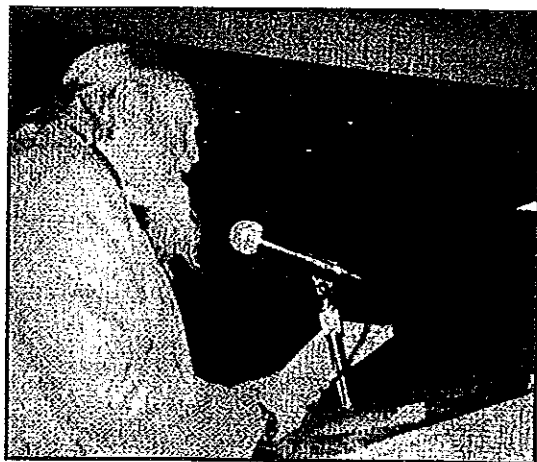
Burgess's first novel, *An Unclean Act* (Permanent Press, Sag Harbor NY 2002) drew good reviews. As the dust jacket proclaims, the book deals with "the first Puritan settlers, and brings to life the struggles and realities of earliest colonial life as it was actually lived, unvarnished and unromanticized."

The tale bears "witness to the ironic intolerance of the Puritans who, after feeling religious persecution in England, were not reluctant to inflict their own cruelties upon the growing number of freethinking Quakers who were springing up amongst them." Burgess is a direct descendent of Thomas Burge, one of the characters.

The author was born in Niagara Falls NY and attended Kenyon College in Gambier OH, known for its ties to literature. His first thought was to enter the acting world. "I was in professional theater for a while, manager of a theater company," he explains. "But I found I was not cut out to be a gypsy."

"My brother at Old Dominion University, Virginia, got me a job as a library clerk. Like Sholem Alechem, you know?"

"I taught speech and drama at Norview HS, and English classes, too. At the end of each day, I was wiped out," Burgess continues. "When my wife saw a library job in the newspaper, I grabbed it."



Soon after joining the Portsmouth Public Library, he got a scholarship to study library science at Chapel Hill NC. "We had two children," he says, "so my wife took my job and my mother looked after the kids."

"After I got my MLS, we switched," he adds, proudly "I returned to become director of reference, while Peggy earned the same degree. Our careers have paralleled." Burgess went on to become director of Portsmouth Public Libraries for 21 years. "I served as president of the Virginia Library Association, and edited *The Virginia Librarian* for ten years. I was fortunate enough to be in on the beginning of automation."

As Burgess explains it, there have been three distinct waves in the world of libraries. "The first generation built research libraries," he says. "The next generation built branches—I came in on the end of that. Portsmouth has a main library and three branches. I was in on the opening of all three."

"I was appointed to the Virginia Networking Commission," he adds. "I was on the first library delegation to China. My expertise was automation. Technicians there were just developing computers to type Chinese characters. They were very proud of that."

In

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Shirley A. Bruursema

## President's Message

How time flies when you are having fun is an old cliché, but oh, *how true!* Time also flies when you are very busy, and this has been a very busy year. I cannot believe it is time to write my last President's Column. This year has been a very rewarding experience, and I trust a fruitful one—truly a year of communication. We have a number of new members. We have dynamite committees and committee chairs. And our Advocacy Program is moving forward in high gear. I am extremely grateful to all of you for your willingness to serve as an integral part of our division of ALA.

Our next big hurrah is, of course, the Annual Conference in June. I hope you all have your reservations made. We have an excellent Pre-conference, cosponsored with PLA. There will be great speakers, including our own Ellen Miller! Check the schedule to see some of the other excellent workshops with talented speakers. I would also appreciate your attendance at opening and closing sessions of ALTA. Also, plan on attending the ALTA Gala for a nice dinner and hopefully some entertainment, which we are still working on—and it is all for \$50.

I must not forget our many thanks to all the applicants for the awards given annually by ALTA. What a great slate for the Awards Committee choose from! We had applicants in every regi

We just returned from our Executive Committee meeting in Chicago. Much was accomplished. We updated our Code of Ethics and the Mission Statement. Also, we worked on a draft of our Strategic Initiatives and Strategic Plan, which will be going to the ALTA Board for input—then presented at Annual Conference. We are also working on a PowerPoint presentation to be shared with Regional Vice-Presidents, authored by Jim Conner, Regional VP from Region 10.

I look forward to seeing many of you in Orlando. Again, thank you for letting me serve you as President, and for your enthusiasm and willingness to serve. I think ALTA is moving forward and spreading the word across America about who we are and what we can do to assist other Trustees. Again, thank you!

—Shirley Bruursema, ALTA President

## From the Library Bill of Rights

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

# Report from the Midwest

FROM: ELLEN MILLER

Regional Vice President, Region 9

The Fifth Annual Trustees–Friends Day featured four events. Meeting on March 31 attendees were hosted by the Kansas Library Trustee Association (KTLA) and Friends of Kansas Libraries (FOKL).

## FUTURIST STRETCHES MINDS

Laughter. Pin-drop silence. New and sometimes frightening concepts. Futurist Ian Jukes knew how to hold his audience. His “Living on the Future Edge” keynote speech included:

- *Moore’s Law*: computing power doubles every 18 months, as prices drop.
- *The Internet has No Walls*: Its emails and Web sites use a different language. Are we teaching our kids to write for the Web?
- *People over 30 are Digital Immigrants*: But today’s kids are “digital natives” who grow up with a mouse in their hands.

By 2016, children can expect ten to fourteen careers in a lifetime compared to about five to six for today’s thirtysomethings. How to prepare them? By recognizing that Internet search engines teach kids, too, and paper is not as real as multi-media experience.

Teaching must change, in order to develop information fluency, Jukes declared. The 250 people in the audience agreed with thunderous applause. The speaker and his company model what he

described. Each month, Jukes reviews over 400 articles online. His Info-Savvy Group can be found at [www.ianjukes.com](http://www.ianjukes.com).

## LUNCHEON FEATURES AWARDS

Peers honored four Kansas library trustees at the Luncheon and Awards Ceremony. Both KTLA and Friends of Kansas Libraries sponsored the gathering. Annually, KTLA underwrites two grants for each of the state’s seven regional library systems. The grants target trustees from libraries serving 3,000 population or less. In Kansas, that covers about 320 of the state’s 372 public libraries.

One grant is for a first-time attendee at the spring library conference. The winner receives a \$150 check and a certificate; a press release with photo is sent to his/her local newspaper. In return, he/she writes a brief report for the regional system’s newsletter. The other grant is for a regional trustee of the year. The winner gets a plaque. His/her library gets a check for \$150; a press release is sent to the local newspaper.

*First-time attendee winners*: Congratulations to Beth Collett, Marion City (North Central Kansas Library System) and Barbara Lewis Long, Eureka (Southeast Kansas Library System).

*Regional trustees of the year*: These winners go “above and beyond” to help their libraries. In 2004 they were Joe Simunac, Baldwin (Northeast Kansas Library System) and Beverly Roepke, Waterville (North Central Kansas Library System).

cont. on pg. 12

## ALTA at a Glance

President:

Shirley A. Bruursema

Executive Director:

Kerry Ward

*The Voice* Editor:

Anne Sterling

*The Voice* Contributing Editor:

Gretchen Kalwinski

*The Voice*

Design/Production:

ALA Production Services

Visit us online:

[www.ala.org/alta](http://www.ala.org/alta)

## 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.



Caroline McKnight presents award to Beth Collett.



Barbara Lewis Long is honored by KTLA’s Caroline McKnight



## Web Site Spotlight

In commemoration of the 50th anniversary of *Brown v. Board of Education* (see book review), it is incumbent on Americans to review the history of discrimination against African Americans in public libraries. This Web site offers a short history of the Civil Rights Movement's Effect on Libraries, written by Mary Braun, a student at the University of Alberta.

[www.slis.ualberta.ca/  
student\\_publishing.htm](http://www.slis.ualberta.ca/student_publishing.htm)



## Tracking Acronyms: ASCLA

The Association of Specialized and Cooperative Library Agencies, a division of ALA with about 1000 members, represents state library agencies, specialized library agencies, multitype library systems and independent librarians who work outside of traditional library settings.

ASCLA currently has four sections, each with a special mission, yet each working with the other sections in a cooperative endeavor to further the development of libraries in response to the needs of the libraries' users. The four sections are the Independent Librarians' Exchange (ILEX), Interlibrary Cooperation and Networking Section (ICAN), Libraries Serving Special Populations Section (LSSPS), and State Library Agency Section (SLAS).

### ASCLA PUBLICATIONS

ASCLA members receive a free subscription to *Interface*, a quarterly newsletter. ASCLA also publishes monographs on multitype library cooperatives, state library agencies, and library services for special populations including people with disabilities and prisoners.

### ASCLA PROFESSIONAL DEVELOPMENT OPPORTUNITIES

In addition to the continuing education programs ASCLA offers at the ALA Annual Conference,

ASCLA also presents one-day Pre-Conferences on topics such as library services for people who are hearing impaired, implementing the Americans with Disabilities Act in your library and strategic planning for multitype library cooperatives.

### ASCLA ONLINE

[www.ala.org/ascla](http://www.ala.org/ascla) offers 24/7 information about ASCLA membership, products and activities. The Web site offers resources on providing library services for people with disabilities, a toolkit for independent librarians and excerpts from standards.

### SCHOLARSHIPS AND PROFESSIONAL RECOGNITION AWARDS

ASCLA sponsors the Century Scholarship, an annual scholarship of \$2,500 to fund services or accommodations for a library school student or students with disabilities. ASCLA also presents six awards to recognize outstanding achievement by librarians and libraries.

For more information, contact the ASCLA office at (800) 545-2433, ext. 4398, or send e-mail [ascla@ala.org](mailto:ascla@ala.org).

—Lillian Lewis, Deputy Executive Director, ASCLA

## Election Year Do's and Don'ts

From the Office of ALA Governance: As the U.S. Presidential election campaign heats up, ALA, as a 501 (c) 3 organization, is strictly prohibited from engaging in any political activities on behalf of individual candidates for public office. This prohibition extends to staff or member discussion on ALA electronic discussion lists, in Ala or unit newsletters, at programs at ALA conferences.

A summary of "Election Year Do's and Don'ts" is available on the ALA Web site at <http://tinyurl.com/27swt> or by going to Our Association, ALA Governing and Strategic Documents, Legal Guidelines, Election Year Do's and Don'ts.

There has been some confusion about this document, with people thinking that it refers to ALA elections, but that is incorrect! The guidelines actually relate to U.S. elections.



## I've Been Reading

Charles Ogletree, Jr., *All Deliberate Speed: Reflections on the First Half-Century of Brown v. Board of Education*, W. W. Norton, New York, April, 2004

Charles J. Ogletree, Jr., professor of law and vice dean for clinical programs at Harvard, has written a critical account of the last half century of American race relations since *Brown v. Board of Education*. He concludes that the Supreme Court compromised the effects of their landmark 1954 decision when they stated that change was to be brought about with "all deliberate speed." This was a flaw in their unanimous decision, which has, in Ogletree's view, given many individuals and officials at various levels continuing license to resist and defy the Court's mandate, this delaying needed action not only in the public schools but in other areas of American life.

Ogletree was born and raised in Merced, California, and writes movingly of his childhood life in a segregated community. His family's poverty and a variety of school experiences fed his growing sensitivity to racial inequality in Merced during his early years. An African-American basketball coach encouraged him to delve extensively into Black literature. He encountered some compassionate teachers in high school, and a guidance counselor persuaded him to apply for admission to Stanford University, instead of a local community college. Following his graduation from Stanford, he

attended Harvard Law School. In the mid-1970s, his first job as a lawyer was with Washington, D.C.'s Public defender Service. There he noticed that despite an overwhelmingly (70%) black population, Washington's indigents were for a number of years primarily represented by white attorneys.

In much of his book, Ogletree intersperses his own experiences as a student and practicing attorney with accounts of some of the major race-related legislation, litigation and issues of the past century, some of which involved him personally. These range from Southern paternalism and violent repression, Black exclusion from mainstream education and the political process in the *Brown* decision, Black Panther shootings and the Angela Davis trials in the early 1970s. Ogletree devotes major sections in his book to segregation in the Boston public schools, the *Bakke* and related cases of "reverse discrimination," and the legacy of Thurgood Marshall. He described in detail his involvement as an untenured professor in Anita Hill's defense following her challenge to Clarence Thomas's appointment to the Supreme Court. He also reviews the recent controversies regarding admissions standards at the University of Michigan. He is presently representing Black citizens of Tulsa, Oklahoma, who are seeking reparations for the destruction of their homes in a 1921 race riot.

Ogletree concludes that the "important goal of full equality in education following slavery and Jim Crow segregation was compromised from the beginning and that 50 years after *Brown* there is little to celebrate." The nation's refusal to acknowledge this history "and to repair the harm done" has permitted "the problem of the color line to carry over into the 21st Century." Nothing less than "an unequivocal commitment" to racial equality by government, industry, "and in our personal lives," will do, "and we must do it now."

—Keir B. Sterling, U.S. Army Combined Arms Support Command Historian

## Welcome, New ALTA Members!

Robert Thomas  
Monique Desormeaux  
Lymon Brainerd  
Stephanie Cassioppi  
Shirley Dale  
Amanda DeShields  
Chris Fowler-Sandlin  
James Gatling  
Paul Helleman  
Gretchen Hoffman  
Walter Howell  
Michelle Knudsen  
Bill Mitchell  
Sunday Mueller  
David Nedrow  
Belle Redden  
Vickie Reynolds  
Jeff Rivlin  
Lois Sirman  
Ascension Smith  
Carolyn Vanderhoof  
Margi Wallis  
Bettye Wehler

# As Nation Celebrates 50 Years of Brown, Americans Reflect on Opening Libraries to All

Library services specifically provided for African-Americans extend back nearly two centuries to 1816, when the first school and library for their use was established in Wilmington DE. During the early decades of the 19th century, Philadelphia became a center of Black-centered library activity, with the creation in that city of the first "social library" for their use (1828), the first social library for Black women (1831) and the Philadelphia Library Company of Colored Persons (1833).

The Enoch Pratt Library in Baltimore and four of its branches appear to have been the first public library facilities in the South providing services for both races, beginning in 1886. The earliest Black college library in the South was founded at North Carolina Agricultural and Technical College in Greensboro NC in 1894. Two years later, the infamous *Plessy v. Ferguson* case, handed down by the Supreme Court, established its "separate but equal" doctrine, which was to govern much national library policy, particularly in the Southern states, until the mid-20th century.

Among the stereo views of the Boston Public Library issued in 1902 was one featuring a Black patron.

Philanthropist Andrew Carnegie underwrote reconstruction of a number of Black college and university libraries during the early years of the 20th Century, beginning with Tuskegee Institute (1901) and including Alabama A & M, Atlanta University (GA), Benedict College (SC), Talladega College (AL), and Wilberforce University (OH), all in 1904, and Cheyney State Teachers College (PA), Johnson C. Smith University (NC), Livingstone College (NC) and Fisk University (TN), the following year. During the next several years, additional Carnegie aca-

demical libraries for Blacks came into being at Wiley College in Texas (1906) and at Howard University (DC) and Knoxville (TN) College in 1907.

In 1910, the Marblehead Libraries, a traveling library service specifically for Southern Blacks, was established by James H. Gregory of Marblehead MA. This program was administered by Atlanta University. In 1917, Julius Rosenwald, president and later Chairman of the Board of Sears Roebuck, inspired by the work of his friend Booker T. Washington, created the Julius Rosenwald Fund, which ultimately established 5,357 schools for Blacks in the rural South. Beginning in 1929, he began funding the construction of a number of urban and rural libraries in thirteen Southern states that were open to patrons of all races.

American library organizations first became active in a variety of projects on behalf of Blacks in the 1920s. The American Library Association (ALA) held its first Work with Negroes Round Table in 1921. George Settle, Director of the Louisville KY Public Library, delivered a paper concerning the "Status of Work with Negroes" a conference of the Southeastern Library Association in 1926, and the first Negro Library Conference was convened at Hampton Institute's Library School in Hampton, VA, in 1927.

For a number of years, some individual librarians in the South took a stand for integration before the ALA got involved in doing so. For many years, ALA's standing policy was to avoid unnecessary turmoil by holding no annual meetings in the segregated South. In the 1950s, it did begin to insist that all states maintain one state library association, rather than two segregated ones. Unfortunately, this meant that for some years, African-American librarians were denied membership in white library associations.

In 1956, following the Supreme Court's decision in *Brown v. Board of Education*, two years earlier, ALA finally convened its first integrated annual conference in Miami Beach FL. In 1961 ALA amended its Library Bill of Rights by stating "the right of an individual to the use of a



library shall not be denied or abridged because of his race, religion, national origins, or political views." The ALA Black Caucus, organized at ALA's 1970 midwinter meeting in Chicago, was formed "to mobilize the power necessary to ensure that the fullest and most relevant library service is made available to black people."

As early as 1928, the West Virginia Supreme Court handed down a path-breaking decision in that state, when it determined that as taxpayers, Black citizens of Charleston had as equal right to the use of public library facilities in that city. In general, however, Southern states and municipalities were slow to change their policies, although occasional progress was made. In 1953, for example, Rosa Keller, president of the New Orleans Urban League, and the first woman appointee to that city's Library Board, began insisting, despite great opposition, that all libraries in that city be integrated. Though this was finally accomplished with the support of Mayor deLesseps Morrison in 1955, library water fountains and rest rooms would continue to be segregated for some years.

In Albany, GA, in 1963, the local public library, which was closed in response to many library sit-

ins, reopened when 1600 white citizens petitioned for integrated services. In *Brown v. Louisiana* (1966), the only case concerning library segregation to be decided by the US Supreme Court, the Court determined that five Black demonstrators who had staged a sit-in at a public library in Clinton, LA, could not be charged with disturbing the peace.

Mexican-Americans were among other minorities who for many years were placed in segregated schools in the Southwest. Mexican-American children were often channeled into sub-standard or vocational programs, solely because of their ethnicity. Others were obliged to adjust to an English-only environment. One Mexican-American woman in Arizona, who had attended a public school there and had loved to read since her childhood, gratefully recalled a sympathetic Anglo educator in her school who set up a "makeshift community center and library" in a local barrio. "To this day," she remarked, "I just love going into libraries . . . there are two places that I can go in and get a real warm, happy feeling: that is, the library and Bullock's [local department store] in the perfume and make-up department."

## Novelist Loves Trustees continued from p. 1

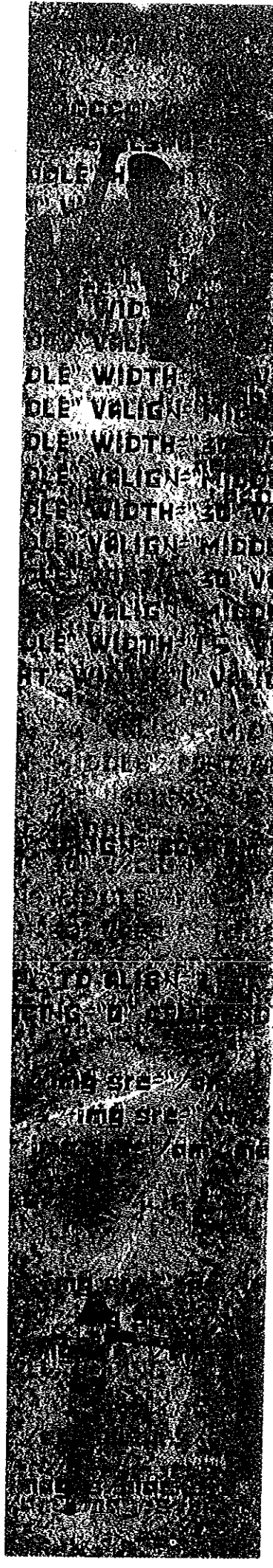
"I saw symbols on a library wall. They were ancient Chinese symbols, but the librarians could not read them," Burgess recalled. "I wandered away from the group and came to a locked door. A woman hurried after me, and I asked what was inside. 'Those are books published by the Nationalist Chinese,' she explained. 'They include lies.' So I asked, why keep them at all? She replied, 'The government might change.'"

Back to the novel. How did Burgess get the idea to write it? "I was sitting in the Reference Room of the Library of Virginia. They had records of the courts of the Plymouth colony, including a divorce trial. I knew I had to write that story."

Is there a second novel in the works? "It's titled *Smoke on Water*. It's the story of a Virginia mountain girl's trip to New York in the 1920's. And like my first book, it requires a lot of research in the library."

Back to libraries. How does Burgess feel about trustees? "If you work for the mayor, and he says no, trustees can help. Trustees are your advocates at City Hall. And they keep you honest."

"Some library directors like working in groups. Some don't. And they don't know what they're missing!"



# ALTA 2004 Awards

## **ALTA ANNOUNCES LITERACY AWARD WINNER CONGRATULATIONS TO WILLIAM H. WILSON!**

William Wilson is the winner of this year's Literacy Award, to be presented at the ALTA SOS Luncheon on Sunday, June 27, 2004. This award is an acknowledgement of his commitment to directly preserve and further literacy in his state. Mr. Wilson has served on the Lexington Public Library's Advisory Board and Board of Trustees since 1997, serving as both Chairman and Vice-Chairman of the Board. He is also a past-president of the Literacy Volunteers of America, and for the past several years, has served on the board of the Carnegie Center for Literacy and Learning. In 2003, while serving as a trustee of the Carnegie Literacy Center, Wilson took initiative to prevent proposed funding cuts, lobbying the Lexington-Fayette Urban County Government, and enlisting other Board and Advisory Board members to contact and lobby each City Council member.

As Chair of the Board's Public Relations committee, he helped to prepare a letter to Council members with the facts and history of the situation, and at the end of June 2003, the Lexington Public Library signed an agreement with the Lexington-Fayette Urban County Government and Lexington resident William Farish, to provide the necessary funding for the Carnegie Center. Though many Library Board members were involved in this effort, William Wilson was the one who spearheaded it, and provided the necessary leadership. Kudos to him for his achievement and steadfast work!

The ALTA Literacy Award is presented annually to a library trustee or volunteer who has made some significant contribution to addressing the literacy problem in the United States—particularly as it relates to the role of the public library. The award, which is a plaque, is presented during the SOS Luncheon at the ALA Annual Conference.

## **ALTA ANNOUNCES THE 2004 ALTA/GALE GRANT WINNER CONGRATULATIONS TO JOEL HONDORP AND KAREN DYER!**

Congratulations to Joel Hondorp and Karen Dyer, the recipients of this year's ALTA/Gale Outstanding Trustee Grant. Karen Dyer is a trustee at the Alameda County Library in Fremont, CA, who has been working with libraries (in Friends, Task Force, and Board capacities) since 1992. Since 1995, she has attended every annual California Library Association Legislative Day, and testified before legislative subcommittees in support of library legislation in California, but has never had the opportunity to attend an American Library Association Annual Conference.

In 2000, Joel Hondorp was appointed to the board of the Kent District Library in Michigan, and since then, has been elected both to Treasurer and Vice-Chair positions. Mr. Hondorp has been a lifelong book-lover, and user of school, church, and public libraries, and now he enjoys helping to make decisions for a library system. He is looking forward to attending the ALA Conference in Orlando because it will afford him the opportunity to finally discuss issues with trustees from different regions, and to observe how colleagues carry out the work in their own communities.

Established in 1990, this award provides \$750 each to enable two public library trustees to attend an ALA Annual Conference for the first time. It is awarded annually to two public library trustees who have demonstrated qualitative interests and efforts in supportive service of the local public library. Made possible by an annual gift from Gale Research, Incorporated, the grant is administered by the Association for Library Trustees and Advocates, a division of the American Library Association. A formal presentation to winners will be made at the ALA Opening Session at the ALA Annual Conference.



# ALTA 2004 Awards

## **ALTA ANNOUNCES WINNERS OF MAJOR BENEFACTORS HONOR AWARD CONGRATULATIONS TO THE CLEMENTS FAMILY AND THE BANK OF SOUTHSIDE VIRGINIA!**

This year's ALTA Major Benefactor Award is a two-pronged pat on the back to the Clements family of Carson, Virginia. Both the Clements' business (The Bank of Southside Virginia), and two individual members of the Clements family (father and son bank owners John and Peter Clements) are being honored for their donation of funds and land for the new Carson Depot library in Hopewell, Virginia. Until 1992, only a bookmobile stop, and a temporary stationery bookmobile supplied public library service in the Town of Carson. In the past eleven years, John and Peter Clements have made donations totaling approximately \$15,000; giving both funding and land for the relocation and renovation of an old caboose to the grounds of the Carson Depot Library. They have also helped to fund the Appomattox Regional Library's summer reading program, and given support to other library branch building projects. With their efforts, The Bank of Southside Virginia and the Clements family have demonstrated the capability of a local business to provide and promote public library service, and have created a showplace library with a corresponding museum devoted to local railroad history. The Association for Library Trustees and Advocates commends the Clements family for their efforts in preservation and benefaction of both local history and public libraries. As noted by Mr. Chuck Koutnik, Director of the Appomattox Regional Library System; "In 20 years of working in libraries, I have never seen such great support of libraries from a corporation and community."

Established in 1976, the Major Benefactors Honor Award is a specially prepared citation established to give recognition to individuals, families or corporate bodies who have made

major benefactions to public libraries. The award is presented locally in a ceremony at the library, and consists of two specially prepared citations for the recipient(s) and the beneficiary library. The significance of the gift will be measured from the point of view of the recipient library, rather than by the size of the gift alone.

## **ALTA ANNOUNCES THE 2004 TRUSTEE CITATION AWARD WINNER CONGRATULATIONS TO ALMA DENNIS!**

Longtime ALTA member Alma Dennis is the winner of this year's Trustee Citation Award. Mrs. Dennis is currently serving her fourth term as a trustee of the Birmingham Public Library in Alabama, and has always been viewed as the "key" to the library's excellent relationship with the citizenry of Birmingham. An impassioned fundraiser for libraries, she recently garnered her mayor's full support to erect a vibrant mural called "A New Day in Birmingham" at their Central Library, and then successfully led a campaign to raise the funds for the fifty thousand dollar project. Executive assistant to the Superintendent of Birmingham's City Schools noted that, "Dennis understands that education is a needed tool for survival and she has worked constantly to ensure that all children have the opportunity to enjoy the gift of reading." In addition, as a Chair of ALTA's Specialized Outreach Services committee, Alma Dennis has planned and implemented programs that provide outreach in the area of literacy throughout the nation.

During each ALA Annual Conference, up to two trustees are presented with citations in recognition of distinguished service to library development. The awards, established in 1941, symbolize and honor the best contributions and efforts of the estimated 60,000 American Citizens who serve on library boards. The awards are presented at the ALA Opening General Session.

## THURSDAY, JUNE 24, 2004

TIME	MEETING	ROOM NUMBER
<i>Committee Meetings</i>		
2 P.M.-4 P.M.	Executive Committee Meeting (#283152)	OCC 232 C
5 P.M.-7 P.M.	Board of Directors Meeting (#283153)	OCC 221 E

## FRIDAY, JUNE 25, 2004

TIME	MEETING	ROOM NUMBER
9 A.M.-5:30 P.M.	ALTA Preconference (co-sponsored by PLA) "Librarians & Trustees: Teamwork for the Community's Benefit" (#282365)	RITZ Plaza BR III
<i>Committee Meetings</i>		
11:30 A.M.-12:30 P.M.	Awards Committee Meeting (CLOSED) (#283131)	RITZ Genoa I
2-4 P.M.	All Committee Meeting (#283132)-Committees: SOS, Action Development, Advocacy, Local Arrangements, Legislation	MAR Palazzo E
7:30-10 P.M.	ALTA Gala (#283175) Rosen Centre Hotel	ROSE Ballroom A

## SATURDAY, JUNE 26, 2004

TIME	MEETING	ROOM NUMBER
8:30-12 A.M.	ALTA Opening Session Program: "To Infinity & Beyond: Marketing Your Library" (# 282370)	OCC 312 A/B
<i>Committee Meetings</i>		
11 A.M.-12 P.M.	President's Program Committee Meeting (#283135)	RITZ Genoa III
11 A.M.-12 P.M.	Nominating Committee Meeting CLOSED (#283167)	RITZ Genoa I
1:30 P.M.-3:30 P.M.	ALTA President's Program: "Beam Us Up! Local to Global Communication: Effective Communication for Trustees & Advocates" (#282368)	OCC 312 A/B
4-5:30 P.M.	All Committee Meeting: (#283134), Committees: Membership, Intellectual Freedom, Education of Trustees, Publications	MAR Palazzo E
5:30-7 P.M.	ALA Opening General Session	

## SUNDAY, JUNE 27, 2004

TIME	MEETING	ROOM NUMBER
8:30-12 A.M.	ALTA Education of Trustees Program: "Discover the Magic: Director/Trustee Relationships" (#282352)	OCC 224 E-H
12-1:30 P.M.	SOS Luncheon Program: "Libraries: A Diverse Community" (# 282310)	OCC 222 A
2-5 P.M.	ALTA Closing Session/(Intellectual Freedom Program) A Cookbook of Intellectual Freedom Issues, (#282363)	OCC 208 B
<i>Committee Meetings</i>		
5-6 P.M.	Conference Program and Evaluation Committee (#283169)	Ritz Genoa I

## MONDAY, JUNE 28, 2004

TIME	MEETING	ROOM NUMBER
8 A.M.-10:30 A.M.	2003-2004 Board of Directors Meeting (#283165)	OCC 222 B
10:45 A.M.-11:30 A.M.	2004-2005 Board of Directors Meeting (same #283165)	OCC 222 B
11:30 A.M.-12:30 P.M.	2004-2005 Executive Committee Meeting (same #283165)	OCC 222 B

# ALTA Spotlight

We would like to highlight three exciting ALTA programs for the upcoming 2004 Annual Conference. All require pre-registration, and space is limited, so make your reservations soon by going online to: [www.ala.org/ala/eventsandconferences/b/annual/an2004/registration.htm](http://www.ala.org/ala/eventsandconferences/b/annual/an2004/registration.htm)

ALTA/PLA PRECONFERENCE,  
9 A.M.-5:30 P.M.

(co-sponsored by PLA)

Friday, June 25, 2004

#383365

**Title:** *Librarians & Trustees: Teamwork for the Community's Benefit*

**Program:** What will community libraries be in the future? How can library trustees and directors form productive partnerships to make a difference in their communities? Participants will hear short presentations, participate in hands-on exercises and break into small group discussions that will focus on solving problems and practicing conversations. Speakers include: Dr. Martha Hale, Jim Fish, Ellen Miller, Ken Haycock.

PLA members will be able to register at the ALTA member price of \$165; ALA member price, \$215; nonmember prices \$260.

The Chairperson of this program is Ellen Miller, president of the Ellen Miller Group

of Lenexa, Kansas. The company specializes in (a) facilitation of strategic planning and (b) public relations/marketing strategies for a wide variety of organizations including:

- The Indiana State Library
- Villanova University's Falvey Library
- Southwest Kansas Library System
- Valparaiso University's Moellering Library
- Plainfield (IN) Public Library

An active speaker and author, Ms. Miller and Patricia Fisher are writing *Effective Director-Trustee Teams: Making the Difference in Your Community*, for ALTA and PLA. Her 2004 speaking gigs include eight partnership workshops for the Missouri State Library and addressing the Oklahoma Library Association. A former county library trustee, Ellen Miller is a member of the Kansas State Library Advisory Commission. She was named to the 2000 ALA-ALTA Advocacy Honor Roll, and is founding president the Kansas Library Trustee Association. Ms. Miller received a B.S. from the University of Oregon and a M.S.L.S. from the University of Illinois.

ALTA GALA BANQUET, 7:30-10 P.M.

#283175

Rosen Centre, ROSE Ballroom A

**Program:** This year's Gala will be held at the convenient and centrally located Rosen Centre Hotel. Registrants will enjoy a full

sit-down dinner with friends, advocates, and colleagues, and perhaps a little live music as well. The ticket price is \$50.00, and space is limited, so be sure to register soon!

SOS LUNCHEON

Sunday, June 27, 2004

12-1:30 P.M.

#282310

Chair: Kim Denise Johnson

Title—Libraries: A Diverse Community

**Description:** Our country is a melting pot of all ethnic cultures, and our libraries are our cornerstone for success in integrating non-English speaking children and adults. This year's ALTA SOS Luncheon will illustrate how libraries can embrace non-English speaking patrons with programs geared to motivate, encourage, and break language barriers. In addition, this year's Literacy Award will be presented. Don't miss this luncheon! Speakers include: **Helen Benoit**, Service Coordinator for Hamilton Public Library, Ontario; **Carrie Banks**, Director, Child's Place, Brooklyn Public Library; **Deloice Holliday**, Multicultural Outreach Librarian, Indiana University; and **Linna Yu**, Library Manager, Elmhurst Branch, Queens Borough Public Library.

For more detailed program and speaker info, please check the ALTA Web site at [www.ala.org/ala/alta/altaannual/altaconfprog/conferenceprogram.htm](http://www.ala.org/ala/alta/altaannual/altaconfprog/conferenceprogram.htm)

## CODES FOR ALTA EVENTS, 2004 ANNUAL CONFERENCE, at Lenexa, Kansas

Orange County Convention Ctr.—OCC  
J. W. Marriott Grande Lakes—MAR  
AmericSuites Orlando Convention  
Ctr.—AMER  
\*The Peabody Orlando—PEA  
Courtyard Orlando Intl. Drive—COURT  
Radisson Barcelo—RAD

Crowne Plaza Universal—CROW  
Renaissance Orlando Resort—REN  
Doubletree Castle—DOUB  
Marriott Residence Inn—RES  
Embassy Suites Jamaican Court—JAM  
Ritz-Carlton Grande Lakes—RITZ  
Embassy Suites Int. Drive—EMB

\*Rosen Centre Hotel—ROSE  
Hilton Garden Inn Seaworld—HIL  
Rosen Plaza Hotel—PLAZA  
Holiday Inn Hotel & Suites—HOL  
Sheraton World Resort—SHER  
Homewood Suites—HOME  
Wyndham Orlando Resort—WYND

**BOOK SALE BESTS: MAKING THE MOST OF YOUR FUNDRAISER**

This afternoon workshop was put on with FOKL sponsorship. An audience of 50 learned ways to carry out successful book sales from a panel of Friends. Listeners peppered the speakers with many questions.

**SHOW ME THE MONEY**

This presentation featured two skits on improving library salaries. The workshop was co-sponsored by KLTA and the Institute for Continuous Education, an arm of Emporia State University's School of Library and Information Management.

In Scenario 1, a real library director wanted to keep her salary low while raising those for other staff. However, a "trustee" said the director's salary should come up now. In Scenario 2, it took a year and much homework for a real trustee and real library director to convince real City Manager Mark McAnamey of Emporia to raise salaries.

**KANSAS MERITS INK**

During Trustees-Friends Day, participants noted two recent articles featuring Kansas. "The Castle is Back," by Hays Library Director Melanie Miller discussed how renovation turned a frontier era town library into a downtown hub. The article appeared in the April 2004 issue of *American Libraries*.

Belleville's successful salary improvement campaign was highlighted in "Retirement Tsunami Looms over Distracted Director/Board Teams." This article by trustee Ellen G. Miller (no relation to Melanie) appeared in the March/April issue of *Public Libraries*.

**VERDICT SAYS: SUCCESS!**

For the fifth straight year, Trustees-Friends Day broke records. Over 400 people attended the four events. The bottom line? When trustees and Friends partner, Kansas communities benefit. For more information about T-F Day, contact KLTA President Melva Barlow at (620) 271-2103 or mjbar@carrollswb.com.

**Fall deadline!** August 2, 2004

**ALTA** Voice of America's Library Trustees & Advocates  
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